



**OFFICE OF THE COMMISSIONER
GUWAHATI MUNICIPAL CORPORATION
PANBAZAR, GUWAHATI- 1**

No- GGR/C/214/2021/3624

Date: 22/06/2021

Notice Inviting Quotation (NIQ)

Sealed quotations are hereby invited for Supply of Good quality Rain Coat of reputed brand from the manufacturer/authorized dealer as per the format attached herewith. The Terms & Conditions of the NIQ is as below -

1. The Rain Coats have to be colour printed with GMC logo and Name of the GMC in both sides by the supplier (Sample of logo attached at Annexure – II)
2. The agency has to submit one sample of Rain Coat along with Rate Quotation.
3. A procurement committee will scrutinize the quality of the product and accordingly agencies will be shortlisted.
4. The rate quotation of the shortlisted agencies will be opened by the committee.
5. The disqualified agencies after the scrutiny may collect their sample as well as rate quotation after completion of the process from Janxala Branch, Basistha Chariali, NH – 37, Guwahati Municipal Corporation.
6. The bidder should submit their Sample Product and Quotation as per below format –
 - a) Envelope I – Sample of Rain Coat
NIQ No –
Name of the Agency
 - b) Envelope II – Rate quotation for Supply of Rain Coat
NIQ No –
Name of the Agency

The Envelope I & II should be put in another outer envelope clearly mentioning the Name as “Supply of Rain Coat” clearly mentioning the Name of the Agency and NIQ No.

7. The bidder should quote their rate both in words and figures inclusive of all taxes and any other incidental charges as per the format attached in Annexure - I.
8. The bidder must submit their self-attested photocopies of valid PAN, G.S.T.N and Trade licensee along with the quotation.
9. The quotation will be received on **01/07/2021 upto 12.00 pm**. The sample will be opened and checked on the same day at 12.30 pm in presence of participating bidders.
10. The NIQ should be submitted at the designated place at Janxala Branch, GMC, Basistha Chariali, NH- 37, Guwahati – 29.
11. The Commissioner, GMC reserves the right to reject any or all quotations without assigning any reason thereof.
12. Time allowed for Supply and Installation is 10 days.
13. The payment will be made after supply of the order.

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

Memo No. GGR/C/214/2021/3624

-A

Date:22/06//2021

Copy to -

- 1) 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.
- 2) The CA&AO, GMC for information.
- 3) The Software Developer, Computer cell, for making arrangement of uploading the NIQ in the GMC website.

**Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati**

(On bidder's letter head)

Annexure - I

Sl.No	Description of item	Unit	Unit Rate in Rs.	Total Amount. (In figure).	Amount (Rs). (In Words)
1	Supply of Rain Coat	2500 Nos			

* The above quoted rate is inclusive of all taxes and duties as applicable.

Signature of the Bidder –

Seal of the Bidder -

Name of the Bidder -

Contact No –



GUWAHATI MUNICIPAL CORPORATION

- N.B. – 1. The bidder has to print the Logo on both sides.**
- 2. The Color of the writing is indicative only; bidder can modify it to make it more prominent and attractive.**
 - 3. The writing and logo should be in fluorescent colour so that the same can be noticeable during night hour also.**
 - 4. The placement of logo on the rain coat may be decided by the bidder for more prominence.**
 - 5. Bidder has the right to apply any creative idea to make the logo prominent and attractive.**