



**OFFICE OF THE COMMISSIONER  
GUWAHATI MUNICIPAL CORPORATION  
PANBAZAR: GUWAHATI-01**

No: GCS/PMC/709/16/ 639

Dated: 27/5/2016

**Notice Inviting Quotation**

Sealed quotation is hereby invited from reputed press/ agencies for “**Property Tax Bill Printing**”. Each quotation shall have to be accompanied with a non-refundable tender fee of Rs. 2000/- (Rupees Two Thousand) in the form of bank draft pledged to the Commissioner, GMC. Detail terms and conditions of the said procurement may be obtained from the Project Management Cell, Lamb Road, Ambari on or before 2 PM on **06-06-2016**. Quotation will be received at the Panbazar, Office of the Corporation. The last date of submission of the complete quotation is **07-06-2016** and will be opened at 3:00 PM on **07-06-2016** at Head Office, Panbazar.

Your's faithfully,

**Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati-01**

Memo No.: GCS/PMC/709/16/

639

-A-

Date: 27/5/2016

Copy forwarded to:

1. Sri A.L. Gyani, IAS, Additional Commissioner, GMC, for information.
2. The Chief Engineer I and Chief Engineer II, GMC, for information.
3. The Chief Accounts and Audit Officer, GMC, for information.
4. Sri Ranjan Kumar Singh, MIS specialist, PMC, for making arrangement of uploading the NIQ in the GMC website.
5. The M/S Exclusive Advertisement, for publication of the above tender notice in one issue of The Assam Tribune, and “Aamar Asom” with a request for submission of the bills to the undersigned for payment.
6. To Shri Deven Ingal, CE Office for placing of Tender Box as stated above.
7. Notice board.

**Commissioner  
Guwahati Municipal Corporation  
Guwahati**



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OFFICE OF THE COMMISSIONER:  
GUWAHATI MUNICIPAL CORPORATION  
PANBAZAAR:: GUWAHATI - 781001

No.: GCS/PMC/709/16/ 640

Date: - 27/ 5/ 2016

Terms and Conditions

1. The Quotations must be addressed to the Commissioner, GMC in the Agency's letter pad.
2. Name and Address of the Agency should be clearly mentioned.
3. Intending Agency should mention their Trade Licence and PAN No. Submitting self attested photocopies of the same thereof.
4. The Agency shall quote the amount including all the prevailing applicable taxes.
5. The Bill should be of A4 size, 80 GSM paper, variable front side/ fixed multicolour back side and with laser technology bar code facility.
6. The Quotations will be valid for 12 (twelve) months from the last date of submission.
7. The envelope should be super scribed with Quotation for "Property Tax Bill Printing",
8. TDS will be deducted from the payment of the selected Agency.
9. The result after scrutiny of quotation will be communicated to Qualified Agency. The Agency quoting the lowest rate for the work will be declared successful and will be issued the LoI.
10. The Selected Agency shall complete the work with 7 (seven) days of accept of softcopy.
11. Rs. 5000.00 shall have to be deposited as Earnest Money Deposit by each quotationer. Earnest Money Deposit should be in the form of Demand Draft from any nationalized bank pledged to Commissioner, GMC. The EMD will be forfeited in case of any default by the supplier.
12. Time of completion of the entire supply will be 7 days from the date of issue of work order. No time extension will be allowed. In case of failure to supply the entire quantity within the stipulated time, a penalty @5% per day will be charged.
13. Agencies have to quote the rate as per prescribed form.
14. The printed bills should be packed ward wise and delivered directly to the concerned GMC office.
15. Agencies having similar kind of work experience previously will be preferred.
16. In case of any query, quotationer may approach to the MIS Specialist, Project Management Cell Office, till 06 / 06 / 2016 during working hours.
17. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.

o/c

Yours faithfully,

Commissioner  
Guwahati Municipal Corporation  
Guwahati

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Commissioner  
Guwahati Municipal Corporation  
Guwahati

## QUOTATION

To,

Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 01

**Sub:** Rate for the Work "Property Tax Bill Printing"

**Ref:** GCS/PMC/709/16/ 639

Sir,

With reference to the subject cited above, I hereby quote my rate as given below.

Sl. No.	Description	Quantity (approx)	Unit	Rate / Unit	
				In Fig.	In Words
1	A4 size, 80 GSM paper, variable front side/ fixed multicolour back side and with laser technology bar code facility	2,00,000.	Each		

N. B: The quantity shown above is approximate and may vary.

**Enclosures:**

1. Trade Licence:
2. PAN No.:
3. Tender Fee:
4. EMD: Rs. 5000/-

Yours faithfully

Signature

Name:

Address:

Phone No.: