



GUWAHATI UTILITIES COMPANY LIMITED

(CIN U38110AS2023PLC024235.) (GSTIN : 18AAKCG3120G1D3)

4th Floor, Tripti Tower, Ganeshguri, Guwahati-06, Assam

E-mail: mdguclassam@gmail.com

EXPRESSION OF INTEREST

FOR

Empanelment of:

Design & Engineering Consultants for preparation of Detailed Project Report (DPR) including Project management, Execution, Supervision and Quality Assurance control for various project components (Consultancy Value up to Rs 50 Lakhs)

under Guwahati Utilities Company Limited

Issued on: 04/12/2023

**Employer: Managing Director, Guwahati Utilities Company Limited
Ganeshguri, Guwahati-06**

Guwahati Utilities Company Limited
4th Floor, Tripti Tower, Ganeshguri, GS Road, Guwahati - 781006

PRESS NOTICE

Notice Inviting Expression of Interest (NIEOI)

NIEOI No: GUCL/Elect/39/23/115

Dated: 04/12/2023

The Managing Director, Guwahati Utilities Company Limited, Assam invites Expression of Interest from reputed Consultants for Empanelment under the following categories:

“Design & Engineering Consultants for preparation of Detailed Project Report (DPR) including Project management, Execution, Supervision and Quality Assurance control for various project components (Consultancy Value up to Rs 50 Lakhs)” under Guwahati Utilities Company Limited.

The interested Consultants may apply with their credential/ information/ testimonials in prescribed format. They are also required to pay an application processing fee of Rs.5,900/- (Fee Rs.5000/- + GST Rs.900/-) only in form of bank draft in favor of Managing Director, Guwahati Utilities Company Limited, payable at Guwahati.

Duly filled in EOI application shall be sent to the Managing Director, Guwahati Utilities Company Limited, 4th Floor, Tripti Tower, Ganeshguri, GS Road, Guwahati - 781006, super-scribing on the top of the envelope “Design & Engineering Consultants for preparation of Detailed Project Report (DPR) including Project management, Execution, Supervision and Quality Assurance control for various project components under Guwahati Utilities Company Limited”.

The duration of the Empanelment will be valid for a period of 3 (three) years from the date of empanelment.

Prospective applicants/bidders may obtain the EOI document from the office of the Managing Director, Guwahati Utilities Company Limited, on payment of the aforementioned application processing fee.

Last time and date of submission of EOI applications: 27-12-23 hours on 1500.

Modification/ Amendment/ Corrigendum, if any, shall not be sent to individual or advertised in the newspapers but shall be posted in website only.

-Sd-

Managing Director
Guwahati Utilities Company Limited

DISCLAIMER

This application/invitation is not an agreement and is neither an offer nor invitation by the Employer (GUCL) to perform work of any kind to the prospective Consultant or any other person.

The purpose of this EOI document is to provide with information that may be useful for the prospective applicants who shall make their own inquiries and satisfy themselves regarding the completeness and reliability of the information and not to rely solely on the information in this document.

Neither the Employer nor their employees, advisors or agencies make any representation or warranty as to the accuracy, adequacy, correctness, completeness or reliability of the EOI document and any assessment, assumption, statement or information contained therein or deemed to form part of this document. Each prospective applicant should conduct its own investigations and analysis and check the accuracy, adequacy, correctness, completeness or reliability of the information in this document and obtain independent advice from appropriate source before submission of the EOI applications.

The Employer may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI document.

Neither the Employer nor their employees, advisors or agencies will have any liability to any prospective applicants or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document. No reimbursement of cost of any type or on any account will be made to persons or entities submitting their applications.

The Employer reserves the right to reject any or all of the applications submitted in response to this EOI document at any stage without assigning any reason whatsoever. The Employer also reserves the right to hold, withdraw or cancel the process at any stage under intimation to the applicants who submit the applications against this EOI document.

The Employer reserves the right to modify or amend or add to any or all of the provisions of this EOI document or cancel the present invitation and call for fresh invitations.

Neither the Employer nor their employees, advisors or agencies will have any liability in case of non-receipt of any correspondence from them to the applicants due to postal delays.

The applicable laws for the purpose are the Laws of INDIA. Courts Guwahati, Assam will have the jurisdiction concerning or arising out of this EOI document.

Guwahati Utilities Company Limited
4th Floor, Tripti Tower, Ganeshguri, GS Road, Guwahati - 781006

NOTICE INVITING EXPRESSION OF INTEREST (NIEOI)

NIEOI No: GUCL/Elect/39/23/115

Dated: 04/12/2023

The Managing Director, Guwahati Utilities Company Limited, Assam invites Expression of Interest from reputed Consultants for Empanelment under Guwahati Utilities Company Limited in the following categories:

“Design & Engineering Consultants for preparation of Detailed Project Report (DPR) including Project management, Execution, Supervision and Quality Assurance control for various project components (Consultancy Value up to Rs 50 Lakhs)” under Guwahati Utilities Company Limited.

The Empaneled Consultants shall be subsequently required to participate in Limited Tenders for award of various works as and when their respective services are required under GUCL in (Assam)

1. Availability of EOI document:

- a) The Expression of Interest document may be downloaded from the website **www.assamtenders.gov.in** free of cost. In such cases, the non-refundable Application Processing Fee of Rs.5900/- (Fee Rs.5000 + GST Rs.900) shall be submitted by the Applicants along with their EOI applications.
- b) Alternatively, Expression of Interest document may be obtained from the office of the Managing Director, Guwahati Utilities Company Limited.

Prospective Applicants are expected to examine all instructions, forms, terms and conditions and other details given in the document. Failure to furnish complete information as mentioned in the document or submission of a proposal not substantially responsive to the document in every aspect may result in rejection of the applications.

Other general terms and conditions:

- c) The EOI applications shall be submitted only in sealed cover only, i.e., physical/hard copy in original shall be submitted on or before the end of submission time and date.
- d) The payment of the afore mentioned application processing fee of Rs.5900/- (Fee Rs.5000 + GST Rs.900) in the form of a Demand Draft in favor of Managing Director, Guwahati Utilities Company Limited should be enclosed along with the sealed documents.
- e) Place of submission of the EOI application shall be the Office of the Managing Director, Guwahati Utilities Company Limited, 4th Floor, Tripti Tower, Opp. Ganeshguri, GS Road, Guwahati – 781006.
- f) Applications received late, due to postal delays or otherwise, shall be straightway rejected.
- g) The person signing the EOI application should duly authenticate any error or corrections in the documents submitted. Over-writing shall be avoided/ initialed.

2. Critical Dates:

EOI document Download/Sale Start Date:	06-12-23 from 1400 hours
EOI document Download/Sale Close Date:	27-12-23 upto 1500 hours
Last date for submission of queries, if any:	16-12-23 upto 1500 hours
Last Date of submission of EOI Applications:	27-12-23 upto 1500 hours
EOI Applications Opening Date:	28-12-23 at 1400 hours

Prospective applicants may send their queries by e-mail to the Managing Director, GUCL at mdguclindia@gmail.com. Queries shall be responded and clarified through the official e-mail of Guwahati Utilities Company Limited i.e., mdguclindia@gmail.com without disclosing identity of the prospective applicant.

3. Techno-commercial Eligibility Criteria:

3.1 General/Organizational:

- (a) The constitution of the Applicant, whether Individual/ Proprietary Firm/ Partnership Firm/ Registered Company, must be clearly stated and relevant documents like partnership deed/ Memorandum of association & Article of Association etc. must be submitted. Joint Ventures are not accepted.
- (b) The EOI application must be signed by a person holding the power of attorney or an authority-letter of the power of attorney holder of the Applicant's entity – authority-letter and power of attorney must be submitted.
- (c) The Applicant must be registered under GST and shall submit necessary proof of the same along with the PAN card.
- (d) The Applicant must be registered with the Provident Fund authority (EPFO) and PF Registration Certificate shall be submitted.
- (e) The Applicant must be registered with the Employees State Insurance Corporation (ESIC) and ESIC Registration Certificate shall be submitted.
- (f) The Consultant must have valid Electrical License for carrying out electrical works in the state of Assam.
- (g) The Applicant must not be blacklisted or debarred by any Govt. department in the last five years period preceding submission of the EOI application and no work awarded to the Applicant should have been terminated during last five years on the ground of unsatisfactory performance – Applicant shall submit an Affidavit declaring the same.

3.2 Technical Capacity:

3.2.1 The Applicant should have satisfactorily completed following works during the last Five years ending previous day of last date of submission of the EOI applications:

- (a) Details of at least 2 works of Design & Engineering of civil engineering projects and each of minimum value Rs.15 Crore project value carried out by the Applicant. **(Project value shall mean the cost of the project undertaken and not the consultancy job order value).**
- (b) Details of at least 2 works in which work-site project supervision and inspection activities were undertaken and each of minimum value Rs.7.5 Crore project value carried out by the Applicant. **(Project value shall mean the cost of the project undertaken and not the Agency job order value).**
- (c) Details of at least 2 works each of minimum value Rs.30 Lakh, executed in the field of civil engineering projects involving construction of Residential, Office, Hostel, Institutional or such other buildings with/without services like Sanitary & Water Supply, Drainage, Road and Approach works, boundary wall/fencing works etc.
- (d) Details of at least 2 works each of minimum value Rs.30 Lakh, Electrical and/or Mechanical works executed.

Only the requisite number of the qualifying works details shall be furnished by the Applicant in the specified form.

3.2.2 Bidder's performance for each of the submitted work shall be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

3.2.3 The value of executed works shall be brought to current costing level by enhancing the actual value of work @ 7% per annum calculated from the date of completion to the previous day of last date of submission of the EOI applications.

3.2.4 In case of work(s) done for a private entity, the Applicant shall submit the Form-26AS (of Income Tax department) indicating the payments received for such work(s) and only the amount reflected in the Form-26AS shall be then considered for evaluating the EOI application.

3.3 Financial Capacity:

3.3.1 The average annual financial turnover of the Applicant in last three financial years shall not be less than Rs.25 Lakh during the last five consecutive financial years ending 31st March 2022, i.e., 2017-18, 2018-19, 2019-20, 2020-21, 2021-22. Balance Sheets and Profit & Loss Statement duly audited and certified by the Chartered Accountant shall be submitted for the same.

In case of Companies/Firms less than 5 years old, the average annual financial turnover shall be worked out for the available period only.

3.3.2 The Applicant should not have incurred any loss in more than two years during available last five consecutive balance sheets, i.e., 2017-18, 2018-19, 2019-20, 2020-21, 2021-22 as per the Balance Sheets and Profit & Loss Statement duly audited and certified by the Chartered Accountant.

3.3.3 The value of annual financial turnover shall be brought to current costing level by enhancing the actual value of work @ 7% per annum.

4. The offer shall remain open for acceptance for a period of 60 (Sixty) days from the last date of submission of EOI application or any extension thereto. If an Applicant withdraws his offer for empanelment before the said period or issue of letter of Empanelment short listing, whichever is earlier, or makes any modifications in the terms and conditions of the EOI document which are not acceptable to the Employer, then the Employer shall, without prejudice to any other right or remedy, be at liberty to debar the Applicant from his future participation in the tendering process of the Employer for a period of 3 years.

The Empanelment shall remain valid for a period of 3 years from the date of notification of short listing.

5. The Empaneled consultant shall be required to submit their Techno-commercial and Financial Bids for Design & Engineering Consultancy for various project components based on the requirement of the Employer from time to time. Award of works in all such cases shall be on "Quality and Cost Based System" (QCBS). The criteria for QCBS shall be formulated by the Employer on the basis of the quantum and complexity of the project component on case-to-case basis at the time of inviting such bids.

6. The Empaneled consultant shall be required to submit their Financial Bids for Supervision, Inspection and Implementation Agency (SIIA) charges for various project components based on the requirement of the Employer from time to time. Award of works in all such cases shall be on "Least Cost" basis.

7. The Empaneled agencies in all categories shall be required to submit Earnest Money Deposit (EMD) in the prescribed form at the time of submission of Techno-commercial and/or Financial bids. No exemption to submission of requisite earnest money deposit shall be allowed.

8. The Empaneled agency, whose bid is accepted and work(s) awarded eventually, will be required to furnish Performance Guarantee of 5% (Five Percent) of the bid amount in the prescribed form within the period specified. In case the agency fails to deposit the said performance guarantee within the stipulated period, the Earnest Money deposited by the him shall be forfeited automatically without any further notice.

9. The Employer reserves the right to reject any prospective EOI application or annul this process without assigning any reason and to restrict the list of the empaneled agencies to any number deemed suitable by it, if too many EOI application are received satisfying the laid down criteria.

9. Canvassing, whether directly or indirectly, in connection with EOI process is strictly prohibited and the applications submitted by the applicants who resort to canvassing will be liable to rejection.

10. Modification/ Amendment/ Corrigendum, if any, shall not be sent to individual or advertised in the newspapers but shall be posted in website only. Hence prospective applicants are advised to visit GUCL portal www.GUCL.assam.gov.in regularly for above purpose.

INSTRUCTIONS AND INFORMATION FOR APPLICANTS (IIFA)

1 General:

- 1.1 The EOI Document can down-loaded from the website www.assamtenders.gov.in and the applicants are encouraged to print the entire document in both sides of A4 size paper. All the statements, forms etc. (Excluding supporting documents which may also be printed on both sides of A4 size paper) prepared and submitted by the applicant for the purpose of his qualification/eligibility etc. may be printed on one side only.
- 1.2 The bidders desirous of submitting his EOI application shall furnish the proof of payment of the non-refundable **Application Processing Fee** as per para 7.1 below.
- 1.3 Any change / modification in the EOI enquiry will be intimated through above mentioned website only. Applicants are therefore requested to visit the website regularly to keep themselves updated.
- 1.4 The intending applicant must read the terms and conditions carefully. He should submit his application only if he considers himself eligible and he is in possession of all the requisite documents to fulfill the Eligibility Criteria outlined at serial 3 of the Detailed NIEOI of the EOI document.
- 1.5 Letter of transmittal and EOI Forms for deciding eligibility are given at the end of IIFA.
- 1.6 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the application being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
- 1.7 The applicant should sign each page of the application/documents.
- 1.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the Applicant, should also be numbered by him. These should be submitted as a package with signed letter of transmittal.
- 1.9 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the applicant should be signed by an officer not below the rank of Executive Engineer/Project Manager or equivalent.
- 1.10 The applicant may furnish any relevant additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Techno-commercial eligibility criteria document unless it is called for by the EOI Inviting Authority.
- 1.11 The credentials submitted in respect of the Techno-commercial Eligibility Criteria shall be verified by GUCL at its discretion. Any information furnished by the Applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in GUCL. If such applicant happens to be enlisted contractor of any class in GUCL, his name shall also be removed from the approved list of contractors.
- 1.12 The Applicant will not make, of his own, any alteration in the EOI documents issued to him by the Department/downloaded from the e-tender portal. It is expressly brought to the notice of the Applicant that if he makes any alteration in EOI documents and does not specifically bring out such alteration to the notice of the EOI Inviting Authority through a letter along with his application, and his application is accepted by the EOI Inviting Authority, the alteration(s) made by the Applicant shall be deemed to become null and void and the original provisions in the EOI documents as originally made by GUCL or amended subsequently through amendments to EOI

documents issued by GUCL, shall hold good and the Applicant will not have any claim on this account.

- 1.13 Before the deadline for submission of applications/bids, GUCL may modify the EOI Documents by issuing addenda, which shall be made available in the e-tendering Portal www.assamtenders.gov.in.
- 1.14 Debarment from Bidding: the following debarment rules, prescribed in GFR, 2017 shall apply:
- (i) An Applicant shall be debarred if he has been convicted of an offence –
 - (a) under the Prevention of Corruption Act, 1988; or
 - (b) Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (ii) An Applicant debarred under sub-section (i) or any successor of the Applicant shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment.
 - (iii) A procuring entity may debar an Applicant or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the applicant has breached the code of integrity.

2. Definitions:

In this document the following words and expressions have the meaning hereby assigned to them:

- 2.1 **Client/Owner/Employer/Department:** Guwahati Utilities Company Limited (GUCL).
- 2.2 **Applicant:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation participating in this EOI application.
- 2.3 **“Year”** means ‘Financial Year’ unless stated otherwise.

3. Method of application:

- 3.1 If the Applicant is an individual, the application shall be signed by him above his full type written name and current address.
- 3.2 If the Applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 3.3 If the Applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified/Notarized copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed duly attested by a Public Notary and current address of all the partners of the firm should accompany the application.
- 3.4 If the Applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
- 3.5 **Concessions / Exemptions Permissible Under Statutes:** The Applicant must take all necessary steps in order to equip himself to avail of all concessions / exemptions/ input credits permissible under the statutes including the benefit under GST Act 2016, failing which he will have to bear extra cost where he does not avail such concessional rates/ exemptions/ input credits, as applicable.
- 3.6 **Personal Taxes:** The Applicant must agree to bear all personal taxes as may be imposed on his employees and the employees of his sub-Contractors, Vendors, back-up Consultants, etc., on account of their association with or for performance of work in India.

3.7 **Corporate Tax:** The Applicant must agree to bear corporate tax which may be levied on the Contractor, his sub-Contractors, back-up Consultants, etc.

3.8 The Consultant/Contractor and/or his sub-Contractors etc. shall comply with the provisions of Indian Income Tax Act as applicable from time to time.

4 **Final decision-making authority.**

The GUCL reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the applicants.

5 **Particulars provisional**

The particulars of the scope and extent of the EOI are provisional. They are liable to change and be considered only as advance information to assist the applicant.

6 **Site visit**

The prospective applicant is advised to visit the site of work, if and when required, at his own cost, and examine it and its surroundings to collect all information that he considers necessary for proper assessment of the prospective assignment. The costs of visiting the Site shall be at the Applicant's own expense.

7 **Applicant shall furnish the following:**

7.1 **Application Processing Fee** of Rs.5900/- (Fee Rs.5000 + GST Rs.900) in favor of Managing Director, Guwahati Utilities Company Limited, Payable at Guwahati, Assam shall be submitted in the form of Demand Draft.

7.2 **Bid Security/Earnest Money Deposit (EMD)** – Not applicable at this stage.

7.3 **Letter of transmittal:** The applicant should submit the letter of transmittal attached with the document in his Letter-head.

7.4 **Integrity Pact:** - Not Applicable –

7.5 **Applicant's Techno-commercial Eligibility compliance:**

(a) **Organisation information:** Applicant shall furnish the following:

(i) Applicant is required to submit the information in respect of his organization in EOI Form-1. All supporting documents substantiating the requisite information duly notarized by a Public Notary shall be submitted.

(b) **Technical capability:** Applicant shall furnish the following:

(i) List of all qualifying works successfully completed during the last five years in EOI Form-2.

(ii) Particulars of completed works and performance of the Applicant duly authenticated/certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent should be furnished from which all requisite particulars may be extracted for Techno-commercial Eligibility Evaluation. All documents in support of applicant's technical/work experience shall be duly notarized by Public Notary.

Note:

(i) The value of executed works shall be brought to current costing level by enhancing the completed value of work @ 7% per annum calculated from the date of completion to the previous day of last date of submission of the applications – corresponding proportionate multiplying factor shall be as given below:

Year before	Multiplying factor.
One	1.07
Two	1.14
Three	1.23
Four	1.31
Five	1.40

The applicants should indicate actual figures of costs and amount for the works executed by them without accounting for the above-mentioned factors.

- (ii) Applicant shall submit TDS Certificates in Form 26AS, as support of execution of the qualifying works executed for Private Entities, failing which the application is liable to be rejected, without any further reference to the applicant

I Financial capability: Applicant should furnish the following:

- (i) Annual financial statement for the last three years in EOIForm-3 which will be certified by a Chartered Accountant.

Audited Balance Sheets and Profit and Loss Statements in support of Applicant's financial capability shall be submitted duly notarized by Public Notary.

Note:

The value of annual turnover shall be brought to current financial year price level by enhancing @ 7% per annum – corresponding proportionate multiplying factor shall be as given below:

F/Y	Multiplying factor.
2021-22	1.07
2020-21	1.14
2019-20	1.23
2018-19	1.31
2017-18	1.40

The applicants should indicate actual figures of the amounts for the annual turnover in EOIForm-3 without accounting for the above-mentioned factors.

- (d) Any other documents, undertaking, declaration/affidavits etc. stipulated in the EOI document.

8 Submission of EOI applications:

- 8.1 EOI applications shall be submitted in sealed cover only. It is the responsibility of the Applicant to see that the offer/application reaches the concerned office/address by due date and time.

8.2 Deleted.

- 8.3 The Applicants shall submit their EOI application in Single-Envelope which shall include the duly filled EOI Forms 1 to 5 in the prescribed format including all other relevant documents and testimonials forming part of Techno-commercial Eligibility compliance, latest by **27-12-23 hours on 1500**. Top of the envelope shall be superscribed as “**Design & Engineering Consultants for preparation of Detailed Project Report (DPR) including Project management, Execution, Supervision and Quality Assurance control for various project components under Guwahati Utilities Company Limited**”.

- 8.4 EOI applications without non-refundable Application Processing Fee shall be rejected outright.

9 Opening of Bids:

The EOI applications shall be opened on **28-12-23 at 1400 hours** at the office of the EOI inviting authority.

10 Evaluation Procedure

- 10.1 The application submitted shall become invalid if:

- i) The Applicant is found ineligible to meet the techno-commercial eligibility criteria
- ii) The Applicant does not submit all the documents as stipulated in the EOI document.
- iii) The Applicant does not deposit valid Bid Processing Fee instruments in original.

- 10.2 The details submitted by the Applicants will be evaluated in the following manner:

The Techno-commercial eligibility criteria laid down in para 3 of the detailed Notice Inviting EOI applications in respect of applicant's organization, establishment, statutory and other requisite registrations and certificates etc.; experience of similar works completed, financial turn over etc. will be scrutinized and the Applicant's eligibility for the work will be determined.

The department, however, reserves the right to restrict the list of such qualified applicants to any number deemed suitable by it.

- 10.3 Even though any applicant may satisfy the above requirements, he would be liable to disqualification if he has:
- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the Techno-commercial eligibility criteria documents,
 - (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.
- 11 **Short-listing notification**
- After evaluation of EOI applications, a list of agencies for empanelment will be prepared and GUCL shall notify through web site/ e-mail/ speed post etc. the Applicants who have qualified and are empaneled for participation in the subsequent bidding process.
- 12 **Award criteria**
- 12.1 The Employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:
- (a) Amend the scope and value of contract to the applicant.
 - (b) Reject any or all the applications without assigning any reason
- 12.2 Any effort on the part of the Applicant or his agent to exercise influence or to pressurize the Employer would result in rejection of his application. Canvassing of any kind is prohibited.
- 12.3 GUCL reserves the right to select and shortlist any number of agencies for execution of the work based on their techno-commercial eligibilities.
- 12.4 Canvassing whether directly or indirectly, in connection with EOI applications are strictly prohibited and the applications submitted by the Applicants who resort to canvassing will be liable to rejection.
- 13 The Applicant shall not be permitted to bid for works in the GUCL responsible for award and execution of contracts, in which his near relative is posted. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in the GUCL. Any breach of this condition by the consultant/ contractor would render him liable to be removed from the empanelment list of GUCL.
- 14 No Engineer or other Gazette Officer employed in Engineering or Administrative duties in an Engineering Department of the State Government/ State Department Undertaking is allowed to work as contractor for a period of two year after his retirement from Government service, without the prior permission of the concerned State Government in writing. This empanelment is liable to be cancelled if either the consultant/ contractor or any of his employees is found any time to be such a person who had not obtained the permission of the State Government as aforesaid before submission of the EOI application or engagement in the consultant/contractors' service.

-XXXXXX-

PROFORMA FOR LETTER OF AUTHORITY

To,

**Managing Director
Guwahati Utilities Company Limited
4th Floor, Tripti Tower, Ganeshguri
GS Road, Guwahati – 781006**

**Subject: Expression of Interest for Empanelment of
“Design & Engineering Consultants for preparation of Detailed Project Report (DPR) including Project management, Execution, Supervision and Quality Assurance control for various project components” – Authorization Letter**

Dear Sir,

We _____ do hereby confirm that Mr. _____ (Name, position held and address) is authorized to represent us to submit EOI application/tender, negotiate and conclude the agreement on our behalf with you against the subject EOI.

We confirm that we shall be bound by all the whatsoever our said representative shall commit.

Yours faithfully,

Date:

Place:

Signature, Name & Designation
of authorized person/attorney holder of Applicant
(Please affix Seal)

Note:

- 1) This letter of authority shall be invariably submitted, if the bid signatory is a person other than the power of attorney holder of the Applicant.
- 2) This letter of authority shall be on printed letterhead of the Applicant and should be signed by a person competent and having the power of attorney (power of attorney shall be annexed) to bind such Applicant.

LETTER OF TRANSMITTAL

To,

**Managing Director
Guwahati Utilities Company Limited
4th Floor, Tripti Tower, Opp. Ganeshguri
GS Road, Guwahati – 781006**

Reference: NIEOI No: _____, dated: _____

Dear Sir,

We refer to your EOI document for “**Design & Engineering Consultants for preparation of Detailed Project Report (DPR) including Project management, Execution, Supervision and Quality Assurance control for various project components**” under Guwahati Utilities Company Limited.

We have read and understood the contents of the EOI document and hereby submit our application.

We confirm that we satisfy the techno-commercial eligibility criteria set out in the relevant sections of the EOI document. The duly attested and certified documents establishing that we satisfy each of the eligibility criteria are enclosed.

This EOI application submitted by us is unconditional and unqualified. We agree and undertake to abide by all the terms and conditions of the EOI document without any deviation at all.

All information provided in our Application and Forms and Statements are true and correct and all documents accompanying this application are duly certified true copies of their respective originals.

This statement is made for the express purpose of providing the required information to ultimately participate in the EOI for selection process of empanelment of the agencies.

We confirm that the information contained in this EOI application or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to the Employer are true, accurate, verifiable and complete. This application includes all information necessary to ensure that the statements herein do not, in whole or in part, mislead the Employer in its selection process.

We authorize the Employer to approach individuals, employers, firms and corporation to verify our competence and general reputation.

We fully confirm and agree that on verification of our submitted documents, if it is found that any information provided by us is found to be misleading, which would unduly favor our Firm/Company in the EOI evaluation process, we are liable to be eliminated from the selection process or termination of the Contract during the Contract period.

We further undertake to provide additional information or document(s), if any, sought by the Employer during the EOI evaluation process.

We hereby confirm and agree that the Employer shall, without any limitations, have the right to utilize any and all the information, provided along with this EOI application or provided later at the request of the Employer, can be shared with the Advisors, Agents and Officers of the Employer.

We understand that we are liable to be eliminated from the evaluation process if any association is revealed that may give rise to conflict of interests.

We acknowledge the right of the Employer to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We declare that we have examined, and have no reservations about the EOI document, including any addendum/corrigendum etc., if issued by the Employer later.

We, hereby irrevocably waive any right which we may have at any stage in law or otherwise to challenge or question any decision taken by the Employer in connection with the evaluation and qualification of interested parties or in connection with the selection/ evaluation process itself.

We confirm that we have no disqualification, nor we have been debarred or blacklisted in participating in bidding processes by any Authority or Court of Law during the past 5 years and no such disqualification is subsisting.

We shall be liable to be debarred, disqualified/cancellation of enlistment in case any information furnished by us is found to be incorrect.

It is hereby confirmed that we are entitled to act on behalf of our Firm/Company/Organization and empowered to sign this document as well as such other documents, which may be required in this connection

We agree to abide by this EOI application for a period of 60 (sixty) days after the deadline date fixed for receiving the same and it shall be binding on us and may accepted at any time before the expiration of that period.

Yours faithfully,

Date:

Place:

Signature, Name & Designation
of authorized person of Applicant
(Please affix Seal)

EOIFORM-1**ORGANIZATIONAL INFORMATION**

Sl. No.	Description	Details
1	Name and Address of the Applicant	
1.1	Name of the Applicant:	
1.2	Address of the Applicant	
1.2.1	Registered office/ Head office Address:	
1.2.2	Bid dealing office/ branch office Address:	
2	Legal status of the Applicant	
2.1	Whether the Bidder is a Proprietary Firm/ Partnership Firm/ Limited Company/ Corporation (attach copies of original document defining the legal status in case of Proprietary Firm/ Partnership Firm)	
2.2	Corporate Identity Number issued by the Registrar of Companies (ROC) in case of Limited Company/ Corporation: (attach Certificate issued by ROC along with MOA & AOA of the company)	
2.3	Bid signing official of the Applicant (attach authorization letter/ Power of Attorney in favour of the bid signatory)	
2.3.1	Name of the Authorized official:	
2.3.2	Designation of the Authorized official:	
2.3.3	Telephone/Mobile Phone Nos.	
2.3.4	E-mail address (Mandatory)	
3	Details of Application Processing Fee submitted	
3.1	Non-refundable Bid Processing Fee (attach the Demand Draft original/copy)	Amount: Rs.5900/- D.D. No.: D.D. Date.:
	The following Requirements are mandatory and shall be filled by the Applicant. Incomplete submissions will not be accepted. (Columns left blank, if any, will be treated as Nil and the application will be processed accordingly)	
4	Whether the Applicant has been blacklisted or debarred by any Govt. department in the last five years period preceding submission of the Pre-qualification bid	Yes / No*
4.1	If yes, furnish the details	
5	Whether any work awarded to the Applicant has been terminated during last five years on the ground of unsatisfactory performance	Yes / No*
5.1	If yes, furnish the details	
6	In case the response to 4.0 and 5.0 is "NO" then the Applicant shall submit an Affidavit declaring the same.	Affidavits submitted Yes / No*
7	Applicant is submitting the EOI Application for:	

Sl. No.	Description	Details
7.1	Design & Engineering Consultancy Works	Yes / No*
7.2	Supervision, Inspection and Implementation Works	Yes / No*
7.3	Civil and Construction Works	Yes / No*
7.4	Electro-Mechanical Works	Yes / No*
8	Electrical License submitted	Yes / No*
9	Mandatory Registration Number/ Details of the Bidder: (Photocopy of supporting documents to be enclosed)	
9.1	Goods & Service Tax (GST) Registration Number:	
9.2	Permanent Account Number (PAN):	
9.3	EPF Registration Number:	
9.4	ESIC Registration Number [§] :	

* Strike-off whichever is not applicable.

§

I hereby confirm that the details furnished above are true to the best of my knowledge.

**Signature, Name & Designation
of authorized person of Applicant
(Please affix Seal)**

EOI FORM-2

**DETAILS OF QUALIFYING WORKS COMPLETED DURING THE
LAST FIVE YEARS ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION OF TENDERS**

Sl. No.	Name of work/project and location	Owner / Client	Cost of work (Rupees in Lakh)	Date of commencement as per Contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases pending in progress with details*	Name and address / telephone number of officer to whom reference may be made	Remarks

Instructions for filling up the form:

- 1) Applicant to state only the requisite number of qualifying works as per the Para 3.2.1 of detailed EOI notice.
- 2) Work Order / Contract copy and completion certificate to be enclosed duly notarized
- 3) * Indicate gross amount claimed and amount awarded by the Arbitrator.

**Signature, Name & Designation
of authorized person of Applicant
(Please affix Seal)**

EOI FORM-3

**CERTIFICATE OF FINANCIAL TURNOVER
FROM CHARTERED ACCOUNTANT
(on CA's Letter-head)**

Financial Analysis - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Notarized copies of Balance Sheets and Profit & Loss Accounts to be attached).

Name of Bidder:

Particulars	Financial Year				
	2017-18	2018-19	2019-20	2020-21	2021-22
Gross Annual Turnover (Rs. in Lakh)					
Profit / Loss (Rs. in Lakh)					

Signature
Name of Chartered Accountant
FRN:
(Please affix Seal)

Signature, Name & Designation
of authorized person of Applicant
(Please affix Seal)

AFFIDAVIT
(No Blacklisting/Debarment/Termination)

I/We here be solemnly declare that our firm / company has not been black listed by the Central Government/ State Government/ or its Undertakings/ Agencies. Further, I/we hereby declare that no work awarded to the us has been terminated during last five years on the ground of unsatisfactory performance.

If any part of this declaration is found untrue at any point of time, then GUCL shall be entitled to take any action against us in this regard in any manner that may be deemed fit by GUCL including debarment from participation in future tenders under GUCL for a period of three years.

Date:

Place:

Signature, Name & Designation
of authorized person of Applicant
(Please affix Seal)

Notes:

Affidavit to be furnished on a Non-Judicial stamp paper worth Rs.100/- and should be Notarized.