



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

No. GHA/35/2021/35

Date:15/07/2021

**RETENDER
Notice Inviting Quotation**

Guwahati Municipal Corporation invites sealed quotation (NIQ) from interested parties including Companies/ Agencies/ firms (Except Advertising Agencies) for “**Removal of illegal hoarding with purchase of Scrap At quoted Price**”.

Detailed terms and conditions for submitting the NIQ may be downloaded from the official website of Guwahati Municipal Corporation i.e. www.gmc.assam.gov.in. The NIQ is to be submitted at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati-01.

Sl. No.	Name of work	Earnest Money Deposit	Date & time of bid submission	Date & time of Opening bid
1	Removal of illegal hoarding with purchase of Scrap At quoted Price	Rs. 50,000/-	15 /07/2021 at 2.00 PM	27/ 07/2021 at 2.30 PM

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

Memo No. GHA/35/2021/

-A-

Date: / /2021

Copy to: -

- 1) The Director of Information and Public Relation, Assam, Last gate, Dispur with a request to publish the notice in one Assamese daily, one English Daily and submit the bill to the undersigned for necessary payment.
- 2) The Additional Commissioner, Guwahati Municipal Corporation for information.
- 3) The Joint Commissioner I, Guwahati Municipal Corporation for information.
- 4) Chief Accounts and Audit Officer, GMC for information.
- 5) The Software Developer, Computer cell, for making arrangement of uploading the NIQ in the GMC website and social media.
- 6) P.A. to the Administrator, Guwahati Municipal Corporation, for kind appraisal of the Administrator.
- 7) Medial Cell, GMC for information and publication.
- 8) Office file.

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

Covering Letter
(On the bidder's letter head)

FROM: (Full name and address of the bidder)

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.....

.....

To:

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

Sub: - Removal of illegal hoarding with purchase of Scrap At quoted Price.

Ref:

Dated

Sir,

We hereby submit our NIQ in full compliance with terms & conditions of the above referred NIQ document. A blank 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. We have submitted the requisite amount of EMD in the form of Demand Drafts.

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

Annexure-II

Technical Quote
(On bidder's letterhead)

SL. No.	Particulars	Give details or mention page no. where attached
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	GST Registration Number of the bidder (attach copy of GST 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 letter head 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. 20.00 (Twenty Only)	
10	Detail of experience of the bidder in the similar field (copy of work order/completion certificate to be attached)	
11	Certificate for not being blacklisted in the format at Annexure- III	
12	Annual Turnover: 2017-2018: 2018-2019: 2019-2020:	

	(Turnover of last three years certified by CA Balance sheet and profit and loss account of last three years. No other enclosures are required)	
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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 NIQ for the purpose of **Removal of illegal hoarding with purchase of Scrap At quoted Price** under Guwahati Municipal Corporation area.

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 (FINANCIAL)

(On bidder's letterhead)

Sl. No	Item	Rate per Kg for Iron Scrap material (In Rs. For 1 Years)	Rate per Kg for Iron Scrap material (In WORDS For 1 Years)
1	Proposed bid amount		

Enclosures:

1. Trade License:
2. PAN No:
3. GST No:

Declaration:

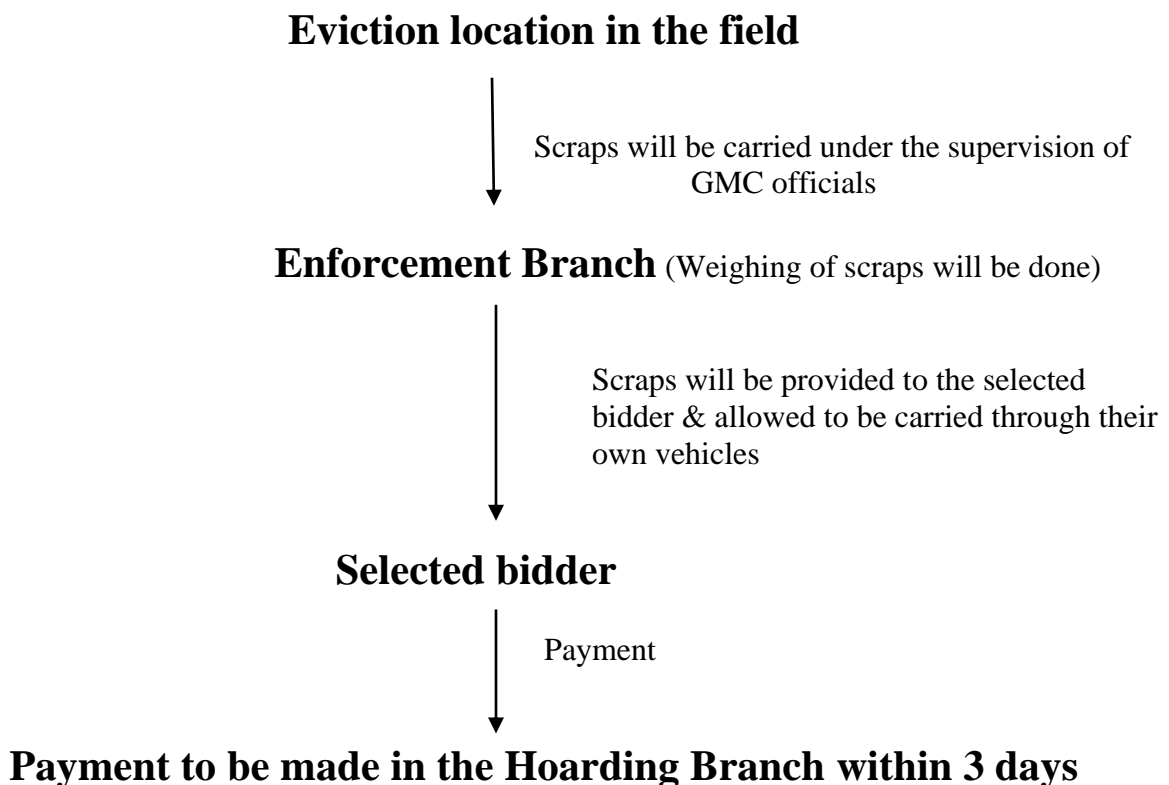
This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

