DRAFT BIDDING DOCUMENT

FOR THE WORK

"Repair & Renovation of Grade IV Incomplete Staff Qtr.(First Floor) of Srimanta
Sankaradeva Kalakshetra Society for the year 2025-2026"



OFFICE OF THE SECRETARY SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY PANJABARI, GUWAHATI – 37, ASSAM

H/A: CORPUS FUND INTEREST ACCOUNT







OFFICE OF THE SECRETARY SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY

Cultural Affairs Department, Govt. of Assam PANJABARI, GUWAHATI-781037

No. SSK/Eng/RR-G4/HD/08/2025/9802

Dated Guwahati the 9th May' 2025

NOTICE INVITING TENDER (NIT)

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites fresh bids for the following work, from registered contractors under APWD (Building) having requisite experience in similar nature of work. Details may be seen in the www.sankaradevakalakshetra.com official website of Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37 and also in the office of the undersigned during office hours from 16-05-2025 to 06-06-2025.

SI. No.	Name of Work	Name of Work Approx. Value of Time of the work, completion		Bid Security (2% for General,	Bid Security and cost of	Cost of RFP Document
				and 1% for	<u>RFP</u>	
				Reserved	to be drawn	
				category	<u>in</u>	
					favour of	
1	"Repair & Renovation of Grade	Rs.9,35,715.00	06 (six)	Rs. 18,800.00 for	"Secretary	Rs. 190/-
	IV Incomplete Staff Qtr.(First	(Rupees nine	Months	General	Srimanta	
	·	lakh thirty seven		Category or	Sankaradeva	
	Floor) of Srimanta Sankaradeva	thousand seven		Rs 9,400.00 for	Kalakshetra	
	Kalakshetra Society for the year	hundred fifteen)		reserved	Society,	
	2025-2026"	only		Category	Panjabari,	
					Guwahati-37	

1. All the interested bidders are requested to down load the Bidding document from official website of Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37 and also requested to read carefully before submission of their bid.

Sd/-

Secretary

Srimanta Sankaradeva Kalakshetra Society.
Panjabari, Guwahati-781037, Assam.
Dated Guwahati the 9th May'2025

Memo No. SSK/Eng/RR-G4/HD/08/2025/9802 Copy to,

- 1. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
- 2. The Account Branch office of the Secretary Srimanta Sankaradeva Kalakshetra Society, Assam, Panjabari, Guwahati-37 for information.
- 3. Ramen Haloi, Junior Assistant of SSKS is requested to publish in the official web site www.sankaradevakalakshetra of SSKS.
- 4. Notice board / tender file.

Sd/-

Secretary Srimanta Sankaradeva Kalakshetra Society. Panjabari, Guwahati-37, Assam.

ACTIVITY SCHEDULE FOR THE WORK

"Repair & Renovation of Grade IV Incomplete Staff Qtr.(First Floor) of Srimanta Sankaradeva Kalakshetra Society for the year 2025-2026"

SI. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	16-05-2025	11.00 AM		
2	Tender Download	16-05-2025	1.00 PM	06-06-2025	2.00PM
3	Pre Bid Meeting Date	21-05-2025	12.00 AM	1	-
4	Bid Submission Date	16-05-2025	2.00 PM	06-06-2025	2.00PM
5	Technical Bid Opening Date (Cover-I)	06-06-2025	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	06-06-2025	3.00 PM	-	-

SECTION I

A. Applicant's eligibility criteria

Prospective bidders should have the following minimum qualifying criteria for Participation in RFP document:

- 1. Bidders should be registered Contractor of APWD (Building)
- 2. The Total volume of works performed in the last 3 years should be 30% of the estimated Value.
 - i) 2022-2023
 - ii) 2023-2024
 - iii) 2024-2025
- 3. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.
- 4. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
 - a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

OR

b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

OR

- c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.
- 5. The bidder must be a profit making one for the last five years.
- 6. The bidder must have valid GST registration certificate.
- 7. The bidder must provide photo copy of Pan Card.
- 8. Undertaking that the bidder will be able to invest a minimum cash of 25% of contract value of work, during implementation of the work.
- 9. Information regarding any litigation, current or during the last five years in which the Bidder is involved, the parties concerned, and disputed amount.
- 10. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
- 11. Hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 06-06-2025 up to 14.00 hrs.
- 12. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 06-06-2025 up to 14.00 hrs:
 - a) 1) Affidavit in original 2) Bank certificate (credit facility/solvency certificate), 3) Power of Attorney (if Any), 6) Undertaking (for bid validity and minimum cash up to 25% value of work).
 - b) BID Securities in the form of Original Bank Guarantee/FD from a Nationalized/ Scheduled Bank in favour of "Secretary Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37.
 - (c) Original DD/Banker's Cheque for Rs 190/-in favour of "Secretary Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37 towards cost of bidding document for the job.
 - d) The bidders have to furnish Solvency Certificate from nationalised bank.

- e) The SSKS reserves the right to cancel allotment at any point of time after giving one week (seven days) written notice to the Agency. However in case of emergency or other compelling circumstances, SSKS may stop work at any time.
- f) Price level as per CPWD DSR, Vol I & Vol-II for 2021

B. Others:

- 1. BID Document is non-transferable.
- 2. Bid Document complete in all respects should reach on or before the **DUE DATE AND TIME.** BID through Fax/ E-mail shall not be considered.
- 3. Bidders may depute their representative with proper authorization letter to attend opening of technical bids.
- 4. Srimanta Sankaradeva Society reserves the right to cancel the BID at any stage without Assigning any reason thereof.
- 5. Specification for all items of works should be as per approved Bill of Quantities for the work.
- 6. There cannot be any supplementary items without prior approval.
- 7. There will be no time extension without prior approval.
- 8. Nonpayment of running bill should not be the criteria for slow progress of work.
- 9. Defect Liability period: 365 days from the date of completion.
- 10. The Bid security of the successful bidder will be discharged when the bidder has signed the Agreement and furnish the Performance security.

11. The Bid Security may be forfeited

- a) If the bidder withdraws the Bid after opening during the period of Bid validity.
- b) If the Bidder fails to sign the Agreement or Furnish the required performance Security as per LOA (Letter OF acceptance)
- 12. Bid validity 180 days.
- 13. Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

C. Selection Process

The bidder will be selected based on the technical & financial proposals which each applicant is required to submit to this office.

Preparation of Proposal:

1. The Proposal will consist of two (2) components

Part-I: Technical Proposal
Part II: Financial Proposal

Part I: Technical Proposal

The Technical Proposal shall not include any financial information and any Technical Proposal containing financial information shall be declared non-responsive.

Applicant should submit all necessary documents required for technical evaluation.

Part II: Financial Proposal

This part shall contain only the price part. **Price quoted should be inclusive of all taxes** applicable to the service.

D. Instructions for submission of Technical, & Financial Proposals:

The Bidder or an authorized representative of Firms shall sign all pages of the Technical and Financial Proposals. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal copies shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job. The envelopes containing the Technical Proposal, Financial Proposal, and processing fees, proposal security shall be placed into an outer envelope and sealed. This outer envelope shall be sealed and super scribe with name and address of the bidder and should be delivered at the address: Secretary, Srimanta Sankaradeva Kalakshetra Society (SSKS), Panjabari, Guwahati-37 before due date and time.

E. BID OPENING AND EVALUATION

The Employer will open all the technical and Financial Bids received (except those received late), in the presence of the Bidders or their representatives who choose to attend at time, date specified in Tender Time Schedule. In the event of the specified date of Bid opening being declared a holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day.

After opening the envelope containing "Technical Bid" the amount, form and validity of the bid security furnished with each bid will be announced. If the bid security furnished does not conform to the amount and validity period, the bidder will be declared as non responsive and financial bid will not be opened.

F. SOURCE OF FUNDS

The expenditure is debit able under the H/A : CORPUS FUND INTEREST ACCOUNT

SITE VISIT

The intended bidders are asked to verify the site at the Bidder's own responsibility and risk and examine Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid prior to quoting their rates. The cost of visiting the Site shall be at the Bidder's own expense.

