



**GUWAHATI MUNICIPAL CORPORATION  
VETERINARY BRANCH :: LAKHTOKIA, GUWAHATI**

**DETAILED TENDER NOTICE & BID DOCUMENTS**

**NAME OF WORK:**

Lease settlement of the Goat Market at Juripar (ALPCO complex) under Guwahati Municipal Corporation for the year 2024-25(w.e.f. 01-04-2024 to 31-03-2025)

Name of Tenderer:

Issue Date: .....

Issued To: .....

Full Postal Address:.....  
.....  
.....  
.....

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

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

Reference of cost of Tender Document:

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

**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION**  
**VETERINARY BRANCH :: LAKHTOKIA::: Guwahati.**

**NAME OF WORK:-** Lease settlement of the Goat Market at Juripar (ALPCO complex) under Guwahati Municipal Corporation for the year 2024-25(w.e.f. 01-04-2024 to 31-03-2025)

**SCHEDULE FOR BID PROCEDURE**

SUBMISSION OF BIDS	UP TO 14.00 HOURS OF 24/01/2024
START DATE OF BID	14.00 HOURS OF 04/01/2024
OPENING OF BIDS	24/01/2024 AT 15.00 HOURS
PLACE OF OPENING OF TECHNICAL BID	<u>GUWAHATI MUNICIPAL CORPORATION, DISPUR, GUWAHATI</u>
OFFICER INVITING BID	<u>COMMISSIONER, GUWAHATI MUNICIPAL CORPORATION, DISPUR, GUWAHATI</u>



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# OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION VETERINARY BRANCH :: LAKHTOKIA::: Guwahati.

No: GVT/F-23 /2023-24/36

Date: - 04/01/2024

## Invitation for Bids

The Commissioner, Guwahati Municipal Corporation, Guwahati invites bids (two cover system i.e techno commercial bid and Price bids) from intending individuals, co-operative societies, companies, Firms etc. for lease settlement of the Goat Market (ALPCO complex) under Guwahati Municipal Corporation for the year 2024-25 ( w.e.f. 01-04-2024 to 31-03-2025).


Detail term and condition will be uploaded at e-procurement portal website i.e [www.assamtenders.gov.in](http://www.assamtenders.gov.in) and also in the official website i.e [www.gmc.assam.gov.in](http://www.gmc.assam.gov.in) from 14.00 hours of 04 /01/2024 to 14.00 hours of 23 /01/2024.

The bidders must be enrolled in [www.assamtenders.gov.in](http://www.assamtenders.gov.in)

Sl. No.	Name of the work	Estimated Value (01-04-2024 to 31-03-2025)	Earnest Money (General 2%)	Earnest Money (SC/ST/OBC 1%)
1	Lease settlement of the Goat Market at Juripar (ALPCO complex) under Guwahati Municipal Corporation for the year 2024-25(w.e.f. 01-04-2024 to 31-03-2025)	Rs.50,40,000.00	on estimate value	on estimate value
<b>SCHEDULE FOR BID PROCEDURE</b>				
Download of Bid Document	From 04 /01/2024 to 23 /01/2024			
Submission of Bid	24 /01/2024 Up to 2.00 PM of			
Opening of Technical Bid	24 /01/2024 at 3.00 PM			
Place of Opening of Bid	Office of the Guwahati Municipal Corporation, Dispur, Guwahati.			
Officer inviting Bid	The Commissioner, Guwahati Municipal Corporation, Dispur, Guwahati.			

### Note:

1. Online mode of submission of Financial Bid is mandatory. Manual submission of bid will not be accepted.
2. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
3. Original hard copy of the following document must be submitted on or before 24 /01/2024 upto 14.00 hours at the office chamber of the undersigned.
  - a. The Bid Document fee of Rs. 1000.00 should be paid online through portal.
  - b. Bid securities/Earnest money must be paid online.
4. A copy of the technical bid including scanned copy of document fee along with bid security to be submitted online on or before 24 /01/2024 up to 14.00 hours for evaluation purpose. For any discrepancy between the online bid and the hard copy of the bid, the online bid will be governed and will be considered for evaluation.
5. Bidders are advised to scan their Papers at 100dpi (in black & white mode) in 'PDF' format for multiple pages with maximum file size of 25MB. If numbers of pages exceed, the bidders are advised to create multiple files and upload the same in "Upload additional document" stage.
6. All the interested bidders are requested to read the bid document carefully before submission of their bid.

  
Joint Commissioner,  
Guwahati Municipal Corporation,  
Guwahati


Memo No: GVT/F-23 /2023-24/36

-A-

Date: 04/01/2024

### Copy to:

1. The Hon'ble Mayor, GMC for favour of kind information.
2. The Chairman, Health & Veterinary Branch, for favour of kind information.
3. The Commissioner, GMC for favour of kind information.
4. The Directorate of Information and Public Relation Office, Assam, Dispur with a request for publishing the above notice in one issue at a local daily newspapers i.e. The Assam Tribune & Amar Asom.
5. The Collector, Enforcement Branch, GMC. He is asked to provide adequate numbers of MCP's at the tender venue on the tender date.
6. The Chief Account & Audit Officer, GMC for information and necessary action.
7. The Software Developer, GMC for information. He is directed to upload the NIT on GMC official website i.e [www.gmc.assam.gov.in](http://www.gmc.assam.gov.in).
8. Notice Board.
9. File..

  
Joint Commissioner,  
Guwahati Municipal Corporation,  
Guwahati



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**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION  
VETERINARY BRANCH :: LAKHTOKIA:: Guwahati.**

No: GVT/F-23/2023-24/ 35

Date: - 04/01/2024

**INVITATION FOR BID**

The Commissioner, Guwahati Municipal Corporation, Guwahati invites sealed Competitive Bids in 2 cover system (Techno Commercial & Price bids) from intending individuals, co-operative societies, companies, Firms etc. for lease settlement of the Goat Market (ALPCO complex) under Guwahati Municipal Corporation for the year 2024-25 (w.e.f. 01-04-2024 to 31-03-2025). The details are as follows.

Table 1

Sl. No.	Details	Eligibility
1	Goat Market at Juripar (ALPCO)	Intending individuals, co-operative societies, companies, Firms etc

Table 2

**Terms & Condition:**

1. The bidders must be enrolled in [www.assamtenders.gov.in](http://www.assamtenders.gov.in).
2. Interested Bidders must pay the Bid documents fee as non refundable fee as outlined in the table above on or before the date specified above. Bid Documents can also be downloaded from the web site of Guwahati Municipal Corporation [www.gmc.assam.gov.in](http://www.gmc.assam.gov.in).
3. The Bidder shall furnish, as part of the Bid, a Bid Security mentioned in table above. Through online mode only through [assamtenders.gov.in](http://assamtenders.gov.in). The bid securities of unsuccessful bidders will be returned within 45 days of the end of the bid validity period or after the signing of the contractual agreement with the successful bidder whichever is earlier.
4. The downloaded Bid documents shall be submitted without modification in the Bid documents, otherwise Bid will be liable for rejection. Such bidder shall submit the bid document fee with the bid in techno commercial envelope.
5. Bidders are advised to scan their Papers at 100dpi (in black & white mode) in 'PDF' format for multiple pages with maximum file size of 25MB. If numbers of pages exceed, the bidders are advised to create multiple files and upload the same in "Upload additional document" stage in [www.assamtenders.gov.in](http://www.assamtenders.gov.in).
6. In case of Technical bid, the Bidder have to submit the hard copy of filled up Bid documents along with the Original copy of Bid Document fee and Earnest Money in the tender box at the Office of the Commissioner, GMC, Dispur, Guwahati up to the last date and time of submission as outlined in the table above. The filled up Bid documents can also be sent by post or courier to the above mentioned office. The Guwahati municipal Corporation shall not be responsible for any delay in transit. Whereas for the Financial Bid, The bidder has to quote the rate by online only, no need to submit rate sheer along with the technical bid.
7. The Bid will be opened at the time and date outlined in the table above, at the office of the Commissioner, Guwahati Municipal Corporation, Guwahati.
8. The Bids received after the due date and time as outlined in the shown above will not be considered under any circumstances.

