

**GUWAHATI MUNICIPAL CORPORATION  
WATER WORKS :: PANBAZAR  
GUWAHATI-781001**



**DETAILED TENDER NOTICE & BID DOCUMENTS**

**NAME OF WORK:-** Supply of Alum (Alumino ferric grade 4) for purifying drinking water for Water Treatment Plant of GMC for the period of January to December'2021.

**Issued against document fee payment receipt no. ....**

**Name of Tenderer:**

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**Issue Date:** .....

**Issued To:** .....

**Full Postal Address:**

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.....  
.....  
.....  
.....

**Fax No.** : ..... **Tel No.** : .....

**Mobile No.** : ..... **E-mail** : .....

**Reference of cost of Tender Document:**

..... **Receipt no--** ..... **Date-** .....

**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION**  
**Water Works ::: Panbazar ::: Guwahati-01.**

**NATIONAL COMPETITIVE BIDDING**

**NAME OF WORK:-** Supply of Alum (Alumino ferric grade 4) for purifying drinking water for Water Treatment Plant of GMC for the period of January to December'2021.

<b><u>SCHEDULE FOR BID PROCEDURE</u></b>	
SALE OF BID DOCUMENTS	FROM 22.10.2020 TO 03.11.2020
SUBMISSION OF BIDS	UP TO 2.00 P.M. OF 04.11.2020
OPENING OF BIDS	04.11.2020 AT 3:00 P.M.
PLACE OF OPENING OF Bid	WATER WORKS, GUWAHATI MUNICIPAL CORPORATION, PANBAZAR, GUWAHATI-01,
EVALUATION OF BID	FROM 05.11.2020

OFFICER INVITING BID	COMMISSIONER, GUWAHATI MUNICIPAL CORPORATION, PANBAZAR, GUWAHATI-01
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**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION  
WATER WORKS ::: PANBAZAR ::: GUWAHATI – 01.**

No.GWS/72/2020/ 754

Date : 21. 10. 2020

**NOTICE INVITING BID**

Sealed bid is invited from registered Contractor class- I (A/B/C) having manufacturer / authorized dealer / firms / reputed supplier for the **Supply of Alum (Alumino Ferric Grade-4) for purifying drinking water for Water Treatment Plant of GMC for the period of January to December'2021**. Bid will be received up to **2:00 P.M. on 04/11/2020** and will be opened on the same date after one hour of closing time in **the Conference Hall, Guwahati Municipal Corporation, Panbazar**, in presence of the bidder or their authorized representative who would like to be present.

Detailed bid documents and other terms & conditions (TOR) etc. may be obtained from the **office of Water Works, Guwahati Municipal Corporation**, against payment of **Rs.2,000.00 (Rupees Two Thousand)** only as non-refundable *documents fee* in cash during the office hours in all working days **w.e.f. 22/10/2020 to 03/11/2020** and can also be seen and downloaded from Guwahati Municipal Corporations website <http://gmcportal.in>. For downloaded tender document, **document fee of Rs.2,000/- (Rupees Two Thousand)** only is to be deposited to **the Cashier, G.M.C.**, during submission of tender.

Sl. No.	Nam of work	Approximate quantity for annual requirement	Earnest money (INR)
1.	Supply of Alum (Alumino Ferric Grade-4) for purifying drinking water for Water Treatment Plant of GMC for the period of January to December'2021	550 M.T.	1,50,000.00

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

Memo No. GWS/72/2020/ 754

Date: - 21. 10. 20 20

Copy to: -

1. The Addl. Commissioner, GMC for information.
2. The C.A. & A.O., GMC for information.
3. Software Developer, GMC for uploading in the GMC portal.
4. The Director of Information & Public Relation, Assam, Dispur, Last Gate, Guwahati for publication of the above IFB in two English & one Assamese daily newspaper preferably in a) The Assam Tribune, b) The Sentinel & c) Amar Asom.
5. The Media Cell, GMC, for publication of the news.
6. Notice Board Head Office/ Water Works/ Uzanbazar office.
7. Head Cashier, GMC, for information.
8. File.

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



# OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION WATER WORKS ::: PANBAZAR ::: GUWAHATI – 01.

GWS/72/2020/

Date :

## DETAILED BID NOTICE

Sealed bids are invited from registered Contractor class- I (A/B/C) having manufacturer / authorized dealer / firms / reputed supplier for **Supply of Alum (Alumino ferric grade 4) for purifying drinking water for Water Treatment Plant of GMC for the period of January to December'2021.** Bid will be received up to **2:00 P:M** on 04.11.2020 and will be opened on the same date after one hour of closing time in the Conference Hall, Guwahati Municipal Corporation, Panbazar, in presence of the bidder or their authorized representative who would like to be present.

**Name of the Work:** Supply of Alum (Alumino ferric grade 4) for purifying drinking water for Water Treatment Plant of GMC for the period of January to December'2021.

