

## **RE RE DRAFT BIDDING DOCUMENT**

### **FOR THE WORK**

**“Repair, Renovation & Development of VIP Guest House including Development of Entrance of VIP Guest House of Srimanta Sankaradeva Kalakshetra Society for the year 2024-2025”**



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

**H/A: 2205-00-102-0693-000-32-99-SOPD-G-V-GA**



**OFFICE OF THE SECRETARY**  
**SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY**  
**Cultural Affairs Department, Govt. of Assam**  
**PANJABARI, GUWAHATI-781037.**

No. SSK/Rep-VIP/252/2023/Part-I

Dated Guwahati the 28<sup>th</sup> January'2026

**RE-RE NOTICE INVITING TENDER (RE -RE -NIT)**

In cancellation of the earlier NIT for the following work 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](http://www.sankaradevakalakshetra.com) official website of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 and also in the office of the undersigned during office hours from 02-02-2026 to 16-02-2026.

Sl. No.	Name of Work	Approx. Value of the work,	Time of completion	<u>Bid Security</u> (2% for General, and 1% for Reserved category)	<u>Bid Security and cost of Bid to be drawn in</u> favour of	Cost of Bid Document
1	“Repair, Renovation & Development of VIP Guest House including Development of Entrance of VIP Guest House of Srimanta Sankaradeva Kalakshetra Society for the year 2024-2025”	Rs.13,17,605.00 (Rupees thirteen lakh seventeen thousand six hundred five) only	03 (three) Months	Rs. 26,400.00 for General Category or Rs 13,200.00 for reserved Category	“Secretary Srimanta Sankaradeva Kalakshetra Society , Panjabari, Guwahati-37	Rs. 270/-

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.

Secretary

Srimanta Sankaradeva Kalakshetra Society.  
Panjabari, Guwahati-781037, Assam.

Memo No. SSK/Rep-VIP/252/2023/Part-I

Dated Guwahati the 28<sup>th</sup> January'2026

Copy to,

1. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
2. The Director of Cultural Affairs , Assam, Rabindra Bhawan, Guwahati-781001, for favour of kind Information.
3. The Director of Information and Public Relations, Govt. of Assam, Dispur, Guwahati-6, with a request to publish the notice in 2(two) nos. of widely circulated local newspapers, one in English and one in an Assamese daily newspaper , on or before 02-02-2026, and is requested to furnish the circulated Newspapers (one copy of each issue) to the undersigned.
4. The Account Branch office of the Secretary Srimanta Sankaradeva Kalakshetra Society, Assam, Panjabari, Guwahati-37 for information.
5. Ramen Haloi, Junior Assistant of SSKS is requested to publish in the official web site [www.sankaradevakalakshetra.com](http://www.sankaradevakalakshetra.com) of SSKS.
6. Notice board / tender file.

Secretary

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

### ACTIVITY SCHEDULE FOR THE WORK

“Repair, Renovation & Development of VIP Guest House including Development of Entrance of VIP Guest House of Srimanta Sankaradeva Kalakshetra Society for the year 2024-2025”

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	02-02-2026	11.00 AM		
2	Tender Download	02-02-2026	1.00 PM	16-02-2026	2.00PM
3	Pre Bid Meeting Date	09-02-2026	12.00 AM	-	-
4	Bid Submission Date	02-02-2026	2.00 PM	16-02-2026	2.00PM
5	Technical Bid Opening Date (Cover-I)	16-02-2026	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	Will be notified later on			

**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 (Interior 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 should possess valid electrical license for executing electrification works of projects and should have executed similar electrical works. In case the bidder is not in possession of such license, the bidder must enter into a collaboration/tie-up arrangement with such license holder having requisite experience. Such tie up must be registered in court for carrying out electrification works. Necessary documents should be furnished along with the bid.
7. The bidder should submit valid license for executing anti-termite works. In case the bidder is not in possession of such license, the bidder must enter into a collaboration/tie-up arrangement with such license holder having requisite experience. Such tie up/ collaboration must be in original & registered in court. Necessary documents should be furnished along with the bid.
8. The bidder must have valid GST registration certificate.
9. The bidder must provide photo copy of Pan Card.
10. Undertaking that the bidder will be able to invest a minimum cash of 25% of contract value of work, during implementation of the work.
11. Information regarding any litigation, current or during the last five years in which the Bidder is involved, the parties concerned, and disputed amount.
12. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
13. Hard binding hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 16-02-2026 up to 14.00 hrs.

14. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 16-02-2026 up to 14.00 hrs:

- a) 1) Affidavit in original 2) Bank certificate in original (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 **“Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37.**
- c) Original DD/Banker’s Cheque for Rs 270/-in favour of **“Srimanta Sankaradeva Kalakshetra, Society 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 and 2018 for electrical

B. Others:

1. RFP Document is non-transferable.
2. RFP Document complete in all respects should reach on or before the **DUE DATE AND TIME.** RFP 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 RFP 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. A site visit certificate from the concerned engineer is to be submitted along with a GPS-tagged photograph featuring one staff member from the Engineering Branch of the Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37.
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. 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)

**D. 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.**

**E. 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.

**F. 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.**

#### **G. SOURCE OF FUNDS**

**The expenditure is debit able under the H/A : 2205-00-102-0693-000-32-99-SOPD-G-V-GA**

#### **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.

#### **H. SPECIAL CONDITIONS OF CONTRACT (SCC)**

- a) **SITE INFORMATION:**
  - i) The Project site is situated at Srimanta Sankaradeva Kalakshetra Society, 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

**Physical works to be completed**

**Period from the start date**

i)	Milestone 1 -- 25%	30 (Thirty) days
ii)	Milestone 2 --50%	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. 585/- per day
  - o. Milestone 2: Rs. 1170/- per day
  - p. Milestone 3 : Rs. 1755/- per day
  - q. Milestone 4 : Rs. 2340/-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:

$$\text{Assessed Available Bid Capacity} = (A \times N \times 2 - B)$$

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 03(three) 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. UPDATING FACTORS :**

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

<b>Year before</b>	<b>Multiply factor</b>
One	1.10
Two	1.21
Three	1.33

**LIST OF KEY PERSONAL:**

List of Key Personnel to be deployed on Contract Work

Sl. No.	Personnel	Qualification	Nos. Required
1	2	3	4
1	Project Manager	B.E Civil + 7 Yrs Exp. as Manager	1
2	Site Engineer ( civil )	B.E Civil + 5 Yrs Exp. Or Dip. Civil + 7 years Exp.	1
3	Site Engineer (elect.)	B.E Elect. + 5 Yrs Exp. Or Dip. Elect. + 7 years Exp.	1
4	Quality Control Engineer	B.E Civil + 5 Yrs Exp. Or Dip. Civil + 7 yrs Exp.	1
5	Other Staff (Supervisor, Overseers, Office assistant, Foreman, Machine operators etc.)		5

Table-1

N.B.: - Necessary certificates in support of qualification and experience of the above mentioned employees along with their consent letter should also be furnished.

All original documents should be submitted during time of technical evaluation if necessary

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 "Srimanta Sankaradeva Kalakshetra, Society 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.

**Technical Bid**

Particulars of the Bidders (Please submit along with documentary evidence)

Sl 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. 270/- ( Three hundred twenty )only	
7	<i>Bid Security (2% for General, and 1% for reserved category)</i>	

**8. Financial bid envelope should contain the following:-**

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

C. Declaration:

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 & Development of VIP Guest House including Development of Entrance of VIP Guest House of Srimanta Sankaradeva Kalakshetra Society for the year 2024-2025”**

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.)

AGREEMENT

Agreement No.

This agreement made on the \_\_\_\_\_ day of 2025 between the Secretary Srimanta Sankaradeva Kalakshetra at Panjabari, Assam, Guwahati-37[Hereinafter called "the Employer"] and .....(Hereinafter called "the Bidder/ Firms" of the other part.) Whereas the Employer is desirous that the consultant should execute the work of "**Repair, Renovation & Development of VIP Guest House including Development of Entrance of VIP Guest House of Srimanta Sankaradeva Kalakshetra Society for the year 2024-2025**" and the Employer has accepted the rates submitted by the Contractor for the execution and completion of such work and the remedying of any defects therein, at a cost .....

NOW THIS AGREEMENT WITHNESSETH as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the bidder/Firms as hereinafter mentioned, the bidder/ Firms hereby covenants with the Employer to execute and complete the works and remedy any defects therein in conformity in all aspects with the provision of the contract.
3. The Employer hereby covenants to pay the bidder/ Firms in consideration of the execution and completion of the Works and the remedying the defects wherein Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be ready and construed as part of this Agreement viz.
  - i. Letter of Acceptance.
  - ii. eligibility criteria

In witnessed whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Signed, Sealed and delivered by the said Secretary Srimanta Sankaradeva Kalakshetra at Panjabari, Assam, Guwahati-37, and the Contractor.

In the presence of: \_\_\_\_\_

Binding Signature of Employer \_\_\_\_\_

Binding Signature of Contractor (i.e. the Consultant) \_\_\_\_\_

**SECURITIES AND OTHER FORMS**

**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**

**UNDERTAKING**

**(For validity of the Bid)**

I, the undersigned do hereby undertake that our firm M/s \_\_\_\_\_  
\_\_\_\_\_ agree to abide by this bid for a period of 180 days for the  
date fixed for receiving the same and it shall be binding on us and may be accepted at any time before the  
expiration of that period.

(Signed by an Authorised Officer of the firm)

**Title of Officer**

**Name of Firm**

**UNDERTAKING**

I, the undersigned do hereby 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**

DATE

**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 overdraft/credit facilities to the extent Rs..... 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

AFFIDAVIT

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/s ..... have 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

---

Date

---

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

BOQ (BILL OF QUANTITY)

<u>Name of work</u> <u>Repair, Renovation &amp; Development of VIP Guest House including Development of Entrance of VIP Guest House of Srimanta Sankaradeva Kalakshetra Society for the year 2024-2025</u>						
<u>Sl no</u> <u>Description of Items</u> <u>Units</u> <u>Qty</u> <u>Rate in figure</u> <u>Rate in words</u> <u>Amount</u>						
1	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead. 15.23.2 For thickness of tiles above 25 mm and up to 40 mm	Sqm	67.200			
2	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	6.000			
3	Dismantling steel work manually/ by mechanical means in built up sections without dismembering and stacking within 50 metres lead as per direction of Engineer-in-charge.	Kg	78.750			
4	Taking out existing wooden door shutter, repair by cutting, painting etc. and refixing of repaired door shutters to existing door frames, including replacement of hinges with screws, etc. as required, all complete as per the direction of the Engineer-in-charge.	each	20.000			
5	Dry brick pitching half brick thick in drains including supply of bricks and preparing the surface complete : 16.12.1 With common burnt clay F.P.S. (non modular) bricks of class designation 7.5	Sqm	20.500			
6	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level : 4.1.5 1:3:6 (1 Cement : 3 coarse sand (zone-III) derived from natural sources : 6 graded stone aggregate 20 mm nominal size derived from natural sources) cum 6833.40	Cum	11.070			

7	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	165.600			
8	Chequerred precast cement concrete tiles 22 mm thick in footpath & courtyard, jointed with neat cement slurry mixed with pigment to match the shade of tiles, including rubbing and cleaning etc. complete, on 20 mm thick bed of cement mortar 1:4 (1 cement: 4 coarse sand). 11.20.2 Medium shade pigment using 50% white cement 50% Grey cement	sqm	20.500			
9	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	sqm	38.520			
10	Steel work in built up tubular (round, square or rectangular hollow tubes etc.) trusses etc., including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer, including welding and bolted with special shaped washers etc. complete. 10.16.1 Hot finished welded type tubes	Kg	954.197			

