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

No: GCS/JNNSM/94/11-12/ 956

Dated: 01/12/2016

**Notice Inviting Quotation**

Sealed quotation is hereby invited from reputed firms/agencies/companies for providing "Annual Maintenance Contract for Maintenance of Solar Plant with initial repair cost at Uzan Bazar". Detail terms and conditions of the said NIQ may be obtained from the GMC website [www.gmcportal.in](http://www.gmcportal.in) from 02/12/2016. The last date of submission of the complete quotation is 12/12/2016 till 2:00 PM and will be opened at 2:30 PM on 12/12/2016 and the pre-bid meeting will be held at 2:30 PM on 06/12/2016 at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati - 01.

Yours faithfully,

Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati-01

Memo No.:- GCS/JNNSM/94/11-12/ 956 -A-  
Copy forwarded to:

Date: - 01/12/2016

1. The Chief Engineer, GMC, for information.
2. The Chief Accounts and Audit Officer, GMC, for information.
3. MIS specialist, PMC, for making arrangement of uploading the NIQ in the GMC website.
4. 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.
5. Notice board.

Commissioner,  
Guwahati Municipal Corporation  
Guwahati-1



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

**Notice Inviting Quotation (NIQ)**

No. GCS/JNNSM/94/11-12/

Date: 01/10/2016

**Notice Inviting Quotation for Annual Maintenance Contract for Maintenance of Solar Plant with initial repair cost at Uzan Bazar 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 **Annual Maintenance Contract for Maintenance of Solar Plant with initial repair cost at Uzan Bazar.**

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

1. The service provider must possess their Registration No., Trade License 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 capacity of the plant is 30KWp. It was commissioned in Oct.2012.
2. The Quotations must be addressed to the Commissioner, GMC in the Bidder's letter pad.
3. Name and Address of the Bidder should be clearly mentioned.
4. 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.
5. The Bidder shall quote the amount including all the prevailing applicable taxes.
6. Bidder has to quote the rate as per prescribed format in Annexure - III.
7. The envelope should be super scribed with "**Annual Maintenance Contract for Maintenance of Solar Plant with initial repair cost at Uzan Bazar**".
8. The Quotations shall be valid for 12 (Twelve) months from the last date of submission.
9. The contract will be initially for Three years and may be renewed based on the satisfactory performance which will be decided by the GMC.
10. The result after scrutiny of quotation will be communicated to Qualified Bidder.
11. The Bidder quoting the lowest rate for the work will be declared successful and will be issued the Lol.
12. TDS will be deducted from the payment of the selected Bidder.
13. The selected Bidder will be issued a Letter of Intent (Lol) 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 Lol.
14. The successful bidder has to submit performance bank guarantee of **Rs.25, 000.00 (Twenty Five Thousand)** prior to signing the contract agreement. GMC reserves the right to terminate the contract and forfeit the security.
15. As and when required by GMC, the selected Bidder will have to provide onsite support to GMC staff.
16. 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.
17. Experience of similar nature for minimum 1 year is preferable. Proof of such experience to be attached.
18. Presence of office in Guwahati is must. Proof to be attached.
19. 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.
20. No consortium will be entertained; only individual Firm/ Agency/ Company will be allowed to quote.
21. 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.
22. In case of any query, Interested Bidder may approach to the OSD, Project Management Cell Office during office hours.

23. 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
24. With 1 (One) month prior notice, GMC may terminate the contract without assigning any reason.
25. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.
26. The price proposal should also include the initial repair cost.



**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 - I, Assam**

Sub: - **Annual Maintenance Contract for Maintenance of Solar Plant with initial repair cost at Uzan Bazar**

Ref: NIQ No. GCS/JNNSM/94/11-12/

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)

Date:

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

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.

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 "Annual Maintenance Contract for Maintenance of Solar Plant with initial repair cost at Uzan Bazar"

**Ref:** GCS/JNNSM/94/11-12/

Sir,

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

SI No	Description	Rate (In Rs.) In Figure	Rate (In Rs.) In Words
1.	Annual Maintenance Contract for Maintenance of Solar Plant with initial repair cost at Uzan Bazar per year		

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.: