



Guwahati Municipal Corporation

EXPRESSION OF INTEREST (EOI)

For

**Empanelment of Project Management Consultancy (P. M. C) and
Consultant**

Issue of EOI Documents: 09/08/2019

Last date for submission of the EOI: 22/08/2019

Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati -01

SCHEDULE OF EOI PROCESS

GMC would endeavour to adhere to the following schedule from the date of issue of notification during the Process:

Events	Date
Date of Advertisement	09/08/2019
Downloading of the EOI document	09/08/2019 till 22/08/2019
Last date for submission of the EOI	22/08/2019 upto 1400 Hrs
Opening of Technical Bids	22/08/2019 at 1430 Hrs
Address for communication	Office of the Commissioner, GMC Panbazar, Guwahati -781 001



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

No: GER/CE/536/12/54

Date: 09/08/2019

EXPRESSION OF INTEREST (EOI)

1. The Commissioner, Guwahati Municipal Corporation invites sealed EOI from reputed, qualified and experienced firms for Empanelment as Project Management Consultancy and Consultant.
2. EOI document may be downloaded from the official website of GMC, www.gmcportal.in & www.gmc.assam.gov.in with effect from **09/08/2019 to 22/08/2019**. Hard copies of the EOI will not be available for sale offline. A document cost of **Rs. 1000.00 (One Thousand)** only by Demand Draft or banker's cheque drawn on any Scheduled Bank in India in favour of the Commissioner, Guwahati Municipal Corporation will be affix herewith.
3. EOI documents may also be downloaded from the website of Guwahati Municipal Corporation www.gmcportal.in & www.gmc.assam.gov.in from **09/08/2019 to 22/08/2019**.
4. EOI must be submitted to the office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati -781001 on or before 1400 hours on **22/08/2019** and the opening of the Technical Bid will be on **22/08/2019** at 1430 hrs.
5. If any date specified herein is a holiday, then the next working day will be considered for the activity and the time will remain the same.
6. Other details can be seen in the EOI documents.

Sd/-

**Commissioner,
Guwahati Municipal Corporation,
Guwahati**

Memo No.: GER/CE/536/12/54 -A

Date: 09/08/2019

Copy to:

- 1) The Addl. Chief Secretary to the Govt of Assam, Guwahati Development Department, for favour of kind information.
- 2) Chief Engineer, Guwahati Municipal Corporation for information and necessary action.
- 3) Chief Accounts and Audit Officer, GMC for information.
- 4) The Director, Information & Public Relations, Dispur, Assam, for publication of the above tender notice in one issue of an English Daily Newspaper (i.e. The Assam Tribune) and one issue of two Assamese Daily Newspaper (i. e. a. Asomiya Khabar & b. Amar Axom) with a request for submission of the bills to the undersigned for payment.
- 5) Software Developer, GMC, for uploading in the GMC's official website.
- 6) Office File.

Sd/-

**Commissioner,
Guwahati Municipal Corporation,
Guwahati**

Expression of interest (EOI) is invited from reputed, qualified and experienced qualified and experienced Architectural firms for Empanelment as Project Management Consultancy and Consultant.

1. Expected Deliverables:

The empanelled firms shall provide the following services from preparation and submission of DPR of Various projects under Guwahati Municipal Corporation:

1. SURVEY: physical and topographical survey of Land, soil investigation and water resistivity survey as per requirements.
2. PREPRATION OF PLANS: preparation of site plan, concept plan, architectural plan, structural design calculations & drawing, cost estimation in the form of BOQ.
3. DESIGN OF INTERNAL & EXTERNAL SERVICES: design of internal & external services including Electrical layouts, Sewerage system, Water supply system, Open Spaces etc as per the norms and guidelines.

2. Eligibility Criteria:

The empanelled firms for Project Management Consultancy and Consultant interested in the EOI for empanelment should meet the following qualification criteria.

Sl. No.	Eligibility Criteria	Supporting Documents
1.	The applicant should have registered firm with Architects and Engineers etc.	As required with details includes registration & qualification etc.
2.	The applicant should have a registered office.	Full Address Proof
3.	Minimum turn over Rs. 1.5 Crore in any one year of last five years.	Certified document by CA
4.	The applicant should have prepared DPR including design, estimation etc for a project worth minimum Rs. 2 Crore.	Relevant documents with certificate from the Employer.
5.	Should have prepared DPR, Plan, Structural Design, Estimate etc for Office, commercial, residential, workshops Buildings/ Foot over Bridges/ Roads/Drains/ Waste Management Projects and Other urban Projects.	To submit proof of execution.

3. Instruction to the Applicant:

3.1 All eligible and qualified applicants through this EoI shall be kept on the Employers empanelment list of firms for a period of three years and subject to revision of empanelment list thereafter.

3.2 The Employer (Commissioner, GMC) may revise the empanelment so as to include new firms and exclude those whose performance is not good. The performance shall be based on the annual audit process to be done by the employer’s authorised agency.

ANNEXURE – I

Details of the Company / Firm

(To be provided on Company/ Firm Letter Head)

1	Name of the Company/ Firm	
2	Address of the Company/ Firm	
3	Name of the authorized person for the project	
4	Designation of the authorized person	
5	Contact Address of the authorized person for the project	
6	Telephone (with STD) Land Line No. - Mobile No.	
7	E-Mail of the authorized person	
8	Fax No. (with STD code)	

ANNEXURE – II

Relevant Project Experience

(To be provided on Company/ Firm Letter Head)

Bidder would have to give at least three (3) relevant completed project details in the given format.

1	Name of the Project	
2	Address of the Project	
3	Location of the Project	
4	Brief description of the project	
5	Contact Person of the Client with Contact Number	

ANNEXURE – III

Financial Capacity of the Company / Firms

(To be provided on Company/ Firm Letter Head)

Sl No	Financial Year	Annual Turnover (Rupees in Lakhs)
1	2014-15	
2	2015-16	
3	2016-17	
4	2017-18	
5	2018-19	

**Furnish audited annual financial statement.*

(To be provided on Company/ Firm Letter Head)

To
The Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati-01

Sub: Empanelment as Project Management Consultancy and Consultant

Ref: EoI Notification dated 09/08/2019.

Sir/Madam

- I. Having examined the EoI document we the undersigned herewith submit our response to your EoI notification dated: 09/08/2019 for empanelment of Project Management Consultancy for GMC, in full conformity with said EoI document.
- II. We have read the provision of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviation, if any, found in our EoI shall not given effect to.
- III. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all the attachments, for a period of 90 days from the closing date fixed for submission of proposal as stipulated in the EoI document.
- IV. We would like to declare that we are not involved in any litigation with any Government agencies or otherwise and we are not under declaration of ineligibility for corrupt or fraudulent practices.
- V. We hereby declare that all the information and statements made in this EoI are true and accept that any misinterpretation contained in it may lead to our disqualification.
- VI. We understood that the employer is bound to shortlist/accept any proposal received in response to this EoI.
- VII. We understood that empanelment with the Employer does not guarantee that every/any of the applicants shall invite to bid for, or be awarded a project/assignment.

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

(Applicant's Signature with seal)

Name:
(Full Name in Block Letters)

Title:

Date: