



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

No: GCS/PMC/709/16/pt/896

Dated: 15/10/2016

Notice Inviting Quotation

Sealed quotation is hereby invited from reputed firms/agencies/companies for providing “**Delivery of property tax bills at home**”. Detail terms and conditions of the said NIQ may be obtained from the GMC website www.gmcportal.in from **16/10/2016**. The last date of submission of the complete quotation is **27/10/2016** till 2:00 PM and will be opened at 2:30 PM on **27/10/2016** and the pre-bid meeting will be held at 2:30 PM on **20/10/2016** at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati - 01.

Your’s faithfully,

-Sd-

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

Memo No.:- GCS/PMC/709/16/pt/896

-A-

Date: - 15/10/2016

Copy forwarded to:

1. The Chief Engineer, GMC, for information.
2. The Chief Accounts and Audit Officer, GMC, for information.
3. All Deputy Commissioner, GMC for information.
4. 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 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.
6. Notice board.

-Sd-

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



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

Notice Inviting Quotation (NIQ)

No. GCS/PMC/709/16/pt/896

Date: 16/10/2016

Notice Inviting Quotation for Delivery of the Property Tax Bills at home mentioned in the Annexure of this NIQ.

With reference to the aforementioned subject the Guwahati Municipal Corporation invites quotation from all the eligible agencies/firms for **delivery of the property tax bills at home.**

The eligibility criteria of service provider are as under:-

1. The service provider must possess their Registration No., Trade Licence and PAN No.
2. The Average annual turnover of the vendor should be more than 1 Lakhs 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.

Terms & 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 - III.
6. The envelope should be super scribed with "**Quotation for Delivery of Property Tax Bills at Home**".
7. The Quotations shall be valid for 12 (Twelve) months from the last date of submission.
8. Bidder has to submit a non refundable bid processing fee of Rs. 1000.00 /- (Rupees one thousand only) in form of Demand Draft payable in favour of Commissioner, Guwahati Municipal Corporation in any nationalized bank of India.
9. EMD of Rs. 5,000.00 /- (Rupees five thousand only) has to be submitted in the form of Demand draft payable in favour of Commissioner, Guwahati Municipal Corporation in any nationalized bank of India.
10. The contract will be initially for one year and may be renewed based on the satisfactory performance which will be decided by the GMC.
11. The result after scrutiny of quotation will be communicated to Qualified Bidder.
12. The Bidder quoting the lowest rate for the work will be declared successful.
13. The selected Bidder will be issued a Letter of Intent (LoI).
14. TDS will be deducted from the payment of the selected Bidder.
15. The company should have a minimum average annual financial turnover of Rs. 1.00 Lakhs in each year for 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 1 year is preferable. Proof of such experience to be attached.
17. Presence of office in Guwahati is must. Proof to be attached.
18. 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 as per prescribed format in Annexure - II.
19. No consortium will be entertained; only individual Firm/ Agency/ Company will be allowed to quote.
20. 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.
21. Payment to the Bidder will be made against the delivered property tax bills only.
22. The bidder has to collect the House No, Mobile No, first line of address, Email Id etc. of the owner against the assessment Id.
23. The bidder has to submit the delivery report as per format given in Annexure IV to the concerned Deputy Commissioner in soft copy as well as hard copy.
24. Bill should be delivered within 3 months.

25. Penalty will be charged Rs.100.00/per bill for doing any unfair means instead of delivering the bill.
26. The bidder has to deliver 2 following pages to Citizen
 - a. Printed Bill (to be collected from GMC Office)
 - b. 1 Page of Demand Notice (Annexure V) and Guidelines on back side of demand notice. Demand Notice and Guidelines will be supplied by Bidder. Bidder has to fill the details in demand notice and signed by GMC Officer.
27. In case of any query, Interested Bidder may approach to the OSD, Project Management Cell Office during office hours.
28. The sealed quotation should be dropped in the tender box kept in the Chief Engineer branch, Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-01
29. With 1 (One) month prior notice, GMC may terminate the contract without assigning any reason.
30. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.

**Commissioner,
Guwahati Municipal Corporation
Guwahati**

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: **-Delivery of the property tax bills at home.**

Ref: NIQ No. GCS/PMC/709/16/pt/

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

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 delivery of the property tax bills at home.

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 III)

To,

Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati- 01

Sub: Rate for the Work “**Delivery of the property tax bills at home**”

Ref: GCS/PMC/709/16/pt/

Sir,

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

SI No	Description	Rate (In Rs.) Per bills delivered	In Fig	In Words
1.	Delivery of Property Tax Bills at Home			

N. B: Above rates shall be inclusive of all prevailing applicable taxes.

Enclosures:

1. Registration No.
2. Trade Licence:
3. PAN No.:
4. Audited balance sheet of last three years duly certified by Chartered accountant.

Yours faithfully

Seal

Signature
Name:
Address:
Phone No.:

**Annexure IV
(Delivery Report Format)**

Sl No.	Date	Bill No.	Assessment Id	House No	First line of address	Mobile No	Email Id	Receivers Signature

Note: Signature will not be required in soft copy and soft copy should be in CSV or excel format only.

Annexure V
(Demand Notice)

গুৱাহাটী পৌৰ নিগম কাৰ্যালয় গুৱাহাটী
পত্ৰ নং তাৰিখ

সাধনী জাননী

(১৯৬৯ চনৰ গুৱাহাটী পৌৰ নিগম আইনৰ ১৮-৭ অনুচ্ছেদ অনুযায়ী)

শ্ৰী
ঠিকনা

ইয়াৰ দ্বাৰা গুৱাহাটী পৌৰ নিগমৰ আয়ুক্তই

গুৱাহাটী আদিবটিত অৱস্থিত ঘৰ
১৯ ১৯ চনৰ কিস্তিৰ পৰা
২০ ২০ চনৰ কিস্তিলৈ
দিব লগা পৌৰ খাজনা মুঠ টকা পইচা আপোনাৰ পৰা
দাবী কৰিছে। যদি আপুনি (ঠাইৰ নাম) অৱস্থিত পৌৰ
নিগম কাৰ্যালয়ত বা ক্ষমতাপ্ৰাপ্ত কৰ সমহতক জাননী পোৱাৰ ৩০ দিনৰ ভিতৰত উক্ত সমুদায় টকা আনয় নিদিছে বা সেই
সময়ৰ ভিতৰত আয়ুক্তৰ প্ৰস্তাৱমূলক উপযুক্ত কৰণ দৰ্শি নোহোৱাৰে হেতুে উক্ত সমুদায় টকা বৰচৰে নৈতে আদায় কৰিবলৈ
দ্রোহী পৰেৱানা (.....) জানী কৰা হ'ব।

২০ চনৰ মাহৰ তাৰিখ

আয়ুক্ত,
গুৱাহাটী পৌৰ নিগম,
গুৱাহাটী

CHECK LIST
(Documents to be provided with the bid)
If provided please tick

1. Dully filled up rate sheet and detail bid notice.
2. Earnest Money of Rs. 5000.00/- only.
3. Money Receipt of Rs. 1000.00/- only as bid fee.
4. Photocopy of PAN card/VAT/Sales tax certificate.
5. Full postal address/contact numbers/E-mail Id.
6. Every page /documents of the bid signed.

Date:
Seal :

Signature of the Quotationer.