11	<p>Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades, laid on 20mm 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., complete.</p> <p>11.41.2 Size of Tile 600x600 mm  <b>Deduct for not using 20 mm thick cement mortar 1:4 (1 cement : 4 coarse sand) bedding in laying of floor tiles and jointing with grey cement slurry @ 3.3 kg/ sqm. @ Rs. 735.00 /Sqm i.e. Rate of floor tiles = (Rs. 1416.65 -Rs. 735.00) = Rs. 681.65</b></p>	Sqm	265.860			
12	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).9.1.3 Kiln seasoned and chemically treated hollock wood	Cum	0.350			
13	<p>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.</p> <p>9.20.1 35 mm thick including ISI marked Stainless Steel butt hinges with necessary screws</p>	Sqm	1.580			
14	<p>Providing and fixing panelling or panelling and glazing in panelled or panelled and glazed shutters for doors, windows and clerestory windows (Area of opening for panel inserts excluding portion inside grooves or rebates to be measured). Panelling for panelled or panelled and glazed shutters 25 mm to 40 mm thick :</p> <p>9.7.1 Second class teak wood</p>	Sqm	8.910			

15	Providing and fixing fly proof galvanized M.S. wire gauge to windows and clerestory windows using wire gauge with average width of aperture 1.4 mm in both directions with wire of dia 0.63 mm all complete. 9.51.1 With 2nd class teak wood beading 62X19 mm	Sqm	69.390			
16	Providing and fixing nickel plated M.S. pipe curtain rods with nickel plated brackets : 9.47.2 25 mm dia (heavy type)	Sqm	77.200			
17	Providing & Applying polymer modified, flexible cementitious 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 cementitious waterproofing polymer(dilution with water in the ratio of 1:1) and two coats of cementitious 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.	Sqm	145.860			
18	Renewing glass panes, with wooden fillets wherever necessary: 14.6.1 Float glass panes of nominal thickness 4 mm (weight not less than 10kg/sqm	Sqm	3.000			
19	Providing and fixing 12 mm thick frameless toughened glass door shutter of approved brand and manufacture, including providing and fixing top & bottom pivot & double acting hydraulic floor spring type fixing arrangement and making necessary holes etc. for fixing required door fittings, all complete as per direction of Engineer-in-charge (Door handle, lock and stopper etc.to be paid separately).	Sqm	3.150			

20	<p>Providing and fixing double action hydraulic floor spring of approved brand and manufacture conforming to IS : 6315, having brand logo embossed on the body / plate with double spring mechanism and door weight upto 125 kg, for doors, including cost of cutting floors, embedding in floors as required and making good the same matching to the existing floor finishing and cover plates with brass pivot and single piece M.S. sheet outer box with slide plate etc. complete as per the direction of Engineer-in-charge.</p> <p>21.4.1 With stainless steel cover plate minimum thickness 1.25 mm</p>	each	2.000			
21	<p>Providing and fixing aluminium round shape handle of outer dia 100 mm with SS screws etc. complete as per direction of Engineer-in-charge</p> <p>21.16.3 Polyester powder coated minimum thickness 50 micron aluminium</p>	each	4.000			
22	Providing and fixing bright finished brass 100 mm mortice latch and lock, ISI marked, with six levers and a pair of anodised (anodic coating not less than grade AC 10 as per IS : 1868) aluminium lever handles of approved quality with necessary screws etc. complete. each	each	1.000			
23	Providing and fixing aluminium handles, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete	Each	10.000			
24	9.100.1 125 mm Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete (Interior)	Sqm	1059.510			
25	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete (exterior)	Sqm	561.980			

