



**OFFICE OF THE COMMISSIONER  
GUWAHATI MUNICIPAL CORPORATION**

**PANBAZAR, GUWAHATI- 1**

**Request for Proposal (RfP)**

No. GHA/440/2015/796

Date:19/08/2016

Guwahati Municipal Corporation invites Request for Proposal (RfP) from Guwahati based experienced/competent/established firms/Companies/Contractors for “Dismantling and Removal of Unauthorized Signage and Hoardings at Ground Level /Rooftop/High Rise Buildings etc”.

Detailed terms and conditions for submitting the RfP may be downloaded from the official website [www.gmcportal.in](http://www.gmcportal.in) of Guwahati Municipal Corporation.

Sd/-

**Commissioner  
Guwahati Municipal Corporation  
Panbazar, Guwahati- 1**

**Memo No. GHA/440/205/796**

**-A-**

**Date: -19/08/2016**

**Copy to: -**

- 1) Smt. Nazreen Ahmed, ACS, Addl. Commissioner, GMC for information
- 2) The Chief Engineer, GMC for information
- 3) The Chief Accounts & Audit Officer, GMC for information
- 4) The Municipal Secretary, GMC for kind appraisal of the Hon’ble Mayor and member Mayor in Council, GMC
- 5) Branch Officer (Hoarding), GMC for information
- 6) M/S Exclusive Advertising Pvt. Ltd. for publication of the notice in one issue of The Assam Tribune and Amar Asom with a request for submission of necessary bills to the undersigned
- 7) In charge, Tender Room, GMC for information and necessary action

Sd/-

**Commissioner  
Guwahati Municipal Corporation  
Panbazar, Guwahati- 1**

**Request for Proposal (RfP)**  
**For**  
**Dismantling and Removal of Unauthorized Signage and Hoardings at**  
**Ground Level /Rooftop/High Rise Buildings etc**

Guwahati Municipal Corporation (GMC) is the urban local body responsible for governing, developing and managing Guwahati. It administers an area of 216.79 km<sup>2</sup> of Guwahati city. The entire GMC area is divided into 31 municipal wards and each municipal ward is further divided into 2 to 4 Area Sabhas. Presently, there are 90 Area Sabhas. GMC works under Guwahati Development Department, Assam.

For Proper Dismantling and Removal of Unauthorized Hoardings and Sky signage along with structures, GMC invites Request for Proposal (RfP) from Guwahati based experienced/competent/established firms/companies/Contractors registered with Government of India/Government of Assam.

**1. Bid Details**

Date of downloading of RfP document	19/08/2016 onwards
Date, Time and Venue of pre bid meeting	23/08/2016 at 3.00 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Last Date and Time for submission of RfP	26/08/2016 upto 2.30 PM
Date, Time & Venue of Technical Bid Opening	26/08/2016 at 3.00 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Address for Communication	The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati- 781001, Assam Mail ID- <a href="mailto:guwahaticom@gmail.com">guwahaticom@gmail.com</a>

**Note:**

- a) In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- b) RfP documents can only be downloaded from GMC website [www.gmcportal.in](http://www.gmcportal.in). RfP documents will not be sold at GMC counters.

## 2. Scope of Work

2.1 The broad scope of work includes the dismantling and removal of unauthorized Hoardings and sky signage along with structure.

The Scope of work in details is as below-

2.1.1 The main scope of work is to dismantle and removal of unauthorized Hoardings, Kiosk, and Signage etc on ground, Rooftops and from high rise building etc.

2.1.2 During the dismantling/Removal process every care should be taken to prevent mishap. For any mishap the selected bidder or and his authorized representative will be responsible for any civil/criminal liability

2.1.3 The dismantled material has to be transported to the designated location as identified by authorized GMC officials.

2.1.4 The work has to be carryout at any time of the day including night hours.

2.2 The selected bidder will have to bear all direct/indirect/incidental cost with regards to execution of the work related with dismantling and removal of unauthorized Hoardings and Sky Signage along with structure including cost for travelling, halting, etc for their personnel for implementation and execution of the work at each location.

## 3. Pre Qualification Criteria:

The bidder should have-

3.1 An experience of 3 years in the field of Erection and dismantling of Signage, Hoardings, Unipole, Sky Signage etc.

3.2 Undertaken at least 5 Erection and Dismantling and Removal of Signage, Hoardings, Unipole, Sky Signage etc. projects of reputed Govt. /Semi Govt./Autonomous/PSU/Private organization.