**Earnest Money:-** Rs. 1,50,000.00 (Rupees One Lakh Fifty Thousand) Only.

**Eligibility Criteria: -** Tender(s) should satisfy the following eligibility criteria: -

Sl. No.	Particulars	Amount
1.	Annual Turnover during last 3 (three) years ending 31-03-2020 (supported by authenticated documents)	150% of the tendered value of the work.
2.	Experience in similar nature of work completed successfully during last 5 (five) years shall be either of the following - (meaning of similar nature is defined in clause 15 of terms & conditions) a. One similar completed work – b. Two similar completed work – c. Three similar completed work –	80% of the tender value of the work. 50% of the tender value of the work. 40% of the tender value of the work.

### **Terms of reference (TOR) :**

- (1) Every bid must be accompanied with an Earnest Money of **Rs. 1,50,000.00 (Rupees One Lakh Fifty Thousand) only** in the form of **Demand Draft / Banker's Cheque / Term Deposit Receipt** of any recognized bank only, duly pledged in the name of **the Commissioner, Guwahati Municipal Corporation, Guwahati**, valid for one year, irrespective of fact that bidder is a manufacturer / SSI unit etc. However earnest money in case of SC/ST bidder will be considered as **@ 50% of Rs. 1,50,000.00 which comes to Rs. 75,000.00** and to claim the same, necessary certificate must be enclosed. **Without earnest money bid will be invalid.**
- (2) The name of the work must be subscribed on the cover containing the bid.
- (3) Bid once submitted cannot be withdrawn.
- (4) Preference will be given to experienced and financially sound bidder. The bidder must submit the list of supply completed during last 3 (three) years with work value. Copy of orders & completion certificate from the competent authority must be submitted in this regard.
- (5) The rate quoted will be valid **up to one year from the date of publication of paper notice.** **The approved supplier must supply the material at approved rate** within stipulated period of one year. If the supplier fails to supply the ordered item, the Earnest Money will be forfeited and he shall be blacklisted for all future tendering process under G.M.C.



- (6) Every page of the bid must be signed by the bidder and any correction must be initiated.
- (7) The rate should be quoted both in words and figures clearly and any correction must be initiated.
- (8) Rate must be quoted including GST as per latest rule 2018 and GST already paid should be shown separately showing the proper code no. of item/items. No any other extra cost will be accepted on the quoted rate.
- (9) Tenderer must have a valid trade license (up-to date) from GMC.
- (10) The quoted rate should be inclusive of the cost for carriage, loading, unloading and staking of the materials at the site as directed by the Engineer in-charge.
- (11) The quoted rate should be inclusive of the quality testing and weight measuring cost. Additional testing of quality may be required as and when sought by the Receiving Officer. No claim for extra payment for additional testing will be entertained.
- (12) The quality test certificate and weight measurement certificate of the materials must be submitted at the time of delivery of materials. If necessary, department may verify the weight of materials through its own weight scale and department weight measurement will be the final in this regard.
- (13) Materials must be supplied as per proper specification. Any materials rejected by the Engineer in-charge due to inferior quality or not as per specification, must be replaced by the supplier at his own cost.
- (14) In case of manufacturer the bidder must give the detail address of the factory so that officers from Guwahati Municipal Corporation can visit the factory to ensure the functioning of the factory. The bidder shall have to arrange such visit as and when asked for, at his cost. In case of dealer, the dealerships certificate from competent authority must be enclosed with the bid.
- (15) The bidder must furnish their full postal address/ contact numbers with the bid. All correspondence onwards will be made by G.M.C. through ordinary post / special messenger. Change of address should be intimated immediately.
- (16) GST/ Income Tax at the applicable rate will be deducted from the bill as per Govt. latest circular issued from the Commissioner of Taxes time to time, at source.
- (17) Bidder must have a PAN Card, photocopy of which to be submitted with the bid.
- (18) Bidder must have a GST registration certificate, photocopy of which must be enclosed with the bid.
- (19) The bidder must submit the Annual turnover / balance sheet of last 3 (three) years 2017-2018, 2018-2019, 2020-2021 along with the bid.
- (20) A solvency certificate from the bankers should be submitted with bid.
- (21) The lowest quoted price amongst the qualified tenderers shall be considered as the preferred tenderer subject to the price quote of the tenderer being nearest to the minimum benchmark price fixed by the evolution committee formed for evaluating the tenders. Any price quote lower than the minimum benchmark price fixed by the evaluation committee shall not be considered for selection. This minimum benchmark price shall not be disclosed. This minimum benchmark price shall be fixed by the evaluation committee after submission of the tenders by the last date of submission but before opening of tender to maintain transparency.  
Though preference will be given to experienced and financially sound contractors, timely executing of work will be examined and on the basis of his earlier performance preference will be given.
- (22) **Payment schedule** : Payment will be made after successful completion of each stage wise supply as per order as per actual measurement subject to availability of fund.
- (23) The GMC authority reserves the right to reject all or any bid without assigning any reason thereof and does not bind itself to accept the lowest rate.
- (24) The tenderer must submit the details of work of completed certificate RELEVANT TO SIMILAR NATURE OF WORK. As per Form-1 of tender document. **As a proof, copies of work order and completion certificates indicating actual executed value and actual date of completion) shall be submitted by the bidders.** If necessary, additional sheet may be enclosed.



**Similar nature means:** - Supply of chemicals for water treatment plant.

Credential certificate, issued by Govt. / Semi Govt. Urban Local Body, and shall only be accepted for assessing the eligibility of a tenderer having following information.

Name & Address of the Organization	Name & nature of work and location with work order no.	Awarded value (in Rs.)	Date of Commencement of work	Date of satisfactory completion of the work	Completion certificate and the final certified cost of the work

Certificate issuing officer of Govt. / Semi Govt. / Urban Local Body should not be less than the rank of Executive Engineer.

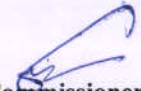

- (25) The Corporation shall have the right to accept the bid in whole or in part.
- (26) The supplier will be bound to supply the materials within stipulated time as and when intimated by the Engineer concerned or getting written requisition by the G.M.C.
- (27) If the opening date of the bid falls on holiday or the office remains closed on the opening date, due to any reason, the bid will be opened on the next working day at the same time.
- (28) Canvassing directly or indirectly in any form in connection with the bid strictly prohibited and offers submitted by anyone who resort canvassing are liable for rejection.
- (29) In case of any dispute, decision of the Commissioner GMC will be final.

**Memo No. GWS/72/2020/**

**Copy to: -**

1. The Addl. Commissioner, GMC for information.
2. The C.A. & A.O., GMC for information.
3. File.

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**Commissioner,  
Guwahati Municipal Corporation,  
Guwahati.  
Date: -**

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


**PRESCRIBED FORM FOR SUPPLY OF FERRIC ALUM**

**RATE SHEET**

Sl. No	Item & Specification	Unit	Rate (INR)			
			Basic (A)	CGST @ 9% (B)	SGST @9% (C)	Total (A+B+C)
1.	Supply of Alum (alumino ferric grade 4) as per I.S.I marked - 299:2012 (with latest amendment) in the form of cake suitable for purifying drinking water – Colour :- As per latest BIS manual Weight :- 25 Kg (approx.) in the form of per cake.	Each M.T.				

(Total in Words (A+B+C)/ M.T. Rupees..... Only  
Including GST as shown as above break-up)

Date: - .....  
bidder

Signature of the

Name of the Firm: -

Name of the Proprietor: -

Address: -

Address: -

Phone No:-

Phone No:-

Seal:-

Seal:-



## CHECK LIST

(Documents to be provided for the bid)

Please tick <input checked="" type="checkbox"/> in appropriate box	<u>Yes</u>	<u>No</u>
1. Duly filled up rate sheet & detail tender notice	<input type="checkbox"/>	<input type="checkbox"/>
2. Money receipt of Rs. 2,000.00 as document fees	<input type="checkbox"/>	<input type="checkbox"/>
3. Earnest money of Rs. 1,50,000.00 only	<input type="checkbox"/>	<input type="checkbox"/>
4. Photocopy of PAN Card	<input type="checkbox"/>	<input type="checkbox"/>
5. Quality Test Certificate & Weight Measurement Certificate	<input type="checkbox"/>	<input type="checkbox"/>
6. Valid trade license from GMC	<input type="checkbox"/>	<input type="checkbox"/>
7. Photocopy of GST registration certificate	<input type="checkbox"/>	<input type="checkbox"/>
8. Solvency certificate from the Banker	<input type="checkbox"/>	<input type="checkbox"/>
9. Annual turnover / balance sheet of last 3 (three) years 2017-2018, 2018-2019, 2019-2020	<input type="checkbox"/>	<input type="checkbox"/>
10. Full postal address with contact No.	<input type="checkbox"/>	<input type="checkbox"/>
11. Every page / documents of the bid signed by the bidder	<input type="checkbox"/>	<input type="checkbox"/>

## Information About Tenderers (To be furnished with Tender)

### 1. In case of Individual:

- 1.1. Name of business :
- 1.2. Whether his business is registered. :
- 1.3. Date of commencement of business. :
- 1.4. Whether he pays Income Tax :
- 1.5. Age of the tenderer :

### 2. In case of Partnership firm:

- 2.1. Names & ages of Partners :
- 2.2. Whether the Partnership is registered. :
- 2.3. Date of establishment of firm :
- 2.4. If each of the partners of the firm pays income tax or not, who of them pays the same. :

### 3. In case of Limited Liability Company:

Company or Company Limited by Guarantees

- 3.1. Amount of paid up capital :
- 3.2. Name of Directors :
- 3.3. Date of Registration of Company. :
- Annual Reports /Copies of audited Balance Sheets of the Company of the last three years. :

### 4. PAN of Tenderer :

*Signature of Tenderer  
Name and Address of the tenderer.*