H. QUALITY CONTROL

- a) The Engineer shall check the Contractor's work and notify the Contractor of any defects that are found. Such checking shall not affect the contractor's responsibilities. The Engineer may instruct the Contractor to search for a Defect and to uncover and test any work that the Engineer considers may have a Defect.
- b) If the Engineer instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples.
- c) The Engineer shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion and is defined in the Contract Data. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- d) Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Engineer's notice.

G. SPECIAL CONDITIONS OF CONTRACT (SCC)

a) **SITE INFORMATION**:

i) The Project site is situated at Srimanta Sankaradeva Kalakshetra Society Campus, Panjabari, Guwahati-37.

b) MATERIALS

- i) No. brick bats should be used in the floor soling.
- ii) The Contractor shall maintain a goods store for storing cement. The flooring of the storage house, the clearance of cement bags from the sidewalls etc shall be as instructed by the Engineer In Charge or his authorized representatives.
- iii) The cement store shall be open for supervision and verification by the Engineer-in-charge or his authorized representatives at any time when he feels the need to do so along with the Contractor's representatives.

c) **REINFORCEMENT BARS**

- i) Reinforcement bars to be used should be in conformity with relevant IS Code of practice and as per specification mentioned in BOQ (BILL OF QUANTITY)
- d) No work beyond the scope of the sanctioned estimate leading either to increase in the scope of the work or change in specifications should be undertaken without obtaining prior written approval from the competent authority.
- e) The work shall be executed as per Tender specifications, IS codes of practice with amendments from time to time.
- f) Video and Still Photography of the work before and after execution of the work should be invariably done and records submit to the Secretary , Srimanta Sankaradeva Kalakshetra Society , Panjabari, Guwahati-37.

H.PRE-BID -MEETING

- a) The bidder or his official representative is invited to attend a pre-bid meeting, which will take place at the address, venue, time and date as indicated in N.I.T. / I.F.B.
- b) The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- g) The bidder may submit any questions in writing to the Secretary, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 on the day of the meeting.
- h) Minutes of the meeting, including the text of the questions and the responses given will be transmitted without delay to all purchasers of the bidding documents.
- i) Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

I.LATE BIDS

a) Any Bid received late by the Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 after the deadline will be returned unopened to the bidder.

J. COST CONTROL

- a) The Bill of Quantities shall contain items for the construction, installation, testing, and commissioning work to be done by the Contractor.
- b) The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- c) If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent provided the change is attributed to the Department i.e., either the B.O.Q. is prepared by the department or variation is due to change/modification ordered by the Department and the same exceeds 1% of initial Contract Price, the Engineer shall adjust the rate to allow for the change, duly considering,
- c) Justification for rate adjustment as furnished by the contractor.
- d) There cannot be any supplementary items

k. PAYMENT CERTIFICATES

- d) The Contractor shall submit to the Engineer monthly statements of the estimated value of the work completed.
- e) The Engineer shall check the Contractor's monthly statement within 14 days and certify the amount to be paid to the Contractor after taking into account any credit or debit for the month in question in respect of materials for the works in the relevant amounts. The payment will be made according to the availability of fund.
- f) The value of work executed shall be determined by the Engineer.
- g) The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.

- h) The value of work executed shall include the valuation of variations and Compensation Events.
- i) The Engineer may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

k. PAYMENTS:

- I. Payments shall be adjusted for deductions for advance payments, retention, other recoveries in terms of the contract and GST (as applicable), Forest Royalty, duties, taxes at source, as applicable under the law. The Employer shall pay the Contractor the amounts certified by the Engineer within a reasonable time subject to the availability of fund. The Engineer/ Employer shall not delay the payment unreasonably (i.e., without valid reasons), if fund is available.
- m. Payment will be made on the basis of joint measurements, taken by contractor and certified Engineer-In-Charge. Measurement shall base on the basis of approved drawings for construction to the extent that the work conforms to the drawings and details are adequate

M. FINISHING THE CONTRACT

a. The Contractor shall request the Engineer to issue a Certificate of Completion of the Works and the Engineer will do so upon deciding that the Work is completed.

N. TAKING OVER

a. The Employer shall take over the Site and the Works within seven days of the Engineer issuing a certificate of Completion.

O. CONTACT DATA

a. Milestone Dates

<u>Phys</u>	ical works to be completed	Period from the start date			
i)	Milestone 1 25%	30 (Thirty) days			
ii)	Milestone 250%	45 (Forty five) days			
iii)	Milestone 3—75%	60 (Sixty) days			
iv)	Milestone 4 –100%	90 (Ninety) days			

- b. Amount of liquidated damages for delay in completion of works:
 - n. Milestone 1: Rs. 130/- per day
 - o. Milestone 2: Rs. 260/- per day
 - p. Milestone 3: Rs. 390/- per day
 - q. Milestone 4: Rs. 520/-per day
- c. Maximum limit of liquidated 10 %(Ten) Percent of the initial contract price rounded off to nearest thousand for delay completion of works.

P.INCOME TAX

Income tax at the prevailing rate as applicable from time to time shall be deducted from the Contractor's Bills as per Income Tax Act, and quoted rates shall be deemed to include the same.

P.TECHNICAL SPECIFICATIONS:

a. The Technical Specification as stated in CPWD General Specification's will be followed

Q. EXTENSION OF THE INTENDED COMPLETION DATE:

a) The Engineer shall extend the Intended Completion Date if a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date.

R. URGENCY OF WORK

The work being of very urgent nature it shall be carried out with all efforts by the contractor to complete it in all respects within the stipulated time of completion. The progress of the work as shown in work programme shall be continued, by the contractor even if any dispute arises between the contractor and the department on any matter connected with the work and contractor approaches legal authority for settlement of the dispute, on being not satisfied with the decision of the Deptt. on the matter of dispute. The continuation of progress of the work should not be hampered in any case by both parties and order given by legal authority on matter of dispute shall be binding on the parties.

S. BID CAPACITY:

Bidders who meet the minimum qualification criteria will be qualified only if their available bid capacity is more than the total bid value. The available bid capacity will be calculated as under:

Assessed Available Bid Capacity = (A X N X 2 - B)

Where

- A= Average value of civil Engineering works executed during the last five years (updated to the price level of the year indicated in Appendix-I) taking into account the completed as well as works in progress.
- N= Number of years prescribed for completion of the works for which bids are invited.
- B= Value (updated to the price level of the year indicated in Appendix) of existing commitments and on-going works to be completed during the next 06(Six) months. (Period of completion of the works for which bid is invited).

Note: The Statements showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be countersigned by the Engineer-in-Charge, not below the rank of an Executive Engineer or equivalent.

T. <u>UPDATING FACTORS</u>:

Updating factors for updating work value of single building project executed during last three years.

Year before	Multiply factor
One	1.10
Two	1.21
Three	1.33

Section II

A. Proposal Security:

1. Within 15 (Fifteen) days of receipt of the Letter of Acceptance, the bidder shall deposit, Performance Security deposit in the form of BG/FDR of any Nationalized Bank, for an amount equivalent to 5% of the Contract price duly pledged to the "the Secretary, Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37" payable at Guwahati with a validity of 365 (Three hundred Sixty five) days beyond the Schedule of time of completion. The performance security will be released only after successful completion of the Work.

B. Confidentiality:

Information relating to evaluation of RFP and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection.

<u>Technical Bid</u>
Particulars of the Bidders (Please submit along with documentary evidence)

SI no	Particulars	
1	Name of the Bidder/ Firm	
2	Type of the Company whether, Proprietorship, Partnership Etc.	
3	Name and Address of the Proprietor/Partners/Directors of the Company.	
4	Registered Office Address and Telephone / Mobile Number & Email address. Local Contact Address/ Telephone / Mobile Number.	
5	Photo copy of Pan Card	
6	Cost of bid Rs. 190/- (One hundred ninety)only	
7	Bid Security (2% for General, and 1% for reserved category	

8. Financial bid envelope should contain the following:-

SI. No.	Details of scope of work	Amount in Rs. (Both Figure and Words)
1	As mentioned in the tender document.	

C. <u>Declaration:</u>

I/We declare that, the information given above is correct to the best of my knowledge and understanding. In case it is found false/incorrect, at any stage, SSKS may terminate the contract and could take suitable actions against the company/firm/agency. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender work. I/We agree to execute the "Repair & Renovation of Grade IV Incomplete Staff Qtr.(First Floor) of Srimanta Sankaradeva Kalakshetra Society for the year 2025-2026"

Date: -								
(Signature/s	of	the	Tenderer	/Authorized	person	Place:-	Full	Name/s
Designation:								
Stamp: (
Please put signature and name on every page of Bid Document and Enclosures.)								

