

**TENDER FOR THE WORK**

**Maintenance Contact for Security Service main campus and 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/SECU/CORES/Pt-I/2016-17/

Dated Guwahati the 6<sup>th</sup> February, 2026

**NOTICE INVITING TENDER**

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites fresh Bid for the following work, from experience reputed firm / Agency 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, Panjabari, Guwahati-37 and also in the office of the undersigned during office hours from 11.02.2026 to 26.02.2026

Sl. No.	Name of Work	Approx. Value of the project (A)	<b><u>Bid Security</u></b> (2% for General, and 1% for Reserved category)	<b><u>Bid Security and cost of RFP to be drawn in favour of</u></b>	Cost of RFP Document
1	Maintenance Contact for Security Service Main campus and Auditorium Complex at Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37.”	Rs. 84,84,375.00 (Rupees Eighty Four Lakhs Eighty Four Thousand Three Hundred Seventy-five) only	<b>Rs-1,69,688.00</b> for General and /- Rs-84,844.00/ Reserve Category	“ Srimanta Sankaradeva Kalakshetra Society ,Panjabari, Guwahati-37	Rs. 1700/-

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

Memo No. SSKCOR/SECU/CORES/Pt-I/2016-17/

A,

Dated Guwahati the 6<sup>th</sup> 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 10-02-2026 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 asked to upload the matter in the Official Website of SSKS.

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

**ACTIVITY SCHEDULE FOR THE WORK**

**Maintenance Contract for Security Service main campus and Auditorium Complex at  
Srimanta Sankaradeva Kalakshetra Society,  
Panjabari, Guwahati-37.”**

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	10.02,2026	11.00 AM		
2	Tender Download	11.02.2026	10.00 AM	26.02.2026	2.00PM
3	Pre Bid Meeting Date	20.02.2026	3.00 PM	-	-
4	Bid Submission Date	26.02.2026	2.00 PM	26.02.2026	2.00PM
5	Technical Bid Opening Date (Cover-I)	26.02.2026	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 reputed firm
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 up to 26.02.2026 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 up to 26.02 2026 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 1700/- 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:

Document is non-transferable.

1. 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.
2. Bidders may depute their representative with proper authorization letter to attend opening of technical bids.
3. Srimanta Sankaradeva Society reserves the right to cancel the RFP at any stage without Assigning any reason thereof.
4. Nonpayment of running bill should not be the criteria for slow progress of work.
5. The Bid security of the successful bidder will be discharged when the bidder has signed the Agreement and furnish the Performance security.
6. **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)
7. Bid validity 180 days.
8. 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.
9. 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, 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**

<b>Not recuerd</b>		
--------------------	--	--

**LSIT OF KEY PERSONAL:**

List of Key Personnel to be deployed on Contract Work (Minimum requirement 30 (Thirty) Nos. of workers including supervisor.

Sl. No.	Personnel	Qualification	Nos. Required
<b>1</b>	<b>Supervisor</b>		<b>1</b>
<b>2</b>	<b>Security guard gents</b>		<b>29</b>
<b>3</b>	<b>Security guard ladies</b>		<b>4</b>
<b>4</b>			
<b>5</b>			

**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



## Section II

## **Terms and Conditions for Security Services**

1. The Bidder shall submit duly signed Bid Security Declaration form accepting that in case of withdrawal or modification of the bids during the period of validity, or if they are awarded the contract and fail to sign the contract or to submit a performance security deposit before the deadline defined, in the bids, they may be disqualified from bidding for any contract with Department for a Period of one year from the date of notification.
2. The Agency shall be required to maintain Attendance register / Attendance roll in Department which will be open for inspection and checking by the authorized officers of the Department.
3. The selected agency shall furnish the following documents in respect of each Security personnel deployed at Department before the commencement of contract: List of security personnel identified/selected by agency for deployment in the Department with Bio data, proof of date of birth, age, qualification, residential address with Contact number/s etc
4. Selected Agency shall issue identity cards to the Security personnel deployed, bearing their photographs/ identifications etc. and the Personnel shall wear their identity cards at the time of duty. 5. Dept. is not liable to provide accommodation, transport, food, medical and any other requirement for the personnel deployed at the Institute.
6. Submitting of Security Services to the third party is not permitted which will attract immediate termination of Contract.
7. The tenders must have minimum 5 (five) years of experience in the same nature of work ( Experience and Satisfactory Certificate from the concerned authority to be enclosed).
8. The Firm must be an income tax assessee with permanent account number/ GIR number (proof to be enclosed).
9. The minimum Annual Turn over of the contractor should be Rs. 2 Cr.
10. The firm must have permanent telephones at their office and residence of the Executive who will be responsible for the work.
11. The Head of firm/company or his / her qualified representative should be present physically at the work site atleast 4 days a week atleast for 4 hours a day.
12. The organization have to submit a list of security guards deployed in SSK along with extra reserved list. If they want to change any guard they can post security guard from the reserved list only. No security guards will be considered except the extra reserved list.
13. The Organization has to submit the Bio-data of the Security guards, to be deployed. The firm/company must submit Police Verification report of the security guards employed in Kalakshetra. No security personnel including that of the reserved list will be allowed to work in Kalakshetra without a valid Police Verification report.

14. Any replacement of security guard of essential duties should be done with due information to the authority of the Srimanta Sankaradeva Kalakshetra. Security guard should not be replaced frequently. No any security guard should be replaced before completion of 5 to 6 months.
15. The organization must provide security guards during working hours and at night as per schedule prepared by the Srimanta Sankaradeva Kalakshetra.
16. A regular register is to be maintained at the main gate for entrance and exit of goods to and from SSK by the contractor/security guard.
17. The organization should maintain a register of posting of security guards as per schedule and to be signed regularly by the proper authority of SSK.  
  
If the work is not found satisfactory as per the register and if number of security guards are found to be-less than the schedule, the wage calculated in terms of money for that day/ period will be deducted from the bill of that month.
18. The organization will supply uniform including raincoat during monsoon and warm garments in winter to the security guards and same shall be borne by the contractor. The colour of uniform shall have to be approved by the Kalakshetra authority.
19. The organization will supply the required registers, papers for their official use and torches with batteries for the security personnels during duty hours and same shall be borne by the firm/contractors.
20. No accommodation will be provided to the security personnels inside the Srimanta Sankaradeva Kalakshetra campus.
21. The organization will have to discuss relevant matters with the SSK atleast once in every week.
22. The SSK authority will not be responsible for matters relating to labour laws, leave rules, minimum salary, bonus, LTC, provident fund, ESI etc. of the security personnel.
23. Unsatisfactory work of the contractor will lead to cancellation of the contract, suspension of payment, and any other action such as penalty up to 30 (thirty)% of monthly bill, that the Kalakshetra authority may deem fit and proper without prior notice.
24. For any dispute, the matter shall be decided by the Executive Council of SSK, and the decision of the Executive Council will be final.
25. However the rate is subject to revision from time to time as per the directives of the Government of India as well as Assam in respect of taxes etc. and as per mutual understanding.
26. For any legal action, the jurisdiction of litigation shall be within Guwahati.
27. The organization shall be valid for one year from the date of execution of the agreement further extension will be permitted satisfactory Service.
28. The organization should submit the break-up of rates showing all the details in a separate sheet with tender paper.

