



**OFFICE OF THE COMMISSIONER  
GUWAHATI MUNICIPAL CORPORATION  
PANBAZAR, GUWAHATI- 1**

**Notice Inviting Quotation (NIQ)**

**No. GCS/NURM/235/11/pt-II/663**

**Date: 14 /06/2016**

**Notice Inviting Quotation to provide Hosting services for the existing various web based solutions of GMC as per the specifications mentioned in the Annexure of this NIQ.**

With reference to the aforementioned subject the Guwahati Municipal Corporation invites quotation from all the eligible service providers for hosting of websites and applications available with the Corporation.

**The eligibility criteria of service provider are as under:-**

1. The service provider must possess ISO 9001:2008 certification and ISO 27001 certification.
2. The service provider must possess their Registration No., Trade Licence and PAN No.
3. The service provider must be at least CMMi level 3 certification or above or a certified gold partner firm.
4. The Average annual turnover of the vendor should be more than 1 Cr for the last three years.

**Kindly attach the documentary proof of aforementioned eligibility criteria along with the quotations. The commercials for the referred work should be filled in the format as per Annexure.**

**Annexure-I**

Covering Letter

(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

.....  
.....  
.....

To

The Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 1, Assam

Sub: - Hosting of Web-based Software Solutions.

Ref: NIQ No. GCS/NURM/235/11/Pt-II/663

Dated: / / 2016

Sir,

We hereby submit our document. A copy of the NIQ document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions.

Yours Faithfully,

**Signature of the authorized signatory of the  
Bidder with name, designation, seal and date**

## Annexure II

### Server Specifications:-

S.No	Specification Required	Server
1	Operating System:	Linux (All FOSS versions including CentOS, Ubuntu as and when required)
2	vCPU or CPU:	16 Core 3 Ghz Intel Xenon Processor
3	RAM:	32 GB (DDR4 or better)
4	Storage Space:	2 TB- HDD with high capacity i/o (SCSI or better)
5	Expected traffic for the website and application portal	29 GB/Daily for 25000 visit/daily
6	Required network bandwidth	3TB monthly traffic
7	Tools	CPanel, SSH Support, 1 Static IP
8	Backup	Daily Incremental backup and monthly full backup in other data centre in different seismic zone or on cloud.

**Note:** The above specification if required to be expanded then a revised rate shall be provided by the selected service provider on intimation from the client.

**ANNEXURE III**

**Certificate for not being blacklisted**  
(On Bidder's letterhead)

To  
The Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 1

Date:

Sub: Self Certification

Sir,

I, the undersigned hereby certify that neither the M/s \_\_\_\_\_ nor any of its directors/constituent partners have been blacklisted by any State or Central Government or Government Undertaking / Enterprise, prior to the date of submission of this Proposal for the purpose of the design, development, hosting, testing, implementation and maintenance of software solutions for GMC.

The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by GMC with the intention of verifying the correctness of this statement or regarding the competence and general reputation as stated above.

Yours faithfully,

**Signature of the authorized signatory of the  
Bidder with name, designation, seal and date**

**QUOTATION**  
(ANNEXURE V)

To,

Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 01

**Sub:** Rate for the Work “**Hosting of Web based Software Solutions**”

**Ref:** GCS/NURM/235/11/pt-II/663

Sir,

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

Sl. No.	Description	Rate / Unit	
		In Fig.	In Words
1	Monthly Rent for Hosting per unit of server as per specification in Annexure-II		

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

1. Above rates shall be inclusive of all prevailing applicable taxes.
2. 2 (Two) server units required.
3. Rate should be quoted for single unit only.
4. The bidder shall quote as per the specification cited as Annexure II.
5. Quotation will remain valid for 1 year from date of submission.

**Enclosures:**

1. Registration No.
2. Trade Licence:
3. PAN No.:
4. ISO 9001:2008 certification and ISO 27001 certification.
5. CMMi level 3 certification or above or a certified gold partner firm.
6. Audited balance sheet of last three years duly certified by Chartered accountant.

**Yours faithfully**

**Seal**

**Signature**  
**Name:**  
**Address:**  
**Phone No.:**

## **Terms and Conditions**

1. The Quotations must be addressed to the Commissioner, GMC in the Bidder's letter pad.
2. Name and Address of the Bidder should be clearly mentioned.
3. The Bidder shall quote the amount including all the prevailing applicable taxes.
4. The Quotations will be valid for 12 (twelve) months from the last date of submission.
5. The envelope should be super scribed with Quotation for "Hosting of Web based Software Solutions".
6. Interested Bidder should mention their Registration No., Trade Licence and PAN No. Submitting self attested photocopies of the same thereof.
7. Interested Bidder must possess ISO 9001:2008 certification and ISO 27001 certification.
8. Interested Bidder must be at least CMMi level 3 certification or above or a certified gold partner firm.
9. Interested Bidder should have Average turn over more than 1(one) Crore for the last three years.
10. Bidder has to quote the rate as per prescribed format in Annexure-V.
11. In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the NIQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.
12. The result after scrutiny of quotation will be communicated to Qualified Bidder.
13. The Bidder quoting the lowest rate for the work will be declared successful and will be issued the LoI.
14. TDS will be deducted from the payment of the selected Bidder.
15. The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with GMC. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.
16. The successful bidder shall have to submit performance bank guarantee of INR 50,000( INR Fifty thousand only) prior signing the contract agreement.
17. Basic site infrastructure with expected availability of 99.671%.
18. Penalty will be charged 20% against monthly charge if the service provider is not able to maintain the uptime as mentioned in point no. 10 above.
19. As and when required by GMC, the selected Bidder will have to provide onsite support to GMC staff.
20. The selected Bidder will ensure smooth functioning of the hosting of the software solutions during Maintenance through off-site/ onsite (as per requirement of GMC) support.
21. The selected Bidder shall be responsible to maintain the confidentiality of data and any other information and make sure that information is not shared outside the GMC without the consent of the Commissioner, GMC. The required confidentiality agreement shall be signed by the selected Bidder.
22. Payment to the Bidder will be made quarterly.
23. Bidder's has to take daily incremental backup and monthly full backup of data. Backup data should be maintained on cloud or in data center in different location.
24. In case of any query, quotationers may approach to the OSD, Project Management Cell Office, till 22 /06 /2016 upto 2 P.M.
25. With 1 (One) month prior notice, GMC may terminate the contract without assigning any reason.
26. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.