<u>AGREEMENT</u>

Agreement I	۷o.
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	_										
This a	agreeme	ent made	on the		day c	of 202!	5 betwe	en the Se	cretary S	irimanta Sa	ınkaradeva
Kalak	shetra	Societ	y,Panjab	ari,Assa	ım,Guwahati-	37 [Here	einafter	called	"the	Employer	r"] and
				(Herei	nafter called	"the B	idder/	Firms" of	the other	er part.) W	hereas the
Emplo	oyer is o	desirous	that the	consul	tant should e	execute	the wo	ork of "Re	pair & Re	enovation of	f Grade IV
Incom	plete Sta	aff Qtr.(Fi	irst Floor) of Sri	manta Sankara	ideva Ka	alakshetr	a Society f	or the ye	ar 2025-202	6 " and the
Emplo	oyer has	accepted	d the quo	otation	of rates subm	itted by	the Cor	ntractor fo	r the exe	cution and	completion
of	such	work	and	the	remedying	of	any	defects	therei	n, at	a cost
<u>NOW</u>					as follows:						
1.	In this	. Agreem	ent, wor	ds and e	expression sha	II have t	the same	e meaning:	s as are re	espectively	assigned to
	them	in the co	onditions	herein	after referred	to and	they sh	all be dee	med to f	orm and be	e read and
	constr	rued as p	art of thi	s Agree	ment.						
2.	In co	nsiderati	on of the	e payme	ents to be ma	ade by	the Emp	oloyer to t	he bidde	r/Firms as	hereinafter
	ment	ioned, th	ne bidder	r/ Firms	hereby cove	enants	with the	Employe	to exec	ute and co	mplete the
	works	s and rem	nedy any	defects	therein in con	formity	in all as	pects with	the prov	ision of the	contract.
3.	The E	mployer	hereby	covena	nts to pay th	e bidde	er/ Firm	s in consi	deration	of the exe	cution and
	comp	letion of	the Wor	ks and t	he remedying	the de	fects wh	erein Cont	ract Price	or such ot	her sum as
	may b	oecome p	oayable u	ınder th	e provisions o	f the Co	ontract a	it the time	s and in t	he manner	prescribed
	by the	e Contrac	t.								
4.	The f	ollowing	docume	ents sha	ıll be deemed	d to for	m and	be ready	and cons	strued as p	art of this
	Agree	ement viz									
i.	Lette	r of Acce _l	otance.								
ii.	<u>eligib</u>	ility crite	<u>ria</u>								
In wit	nessed	whereof	the part	ies ther	eto have caus	ed this	Agreem	ent to be	executed	the day an	d year first
befor	e writte	n. Signe	d, Sealed	d and d	elivered by t	he said	Secreta	ıry Sriman	ta Sanka	radeva Kala	akshetra at
Panja	bari, Ass	sam, Guw	ahati-37	, and th	e Contractor .						
In the	presend	ce of:									
Bindir	ng Signat	ture of Er	mployer ₋								
Bindir	ng Signat	ture of Co	ontractor	(i.e. the	e Consultant) ₋						

SECURITIES AND OTHER FORMS

UNDERTAKING

(For validity of the Bid)

I	, th	e u	ındersigne	ed do	hereby	undertak	e that	our	firm	M/s	
					agree	e to abide b	y this b	id for	a peri	od of 180 days for	the
date fixe	d for	rec	eiving the	same	and it sh	all be bindi	ng on u	s and	may l	oe accepted at any	time before the
expiratio			_				_		·		
·											
							_				
								(S	igned	by an Authorised O	fficer of the firm)
								(3	igrica	by an Authorised O	·
											Title of Officer
											Name of Firm

UNDERTAKING

I, the undersigned do hereb	y undertake that our firm M/s
	would invest a minimum cash up to 25% of the value of the work during
implementation of the contract.	
	(Signed by an Authorised Officer of the firm)
	Title of Officer
	Name of Firm
	<u>DATE</u>

SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR

AVAILABILITY OF CREDIT FACILITIES

BANK CERTIFICATE

This is to certify that M/s	is a
reputed company with good financial	standing. If the contract for the work, namely Construction of is awarded to the above firm, we shall be able to provide
	Ss
	to meet their working capital requirements for executing the
above during the contract period.	
	(Signature)

Name of the Bank Senior Bank manager

Address of the Bank

<u>AFFIDAVIT</u>

1.	I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2.	The undersigned also hereby certifies that neither our firm M/shave abandoned any work by CPWD/ State PWD in India nor awarded to us
	for such works have been rescinded, during the last five years prior to the date of this bid.
3.	The undersigned hereby authorize(s) and requested any Bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4.	The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/ Project implementing agency.
	(Signed by an Authorised Officer of the Firm)
	Title of Officer
	(Signed by an Authorised Officer of the Firm)
	Title of Officer
	Name of Firm

(Note: This affidavit should invariably be made in non-judicial stamp paper of specified value)

SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR

AVAILABILITY OF CREDIT FACILITIES

Information on litigation history in which the bidder is involved

Other Party (ies)	Employer	Cause of Dispute	Amount involved	Remarks showing the present status

(Signed by an Authorized Officer of the firm)

Title of Officer

Name of Firm

BOQ (BILL OF QUANTITY)

Name of work "Repair & Renovation of Grade IV Incomplete Staff Qtr.(First Floor) of Srimanta Sankaradeva Kalakshetra Society for the year 2025-2026"

SI no	Description of Items	Units	Qty	Rate in figure	Rate in words	Amount
1	12 mm cement plaster on rough side of single or half brick wall of mix: 13.4.1 1:4 (1 cement: 4 coarse sand)	Sqm	682.88			
2	11.37A Providing and fixing 1st quality ceramic glazed floor tiles conforming to IS: 15622 (thickness to be specified by the manufacturer) of approved make in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge in skirting, risers of steps and dados over 12 mm thick bed of cement Mortar 1:3 (1 cement: 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm including pointing in white cement mixed with pigment of matching shade complete.	Sqm	119.40			
3	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead: 15.12.1 Of area 3 sq. metres and below	Nos	15			
4	Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia & length (hold fast lugs or dash fastener shall be paid for separately). Kiln seasoned and chemically treated hollock wood	Cum	1.19			
5	Providing and fixing ISI marked flush door shutters conforming to IS: 2202 (Part I) decorative type, core of block board construction with frame of 1st class hard wood and well matched teak 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters. 9.20.1 35 mm thick including ISI marked Stainless Steel butt hinges with necessary screws	Sqm	22.50			

6	Providing and fixing glazed shutters for doors, windows and clerestory windows using 4 mm thick float glass panes, including ISI marked M.S. pressed butt hinges bright finished of required size with necessary screws.9.9.2 Kiln seasoned and chemically treated hollock wood9.9.2.2 30 mm thick	Sqm	28.12		
7	Providing and laying Vitrified tiles in floor in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer, in all colours and shade, laid on 20 mm thick cement mortar 1:4 (1 cement: 4 coarse sand) jointing with grey cement slurry @3.3 kg/sqm including grouting the joints with white cement and matching pigments etc. The tiles must be cut with the zero chipping diamond cutter only . Laying of tiles will be done with the notch trowel, plier, wedge, clips of required thickness, leveling system and rubber mallet for placing the tiles gently and easily. 11.41A.3 Glazed Vitrified tiles Matt/Antiskid finish of size 11.41A.3.1 Size of Tile 600 x 600 mm	Sq.m	3.69		
8	Providing and fixing Ist quality ceramic glazed wall tiles conforming to IS: 15622 (thickness to be specified by the manufacturer), of approved make, in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge, in skirting, risers of steps and dados, over 12 mm thick bed of cement mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey cement slurry @ 3.3kg per sqm, including pointing in white cement mixed with pigment of matching shade complete.	Sq.m	6.15		