COVER 'A' – TECHNO-COMMERCIAL BID

COVER 'B' - FINANCIAL BID

  
**Joint Commissioner**  
**Guwahati Municipal Corporation**  
**Guwahati**



## INSTRUCTIONS TO BIDDERS (ITB)

1. The completed tenders are required to be submitted in sealed envelope super scribing on the envelop indicating as follows:
  - (a) To,
 

The Commissioner  
Guwahati Municipal Corporation  
Dispur, Guwahati.
  - (b) "Tender for settlement of ..... market of Guwahati Municipal Corporation."
  - (c) The envelope shall indicate the name of the Market for which tender is submitted, address of the tenderer. Incomplete or late received tenders without Earnest Money deposit (For short, EMD) and the details as asked in the tender documents will not be considered.
  - (d) On acceptance of any tender, the tenderer 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 tenderer should be clearly in the mentioned in form (Bid amount + GST=Total Bid Amount).
2. The tenderer in person or representing any firm, co-operative society or company shall be termed as "lessee" at all times and for all purpose of the tender works.
3. The name of the market, estimated value for settlement (market wise), EMD etc. as required for the tendering are shown and prescribed in Annexure-"A" being enclosed herewith.
4. The lease period in this instant case shall for maximum 12 (Twelve) months upto 31<sup>st</sup> March, 2025. The Commissioner, Guwahati Municipal Corporation however reserves the right to grant extension of the lease period, under special circumstances subject to approval of the Corporation and subject to satisfaction in fulfilling terms and condition by the lessee. In such case lessee has to offer enhanced value of 20% per annum over the settled value of this market.
5. All corrections in the tender papers shall be attested by the dated signature of the tenders. The tenders not intending for the work after purchase of the tender documents are advised to return the tender document within one week after its purchase. However, the cost of tender will not be refunded.
6. Tenders not accompanied by the following would liable to be rejected:-
  - i) The tender must be accompanied with the earnest money-cum-security deposit as detailed herein.
  - ii) Copy of PAN Card
  - iii) Copy of up to date Income Tax clearance Certificate.
  - iv) Copy of Up-to-date Trade Licence of GMC.
  - v) Copy of Up-to-date Property Tax of GMC
  - vi) Copy of Voter ID.
  - vii) Copy of Valid caste Certificate issued by the Competent Authority.
  - viii) Attested copy of Registration Certificate of the Firm. Co-operative Society or Company as the case may be, issued by the lawful authority.
  - ix) Original Copy of current Financial Soundness Certificate from the Bank authority / Solvency certificate.
  - x) Copy of Up-to-date GST Clearance Certificate.
  - xi) 2 copies of recent Passport size photograph.
  - xii) Copy of Tender form fee receipt.
7. The tenderer whose tender is accepted will be required to furnish the following:-
  - i) 50 % of settled value shall be deposited as an advance payment for settlement within 48 hours after receipt of the written order/L.O.I. The amount may be paid by way of Demand Draft etc. In case of failure to deposit 50% to settled amount in due time, the EMD shall stand forfeited.
  - ii) An agreement has to signed for fulfilling all terms and conditions and proper performance of the contract in prescribed format, prior to final settlement of the market.
  - iii) The lease period will be for 12 (twelve) month w.e.f. on 01-04-2024 to 31-03-2025.
8. The Commissioner reserve the right to accept to reject any or all tenders without assigning any reason thereof recording in writing or verbal. The highest tender may not necessarily be accepted. The decision of the Commissioner, GMC in the matter of acceptance or rejection of tenders shall be final and binding on all concerned.
 

Tenders which do not fulfill any one or more prescribed conditions or are incomplete in any from will be liable to be rejected forthwith.
9. Canvassing in any form will be valid reason for rejection of tender.
10. On acceptance of any tenderer may engage on accredited representative with duly authenticated bio-data submitted to officer of GMC for taking instruction form Commissioner, GMC as may be required from time to time. The lessee



shall forward the name of his accredited representative (s) who would be responsible for taking instructions from the Commissioner, GMC as may be required from time to time. Such representative must carry an Identity Card during the valid period of lease.

11. On acceptance of any tender the tenderer shall be liable to pay any or all lawful taxes including turnover tax as per Contract Act. And the Corporation will not entertain any of such claim whatsoever in this respect.
12. No person, firm, co-operative society or company will be allowed to participate in the tender process who was either convicted by any Court of law at any point of time or blacklisted by the Corporation. The previous conducts or records of any such tenderer, if any shall work out as basis for all actions of GMC for any such purpose.
13. Any tender who withdraw 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 50% of the said earnest money absolutely.
14. It would be obligatory on the part of the tenderers to sign the tender documents on all relevant pages and for all component parts thereof.
15. If any financial loss or damage is caused to the Corporation for any such act of Tender (s), then at his own risk and cost, the tenderer shall be liable to pay all such compensation as may be determined by the Commissioner, GMC. However, on his failure in making such payment time to time the Commissioner, GMC reserves the right to realize such amount as the arrear of Municipal Taxes by way of drawing up a Recovery Proceeding against him under Chapter XX of the GMC Act and Guwahati Municipal Corporation (Lease of Parking Places and Market) Bye Laws 2009.
16. On satisfactory completion of the period of the lease if not otherwise found unfit, the Commissioner, GMC shall return the amount of EMD to the lessee.
17. All previous defaulting lessees/ tenderers who participated in any kind of tender process under Guwahati Municipal Corporation is prohibited from taking part in this tender process. They will not be issued tender papers and even if they manage to participate by some fraudulent manner, their tenders will be rejected during scrutiny.
18. If the selected tenderer fail to accept the settlement within prescribed time, then without any prejudice to him, the Commissioner, GMC shall be at liberty to offer such settlement with the next qualified tenderer (s) either on his own quoted rate/amount or at the rate/amount of the highest one, as may be considered deem fit and proper. Any such other tenders who have offered the settlement but declines to accept the same shall have EMD forfeited without any responsibility or any claim on the part of GMC.
19. If any bids submitted for settlement of the market under the Guwahati Municipal Corporation appears to be unreasonably high, reckless and highly disproportionate in comparison to the estimate value and/ or 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 the offer.
20. If it appear to the Commissioner that acceptance of any tender may cause financial loss or administrative disadvantage to the Corporation, he shall have the right to reject any such tender.
21. The earnest money of the unsuccessful tenderer shall be released only after completion of the lease settlement against their individual applications.
22. The lessee shall have to pay the remaining 50% of the settled value by Demand Draft in ..... equal monthly installments which shall start w.e.f. .... The lessee have to pay equal monthly installments within 5 (five) days of the beginning of every month. Failing which lease would be terminated and earnest money and the advance payment so deposited shall be forfeited, declaring the lessee as defaulter. The advance amount of 50% of the settle value of the tender paid by the lessee shall be adjusted against equal monthly installments in the end of the lease period.

Further, if the lessee fails to pay 2 (two) installments consecutively the lease would be terminated forthwith and the market will be taken over by GMC and the earnest money and the advance payment so deposited shall be liable to be forfeited and the Lessee will be blacklisted and shall be prohibited from participating if any tender of the Corporation any time thereafter. Any arrear due to the Corporation by the lessee, shall be recovered either under the provisions of the Chapter XX of the Guwahati Municipal Act, 1971, and Guwahati Municipal Corporation Lease of Parking Places and Market Bye Laws 2009 or as the Commissioner may decided in his behalf.

23. The lessee shall collect toll at the prescribed rates only. In case of any complaint of demanding excessive toll, either by the lessee himself or by his agents or employee, the lessee shall be liable to be prosecuted U/S 384 of I.P.C. and lease shall be terminated forthwith.
24. The lessee shall have no right to remove or install any person beyond the demarcated boundaries of the market as scheduled by the Corporation. However, if so reported, then the Commissioner or his authorized officer shall liable to take appropriate actions on the lessee so doing, in the manner as he deem fit.
25. The lessee shall not allow to open any shop on the roads or drains and shall not allow dumping of materials on the roadside or drains or any other places except the specified places for dumping of garbage. However, if so is reported to the Commissioner, GMC, then GMC may proceeded with any action as thinks deem fit.
26. The lessee shall not allow his tenants or agents or employees to prevent the free movement of the people within market areas and movement of vehicles on the roads passing through market. Otherwise the lessee shall be liable to face action as per law.



27. The lessee shall keep the market areas clean at his own cost. He shall also keep the areas hygienic and pollution free for this purpose, the lessee will engage sweeper and tie up with NGO or any other agency which GMC will suggest.
28. In case of any dispute in collection of the toll between the lessee and the traders, the Commissioner will act as sole arbitrator and his decision on the matter shall be binding on the both the parties.
29. Collection receipt books of the toll will be printed by the lessee at his own cost and in his own name and separate receipt books shall be printed for different denominations of toll. However any such receipt book cannot be allowed to be used for the collection of tolls in the market unless it is endorsed by the Commissioner or by his authorized officer. The lessee therefore shall submit the printed toll receipt book in advance for authentication by GMC officer.
30. The lessees can take help from the nearest Police Station, if any trader refuses to pay the prescribed tolls.
31. No application for remission or exemption, under any circumstances will be entertained by the GMC due to natural calamities, bandhs, flood, eviction by other local authorities or any other disturbances or any shortfall in collection.
32. The successful tenderer shall have to execute an agreement before taking over possession of the market on non-judicial e-stamp papers of Rs. 100/- only with Commissioner, GMC.
33. If the lessee violates any of the terms and conditions as mentioned above then the lease settlement will be cancelled immediately. The Commissioner shall have the full rights to invite fresh tenders or settle the lease with any other party a he deems fit. In such event, the outgoing lessee shall not be entitled to any relief leading cancellation of the lease.
34. Two copies of recent passport size photographs of the tenderer or the person signing the tender on behalf of the firm, duly attested by gazette officer, must be affixed at the respective places of the tender documents.
35. The lessee shall display a signboard of the approved rates of tolls in a prominent place in the markets at their own cost, risk and responsibilities.
36. If any untoward incidence is reported in any market effecting interest of the public or Government or Corporation adversely, the Commissioner shall have the power to terminate the lease by serving a prior notice of 2(two) days only on the lessee and in that event the compensation whatever it may be, will not be entertained.
37. Each tenderer must sign the declaration, attached to the tender form, and must accompany the same with tender.
38. Non-fulfillment of any of the terms and conditions as made herein above shall invite rejection of the tender without any further reference.
39. The Lessee will have to follow all directions contained in the Guwahati Municipal Corporation Lease of Parking Places and Market, Bye Laws 2009.
40. The rate quoted should be both in word and in figure. If there is any discrepancy between the two then the amount written in words will be taken into consideration.

Cover B :

The Financial Bid (Cover-B) should be submitted in Online mode only by the Bidder as per the guidance of website mentioned above.

***N.B: Corrigendum will be issued further for any other specification and any charges or alternation on tender clause if required***



Joint Commissioner  
Guwahati Municipal Corporation  
Guwahati



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## Percentage BoQ

Tender Inviting Authority: The Commissioner, Guwahati Municipal Corporation

Name of Work: Lease Settlement of the Goat Market at Juripar (ALPCO Complex) under Guwahati Municipal Corporation for the year 2024-25 (w.e.f. 01-04-2024 to 31-03-2025)

Contract No: GVT/F-23/2023-24 Dated

Name of the Bidder/  
Bidding Firm /

**PRICE SCHEDULE**  
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1.01	Lease Settlement of the Goat Market at Juripar (ALPCO Complex) under Guwahati Municipal Corporation for the year 2024-25 (w.e.f. 01-04-2024 to 31-03-2025)	1.000	Nos	5040000.00	5040000.00	INR Fifty Lakh Forty Thousand Only

Total in Figures

5040000.00 INR Fifty Lakh Forty Thousand Only

Quoted Rate in Figures

Select

0.00 INR Zero Only

Quoted Rate in Words

INR Zero Only



**Form No** :.....  
**Date** :.....



**Guwahati Municipal Corporation**  
**Bhangagarh :: Guwahati**

**TENDER FORM LEASE FOR GOAT MARKET (ALPCO). UNDER**  
**GUWAHATI MUNICIPAL CORPORATION FOR THE YEAR 2024-25**  
**(w.e.f. 01.04.2024 to 31.03.2025)**

Name of the tenderer 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) Present Address -**
- (a) Age on 01.01.2024 :
- (b) Name of the locality :
- (c) Name of Road :
- (d) Village/Ward No. :
- (e) Holding No. :
- (f) Mouza :
- (g) Police Station :
- (h) Post Office with PIN :
- (i) District :
- (j) Registered office address (in case of company/co-op Society/Firm) :
- (k) Valid Mobile Number & valid email ID :

- 2) Permanent Address-**
- (a) Locality :
- (b) Road :
- (c) Village/Ward No. :
- (d) Holding No. :



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- (e) Mouza :
- (f) Police Station :
- (g) Post Office with PIN :
- (h) District :
- (i) Valid Mobile Number :
- 3) Correspondence address with proper address, with exact location, if not tender shall not be accepted :
- 4) Name of the market which the tender is submitted :
- 5) Offered Amount for the year 2024-25 (w.e.f. 01.04.2024 to 31.03.2025) (Both in figure and words) (Including GST) (Bid amount + GST=Total Bid Amount) :
- 6) Whether the tenderer has ever succeeded in settlement of any Check-gate/ Parking Places Market under GMC. If so, mention the name and the year of settlement. :
- 7) State the particulars/figure of the earnest money paid in the form of Bankers Cheque/Demand Draft with number and date :
- 8) PAN Card with number (Copy is to be enclosed) :
- 9) Authorized Income Tax payment Statement of Income Tax Clearness Certificate (Copy is to be enclosed original or Photostat with attested ) :
- 10) Number and date of trade Licence from obtained from GMC in the name of the tenderer (attested copy is to be enclosed with) :
- 11) Copy of up to date property tax receipt of GMC :
- 12) Voter ID No. / Aadhar Card No. (Copy is to be enclosed original or Photostat with attested) :
- 13) Copy of Valid caste Certificate issued by the Competent Authority :
- 14) Attested copy of Registration Certificate of the Firm. Co-operative Society or Company as the case may be, issued by the lawful authority :



- 15) Number and date of financial soundness certificate (original to enclosed) with name of the Bank Branch. :
- 16) GST clearness certificate (Copy is to be enclosed in original or Photostat with attested) :
- 17) Number and date of receipt of the non-refundable tender fee deposited in GMC (Copy is to be enclosed) :
- 18) Whether the tenderer belongs to a recognized SC/ST/OBC (if so, enclosed certificate in photo copy with attested) :
- 19) Detailed particulars of land /immovable property held by the tenderer, if any

- (a) Area of land :
- (b) Dag No. :
- (c) Patta No. :
- (d) Village/Ward No. :
- (e) Mouza :
- (f) Police Station :
- (g) District :
- (h) Holding No. :

Dag No.

**(In case the of building situated over the land)**

- (a) The description of the building :
- (b) Present value of the building :
- (c) Present value of the land :

**Signature of the Tenderer**

**Date:**