

REQUEST FOR PROPOSAL (RFP)
FOR THE WORK

**Maintenance Contact for Cleaning Service of Auditorium Complex
at Srimanta Sankaradeva Kalakshetra Society,
Panjabari, Guwahati-37.**



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

H/A : GIA.32EE

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

No. SSK/COR/CLE/SERV/Pt-II/2020/

Dated Guwahati the 6th February, 2026

NOTICE INVITING TENDER

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites Bid for the following work, from experience reputed firm / NGO 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 12.02.2026 to 27.02.2026

Sl. No.	Name of Work	Approx. Value of the project (A)	<u>Bid Security</u> (2% for General, and 1% for Reserved category)	<u>Bid Security and cost of RFP to be drawn in favour of</u>	Cost of RFP Document
1	Maintenance Contact for Cleaning Service Auditorium Campus at Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37.”	13,90,020/- (Rupees Thirteen Lakhs Ninety Thousand Twenty) only	Rs 27,800/- for General Category or Rs 13,900/- for Reserved Category	“ Srimanta Sankaradeva Kalakshetra Society , Panjabari, Guwahati-37	300/-

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

Memo No. SSK COR/CLE/SERV/Pt-II/2020/

Dated Guwahati the 6th February, 2026

Copy to,

1. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
2. The Director of Information and Public Relations, Govt. of Assam, Dispur, Guwahati-6, with a request to publish the notice in 2(two) consecutive issues of 2(two) nos. of widely circulated local newspapers, one in English (Assam Tribune) and one in an Assamese daily newspaper (Niyomiya Barta), on or before 11-02-2026 and is requested to furnish the circulated Newspapers (one copy of each issue) to the undersigned for Official Record.
3. Notice board / tender file.
4. I/C Computer Section, Srimanta Sankaradeva Kalakshetra Society for asked to upload the matter In the Official Website of SSKS.

Secretary
Srimanta Sankaradeva Kalakshetra Society.

ACTIVITY SCHEDULE FOR THE WORK

**Maintenance Contract for Cleaning Service main campus
at Srimanta Sankaradeva Kalakshetra Society,
Panjabari, Guwahati-37.”**

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	12-02-2025			
2	Tender Download	12-02-2025	10.00 AM	27-02-2026	
3	Pre Bid Meeting Date	21.02.2026			-
4	Bid Submission Date		2.00 PM	27-02-2026	2.00PM
5	Opening Date	27.02.2026	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 reputed firm / NGO .
2. The Total volume of works performed in the last 3 years should be 30% of the estimated Value.
 - i) 2022-23
 - ii) 2023-24
 - iii) 2024-25
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 and the copy of the update GST clearance certificate must be submitted along with the bid .
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 27-02-2026 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 27-02-2026 up to 14.00 hrs:

- a) 1) Affidavit, 2) Bank certificate (credit facility/solvency certificate), 3) Power of Attorney (if Any), 6) Undertaking (for bid validity and minimum cash upto 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 300/- 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.

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. Nonpayment of running bill should not be the criteria for slow progress of work.
- 6. The Bid security of the successful bidder will be discharged when the bidder has signed the Agreement and furnish the Performance security.
- 7. 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)
- 8. Bid validity 180 days.
- 9. 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.
- 10. The contract period is for one year only.

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 – GIA 32EE

I. 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.

J. SITE INFORMATION:

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

K. 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.
- c) The bidder may submit any questions in writing to the Secretary, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 on the day of the meeting.
- d) 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.
- e) 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.

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.

S. LIST OF KEY PLANT & EQUIPMENT TO BE DEPLOYED ON CONTRACT WORK

Type of Equipment/ACCESSORIES		Nos. Required to be deployed
1. Broom		
2. Dust Pan		
3. Mop		
4. Scrub Brush		
5. Glass Cleaner		
6. Floor Cleaner		
7. Micro fiber cleaning Cloth		
8. Harpic		
9. Final, White, Black		
10. Vacuum Cleaner		
11. Waste Basket		
12. Detergent		
13. Bleaching Powder		
14. Nylon Brush		
15. Naphthalene Balls		

Table-1

Type of Equipment		Nos. Required to be deployed
16. Air Freshener		

17. Flat Mop		
18. Floor Carpet Sweeper		
19. Floor Scribe		
20. Steam Vaper		
21. Feather Duster		
22. Coconut Broom		
23. Bamboo Broom		
24. Coconut Brash		
25. Iron Brush		
26. Floor Wiper		
27. Soft Broom		
28. Toilet Plunger		
29. Toilet Freshener		
30. Hand Towel		
31. Hand Wash		
32.		
33.		
34.		
35.		

LIST OF KEY PERSONAL:

List of Key Personnel to be deployed on Contract Work (Minimum requirement 20 (Twenty) Nos. of workers including supervisor.

Sl. No.	Personnel	Qualification	Nos. Required
1	Supervisor		1
2	Sweeper		2
3	Worker		3
4			
5			

Table-2

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

DAILY CLEANING:

SL. No.	Works Details	Frequency of Cleaning
1.	Sweeping of all floor areas including wet mopping of areas such as tile, linoleum, marble floors, staircases and public areas.	Thrice in a day/ As required
2.	Garbage Collection	Thrice in a day
3.	Dusting and cleaning of all furniture, telephone sets, fire fighting equipment's etc.	Twice in a day
4.	DRY Moping of the Floors and lobbies	Thrice in a shift
5.	Wet mopping of the Floors and lobbies	Thrice in a shift
	Underneath cleaning of all areas.	Twice in a da
6.	Emptying of all dustbins and wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.	Twice in a day
	Dry and wet mopping of corridors / verandahs / & dusting of articles lying therein such as spittoons, Firefighting equipment	Twice in a day
8.	Glass Cleaning of lobbies and Tables & Chairs	Once in a day
9.	Dispose of Garbage	Once in a day
10.	Removing of any grease marks or fingerprints from walls, doors, door frames, windows and window frames.	Once in a day
11.	Cleaning of the doors	Once in a day
12.	Removal of the Cobwebs	Once in a day
13.	Dustin of the verticals	Thrice in a week
14.	Cleaning of Electrical Switches	Once in a day
15.	Spot cleaning of the walls	As re uired
16.	Dustin of Windows	Once in a day
17.	Cleaning of Windows	Twice in a day
18.	Scrubbing of the skirting	Once in a week
19.	Cleaning of Foot mats	Twice in a shift
23.	Cleaning of all miscellaneous equipment's as available or being provided from time to time.	Twice in a day

	Stairs	
	Wet Mopping of stairs	Once in a shift
1.	Dry Mopping of Stairs	Twice in a shift/ As requires
2	Manual Scrubbing of Stairs	Once in a week
	Toilets	
1	Washing of Toilet walls and floor	Every after regular intervals
2	Cleaning and sanitizing of toilet bowls and urinals	Every after regular intervals
3	Cleaning and sanitizing of all Toilet Fittings	Once is a day
4	Cleaning of Washbasins	Trice in a shift/ As required
5	Cleaning of Mirrors	Twice in a day
6	Emptying and cleaning of all sanitary dispensers and other dispensers	As required
7	Cleaning of sanitizing all doors	Once in a day
	Passage & Pathways area	
1	Daily sweeping of all passage area, rods and removing of all unwanted debris	Thrice in a day/ As required

Table-3

Section II

SPECIFICATION OF WORKS, TERMS AND CONDITIONS

1. The places for cleaning is divided in the following zones :

Zone A. Sri Sri Madhabdeva International Auditorium

B. Sri Sri Sankaradeva International Auditorium

C. Khagen Mahanta Uddyan, Parking Area, Road, Drain etc.

D. Sri Sri Damodaradeva International Auditorium

- 2 The Open Space ,Parking Area, Road, Drain etc.