26	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	282.680			
27	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall surface : 13.43.1 Water thinnable cement primer	Sqm	1059.510			
28	Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade: 13.98.1 One or more coats on old work	Sqm	1059.510			
29	Applying priming coat: 13.50.1 With ready mixed pink or Grey primer of approved brand and manufacture on wood work (hard and soft wood)	Sqm	1.580			
30	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	1.580			
31	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	561.980			
32	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	9.460			

33	Diluting and injecting chemical emulsion for POST-CONSTRUCTIONAL anti-termite treatment (excluding the cost of chemical emulsion) : 2.35.5 Treatment at points of contact of wood work by chemical emulsion Chlorpyriphos/ Lindane (in oil or kerosene based solution) @ 0.5 litres per hole by drilling 6 mm dia holes at downward angle of 45 degree at 150 mm centre to centre and sealing the same.	Rm	32.160			
34	Supplying including fitting fixing of Glow Sign Board (LED)	Sqm	3.150			
35	Providing and fixing on wall face unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion,(i) Single socketed pipes.12.41.1 75 mm diameter	Rm	81.000			
36	Providing and fixing on wall face unplasticised Rigid PVC rain water pipes conforming to IS : 13592 Type A, including jointing with seal ring conforming to IS : 5382, leaving 10 mm gap for thermal expansion, (i) Single socketed pipes. 12.41.2 110 mm diameter	Rm	96.800			
37	Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 1.24.1 5/6 A switch	each	50.000			
38	Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 1.24.3 15/16 A switch	each	10.000			
39	Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 1.24.4 3 pin 5/6 A socket outlet	each	20.000			

40	Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 1.24.5 6 pin 15/16 A socket outlet	each	10.000			
41	Supplying and fixing following modular switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 1.24.8 Bell push	each	5.000			
42	Supplying and fixing following size/ modules, GI box alongwith modular base & cover plate for modular switches in recess etc. as required. 1.27.5 8 Module (125mmX125mm)	each	15.000			
43	Supplying and fixing following size/ modules, GI box alongwith modular base & cover plate for modular switches in recess etc. as required. 1.27.6 12 Module (200mmX150mm)	each	15.000			
44	Installation ,Testing, Commissioning of wall bracket /ceiling fittings of all sizes and shapes containing upto two GLS/CFL/LED lamps per fitting, complete with all accessories including connections etc. as required.	each	10.000			
45	Wiring for circuit/ submain wiring alongwith earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed steel conduit as required. 1.7.1 2 X 1.5 sq. mm + 1 X 1.5 sq. mm earth wire	metre	50.000			
46	Supplying and fixing two module stepped type electronic fan regulator on the existing modular plate switch box including connections but excluding modular plate etc. as required.	metre	15.000			
47	Supplying including fitting fixing of following A.C. Exhaust fan in the existing hole on the wall of following sweeps with making necessary connection as approved by the Deptt.)as required complete and as directed by the Department. 27.2.1.2 Power Flow 225 mm sweep (ORIENT make)	each	5.000			

48	Wiring for circuit/ submain wiring alongwith earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed medium class PVC conduit as required. 1.14.9 4 X 6 sq. mm + 2 X 6 sq. mm earth wire	metre	20.000			
49	Supplying and fixing following size/ modules, GI box alongwith modular base & cover plate for modular switches in recess etc. as required. 1.27.5 8 Module (125mmX125mm)	each	5.000			
50	Supplying including fitting fixing of following A.C. Ceiling fan complete with all accessories like down rod, canopy etc. of following sweeps with making necessary connection as approved by the Deptt.)as required complete and as directed by the Department [Without regulator]. 27.1.2 Premium model 1200 mm Sweep (ORIENT PSPO make) / Premium model 1050 / 1200 mm Sweep SS-390 Deco Havells make)	each	5.000			
51	Supply and fitting fixing of LED Tube Light , 20 W (as per approved rate SSKS Tender vide no SSK/RENO/MUS & Art Gallery/51/2022 of 2023-2024)	each	20.000			