

REQUEST FOR PROPOSAL

FOR

ASSISTING THE CORPORATION WITH COLLECTION AND IMPROVEMENT OF HOARDING REVENUE TAX,
IDENTIFICATION AND REMOVAL OF ILLEGAL HOARDING IN WARD NO. 1,3 & 8 OF GUWAHATI MUNICIPAL
CORPORATION AREA

OFFICE OF THE COMMISSIONER, GUWAHATI MUNICIPAL CORPORATION, GUWAHATI



**OFFICE OF THE COMMISSIONER
GUWAHATI MUNICIPAL CORPORATION
PANBAZAR, GUWAHATI- 1
Request for Proposal (RfP)**

No. GCC/PMC/04/2020/678

Date: 30/09/2020

Guwahati Municipal Corporation invites Request for Proposal (RfP) from Class 1 'A' Contractors of GMC/Govt. of Assam (except advertising agencies) for "Assisting the Corporation with Collection and Improvement of Hoarding Revenue Tax, identification and removal of illegal hoarding in ward no. 1, 3 & 8 of Guwahati Municipal Corporation area".

Detailed terms and conditions for submitting the RfP may be downloaded from the official website of Guwahati Municipal Corporation.

**Sd/-
Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati- 1**

Memo No. GCC/PMC/04/2020/678

-A-

Date: - 30/09/2020

Copy to: -

- 1) The Administrator, Guwahati Municipal Corporation for favour of kind information.
- 2) The Additional Commissioner, Guwahati Municipal Corporation for favour of kind information.
- 3) The Joint Commissioner, Guwahati Municipal Corporation for favour of kind information.
- 4) The Collector, GMC for information.
- 5) Chief Accounts and Audit Officer, GMC for information.
- 6) The OSD, Guwahati Municipal Corporation for information.
- 7) The Director of Information and Public Relation, Assam, Last gate, Dispur with a request to publish the notice in one Assamese daily, one English Daily and submit the bill to the undersigned for necessary payment.
- 8) The Software Developer, Computer cell, for making arrangement of uploading the RfP in the GMC website.

**Sd/-
Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati- 1**

Request for Proposal (RfP)

For

Assisting the Corporation with Collection and Improvement of Hoarding Revenue Tax, identification and removal of illegal hoarding in ward no. 1, 3 & 8 of Guwahati Municipal Corporation area

Guwahati Municipal Corporation (GMC) is the urban local body responsible for governing, developing and managing Guwahati. It administers an area of 216.79 km² of Guwahati city. The entire GMC area is divided into 31 municipal wards.

Assisting the Corporation with Collection and Improvement of Hoarding Revenue Tax, identification and removal of illegal hoarding in ward no. 1, 3 & 8 of Guwahati Municipal Corporation (GMC) area, GMC invites Request for Proposal (RfP) from Class 1 'A' Contractors of GMC/Govt. of Assam. Advertising agencies cannot bid.

1. Bid Details

Date of downloading of RfP document	01/10/2020 onwards
Date, Time and Venue of pre bid meeting	07/10/2020 at 2.00 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Last Date and Time for submission of RfP	21/10/2020 up to 2.00 PM
Date, Time & Venue of Technical Bid Opening	21/10/2020 at 2.30 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Date, Time & Venue of Financial Bid Opening	28 /10 /2020 at 2.30 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Address for Communication	The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati- 781001, Assam Mail ID- guwahaticom@gmail.com

Note:

- In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective purpose mentioned herein.
- RfP documents can only be downloaded from GMC website www.gmc.assam.gov.in. RfP documents will not be sold at GMC counters.

2. Scope of Work

- 2.1 The broad scope of work includes assisting the Corporation with Collection and Improvement of Hoarding Revenue Tax, identification and removal of illegal hoarding in ward no. 1, 3 & 8 of Guwahati Municipal Corporation area.

The Scope of work in details is as below-

- 2.1.1 The bidder shall assist the Corporation with collection and improvement of hoarding revenue tax, identification and removal of unauthorized Hoardings, Kiosk, and Signage etc. on ground, Rooftops and from high rise building etc. in ward no. 1, 3 & 8 of Guwahati Municipal Corporation area.
- 2.1.2 The Bidder shall engage their own manpower and materials for removal of hoarding, hoarding revenue tax collection; identification and removal of illegal hoarding in ward no. 1, 3 & 8 of GMC area.
- 2.1.3 The bidder will work under strict supervision of GMC official for Ward No. 1, 3 & 8 under GMC area.
- 2.1.4 During the dismantling/Removal process every care should be taken to prevent mishap. For any mishap the selected bidder or and his authorized representative will be responsible for any civil/criminal liability.
- 2.1.5 The Bidders will be entitled the scraps of removed hoarding.
- 2.1.6 The Bidders will not be allowed for removal of Hoarding etc. which exempted as per the Corporation Act.
- 2.1.7 The work has to be carried out at any time of the day including night hours.
- 2.1.8 The Bidders will be entitled to 10 % (Including GST) of hoarding revenue tax collected in Ward No. 1, 3 & 8 of GMC area for each month.
- 2.1.9 No work shall be preceded without the written approval of the Guwahati Municipal Corporation.
- 2.1.10 The target quoted by the bidder for collection of the hoarding revenue is the bidding parameter for Ward No. 1, 3 & 8 of GMC area for each month.
- 2.1.11 The monthly target will be on cumulative basis and it will be the bidding parameter.
- 2.1.12 There will be no target for the first month after allotment of work.
- 2.1.13 If the Bidder fails to achieve target on cumulative basis, the penalty will be equal to shortfall.
- 2.1.14 The account settlement for the collection of hoarding revenue tax in Ward No. 1, 3 & 8 of GMC area will be on monthly basis.

- 2.1.15 The bidder shall provide professional team for Ward No. 1, 3 & 8 of Guwahati Municipal Corporation for identifying the illegal hoarding and assisting the respective GMC official in all manner.
- 2.1.16 The bidder shall provide Safety Equipment and Personal Protection Gear to all workers in view of Covid 19 Pandemic.
- 2.1.17 The bidder shall have sufficient number of manpower to assist the hoarding issues of Ward No 1, 3 & 8 under GMC area.
- 2.1.18 The work will be applicable for One (1) year from the date of signing of contract as directed by GMC.
- 2.1.19 The bidder shall be paid 10% of tax revenue only after certification provided by the respective Hoarding branch, GMC.
- 2.1.20 The selected bidder will have to bear all direct/indirect/incidental cost with regards to execution of the work related with dismantling and removal of unauthorized Hoardings and sky signage along with structure including cost for travelling, halting, etc for their personnel for implementation and execution of the work at each location.

3. Pre Qualification Criteria:

The bidder should have-

- 3.1 A Bidder shall be a Class 1 'A' contractor of GMC/ Govt. of Assam.
- 3.2 The Bidder should have valid GST and PAN card.
- 3.3 All Bids must be submitted, duly Sealed and Signed by the Bidder.

4. Document Processing Fee

Bidders are required to submit a non-refundable document processing fee of Rs. 1000.00 (One Thousand Only) in the form of demand draft drawn from a nationalized/scheduled bank in favour of the Commissioner, Guwahati Municipal Corporation. This demand draft should be part of the RfP.

5. Earnest Money Deposit (EMD)

Bidders shall submit along with the RfP an EMD of Rs. 10,000.00 (Ten thousand only) in the form of demand draft drawn from a nationalized/scheduled bank in favour of the Commissioner, Guwahati Municipal Corporation. The EMD of the bidders will be returned without any interest as promptly as possible on acceptance of the bid by the selected bidder or when the bidding process is cancelled by GMC.

6. Performance Bank Guarantee

The one month target amount will be the Performance Bank Guarantee of the selected bidder. In case of failing to meet the target, the Performance Bank Guarantee will be forfeited.

7. Submission of RfP

The bidder should submit technical bid (Annexure-II) and financial bid (Annexure-IV) separately in two separate envelopes along with relevant documents and demand drafts for document processing fee and EMD.

The envelopes for Technical bid (Annexure-II) and Financial bid (Annexure-IV), the Demand Drafts, Covering Letter (Annexure-I) and a copy of the RfP document duly Sealed and signed by the authorized signatory of the bidder in each page are to be put together in an outer envelope which is to be sent to the address for communication mentioned at clause 1. The outer envelope should be clearly marked "RfP for Assisting the Corporation with Collection and Improvement of Hoarding Revenue Tax, identification and removal of illegal hoarding in ward no. 1, 3 & 8 of Guwahati Municipal Corporation area".

The bidder has to submit separate bid for each ward. The bidder has to mention the Ward no, Name and Tender details clearly in the outer envelope. The EMD and Document processing Fees needs to be submitted separately for each ward.

Incomplete RfPs or RfPs received without the Seal and Sign in each page, drafts for document processing fees and EMD or after due date and time will be summarily rejected.

8. Evaluation and Comparison of Bids

A two-stage procedure will be followed in evaluating the bids, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only in case the bidder passed with minimum technical score of 70% of the total marks in the evaluation of the technical bid.

In the Second Stage, the financial bids of all bidders that have scored minimum 70% score in the technical evaluation will be opened and compared.

9. Right to amend document

GMC reserves the right to modify the specifications at any time prior to the last date of submission of RfP which will be uploaded in the website of GMC only from time to time, not to be floated in any newspaper. In order to provide prospective bidders reasonable time to respond to the modifications, GMC may, at its sole discretion, extend the last date for submission of bids.

