



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

No:GCC/PMC/02/2020/3279

Dated:- 28/09/2020

**Notice Inviting Quotation**

Sealed quotation is hereby invited from reputed firms/agencies/companies for “**Home Delivery Of Property Tax Bill and Data Entry of Property Tax payer details within Guwahati Municipal Corporation Area**”. Detail terms and conditions of the said NIQ may be obtained from the GMC website [www.gmcportal.in](http://www.gmcportal.in) and [gmc.assam.gov.in](http://gmc.assam.gov.in) from **29/09/2020-**. The last date of submission of the complete quotation is **05/10/2020** till 2:00 PM and will be opened at 2:30 PM on **05/10/2020** at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati - 01.

**Your’s faithfully,**

Sd/-

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

Memo No.:- GCC/PMC/02/2020/3279

-A-

Date:-28/09/2020

Copy forwarded to:

1. The Additional Commissioner, GMC for information.
2. The Chief Accounts and Audit Officer, GMC, for information.
3. Superintending Engineer, Garage Branch, GMC for Information and necessary action.
4. The Deputy Commissioner of East Zone, West zone, Central zone, Dispur zone, South zone, and Lokhra zone for information and necessary action.
5. The Director of Information and Public Relation, Dispur with a request to publish the notice in one issue each of the Assam Tribune and Amar Axom and one Hindi Daily and submit the bill to the undersigned for necessary payment.
6. The Software Developer, Computer cell, for making arrangement of uploading the RfP in the GMC website.

Sd/-

**Commissioner,  
Guwahati Municipal Corporation  
Guwahati**

## **Terms and 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 GST number, GMC 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 for Delivering the property Tax Bill per Household/ Holding with Data entry including all the prevailing applicable taxes and logistic expenses.
5. Bidder has to quote the rate as per prescribed format in Annexure - I.
6. The Interested Bidder shall quote for '**Home Delivery Of Property Tax Bill and Data Entry of Property Tax payer details within Guwahati Municipal Corporation Area**'.
7. The Quoted amount should be inclusive of all prevailing applicable taxes.
8. Guwahati Municipal Corporation area consists of 216.79 square kilometre comprising of 31 numbers of wards where in each households the Generated Property Tax bill has to be delivered issued by the respective Zones of Guwahati Municipal Corporation.
9. The Quotations will be valid for 12 (twelve) months from the last date of submission.
10. The Bidder quoting the lowest rate for the Delivery Of Property Tax Bill per Household/Holding with data entry will be declared successful and will be issued the LoI.
11. The envelope should be super scribed with Quotation for 'Home delivery of property tax bill and data entry of property tax payer details within Guwahati Municipal Corporation area'.
12. TDS will be deducted from the payment of the selected Bidder.
13. In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the NIQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.
14. The company should have a minimum average annual financial turnover of Rs. 5.00 lakhs in 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.
15. The Bidder should have valid GMC(Guwahati Municipal Corporation) trade Licence.
16. Preference will be given to presence in Guwahati. Proof to be attached.
17. Payment will be made against the Bill submitted every last date of the month.

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.
19. The company/firm/agency must be well established and must have a valid agreement, establishing their business. If the company/firm is based abroad they must have an office in India. Copy of such document to be attached with seal and signature.
20. The Selected Bidder should have adequate numbers of employee in order to deliver the Property Tax bill within Guwahati Municipal Corporation.
21. The Selected Bidder shall fill the data entry details of the Property Tax payers as indicated in Annexure- II.
22. Bidder will be considered only when Guwahati Municipal Corporation is satisfied with the capability of the bidder to take up this work.
23. No consortium will be entertained, only individual Firm/agency/Company will be allowed to quote.
24. All Quotation must be submitted, duly signed by the Bidder.
25. In case of any query, Interested Bidder may approach to the Project Management Cell Office, till 03/10/2020 during working hours.
26. 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. Else it will be a cause to disqualify the quotation.
27. Undertaking – Not blacklisted by State Govt/ Central Govt/ ULBs.
28. The sealed quotation should be dropped in the tender box kept in the Office of the Commissioner, Guwahati Municipal Corporation, Pan Bazar, Guwahati-01.
29. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.
30. The Commissioner, GMC has the right to terminate whole NIQ process without assigning a reason thereof.
31. In this regards the decision of the Commissioner, Guwahati Municipal Corporation is final and binding.

Sd/-  
**Commissioner,**  
**Guwahati Municipal Corporation**  
**Guwahati**

**Annexure-I**

**QUOTATION**

**To,**

Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati- 01

**Sub:** Rate for the Work “**Home Delivery Of Property Tax Bill and Data Entry of Property Tax payer details within Guwahati Municipal Corporation Area**”

**Ref:-** GCC/PMC/02/2020/3279

Sir,

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

Sl. No.	Description	Amount (in Rs.)	
		In Fig.	In Words
1	<b>Amount for Home Delivery Of Property Tax Bill per Household/Holding with data entry of Property Tax payer details within Guwahati Municipal Corporation Area</b>		

\*The quoted amount should be inclusive of all prevailing applicable taxes and Logistic expenses.

\*No conditional quotation shall be accepted.

**Yours faithfully**

Seal

**Signature**  
**Name:**  
**Address:**  
**Phone No.:**

