



**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
ENGINEERING WING :: DIVISION-IV :: FANCY BAZAAR MARKET COMPLEX**

No. GER/DIV-IV/T/2021/3

Date: 10 / 01 / 2021

Request for Quotation (RFQ)

Guwahati Municipal Corporation invites RFQ from reputed firm/contractors/suppliers etc. for hiring of the various types of Machineries/vehicles for Swachhta Khetra at Pashim Boragaon. Detailed quotation notice may be downloaded from GMC official website i.e. www.gmc.assam.gov.in.

Tender will be received up to 2.00 PM of 24 / 01 / 2021 at Head office, GMC, Panbazar, Guwahati-01 and the same will be opened on the same date and venue at 3.00 PM, in presence of the bidder or their authorized representative who would likely to be present.

Each quotation must be accompanied with a bid fee for Rs. 1,000.00 (Rupees One Thousand) only in form of Demand Draft duly pledged in the name of the Commissioner, Guwahati Municipal Corporation.

Commissioner

Guwahati Municipal Corporation

Panbazar, Guwahati- 1

Memo No. GER/DIV-IV/T/2021/3

-A

Date: 10 / 01 / 2021

Copy to: -

- 1) The Additional Commissioner, GMC for information.
- 2) The Chief Engineer, GMC for information and necessary action.
- 3) P.S to the Hon'ble Minister, DoHUA for kind appraisal of the Hon'ble Minister, DoHUA.
- 4) P.S to the Additional Chief Secretary to the Govt. of Assam, DoHUA for kind appraisal of the Additional Chief Secretary to the Govt. of Assam, DoHUA.
- 5) 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.
- 6) The Software Developer, GMC for information and necessary action.
- 7) File.

Commissioner

Guwahati Municipal Corporation

Panbazar, Guwahati- 1



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Detail Quotation Notice

1. Bid Details

Date of downloading of RFQ document	13/01/2022 onwards
Last Date and Time for submission of Bid	24/01/2022 up to 2.00 PM <u>Address for Submission:</u> Head office, GMC, Panbazar, Guwahati-01
Date, Time & Venue of Bid Opening	24/01/2022 at 3.00 PM Venue: Head office, GMC, Panbazar, Guwahati-01
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.
- RFQ documents can only be downloaded from GMC website www.gmc.assam.gov.in. RFQ documents will not be sold at GMC counters.

2. Terms & Condition (ToR)

- The details of the Machineries/Vehicles required as per the list below –

Sl. No.	Vehicles / machineries
1	Bulldozer (D-65) or equivalent model

- Bid must be accompanied with an Earnest Money of Rs. 18,000.00 (Rupees Eighteen Thousand) only in the name of the Commissioner, Guwahati Municipal Corporation duly pledged in the form of Fixed Deposit from any scheduled bank with a validity of 6 months.
- The bidder must be furnished RFQ as per the Annexure – I.

- d) The bidder must furnish their full postal address/contact numbers/e-mail ID with the bid. All correspondence onwards will be made by ordinary post / e-mail which will be assumed to be received by the addressee and no complaint will be entertained on non-receipt of letter. Change of Address should be intimated immediately.
- e) Quotation must be enclosed with up to date Trade License, PAN Card, GST Registration Certificate.
- f) Machineries/Vehicles will be hired as per the requirement shown at Annexure - I. However, the quantity may vary as per the requirement. The initial hiring period is for 90 days. However, it may be increased or decreased depending on the situation. GMC may terminate the contract at any moment if the performance of the machine is not satisfactory or any other.
- g) Machineries/Vehicles in good and working condition with driver/operator must be placed within 3 (three) days from the date of receipt of formal order.
- h) All rates to be quoted exclusive of POL.
- i) The machine must work very day without any holiday or bandh/strike called by any organization.
- j) Rate quoted should be inclusive of GST and all other taxes & manpower. No allowance for Operator/Drive/Handyman will be paid
- k) The Machineries/Vehicles must have a Log Book for recording the day to day performance of the allotted work with reading of hour meter. The log book must be signed by the engineer concern or authorized supervisor daily after completion of the work. Bill for payment against hire charge should be submitted monthly supported by all certified log books
- l) The Machineries/Vehicles will be used for 8 hours shift per day. However, if required it can be used for more hours, for which hourly payment will be made. Timing of works may vary. If required night operation will be carried out, for which no extra payment will be paid. Extra payment i.e. Hourly basis will be calculated as per allowed rate.
- m) If the Machineries/Vehicles become non-operational due to any mechanical defect, it must be repaired immediately or a replacement must be provided within same day. Failing which penalty will be imposed at the rate the value of the hire charge for the day multiplied by two. The bidder shall have to ensure the security of the Vehicles/Machineries provided to the Corporation. GMC will not be liable for any damage of the vehicles during operation and beyond operation hours.
- n) All responsibility of the Machineries/Vehicles including accident or breakdown during hiring period will be solely on the bidder. All cost towards the repairing etc. will be borne by the bidder.
- o) The quotation must submit in a sealed envelope. The name of work as “QUOTATION FOR SUPPLY OF MACHINERIES/VEHICLE ON HIRE BASIS FOR SWACHHTA KHETRA” should be written clearly over the envelope in Block letter.
- p) The payment will be made on monthly basis after submission of bill with log book record and certification of bill by Engineer in-charge
- q) The undersigned reserves the right to reject all or any bid without assigning any reason thereof and does not bind itself to accept the highest rate.

3. Instruction to Bidders

- 3.1 The bidder must submit the following details –
 - 3.1.1 Copy of PAN Card
 - 3.1.2 Copy of Up-to-date Trade Licence of GMC.
 - 3.1.3 Attested copy of Registration Certificate of the Firm. Co-operative Society or Company as the case may be, issued by the lawful authority.
 - 3.1.4 GST clearance certificate.
 - 3.1.5 Registration Certificate of the Machineries/Vehicles.
 - 3.1.6 Insurance Certificate of the Machineries/Vehicles.
- 3.2 Any Conditions of the bidder sent along with RFQ will not be entertained.
- 3.3 Bid of a bidder will not be considered if it is blacklisted by any of its clients or other agencies.
- 3.4 Tender with overwriting at any place will be rejected.
- 3.5 The selected bidder will be issued a LoI (Letter of Intent) before entering into an agreement.
- 3.6 Non-fulfilment of any of the terms and conditions as made herein above shall invite rejection of the tender without any further reference.
- 3.7 On acceptance of any tender the tenderer shall be liable to pay any or all lawful taxes including turnover tax as per Contract. The Corporation will not entertain any of such claim whatsoever in this respect.
- 3.8 No person, firm, co-operative society or company will be allowed to participate in the tender process if either convicted by any Court of law or blacklisted by the Corporation at any point of time. The previous conducts or records of any such tenderer, if any shall form the basis for all actions of GMC for any such purpose.
- 3.9 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.
- 3.10 The decision of the authority in this regard will be final and binding.
- 3.11 Submission of Bid –
 - Main envelop clearly mentioning – “QUOTATION FOR SUPPLY OF MACHINERIES/VEHICLE ON HIRE BASIS FOR SWACHHTA KHETRA”
 - Inside the main envelope Seal & Signed Bid Document along with all required document, Bid Fee, EMD and Rate Quotation in Bidders letter Head.

Sd/-
Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati

(On Bidders Letter Head)

Annexure – I

To,

**The Commissioner
Guwahati Municipal Corporation
Panbazar, Guwahati**

Sub: Hiring of the various types of Machineries/vehicles for Swachhta Khetra at Pashim Boragaon.

I/We have submitted quotation for hiring of the various types of Machineries/vehicles for Swachhta Khetra at Pashim Boragaon as per terms and conditions specified by GMC. I/We here by read all the terms and conditions for R.F.Q notice and agree to abide by the said terms and conditions. I/We furnish my/our quotation as follows-

Sl No	Particulars of Machineries/vehicles	Rate offered in figure and words per Vehicles
1	Bulldozer (D-65) or equivalent model	Rs..... (Rupees.....) only

I/We have enclosed Demand Draft No.....Date.....of

..... Bank
Branch.....(branch code) of Rs. 1,000/- (Rupees One Thousand) only as bid fee drawn in favour of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-01. I/We shall execute the formal agreement with the GMC authority in case of allotment of the said work is made in favour of me/us prior to taking the work. I/We give my/our permanent residential address here under.

Vill:

P.O:

Dist:

Pin:

Mobile no:

Yours faithfully,

For and on behalf of (Name of Bidder)

Duly signed by the Authorized Signatory of the Bidder

(Name, Designation and Address of the Authorized Signatory)