3. All the zones should be kept clean daily and the contractor/NGO's should maintain a regular register keeping the record of work done and to be signed regularly by the Field Supervisor and counter signed by SSK authority.
4. The floor of the rooms which are in daily use (as shown by the authority) should be seeped every working day before 9-30AM Positively.
5. The verandas of all the buildings should be seeped every working day before 9-30AM.
6. Floors (not carpeted) and verandas of (4) and (5) above should be mopped with water and disinfectant. The days will be decided mutually by the contractor/NGO's and authority.
7. Floors of all the buildings not in use should be sweep twice a week and be mopped with water and disinfectant once a week. The days will be decided mutually by the contractor/NGO's and the SSK authority.
8. All the roads and staircases in the compound should be swept every working day before 10-00AM.
9. The staircases and the floor areas of outside buildings (not covered by above five clauses) should be washed thoroughly alternately after two days.
10. Doors, windows, and skylights of all the buildings of the Kalakshetra should be properly cleaned twice a month.
11. Cobwebs, soot's etc. should be removed from the walls and ceilings of the buildings whenever they are spotted.
12. All the carpets laid on floor in all the buildings should be cleaned properly twice in a month and should be sprayed with appropriate pesticides to protect it from moth, ant and other insects.

13. Special arrangement must be made to keep all the toilets clean round the clock. Cleaners should be posted at the public toilets when the Kalakshetra remain open for visitors and when meetings, functions etc. are being held.
14. One cleaner should be made available near the offices during office hours.
15. Furniture of all the buildings should be cleaned every day.
16. Central fountain and water body should be cleaned, probably twice in a month or as required by the authority.
17. All the dustbins and the drains of the campus should be cleaned regularly and the wastes to be taken out of Kalakshetra campus by trolley.
18. Proper disinfectants and bleaching powder are to be applied in respective places as per the advice of SSK authority from time to time.
19. The contractor/NGO's cannot stop their work in week days. The worker may be given rest/leave on roster basis.
20. The contractor/NGO's has to engage extra manpower as and when required by SSK authority for the special programme and functions in Kalakshetra from time to time. Additional payment will be made for such extra work.
21. The tenderer must have minimum 5 (five) years of experience in this field.
22. The contractor/NGO's shall have to submit a list of workers (with their bio-data's) engaged by them in the SSK compound. Any change in worker should be informed immediately to the SSK authority. Workers without the valid pass of SSK will not be allowed to enter into the campus.
23. The workers employed by the contractor/NGO's shall have to be in uniform while inside the campus. The uniform shall have to be supplied by the contractor/NGO's and its colour have to be approved by the Kalakshetra authority. No employee of the contractor/NGO's will be allowed to enter inside Kalakshetra gate without approved uniform.
24. No accommodation will be provided to the workers inside the Kalakshetra campus.
25. The contractor/NGO's or his/her qualified representative should present physically at the work site at least 4 days a week and at least for 4 hours a day.
26. The contractor/NGO's should use his own modern cleaning equipment's, medicines, disinfectant etc. necessary for the work.
27. The contractor/NGO's should keep record of medicine, pesticides and disinfectant purchased in a register and are to be signed regularly by the proper authority of SSK.
28. The contractor/NGO's will have to discuss relevant matters with the Kalakshetra authority at least once in every fortnight.
29. Any damage to any property/materials of the SSK (window panes, exhibits, carpet, screen, furniture etc.) should be reported to the authority as soon as they are spotted.

