



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

No: GCS/PMC/705/16/ 690

Dated: 22/06/2016

Notice Inviting Quotation

Sealed quotation is hereby invited from reputed firms/companies/proprietors for “**Citizen Service Centre**”. Detail terms and conditions of the said NIQ may be obtained from the GMC website www.gmcportal.in from **23/06/2016**. The last date of submission of the complete quotation is **30/06/2016** till 2:00 PM and will be opened at 3:00 PM on **30/06/2016** at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati - 01.

Your’s faithfully,

Sd/-

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

Memo No.: GCS/PMC/705/16/690

-A-

Date: - 22 / 06 / 2016

Copy forwarded to:

1. A.L. Gyani, IAS, Additional Commissioner, GMC, for information.
2. Syed Isfaqur Rahman, A.C.S., Additional Commissioner, GMC for information.
3. Ghanshyam Dass, I.A.S., Joint Commissioner, GMC for information
4. The Chief Engineer I and Chief Engineer II, GMC, for information.
5. The Chief Accounts and Audit Officer, GMC, for information.
6. Ranjan Kumar Singh, MIS specialist, PMC, for making arrangement of uploading the NIQ in the GMC website.
7. The M/S Exclusive Advertisement, for publication of the above NIQ notice in one issue of The Assam Tribune, and “Aamar Asom” with a request for submission of the bills to the undersigned for payment.
8. To Shri Deven Ingal, CE Office for placing of Tender Box as stated above.
9. E-District Manager, DC Office, Guwahati with a request to distribute it among e-District CSCs functional in Guwahati Municipal Area.
10. Notice board.

Sd/-

**Commissioner
Guwahati Municipal Corporation
Guwahati**

Terms and Conditions

1. The Quotations must be addressed to the Commissioner, GMC (Guwahati Municipal corporation) in the Agency's letter pad.
2. Name and Address of the Agency should be clearly mentioned.
3. The agency must have a cyber café or running any Citizen Service Center Kiosk.
4. The agency shall clearly mention the ward no. with proper address in which the agency has its office/cyber cafe.
5. GMC has 31 (Thirty One) wards and one agency shall be selected from each ward. GMC may continue to accept applications from its own offices.
6. 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 highest revised quote shall then be declared as the successful bidder.
7. The selected agency shall pay the revenue sharing to GMC on quarterly basis. They should submit the quarterly return regularly.
8. The Agency shall quote the amount per application as revenue sharing to GMC considering all the expenses incurred for the assistance per application including all the prevailing applicable taxes.
9. The amount to be charged fixed as Infrastructure (Rs. 30.00), Scanning (Rs. 5.00) per page, Bigger than legal (Rs. 10.00) per page, Legal Print (Rs. 10.00) per page, Large Print/Scan (Rs. 100.00) per page for each application.
10. The Agency quoting the highest amount per application as revenue sharing to Guwahati Municipal Corporation will be declared successful and will be issued the LoI.
11. Agreement will remain valid for 1 year.
12. The Selected Agency shall deploy a concern person for the Assistance to the citizens.
13. The Selected Agency shall assist the citizens for all the online services provided by Guwahati Municipal Corporation *i.e.*, Online Property Tax Payment, Birth and Death Registration, Online Trade Licence and other online services to be provided by GMC. Incomplete or incorrect applications should not be accepted.
14. The Selected Agency will be trained by the competent technical authority of GMC for the above mentioned online services.
15. The interested Agency should have a designated office situated in Guwahati (Assam) and the supporting document to be furnished with the quotation.
16. The interested Agency has to display advertisement banner about GMC services offered provided by GMC.
17. Intending Agency should mention their Trade Licence and PAN No. Submitting self attested photocopies of the same thereof.
18. The agency shall have proper infrastructure such as computer hardware and peripherals with good internet speed, colour printer, Xerox machine etc.
19. The Quotations will be valid for 12 (twelve) months from the last date of submission.
20. The envelope should be super scribed with Quotation for "Citizen Service Centre",
21. TDS will be deducted from the payment of the selected Agency.
22. The selected agency shall enter into a contract agreement within 15 days from the date issue of LOI.
23. The Agency shall deposit the Performance Bank Guarantee of INR 10,000 (Indian Rupees ten thousands only) from any nationalized scheduled bank in favour of Guwahati Municipal Corporation at the time of signing the Contract Agreement .
24. The Selected Agency shall commence the work within the stipulated time frame notified by GMC later on.
25. In case of any query, quotationers may approach to the OSD, Project Management Cell Office, till **30/06/2016** upto 2 P.M.
26. With 1 (One) month prior notice, GMC may terminate the contract without assigning any reason thereof.
27. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.
28. For any non-compliance of terms and conditions, GMC may impose penalty of Rs 100/- for first occurrence and will double the penalty for every complaint. After 3 complaints, GMC may terminate the agreement.
29. Agency should assist citizens in submitting application and incomplete applications should not be accepted.

QUOTATION

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

Sub: Rate for the Work “Citizen Service Centre”

Ref: GCS/PMC/705/16/690

Sir,

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

Sl. No.	Description	Amount (in Rs.)	
		In Fig.	In Words
1	Amount per application as revenue sharing with Guwahati Municipal Corporation.		

Enclosures:

1. Trade Licence:
2. PAN No.:
3. Proof of Address mentioning ward no. (Electricity Bill, Telephone Bill. or any other bill generated from govt.)

Yours faithfully

Seal

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