3.3 Equipped with skilled and experienced manpower, modern tools and machineries for this kind of projects.

3.4 A turnover of at least Rs. 5.00 Lakh in the last five financial years with not less than Rs. 1 lakh in each financial year during this period.

## 4. Technical Evaluation Criteria

SL No	Technical Evaluation Criteria	Maximum Marks
I	Experience in handling Erection and Dismantling and Removal of Hoardings, Sky Signage, Unipole etc. Projects (both completed/undergoing) during last three years	20
II	Skilled and experienced manpower of the bidder as per Annexure II	35
III	Tools and Machineries available with the bidder as per Annexure II	35
IV	Financial performance of the vendor for the last Five financial years as established through balance sheets or documents certified by Chartered Accountant	10
<b>Total Marks</b>		<b>100</b>

## **5. Document Processing Fee**

Bidders are required to submit a non-refundable document processing fee of Rs. 1000.00 (One Thousand Only) in the form of demand draft drawn from a nationalized/scheduled bank in favour of the Commissioner, Guwahati Municipal Corporation. This demand draft should be part of the RfP.

## **6. Earnest Money Deposit (EMD)**

Bidders shall submit along with the RfP an EMD of Rs. 10,000.00 (Ten thousands only) in the form of demand draft drawn from a nationalized/scheduled bank in favour of the Commissioner, Guwahati Municipal Corporation. The EMD of the bidders will be returned without any interest as promptly as possible on acceptance of the bid by the selected bidder or when the bidding process is cancelled by GMC.

## **7. Performance Bank Guarantee**

The selected bidder shall have to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized/scheduled bank located in India in favour of the Commissioner, Guwahati Municipal Corporation for an amount **50,000.00/-** (Rupees Fifty Thousand only) during the time of signing the agreement. The Performance Bank guarantee should be valid for the entire period of the project work.

## **8. Submission of RfP**

The bidder should submit technical bid (Annexure-II) and financial bid (Annexure-IV) separately in two separate envelopes along with relevant documents and demand drafts for document processing fee and EMD.

The envelopes for Technical bid (Annexure-II) and Financial bid (Annexure-IV), the Demand Drafts, Covering Letter (Annexure-I) and a copy of the RfP document duly Seal and signed by the authorized signatory of the bidder in each page are to be put together in an outer envelope which is to be sent to the address for communication mentioned at clause 1. The outer envelope should be marked with "RfP for dismantling and removal of unauthorized roof top and other signage and hoardings Project".

Incomplete RfPs or RfPs received without the Seal and Signed in each page, drafts for document processing fees and EMD or after due date and time will be summarily rejected.

## **9. Evaluation and Comparison of Bids**

A two-stage procedure will be followed in evaluating the bids, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only in case the bidder passed with minimum technical score of 70% of the total marks in the evaluation of the technical bid.

In the Second Stage, the financial bids of all bidders that have scored minimum 70% score in the technical evaluation will be opened and compared.

The bidder has to submit the financial bid for all the component as per Annexure IV.

The lowest bidder from each component may be selected by GMC after fulfilling of the other criteria as mentioned in the RfP and accordingly decision will be taken.

#### **10. Right to amend document**

GMC reserves the right to modify the specifications at any time prior to the last date of submission of RfP which will be uploaded in the website of GMC only from time to time, not to be floated in any newspaper. In order to provide prospective bidders reasonable time to respond to the modifications, GMC may, at its sole discretion, extend the last date for submission of bids.

#### **11. Right to accept or reject bids**

GMC reserves the right to accept or reject any or all bids without incurring any liability or obligation. The decision of GMC in this regard will be final.

#### **12. Termination of Contract**

GMC reserves the right to terminate the selected bidder at any stage in case of breach of any of the guideline and terms & conditions by the selected bidder or in case their performance is not found satisfactory. GMC shall be entitled to terminate the selected bidder in case of any neglect or lapse on the part of the selected bidder.

#### **13. Instruction to Bidders**

13.1 The bidder must be registered with competent authority.

13.2 The bidder must have income tax assesses and service tax registration.

13.3 Rate should be quoted inclusive of the cost of services, manpower cost, other resources to be utilized in the work and developing reports and also inclusive of charges of VAT and other taxes as applicable.