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

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 PAN No. And GST No. etc. (as applicable) submitting self-attested photocopies of the same thereof. Else it will be a cause to disqualify the quotation. Firms/agency/company registered as MSME can submit Udyog Aadhaar.
4. All proposals submitted in response to the NIQ shall be accompanied by an EMD of Rs. 50,000.00 (Rs. Fifty Thousand) only in the form of Demand Draft in favor of **"The Commissioner, Guwahati Municipal Corporation"** payable at Guwahati. The EMD of the unsuccessful bidders would be returned after the acceptance of the letter of Intent (LoI) to the successful bidder.
5. **The EMD of the successful bidder will be kept by GMC as performance bank guarantee at the time of issuing Letter of Intent (LoI).**
6. The bidder quoting the Highest amount (H1) for the work will be declared the successful bidder and will be issued the LoI.
7. Bidder has to quote the rate as per prescribed format in **Annexure – IV**.
8. The Quotations will be valid for 12 (Twelve) months from the last date of submission.
9. The Envelope should be super scribed with Quotation for **"Removal of illegal hoarding with purchase of Scrap At quoted Price"**.
10. The result after scrutiny of quotation will be communicated to Qualified Bidder.
11. The Bidder shall be responsible for undertaking all civil/mechanical/electrical works related to the work.
12. The bidder has to provide their own vehicle, manpower, gas cutter etc that are required for removal of illegal hoarding as and when required by GMC
13. The selected bidder has to complete the work assigned within the timeline set by GMC.
14. Any Conditions of the bidder sent along with NIQ, if any, shall not be binding on GMC.
15. **No payment will be made to bidder by GMC except scrap which will be bought by bidder at quoted price.**
16. Difference in market price and quoted price of scrap can be treated as cost of removal of illegal hoarding.
17. The service shall be provided in 24 hours & 7 days in week as desired by GMC.
18. As and when required by GMC, the selected Bidder will have to provide onsite support to GMC staff.
19. Preference will be given to bidders who are from Guwahati. Proof to be attached.
20. The bidder should not have been blacklisted by any ULBs in Assam, Central & State or Government organization in India.
21. Consortium of maximum two firms/agency/company will be allowed.
22. All Quotation must be submitted, duly signed by the Bidder.
23. The bidder should submit technical quote (Annexure-II) and financial quote (Annexure-IV) separately in two separate envelopes along with relevant documents and demand drafts for EMD. The envelopes for technical quote (Annexure-II) and financial quote (Annexure-IV), the Demand Drafts, Covering Letter (Annexure-I), Self Certificate (Annexure - III) and a copy of the bid 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 submitted on or before the last date of submission.
24. In case of any query, Interested Bidder may approach to the Hoarding Branch, Lakhtokia, GMC, Guwahati till 26/07/2021 till 2:00 PM.
25. The sealed quotation should be dropped in the tender box kept in the Conference hall, **Office of the commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-01.**

26. GMC may terminate the work order without assigning any reason.
27. The bidder will work under strict supervision of GMC official under GMC area.
28. The bidder(s) must not be convicted by any court and there must not be any criminal case pending against him/them.
29. 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.
30. The bidder shall provide Safety Equipment and Personal Protection Gear to all workers in view of Covid 19 Pandemic.
31. 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.
32. All scraps shall be carried to the Enforcement Branch for weighing purpose. Weighing machine will be provided by the Nazir,GMC. The record will be verified & signed by the Branch Officer on daily basis.
33. All calculations will be done on the basis of the rate quoted by the selected bidder.
34. The payment has to be made in the Hoarding Branch within 3 days from the date of weighing of the scraps.
35. In case of default payment by the selected bidder within 3 days, the work allotment will be given to the next successful bidder. EMD of the previous bidder will be forfeited.
36. The eviction process may be summarised as follows-



37. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.

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