



**Office of the Commissioner, Guwahati Municipal Corporation::Guwahati
:: Bhangagarh :: Guwahati-781005::**

No.GEF/84/2004/Pt-X/493

Date: 16/11/2023

TENDER NOTICE

Sealed tenders in prescribed format are invited for settlement of 2 (Two) parking places within Guwahati Municipal Corporation Area for the year 2023-24 (For 4 months w.e.f. 01-12-2023 to 31-03-2024).

Bidders can download or copy bid document from website and should enclose Rs.1000/- Demand draft/ Banker's Cheque along with tender forms with copy of terms and conditions and the documents mention there.

Willing bidders may submit their tenders in the tender Box between **10 am to 2 pm** on all working days and up to **2 pm on 07/12/2023** at GMC Office, Basistha Chariali and the tender box will be opened **on the same day i.e. 07/12/2023 at 2:30 pm** in presence of the bidders or their authorized representatives.

The respective estimated value of each parking place can be downloaded from the GMC website i.e. gmc.assam.gov.in.

It is further informed that the defaulters of the Parking slots for the financial year 2022-23 or before will not be allowed to take part in the 2023-2024 Bids. Even if they submit tender the same will be rejected without scrutiny.

This has the approval of the Commissioner, GMC.


**Joint Commissioner,
Guwahati Municipal Corporation,
Guwahati.**

Date: 16/11/2023

Memo No. GEF/84/2004/Pt-X/493 -A

Copy to:

- 1) The Commissioner of Police (City), Guwahati for favour of kind information.
- 2) The Deputy Commissioner of Police (Traffic), Guwahati for information and necessary action.
- 3) The Director, Information & Public Relations, Dispur. He is requested to publish an advertisement in one issue of daily newspapers both in Assamese and English.
- 4) The Officer-in-Charge, Garage Branch, GMC for information.
- 5) The C.A.A.O., GMC for information.
- 6) PA to the Hon'ble Mayor, GMC for kind appraisal of the Hon'ble Mayor.
- 7) PA to the Commissioner, GMC for kind appraisal of the Commissioner.
- 8) Md. Mafizuddin Ahmed, Software Developer, GMC. He is requested to upload the notice in the GMC website and Social media.
- 9) The Nazir, Nazarat branch, GMC for information and necessary action.
- 10) Notice board.


**Joint Commissioner,
Guwahati Municipal Corporation,
Guwahati.**

LIST OF PARKING PLACES FOR THE YEAR 2023-24

Sl. No.	Name of Road	Parking Area	Distance Approx (Metre)	Estimated amount (for 4 months)
1.	Nilachal Flyover	Nilachal Flyover, Maligaon		10,82,833/-
2.	Shraddhanjali Flyover	Shraddhanjali Flyover, Zoo road		6,08,333/-



Joint Commissioner
Guwahati Municipal Corporation
Guwahati

TERMS AND CONDITIONS OF LEASE OF PARKING PLACE FOR THE YEAR 2023-2024

- 1) The lease period shall be for 4 (Four) months only and would be effective from 01/12/2023 to 31/03/2024 in respect of the 2 (Two) parking places as mentioned in the tender notice.

The completed tenders are required to be submitted in sealed envelope super scribing on the envelope indicating as follows:

a) To,

The Commissioner.

**Guwahati Municipal Corporation,
Bhangagarh, Guwahati-781005.**

b) "Tender for settlement of parking place at under
Guwahati Municipal Corporation".

The Envelope shall indicate the name and address of the bidder. Incomplete, late or tenders received without Earnest Money deposit (For short, EMD) and the details as asked for the tender documents will not be considered.