13.4 The selected bidder has to complete the job assigned within the timeline set by GMC.

13.5 GMC will have no liability regarding transportation, boarding and lodging of the selected bidder, their staff and machineries.

13.6 Any Conditions of the bidder sent along with RfP, if any, shall not be binding on GMC.

13.7 It is not binding on GMC to accept the lowest of the bidding.

13.8 TDS applicable as on date will be deducted from the actual bill submitted for payment by the selected bidder.

13.9 Bid of a bidder will not be considered if it is blacklisted by any of its clients or other agencies.

13.10 The rates mentioned in the financial bid are to be mentioned in words as well as in figures.

13.11 RfP with overwriting at any place will be rejected.

13.12 The selected bidder will be issued a LoI (Letter of Intent) before entering into an agreement with GMC.

13.13 The bidders selected in the technical bid evaluation (bidders scoring minimum 70% marks in technical bid evaluation) may be called for a presentation as per convenience of GMC.

#### **14. Disclaimer**

All information contained in this RfP document or subsequently provided/clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any bidder.

Each bidder should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this RfP document. Bidders should make their own independent investigation in relation to any additional information that may be required.

Bidders should make their own due diligence of facilities while preparing the RfP.

**Covering Letter**  
(On the bidder's letter head)

FROM: (Full name and address of the bidder)

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.....  
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**To:**

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

**Sub: - Dismantling and Removal of Unauthorized Signage and Hoardings at  
Ground Level /Rooftop/High Rise Buildings etc.**

**Ref: RfP No. GHA/440/2015**

**Dated**

Sir,

We hereby submit our RfP in full compliance with terms & conditions of the above referred RfP document. A blank copy of the RfP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of RfP Processing fee and EMD in the form of Demand Drafts.

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

**Technical Bid**  
**(On bidder's letterhead)**

<b>SL. No.</b>	<b>Particulars</b>	<b>Give details or mention page no. where attached</b>
1	Name, address, email and telephone number of the bidder	
2	Name, designation, address, email and telephone number of the contact person of the bidder	
3	Address of the bidder's office at Guwahati	
4	Date of Registration and Registration number of the bidder (attach photocopy of registration certificate)	
5	Service Tax Registration Number of the bidder (attach copy of service tax registration)	
6	PAN Number of the bidder (attach copy of PAN Card)	
7	List of permanent professionals, experience and number of year of association with the bidder on bidder's letterhead a. Electrician Welder b. Porter c. Supervisor d. Drilling Machine Operator	
8	List of machineries of the bidder to be engaged in GMC's project on bidder's letterhead a. Truck Mounted Ladder b. Gas cutter/Electric Cutter c. Safety Tools d. Drilling Machine	



9	Certificate of power of attorney of the authorized signatory of the bidder on stamp paper of value Rs. 100.00 (One Hundred Only)	
10	Detail of experience of the bidder in the field of Erection and Dismantling and Removal of Rooftop and other Signage, Hoardings, Unipole etc. during last five years on bidder letterhead (copy of work order/completion certificate to be attached)	
11	Certificate for not being blacklisted in the format at Annexure- III	
12	Annual Turnover: 2011-2012: 2012-2013: 2013-2014: 2014-2015: 2015-2016: (Turnover of last five years certified by CA Balance sheet and profit and loss account of last five years. No other enclosures are required)	

**Declaration:**

This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

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

**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 RfP for the purpose of Dismantling and Removal of Unauthorized Signage and Hoardings at Ground Level /Rooftop/High Rise Buildings etc.

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**

**Financial Bid**  
**(On bidder's letterhead)**

**Component – 1**

<b>Sl. No</b>	<b>Item</b>	<b>Rate (A)</b>	<b>Taxes/VAT (B)</b>	<b>Total Rate (A+B)</b>
<b>1</b>	Dismantling of Removal of Roof top Hoardings and Sky Signage etc. (1 <sup>st</sup> floor and above) per Square Feet			

**Component - 2**

<b>2</b>	Dismantling of Removal of Ground level Hoardings and Signage etc. per Square Feet			
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Note: The rate should be quoted as per clause 13.3 and 13.10 of the RfP document.

**Declaration:**

This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

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