30. The contractor/NGO's will be responsible for any damage, indiscriminating event, unlawful work done by the contractor/NGO's by the employers engaged by contractor/NGO's inside the SSK campus.
31. The contractor will have to submit bills quarterly along with the payment details made to the workers and bill will be paid accordingly.
32. The contractor/NGO's shall have to submit the breakup of rates showing all the details
33. No escalation of the rates will be permissible after receiving the work order.
34. Unsatisfactory work of contractor/NGO's will lead to cancellation of the contract, suspension of payment and any other action that the Kalakshetra may deem fit.
35. If the work is not found satisfactory in any zone the weights calculated out in terms of money for the zone and absence of worker will be deducted from the bill of the respective month.
36. In any dispute the decision of the Executive Council of the SSK will be final.
37. The agreement will be valid for one year.
38. For any legal action, the place of litigation will be Guwahati.
39. Contractor/NGO's should abide by the above rules and regulations.
40. The SSK authority has the right to accept or reject any quotation without any intimation to the party.
41. Before submitting tender, the party may physically inspect the site (Kalakshetra campus and Auditorium complex).
42. Canvassing by any tenderer directly or indirectly shall be treated as disqualification of tenderer and will lead to cancellation of tender.
43. Last date of submission of tender is 27-02-2026 up to 2-00PM. Tender should be dropped in the tender box kept in the office of the SSKS underlining in the envelope the tender number and subject. Incomplete tenders have to be treated as disqualified.
44. Required cleaning materials for every month are to be kept at SSKS Store and will be used as directed by concerned officials and to be recorded in a register without supply of consumable goods the monthly bill will be deducted @ 5% for respective month.
45. Contractor/NGO's must have to submit a satisfactory report of service with whom it is engaged.
46. The tenderer should have valid labour license issued by the competent authority.
47. The tenderer should have valid trade license from the GMC authority.
48. The Kalakshetra authority will not be responsible for matters relating to labour laws, leave Rules, minimum salary, bonus, LTC, provident fund, ESI etc. of the workers.

49. Penalty will be imposed on the contractor/ NGOs for unauthorised absent of labour or for not satisfactory service. Such penalty may increase up to 30% of total tender value in a month.
50. The selected contractor/NGO's have to decompose the green leaves, grass etc. inside the Kalakshetra campus by dumping in the artificial ditch and other garbage/waste materials have to bring outside the Kalakshetra on their own risk. No burning of grass, leaves etc. would be allowed inside the SSK premises.
51. Underage workers would not be allowed inside SSK complex. The agreement will be valid for one year. The contractor will ensure the mandatory of the workers under EPF, ESIC and Minimum wages.
52. The Firm/ Tenderer should have knowledge and to engage worker for using modern equipment's for cleaning and sweeping work etc. They should have to submit equipment's list with photograph along with the tender. If required demonstration to be given by the Firm/ Tenderer.
53. The contract may be extended for another year, subject to the work being found satisfactory and as per the requirement of the SSKS authority.

PANJABARI, GUWAHATI- 37

No. SSK/ COR/CLE/SERV/Pt-II/2020/

Dated Guwahati the 2th February, 2026

PROFORMA

1. Name of firm :
2. Address (Permanent) with ph. no. :
3. Registration No. :
(Copy of registration certificate
to be enclosed) :
4. PAN No. :
- 5, GSTIN No. :
6. Details of previous experience :
(Enclose separate sheet if required)
7. List of the equipments and name of workers :
to be enclosed.
(Enclose separate sheet if required)
8. Annual Turnover up to date GST returned :
9. List of establishment where already worked/ :
working along with supporting documents.

I/We hereby declare the above statement as true to the best of my knowledge and belief. I/We shall abide by the terms & conditions in force and will be imparted by the Kalakshetra authority from time to time.

Note : The party should read carefully all the terms & conditions before quoting their rates

Signature of Contractor
office Seal of Organisation

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. 300/- (Three hundred)only	
7	Bid Security (2% for General, and 1% for reserved category	

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.	

A. 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 **"Up gradation and Maintenance of Garden, Park at Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37."**

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 2026 between the Secretary, Srimanta Sankaradeva Kalakshetra Society 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 **"Up gradation and Maintenance of Garden Park at Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37."**and the Employer has accepted the quotation of rates submitted by the Consultant for the execution and completion of such work and the remedying of any defects therein, at a cost

NOW THIS AGREEMENT WITNESSETH 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 Society 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

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)