



OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
PANBAZAR: GUWAHATI – 781001

No: GCC/SD/35/2021/ 6

Dated: 29 / 06 / 2021

Notice Inviting Quotation

Sealed quotation is hereby invited from reputed firms/agencies/companies for providing “Promotional Bulk SMS Service for G.M.C.”. Detail terms and conditions of the said NIQ may be obtained from the GMC website <https://gmc.assam.gov.in> from 30/06/2021. The last date of submission of the complete quotation is 08/07/2021 till 2:00 PM and will be opened at 2:30 PM on 08/07/2021 at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati.

Sl No	Name of the Work	Bid Security	Cost of Bid Document	Date & Time of Submission of Bid
1.	Promotional Bulk SMS Service for G.M.C	Rs 1,000.00	Rs 1,000.00	08 / 07 / 2021 at 2:00 PM

Your's faithfully,

Commissioner,

Guwahati Municipal Corporation,
Panbazar, Guwahati-01

Date: 29/06/2021

Memo No: - GCC/SD/35/2021/ 6 -A

Copy to:

1. The Joint Commissioner I , GMC for information.
2. The Joint Commissioner II , GMC for information.
3. Software Developer, Computer Cell, for making arrangement of uploading the NIQ in the GMC website.
4. The Director, Directorate of Information & Public Relations, Dispur. He is requested to publish an advertisement in one issue of daily newspaper both in English and Assamese.
5. The Nazir, GMC for information and necessary action.
6. Office file.

Commissioner,

Guwahati Municipal Corporation,
Panbazar, Guwahati-01

Annexure-I

Covering letter

(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

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

To

The Commissioner,

Guwahati Municipal Corporation,

Panbazar, Guwahati- 1, Assam

Sub:- Promotional Bulk SMS Service for G.M.C.

Ref: GCC/SD/35/2021/

Dated: / /2021

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 and 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)

To

Date: / /2021

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 for the purpose of the Promotional Bulk SMS Service.

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: **Promotional Bulk SMS Service for G.M.C.**

Ref: GCC/SD/35/2021/

Dated: / /2021

Sir,

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

SI No.	Description of services (s)	Qty (Per Quarter)	Rate (in Rs.) /SMS	Total Amount (in Rs.)
1.	SMS Charges A) Promotional Bulk SMS Service for G.M.C. (With API facility and database of phone numbers under GMC area)	3,50,000 nos.		
	In Words:			

Enclosures:

1. Trade License:
2. PAN No:
3. GST No:
4. Audited balance sheet of last three years duly certified by Chartered accountant.

Yours faithfully

Seal

Signature

Name:

Address:

Phone No:

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 TIN NO., Trade License and PAN No. Submitting self attested photocopies of the same thereof. Else it will be a cause to disqualify the quotation.
4. All proposals submitted in response to the NIQ shall be accompanied by a Bid Security of Rs. 1000.00 (Rs One Thousand) only in the form of Demand Draft in favour of "The Commissioner, Guwahati Municipal Corporation" payable at Guwahati. The Bid security of the unsuccessful bidders would be returned after the acceptance of the letter of Intent to the successful bidder. The same of the successful bidder will be discharged at the time of signing of the agreement.
5. The Bidder should quote the amount including all the prevailing applicable taxes.
6. Bidder has to quote the rate as per prescribed format in Annexure – II.
7. The quoted amount should be inclusive of all prevailing applicable taxes.
8. The Quotations will be valid for 24 (Twenty-Four) months from the last date of submission and the contract may be renewed based on the satisfactory performance which will be decided by the GMC.
9. The Envelope should be super scribed with Quotation for "Promotional Bulk SMS Service for G.M.C."
10. The result after scrutiny of quotation will be communicated to Qualified Bidder.
11. Taxes will be deducted from the payment from the selected Bidder.
12. The Bidder shall be responsible for undertaking all civil/electrical works related to the work.
13. Time of completion of the entire work will be 15 (fifteen) days from the date of issuance of workorder. In case of any failure to complete the entire work within the stipulated time, a penalty @ 5000 per day will be imposed.
14. The service is to be provided 24 hours & 7 days in week.
15. The service of promotional bulk SMS is to be provided in quarterly basis of the financial year.
16. Database of phone numbers under GMC area is to be provided by the vendor.
17. As and when required by GMC, the selected bidder will have to provide onsite support to GMC staff.
18. The company should have a minimum average annual financial turnover of Rs. 15.00 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.
19. Experience of similar nature for minimum 3 years is preferable. Proof of such experience to be attached.
20. Presence of office in Guwahati is must. Proof to be attached.

21. The bidder should not have been blacklisted by any ULBs in Assam, Central & State or Government organization in India. An undertaking to this effect to be submitted at the time of submission of Quotation as per prescribed format in Annexure – II.
22. No consortium will be entertained; only individual firm/agency/company will be allowed to quote.
23. All Quotation must be submitted, duly signed by the Bidder.
24. 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.
25. The Bidder must submit signed bid documents.
26. In case of any query, Interested Bidder may approach to the software developer, computer center, Uzan bazar, till 24 / 12 /2020 till 2:00 PM.
27. 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.
28. GMC may terminate the contract without assigning any reason.
29. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.

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Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati-01