



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

No: GCS/NURM/334/14/804

Dated: 23 /08/2016

**Notice Inviting Quotation**

Sealed quotation is hereby invited from reputed firms/agencies/companies for “**Supply of Portable Biometric Attendance Machine**”. Detail terms and conditions of the said NIQ may be obtained from the GMC website [www.gmcportal.in](http://www.gmcportal.in) from **26 /08/2016**. The last date of submission of the complete quotation is **06/09/2016** till 2:00 PM and will be opened at 2:30 PM on **06/09/2016** at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati - 01.

**Your’s faithfully,**

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

Memo No.:- GCS/NURM/334/14/804

-A-

Date: - 23 /08 / 2016

Copy forwarded to:

1. Syed Isfaqur Rahman, A.C.S., Additional Commissioner, GMC for information.
2. Ghanshyam Dass, I.A.S., Joint Commissioner, GMC for information
3. The Chief Engineer I and Chief Engineer II, GMC, for information.
4. The Chief Accounts and Audit Officer, GMC, for information.
5. Ranjan Kumar Singh, MIS specialist, PMC, for making arrangement of uploading the NIQ in the GMC website.
6. 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.
7. To Shri Deven Ingal, CE Office for placing of Tender Box as stated above.
8. Notice board.

**Sd/-  
Commissioner,  
Guwahati Municipal Corporation  
Guwahati**

## **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. Intending Bidder should mention their TIN No., Trade Licence and PAN No. Submitting self attested photocopies of the same thereof. Else it will be a cause to disqualify the quotation.
4. The Bidder shall quote the amount including all the prevailing applicable taxes.
5. Bidder has to quote the rate as per prescribed format in Annexure - I.
6. The Interested Bidder shall quote for Supply of 25 numbers of Portable Biometric Attendance Machine.
7. The Quoted amount should be inclusive of all prevailing applicable taxes.
8. The Specification of the Portable Biometric Attendance may be referred to Annexure – II.
9. The Quotations will be valid for 12 (twelve) months from the last date of submission.
10. The Bidder quoting the lowest rate for the Supply of 25 numbers of Portable Biometric Attendance Machine will be declared successful and will be issued the LoI.
11. The envelope should be super scribed with Quotation for “ Supply of Portable Biometric Attendance Machine”.
12. TDS will be deducted from the payment of the selected Bidder.
13. 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.
14. As and when required by GMC, the selected Bidder will have to provide onsite support to GMC staff.
15. The company/firm/agency should have a minimum average annual financial turnover of Rs. 10.00 lakhs in last three financial years. Copy of audited balance sheet or certificate from Auditor towards such financial performance to be attached during the last three years duly certified by Chartered Accountant.
16. Experience of similar nature for minimum 3 years is preferable. Proof of such experience to be attached.
17. The Bidder should have valid GMC(Guwahati Municipal Corporation) trade Licence.
18. Preference will be given to presence in Guwahati. Proof to be attached.
19. All the materials should have a warranty in all respect for a period of minimum one year from the date of supply.
20. Payment will be made against the Bill submitted after the supply of 25 nos. of Portable Biometric Attendance Machine.
21. The bidder should not have been blacklisted by Guwahati Municipal Corporation or any other ULBs or Government organisation in India. An Undertaking to this effect to be submitted at the time of submission of Quotation.
22. The offered product must be of CE certified product.
23. The company/firm/agency must be well established in the area of Biometric system or Electronic goods and must have a valid agreement, establishing their business. If the company/firm is based abroad they must have an office in India. Copy of such document to be attached with seal and signature.
24. Bidder will be considered only when Guwahati Municipal Corporation is satisfied with experience and capability of the bidder to take up this work.

25. No consortium will be entertained, only individual Firm/agency/Company will be allowed to quote.
26. All Quotation must be submitted, duly signed by the Bidder.
27. In case of any query, Interested Bidder may approach to the OSD, Project Management Cell Office, till **05/09/2016** during working hours.
28. NIQ documents and its Annexure, each page duly stamped and signed by the authorized signatory to be submitted along with all the supportive documents and Quotation.
29. Undertaking – Not blacklisted by State Govt/ Central Govt/ ULBs.
30. The sealed quotation should be dropped in the tender box kept in the Chief Engineer branch, Office of the Commissioner, Guwahati Municipal Corporation, Pan Bazar, Guwahati-01.
31. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.
32. In this regards the decision of the Commissioner, Guwahati Municipal Corporation is final and binding.

**Sd/-**  
**Commissioner,**  
**Guwahati Municipal Corporation**  
**Guwahati**

Annexure-I

**QUOTATION**

To,

Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 01

**Sub:** Rate for the Work “Supply of Portable Biometric Attendance Machine”

**Ref:-** GCS/NURM/334/14/ 804

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	Supply of 25 numbers of Portable Biometric Attendance Machine as per the Specification.		

\*The quoted amount should be inclusive of all prevailing applicable taxes.

\*No conditional quotation shall be accepted.

**Yours faithfully**

**Seal**

**Signature**

**Name:**

**Address:**

**Phone No.:**

## Annexure-II

### **SPECIFICATION**

- 32bit RISC CPU
- 3" Colour LCD Display
- 1000 User Record
- USB Data Backup Supported
- Microsoft Excel Reporting Format
- Voice Guided Instruction
- Minimum of 10 hours battery back up