	But the said for the said of		4.50		
9	Providing and fixing to existing door	Sqm	4.50		
	frames.9.118.3 30 mm thick factory made				
	Polyvinyl Chloride (PVC) doorshutter made				
	of styles and rails of a uPVC hollow section				
	ofsize 60x30 mm and wall thickness 2 mm				
	(± 0.2 mm), withinbuilt decorative				
	moulding edging on one side. The				
	stylesand rails mitred and joint at the				
	corners by means of M.S.galvanised/				
	plastic brackets of size 75x220 mm having				
	wallthickness 1.0 mm and stainless steel				
	screws. The styles of the shutter reinforced				
	by inserting galvanised M.S. tube ofsize				
	25x20 mm and 1 mm (± 0.1 mm) wall				
	thickness. Thelock rail made up of 'H'				
	section, a uPVC hollow section of				
	size100x30 mm and 2 mm (± 0.2 mm) wall				
	thickness fixed to theshutter styles by				
	means of plastic/ galvanised M.S. 'U'				
	cleats. The shutter frame filled with a uPVC				
	multi-chambered singlepanel of size not				
	less than 620 mm, having over all				
	thicknessof 20 mm and 1 mm (± 0.1 mm)				
	wall thickness . The panelsfilled vertically				
	and tie bar at two places by inserting				
	orizontally 6 mm galvanised M.S. rod and				
	fastened with nuts andwashers, complete				
	as per manufacturer's specification				
	·				
10	anddirection of Engineer-in-charge.	C	42.27		
10	Providing & Applying polymer modified,	Sqm	12.37		
	flexible cementatious negative side				
	waterproofing coating with elastic				
	waterproofing polymers on interior wall				
	plaster surface in three coats @14.35 kg				
	/10 sqm. one coat of self priming of				
	cementatious waterproofing				
	polymer(dilution with water in the ratio of				
	1:1) and two coats of cementatious				
	waterproofing polymer (dilution with				
	water in the ratio of 3:1) after scrapping				
	and properly cleaning the surface to				
	remove pre-existing paint film & loose				
	particles till plaster is visible, complete in				
	all respect as per the direction of Engineer				
	-				
	in-Charge.				

11	Providing and fixing M.S. grills of required pattern in frames of windows etc. with M.S. flats, square or round bars etc. including priming coat with approved steel primer all complete. 9.48.2 Fixed to openings /wooden frames with rawl plugs screws etc.	Kg	337.43		
12	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	Sqm	682.99		
13	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall surface : 13.43.1 Water thinnable cement primer	Sqm	494.01		
14	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade : 13.60.1 Two or more coats on new work	Sqm	494.01		
15	Finishing walls with Acrylic Smooth exterior paint of required shade: 13.46.1 New work (Two or more coat applied @ 1.67 ltr/10 sqm over and including priming coat of exterior primer applied @ 2.20 kg/10 sqm)	Sqm	188.87		
16	Finishing with Deluxe Multi surface paint system for interiors and exteriors using Primer as per manufacturers specifications:13.48.2 Painting wood work with Deluxe Multi Surface Paint of required shade. Two or more coat applied @ 0.90 ltr/10 sqm over an under coat of primer applied @0.75 ltr/10 sqm of approved brand and manufacture	Sqm	63.11		
17	Painting Steel work with Deluxe Multi Surface Paint to give an even shade. Two or more coat applied @ 0.90 ltr/10 sqm over an under coat of primer applied @ 0.80 ltr/10 sqm of approved brand and manufacture	Sqm	24.01		

18	Providing and fixing double scaffolding	Sqm	35.01		
	system (cup lock type) on the exterior				
	side, up to seven story height made with				
	40 mm dia M.S. tube 1.5 m centre to				
	centre, horizontal & vertical tubes joining				
	with cup & lock system with M.S. tubes,				
	M.S. tube challies, M.S. clamps and M.S.				
	staircase system in the scaffolding for				
	working platform etc. and maintaining it in				
	a serviceable condition for the required				
	duration as approved and removing it				
	there after .The scaffolding system shall				
	be stiffened with bracings, runners,				
	connection with the building etc wherever				
	required for inspection of work at				
	required locations with essential safety				
	features for the workmen etc. complete as				
	per directions and approval of Engineerin-				
	charge .The elevational area of the				
	scaffolding shall be measuredfor payment				
	purpose .The payment will be made once				
	irrespective of duration of scaffolding.				