29. The party strictly has to abide by the above rules and regulations of SSK.
30. If extra security guards are required in time than the rate for extra security guards will be considered as per the rates of extra Security guards as quoted in tender.
31. The organization period will be for one year. If the contractor wants to leave the service earlier than the bittled period, he/she will have to give 60 days notice to SSK. However, if SSK authority is not satisfied with the performance of the party short notice to be given to it.
32. The organization has to submit the salary sheet for security guards before paying the monthly salary to be checked by the SSK authority.
33. The organization has to submit the copy of 'salary received documents' of the security guards to SSK after paying the salary.
34. The schedule and requirement of Security Guards may be changed during actual execution of the work.
35. The service providing agency shall be solely responsible for all acts of omissions and commissions on the part of the Security guards and shall be liable for payment of adequate compensation to the Society caused due to negligence of security guards and also pursue the matter with the police from their side.
36. Underaged untrained Security personel would not be allowed inside SSK complex. The Security service provider agency should strictly consider that the security personnel to be deployed should be physically fit and mentaly sound.
37. The organization will ensure their mandatory obligation for coverage of EPF, ESIC .Minimum Wage etc. for the security guards. An undertaking will have to be provided by the organization in this regard.
38. The service providing agency will have to clear monthly wages upto 3 months to the security guards engage from their own source, if SSK unable to make payment regularly due to unavoidable reasons.
39. The contractor will have to submit bills quarterly along with the payment details made to the workers and bill will be paid accordingly.
40. The selected security agency will have to deposit a sum of total 5% of total estimated value being the security deposit in the shape of Bank guarantee from a Nationalized Bank which will be refunded after 3 (three) months of successful completion of the contract period.
41. The selected Security Agency shall have to sign an Agreement with the undersigned outlining the do's & don't of the contract.
42. Any violation of above terms and conditions may lead to cancellation of agreement.
43. The contract may be extended for another year, subject to the work being found satisfactory and as per the requirement of the SSKS authority.

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.**

A. 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.

---

**CRITERIA FOR EVALUATION**

---

**3.1 Evaluation of Technical Proposals**

- 3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of Applicant’s experience, experience of key personals, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Applicants who Technical Proposals scores 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score.
- 3.1.2 Each Key Personnel must score a minimum of 70% marks except as provided herein. A Proposal shall be rejected if the Team Leader scores less than 70% (seventy per cent) marks or any two of the remaining Key Personnel score less than 70% (seventy per cent) marks. In case the Selected Applicant has one Key Personnel, other than the Team Leader, who scores less than 70% (seventy per cent) marks, he would have to be replaced during negotiations, with a better candidate who, in the opinion of the Authority, would score 70% (seventy per cent) or above.
- 3.1.3 During the Technical evaluation process, the applicant must make presentation on the project reflecting the concept of the proposed scheme, Proposed Methodology, Work Plan etc before the evaluation committee and other experts in the field as found necessary.

4

**. Technical Proposal Evaluation Methodology**

Item Code	Criteria	Marks	Criteria
--------------	----------	-------	----------

1	Relevant Experience of the Applicant		30% of the maximum marks shall be awarded for the number of similar Projects .Remaining 70% for works on eligible assignments and other relevant assignments.
2.	Presentation reflecting Concept, Proposed Methodology and Work Plan		Evaluation will be based on the quality of the project concept, methodology, work plan, presentation and submissions.
	Total Mark		

**Note:-**

Generally the scoring is awarded on the basis of experience of the firm in undertaking similar projects and on the CV of expert professionals envisaged for the project. However, the marks can also be allocated on the methodology proposed by the consulting firm to undertake the project.

While awarding marks for the number of Eligible Assignments, the Applicant or Key Personnel, as the case may be, that has undertaken the highest number of Eligible Assignments shall be entitled to the maximum score for the respective category and all other competing Applicants or respective Key Personnel, as the case may be, shall be entitled to a proportionate score.

#### **G. Evaluation of the Financial Proposals:**

Financial Proposals of only those firms who are qualified in technical evaluation shall be opened publicly on the specified date & time in the presence of the Consultants' representatives who choose to attend. After opening of Price Bids, following appropriate selection method shall be applied to determine the consultant eligible for award of the contract i.e. combined evaluation.

The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(Where, F = amount of Financial Proposal)

#### **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:  
**(Combined Score) = ST x Tw + SF x Fw** Where, Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.7 and 0.3 respectively. The selected applicant shall be the applicant having the highest combined score.

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. 1700/- (One Thousand Seven 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.	

**B. 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 **Security Service Main Campus and Auditorium Campus 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 **""Maintenance of Securit Service Main Campus and Auditorium Campus 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)***