



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

No. GCS/NURM/322/14/3299

Date: 08/10/2020

Request for Proposal (RfP)

Guwahati Municipal Corporation invites Request for Proposal (RfP) from Class 1 'A' Contractors of GMC/Govt. of Assam for House Numbering Project.

Detailed terms and conditions for submitting the RfP may be downloaded from the official website of Guwahati Municipal Corporation www.gmc.assam.gov.in

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

Memo No. GCS/NURM/322/14/

Date: - 08/10/2020

Copy to: -

- 1) The Administrator, GMC for favour of kind information.
- 2) The Director, DIPR, Assam, Last Gate, Dispur for publication of the above notice in one Assamese Daily, one English Daily and one Hindi Daily and submit the bill to the undersigned for necessary payment.
- 3) The Software Developer, GMC for upload of the notice in GMC Website.

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

Request for Proposal (RfP)

for

House Numbering Project

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 and each municipal wards. GMC works under Guwahati Development Department, Assam.

For Proper House Numbering, GMC invites Request for Proposal (RfP) from experienced/competent/established IT firms/companies registered with Government of India/Government of Assam.

1. Bid Details

Date of downloading of RfP document	09/10/2020 onwards
Date, Time and Venue of pre bid meeting	12/10/2020 at 3.00 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Last Date and Time for submission of RfP	19/10/2020 up to 3 PM <u>Address for Submission:</u> Guwahati Municipal Corporation, Panbazar, Guwahati- 781001, Assam
Date, Time & Venue of Technical Bid Opening	19/10/2020 at 3.30 PM Venue: Conference Hall, GMC, Panbazar, Guwahati-1
Date, Time & Venue of Financial Bid Opening	20/10/2020 at 3.30 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:

- a) 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.
- b) 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 proper House Numbering for the citizen of the city. It has been observed that the House Numbering in the Corporation area is incomplete, not proper, in some cases it doesn't follow any order. To cover each and every house hold with house number for proper Administration and management an approach needs to be developed.

The Scope of work in details is as below-

- 2.1.1 The main scope of work is to assign and fix House Number to House Hold within Guwahati Municipal Corporation Area residing without house number. All House Hold including the vacant land also needs to be assigned House Number. In doing so, the old number of the house and the pattern of old house numbering should be taken in to consideration.
 - 2.1.2 As part of the work, the selected bidder would be required to do extensive survey of each and every ward of Guwahati Municipal Corporation and prepare a ward wise report on existing pattern of House Numbering in the city with due consultation with stakeholder. A robust database needs to be prepared as per the format fixed by the corporation for the whole city.
 - 2.1.3 The existing house numbering needs to be submitted ward wise in digital format (in .xls or .csv)
 - 2.1.4 Preparation of a proper plan for new House Numbering for the entire city with proper approach and methodology.
 - a. The new house numbering shall be based on the locality, Road, Lanes and Bye lanes.
 - 2.1.5 The new house number assigned to all House Holds including existing house number, New House Number and Vacant Land etc. needs to be uploaded in the website for comments/views/suggestions from public.
 - 2.1.6 Incorporation of comments/views/suggestions in the House Numbering plan.
 - 2.1.7 Publication of Final House Numbering Plan in Public domain.
- 2.2 Date of completion of work should not exceed 6 (Six) months from the date of signing of agreement between GMC and the selected bidder. Any extension needed by the selected bidder beyond this time period shall require permission from GMC in writing. GMC may grant the extension with imposing a fine (the rate of which will be mentioned in the agreement) or without imposing any fine or terminate the selected bidder as it deems fit.
- 2.3 The selected bidder will have to make all its accessories and bear the overhead costs including cost for travelling, halting, etc for their personnel for implementation and execution of the work at each location.
- 2.4 Selected Bidder has to engage minimum 1 (One) Graduate Surveyor per ward, who is registered voter of that specific ward.

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 selected bidder shall have to furnish performance security by way of an irrevocable bank guarantee, issued by a nationalized/scheduled bank located in India in favour of the Commissioner, Guwahati Municipal Corporation for an amount **50,000.00/-** (Rupees Fifty Thousand only) during the time of signing the agreement. The Performance Bank guarantee should be valid for the entire period of the project work.

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 Bankers Cheque/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 Seal 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 marked with "RfP for House Numbering Project" and clearly mentioning name and address of the bidder.

Incomplete RfPs or RfPs received without the Seal and Signed 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.

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

- 13.1 The bidder must be registered with competent authority.
- 13.2 The bidder must have income tax assesses and GST registration.
- 13.3 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 charges of GST and other taxes as applicable.
- 13.4 The selected bidder has to complete the job assigned within the timeline set by GMC.
- 13.5 GMC will have no liability regarding transportation, boarding and lodging of the selected bidder, their staff and machineries.
- 13.6 Any Conditions of the bidder sent along with RfP, if any, shall not be binding on GMC.
- 13.7 It is not binding on GMC to accept the lowest of the bidding.
- 13.8 Bid of a bidder will not be considered if it is blacklisted by any of its clients or other agencies.
- 13.9 The rates mentioned in the financial bid are to be mentioned in words as well as in figures.
- 13.10 RfP with overwriting at any place will be rejected.
- 13.11 The selected bidder will be issued a LoI (Letter of Intent) before entering into an agreement with 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.

Covering Letter
(On the bidder's letter head)

FROM: (Full name and address of the bidder)

.....
.....
.....

To:

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

Sub: - House Numbering Project

Ref: RfP No.

Dated

Sir,

We hereby submit our RfP in full compliance with terms & conditions of the above referred RfP document. A copy of the RfP document, duly seal and 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

Annexure-II

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 years of association with the bidder on bidder's letterhead	
8	List of machineries of the bidder to be engaged in GMC's project on bidder's letterhead	

9	Certificate of power of attorney of the authorized signatory of the bidder on stamp paper of value Rs. 20.00 (One Twenty Only)	
10	Detail of experience of the bidder in the field during last three years on bidder letterhead(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 five 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 House Numbering Project.

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	Rate (A)	Taxes/GST (B)	Total rate (C=A+B)
1	Cost for survey of existing House Numbering and assignment of new House Number per Building			
Grand Total				
GRAND TOTAL (in Words)				

Note: The rate should be quoted as per clause 13.3 and 13.10 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