- 2) The tender must be accompanied by a non-refundable tender fee of **Rs.1000/- (Rupees One Thousand)** only by Demand Draft/ Banker's Cheque (in favour of Commissioner, GMC) along with tender forms with copy of terms and conditions and the documents mention there (as mentioned in the tender notice). He is also requested to deposit 10% (Ten percent) of Estimate value as earnest money (in favour of Commissioner, GMC) for General category persons and 5% (Five percent) of Estimate value as earnest money for S.C., S.T. and OBC bidder.
- 3) A photocopy of the Pan Card, Voter ID, Up to date Income Tax clearance certificate, Financial sound certificate, GMC Property Tax Receipt, the Trade licence obtained from the G.M.C. and GST registration certificate in favour of the bidder, should be enclosed with the tender document while submitting, else the tender will be rejected outright and no clarifications/ shortfall documents may be sought during evaluation.
- 4) If any bids submitted for settlement of the parking places under the Guwahati Municipal Corporation appear to be unreasonably high, reckless and highly disproportionate, if there is probability or apprehension of indulgence of extortion activities to realize such settled value, the Commissioner, GMC shall have every right to reject such offer.
- 5) The bidders should quote in figure as well as in words the rate and amount tendered by them. All corrections in the tender papers shall be attested by the dated initials of the bidders.
- 6) Where the rate quoted by the bidder in figures and in words do not tally, the amount written in words shall be taken as correct. The rate should be quoted for 4 (Four) months only.
- 7) The distances shown in the list of city parking places are approximate. If any City Bus stand falls within the parking slot 15 meters from both sides of city bus stand shall be excluded from parking of vehicles. In case of notified Auto Stand, the net auto stand area has to be excluded from parking of vehicles by the lessee. Bidders are requested to make physical survey of the parking places for their satisfaction before bidding.
- 8) **Selection Process:**
- a) After scrutiny of the documents submitted by the bidders, the successful bidder will be intimated by giving a **LoI**(Letter of Intent) to him/her.

- b) After getting the LoI the selected bidder has to submit an Agreement & shall deposit 50% of the settled value as advance deposit as per stipulated time mentioned below:

Sl No.	Documents/ Amount	Due Date
1.	Agreement	Within 5 working days
2.	50% Security Deposit	Within 2 working days after submission of the agreement

- c) After receiving the above mentioned documents the bidder will be given a final order granting the lease of the parking. The balance 50% amount of settled value will have to be deposited by the bidder in 2 (Two) equal installments, the 1st installment needs to be paid within 2 (Two) months and 2nd installment needs to be paid within 3 (Three) months from the issue date of the final order.
- d) On default, the bidder will be disqualified and his earnest money so deposited in the prescribed form shall be forfeited. In such a situation, the next highest bidder shall stand qualified for the next offer.
- e) If the lessee/bidder fails to pay any of the installments within the stipulated time as mentioned in the order granting lease of parking, 10% penal interest shall be charged against any such delayed payments. Further, if the lessee fails to pay installment within 3 (three) months, the lease would be terminated forthwith and the parking place will be taken over by GMC and earnest money and the advance payment so deposited shall be forfeited declaring the lessee as defaulter. Defaulting lessee shall be liable to be blacklisted and shall be prohibited from participating in any tender process of the Corporation in future. Any arrear due to the Corporation by the lessee, shall be recovered either under the provisions of the Chapter XX of the Guwahati Municipal Corporation Act, 1971 or under the Bengal Public demand recovery Act, 1913, or as the Commissioner may decide in this behalf.
- 9) On acceptance of any tender, the bidder shall be liable to pay any taxes as per Contract Act and the Corporation will not entertain any such claim whatsoever in this respect. The rate quoted by the bidder should be in the following format:

Bid Value	GST(18 % of bid value)	Total Bid value including GST

- 10) No remission for Bharat bandh or Assam bandh or local bandh or COVID-19 pandemic or any such thing will be entertained.
- 11) In case of any delay for issuance of the final lease order, the adjustment will be made considering the issue date of the lease order as lease starting date. The total payable amount will be calculated starting from the issue date of the lease order up to the end date of the lease and this adjustment will be made during the last installment of the lease.
- 12) No person, firm, co-operative society or company will be allowed to participate in the tender process who/which was either convicted by any Court of law at any point of time or blacklisted by the Corporation in connection with any contract or held irresponsible in any, matters of the Corporation. The previous conduct or records of any such bidder, if any shall work out the basis for such purpose.
- 13) Any bidder who withdraws his tender after submission of the tender but before opening of the same for such modifications which are not acceptable to GMC, then the Commissioner, GMC without prejudice to any other right or remedy, will be at liberty to forfeit earnest money.

- 14) It would be obligatory on the part of the bidders to sign the tender documents on all relevant pages and for all component parts thereof. Use of whitener pen is strictly prohibited.
- 15) The settled bidder, to be later named as lessee, shall be entitled to levy parking fee as per the rate prescribed below and all collections are to be made through Android POS based ticketing system.