10. Right to accept or reject bids

GMC reserves the right to accept or reject any or all bids without incurring any liability or obligation. The decision of GMC in this regard will be final.

11. Termination of Contract

GMC reserves the right to terminate the selected bidder at any stage in case of breach of any of the guideline and terms& conditions by the selected bidder or in case their performance is not

found satisfactory. GMC shall be entitled to terminate the selected bidder in case of any neglect or lapse on the part of the selected bidder.

12. Instruction to Bidders

- 12.1 The bidder must be registered with competent authority.
- 12.2 The bidder must have income tax assesses and GST registration.
- 12.3 Rate should be quoted inclusive of the cost of services, manpower cost, other resources to be utilized in the work and developing reports and also inclusive of GST as applicable.
- 12.4 The selected bidder has to complete the job assigned within the timeline set by GMC.
- 12.5 GMC will have no liability regarding transportation, boarding and lodging of the selected bidder, their staff and machineries.
- 12.6 Any Conditions of the bidder sent along with RfP, if any, shall not be binding on GMC.
- 12.7 It is not binding on GMC to accept the best of the bidding.
- 12.8 GST applicable as on date will be deducted from the actual bill submitted for payment by the selected bidder.
- 12.9 Bid of a bidder will not be considered if it is blacklisted by any of its clients or other agencies.
- 12.10 The rates mentioned in the financial bid are to be mentioned in words as well as in figures.
- 12.11 RfP with overwriting at any place will be rejected.
- 12.12 The selected bidder will be issued a LoI (Letter of Intent) before entering into an agreement with GMC.
- 12.13 The bidders selected in the technical bid evaluation (bidders scoring minimum 70% marks in technical bid evaluation) may be called for a presentation as per convenience of GMC.

13. Disclaimer

All information contained in this RfP document or subsequently provided/clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any bidder.

Each bidder should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this RfP document. Bidders should make their own independent investigation in relation to any additional information that may be required.

Bidders should make their own due diligence of facilities while preparing the RfP.

Sd/-
Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati- 1

Covering Letter
(On the bidder's letter head)

FROM: (Full name and address of the bidder)

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.....
.....

To:

**The Commissioner,
Guwahati Municipal
Corporation, Panbazar, Guwahati-
1, Assam**

Sub: - Assisting the Corporation with Collection and Improvement of Hoarding Revenue Tax, identification and removal of illegal hoarding in ward no. _____ of Guwahati Municipal Corporation area.

Ref: RfP No.

Dated

Sir,

We hereby submit our RfP in full compliance with terms & conditions of the above referred RfP document. A blank copy of the RfP document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of RfP Processing fee and EMD in the form of Demand Drafts.

Signature of the authorized signatory of the bidder with name, designation, seal and date

Technical Bid
(On bidder's letterhead)

SL. No.	Particulars	Give details or mention page no. where attached
1	Name, address, email and telephone number of the bidder	
2	Name, designation, address, email and telephone number of the contact person of the bidder	
3	Address of the bidder's office	
4	Date of Registration and Registration number of the bidder (attach photocopy of registration certificate)	
5	GST Registration Number of the bidder (attach copy of GST registration)	
6	PAN Number of the bidder(attach copy of PAN Card)	
7	List of permanent professionals, experience and number of year of association with the bidder on bidder's letterhead a. Electrician Welder b. Porter c. Supervisor d. Drilling Machine Operator	
8	List of machineries of the bidder to be engaged in GMC's project on bidder's letterhead a. Truck Mounted Ladder b. Gas cutter/Electric Cutter c. Safety Tools d. Drilling Machine	

9	Certificate of power of attorney of the authorized signatory of the bidder on stamp paper of value Rs. 20.00 (Twenty Only)	
10	Detail of experience of the bidder in the similar field (copy of work order/completion certificate to be attached)	
11	Certificate for not being blacklisted in the format at Annexure- III	
12	Annual Turnover: 2017-2018: 2018-2019: 2019-2020: (Turnover of last Three years certified by CA Balance sheet and profit and loss account of last Three years. No other enclosures are required)	

Declaration:

This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the authorized signatory of the bidder with name, designation, seal and date

Certificate for not being blacklisted
(On bidder's letterhead)

To

The Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati- 1

Date:

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 RfP for the purpose of Assisting the Corporation with Collection and Improvement of Hoarding Revenue Tax, identification and removal of illegal hoarding in Ward No. _____ of Guwahati Municipal Corporation area.

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**

Financial Bid
(On bidder's letterhead)

Sl. No	Item	Ward	Proposed target from bidder (Amount)
1	Proposed hoarding revenue tax collection		

Note: The rate should be quoted as per clause 12.3 and 12.10 of the RfP document.

Declaration:

This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the authorized signatory of the bidder with name, designation, seal and date