Schedule I

Table-A

Prescribed Rate:

Sl. No.	Parking Hours	Parking of Scooter / Motor Cycle (2 wheeler)	Parking of Car / Van (3/4 wheeler)	Truck (only 4 wheelers) etc.
1	For first two hours	Rs. 5/-	Rs. 10/-	Rs. 20/-
2.	For every subsequent hour (After first two hours)	Rs. 5/-	Rs. 10/-	Rs. 20/-

- 16) At the time of parking, a ticket for parking shall be issued to the owner / driver of the vehicle by the lessee where entry time and exit time of the vehicle should be clearly mentioned. The collectors present at the parking place should maintain the social distance as mandated by COVID 19 guidelines, wear mask, hand gloves and maintain proper hygienic condition at the parking slot, as a precautionary measure against the pandemic situation.
- 17) Excess demand of parking fee beyond the prescribed rate is strictly prohibited. Any complaint of charging excess money shall lead to institution of Criminal proceedings under law against the settled bidders and his agents or representatives and will result in cancellation of lease without assigning any reason thereof.
- 18) The lessee must not sub-let or use the parking place for any business/means other than parking, failing which will result in termination of the lease without assigning any reason thereof.
- 19) The lessee shall maintain a register wherein registration no. of the vehicle and name of the person driving the vehicle shall be recorded.
- 20) The lessee shall use Digital Camera (CCTV cameras for flyovers and must check vehicles on entry with under vehicle search mirror and metal detector), and other necessary equipments required for implementation of this contract and take photographs of the persons driving the vehicle and keep records with him at the time of parking, date wise for at least last 7 (seven) days for verification by authorities, else action will be initiated as per law and tender will be cancelled forthwith.
- 21) The lessee shall maintain proper lighting of the entire parking space under the flyover in order to prevent any untoward incident.
- 22) The period of parking shall be confined from **8 A.M. to 10 P.M.** only. The lessee shall not operate any parking outside these hours.
- 23) Parking fees should not be levied on Govt. and GMC vehicles while on duty.
- 24) The Commissioner, GMC reserves the right to disqualify any tender/ terminate the lease without assigning any reason thereof.
- 25) Municipal bins in and around the parking place are to be monitored closely by the lessee & the lessee shall inform NGO/GMC Engineers in case the bins are full.
- 26) The engagement holder or his employee should keep close liaison with concerned police stations and inform immediately if any suspicious object is noticed.

- 27) The engagement holder or his employee should be in prescribed dress code with display of identity card while on duty. The identity card shall be issued from GMC after police verification. The workmen shall possess good behavior and should be polite while dealing with the owners of the vehicles.
- 28) Two wheelers with baggage should not be allowed to enter the parking place. Ensuring the same will be the duty of lessee and his agents.
- 29) The engagement holder is responsible for any theft/burglary of the vehicle once it is parked in a parking lot.
- 30) The lessee or his agent shall issue the parking receipt as soon as vehicle enters and is parked in the parking lot so that there is effective supervision of the vehicle. The receipt should be 'CANCELLED' by a cross when the vehicle is taken away.
- 31) The lessee shall adhere to any new instructions issued from time to time by the GMC as to the mode and methodology of parking fee collection and strictly follow the procedures prescribed therein.
- 32) The violation of any of the terms and conditions shall lead to termination of the lease agreement with the lessee.



**Joint Commissioner,
Guwahati Municipal Corporation,
Guwahati.**



Guwahati Municipal Corporation Bhangagarh : : Guwahati

Affix Passport
size photograph
of bidder.

TENDER FORM FOR LEASE OF PARKING PLACES UNDER GUWAHATI MUNICIPAL CORPORATION FOR THE YEAR 2023-24

Name of the bidder with present address (in block letters)

.....

.....

(In case of Firm/Company/ Co-Op Society, give the name and address of the person signing the tender who represents the same)

1. (a) Age on 01.01.2023 :
(b) Name of the locality :
(c) Road :
(d) Village/Ward No. :
(e) Holding No. :
(f) Mouza :
(g) Police Station :
(h) Post Office :
(i) Registered office address :
(in case of company /co-op
Society /Firm)
(j) Phone Number :

2. Father's Name and address :
(a) Locality :
(b) Road :
(c) Village /Ward No. :
(d) Holding No. :
(e) Mouza :
(f) Police Station :
(g) Post office :
(h) District :
(i) Phone Number :

3. Correspondence address with proper :
address, with Exact location (Tender :
shall not be accepted, if the exact :
information not provided)

4. Name of the parking place for which :
the tender is submitted (in block :
letters)

5. Bid Offer for the year 2023-24 : Rs.
(For 4 Months) :
(Both in figure and words) :Rupees

6. Whether the bidder has ever :
succeeded in settlement of any :
Check-gate / Parking places/ Market :
under GMC :
(a) If so, mention the name and :
the year of settlement. :
(b) Are you a defaulter? :

7. Particulars of demand draft and amount of earnest money paid :
8. Particulars of demand draft of the non-refundable tender fee deposited :
9. PAN Card with Number (Copy is to be enclosed with attested) :
10. Voter ID (Copy is to be enclosed with attested) :
11. GST Registration No. (Copy is to enclosed with attested) :
13. Whether the bidder belongs to a recognized SC/ST/OBC (if so, enclose attested photocopy of certificate) :
14. Particulars of land /immovable property, if any, held by the bidder
 - (a) Area of Land :
 - (b) Dag No. :
 - (c) Patta No. :
 - (d) Village/Ward No. :
 - (e) Mouza :
 - (f) Police Station :
 - (g) District :
 - (h) Holding No.: Ward No.:

(In case the of building, particulars of land and building situated over the land)

Signature of bidder

Date:

DECLARATION

I, Shri/Smti. S/O,W/O,D/O..... agea
permanent resident Path/Road/Village of Guwahati
(Pin).....under Police Station in the District of the Ward No Phone
No..... do hereby solemnly declare and affirm as follows:

1. That, I have gone through the tender form and terms and conditions prepared for the purpose. I have fully understood the meaning and implication of each of them, and having fully understood all of them, I am willing to abide by all of them without any objection and reservation.
2. That I shall not demand or receive from any owner or driver of any vehicle or owner fee more than the rates approved by the Guwahati Municipal Corporation.
3. That if any conclusive evidence could be established by any aggrieved person or by the GMC authority which is contrary to any of the terms conditions and my declaration at Para 2 above, the violation being committed either by my agent or employees, the Commissioner, GMC shall be at liberty to cancel, reject and terminate forthwith, as the case may be, the tender or the lease at any stage during the time of settlement or during the lease period. I shall have no claim for compensation, remission or indemnification from the Corporation.
4. That I am willing to take the settlement of the parking place at the amount mentioned in my tender, with the purpose of collecting tax or fee at the prescribed rate.
5. That, I will not withdraw the tender, offered by me during the time that will be required for information of acceptance being given to me, nor will I withdraw it afterwards, should my tender be accepted. If I withdraw the tender or refuse to accept the lease settlement, than my earnest money and advance payment, so deposited, shall be forfeited by the Commissioner forthwith and also be liable to pay such amount of deficiency caused due to re-tender or settlement with next height tenders in turn as the Commissioner may consider necessary to make good whole of the loss and damages that may be suffered by the GMC in consequence thereof and I shall pay the same, and if fail to pay, than it will be recovered from me as an arrear of Municipal Tax under the provision of the Chapter XX of the GMC Act,1971 and Bengal Public Demand Recovery, Act,1913, as the Commissioner may decide.
6. That I am not a defaulter of any amount of the Guwahati Municipal Corporation within the meaning as the terms and conditions have defined, and if this assertion is proved to be contrary, the Commissioner shall be at liberty to take any action in accordance with the laws of the country, including the termination of the lease.

Signature of Bidder

Date:.....

OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION : : GUWAHATI
:::: BHANGAGARH : : GUWAHATI-781005 ::::

FORM OF SELF DECLARATION

I, Shri / Smti , Son / Daughter of
Shri , age years ,
resident of , District
..... , Assam hereby declare that the information given above and
in the enclosed documents is true to the best of my knowledge and belief and
nothing has been concealed therein. I am well aware of the fact that if the
information given by me is found false / not true, I will have to face punishment
as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Signature of the bidder