

Annexure-I

Covering letter

(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

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.....
.....

To

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

Sub:- Wifi and Wired Internet Connection in different offices of Guwahati Municipal Corporation

Ref: NIQ No. GCS/PMC/838/17/

Dated: / /2018

Sir,

We hereby submit our document. A copy of the NIQ document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms and conditions.

Yours faithfully

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

Annexure II

Certificate for not being blacklisted

(On Bidder's letterhead)

To

Date:

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

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 proposal for the purpose of the Wifi and Wired internet connection in different offices of GMC.

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**

QUOTATION

(ANNEXURE III)

To,

Commissioner,

Guwahati Municipal Corporation,

Panbazar, Guwahati-01

Sub: Rate for the Work “Wifi and Wired Connection in different offices of Guwahati Municipal Corporation”

Ref: GCS/PMC/837/17

Sir,

With reference to the subject cited above, I hereby quote my rate as given below.

SL	Office	Description	Rate (in Rs.)		Total Cost (=A+ 12xB)	
			CAPEX (A)	Monthly rent for internet bandwidth (B)	In fig	In Words
1	Garage Branch & Electrical Section	2 Mbps (1:1) dedicated bandwidth				
2	Water works	1 Mbps (1:1) dedicated bandwidth				
3	Enforcement	1 Mbps (1:1) dedicated bandwidth				
Grand Total						

N.B. The quantity shown above is approximate and may vary.

1. For CAPEX part refer Annexure –IV.
2. Above rate shall be inclusive of all prevailing applicable taxes.

Enclosures:

1. Registration No:
2. Trade License:
3. PAN No:
4. Audited balance sheet of last three years duly certified by Chartered accountant.

Yours faithfully

Seal

Signature

Name:

Address:

Phone No:

Annexure IV

Details of Location & Specification

SL	Office	Address	Specification
1	Garage Branch & Electrical Section	Morashali, Near Ulubari Fly Over, Guwahati-7	Ethernet Port: 3, Room 2 , Ground floor, Wired And Wifi Setup. Internet Bandwidth: Dedicated and Quality Bandwidth of 2 Mbps(1:1)
2	Water works	GMC, Panbazar, Guwahati-1	Ethernet Port: 2, Room 2 , 1 st floor, Wired And Wifi Setup. Internet Bandwidth: Dedicated and Quality Bandwidth of 1 Mbps(1:1)
3	Enforcement	GMC, Near Manik Chandra Borodoloi Bhawan, Guwahati-1	Ethernet Port: 1, Room 1 , Ground floor, Wired And Wifi Setup. Internet Bandwidth: Dedicated and Quality Bandwidth of 1 Mbps(1:1)



**OFFICE OF THE COMMISSIONER
GUWAHATI MUNICIPAL CORPORATION
PANBAZAR : GUWAHATI – 781001**

No: GCS/PMC/838/17

Dated: 5 / 1 / 2019

Notice Inviting Quotation

Scaled quotation is hereby invited from reputed firms/agencies/companies for providing “Wifi and wired internet connection in different offices of Guwahati Municipal Corporation”. Detail terms and conditions of the said NIQ may be obtained from the GMC website www.gmcportal.in and <http://gmc.assam.gov.in> from 05 / 01 / 2019. The last date of submission of the complete quotation is 11 / 01 / 2019 till 2:00 PM and will be opened at 2:30 PM on 11 / 01 / 2019 at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati-01.

Sl No	Name of the Work	Bid Security	Cost of Bid Document	Date & Time of Submission of Bid
1.	Wifi and Wired internet connection in different offices of Guwahati Municipal Corporation.	Rs 2,000.00	Rs 1,000.00	11 / 01 / 2019 at 2:00 PM

Your's faithfully,

**Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati-01**

Memo No:- GCS/PMC/838/17/

Copy forwarded to:

1. The Chief Engineer I, GMC, for information.
2. The Chief Accounts and Audit Officer, GMC, for information.
3. E.E, Div. II, GMC, for information.
4. Software Developer, Computer Cell, for making arrangement of uploading the NIQ in the GMC website.
5. Notice Board.

**Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati-01**



**OFFICE OF THE COMMISSIONER
GUWAHATI MUNICIPAL CORPORATION
PANBAZAR : GUWAHATI – 781001**

Notice Inviting Quotation (NIQ)

No. GCS/PMC/838/17/

Date: 05 / 01 /19

Notice inviting Quotation to provide Wifi and Wired Internet Connection in different offices of Guwahati Municipal Corporation as per the specifications mentioned in the Annexure of this NIQ

With reference to the aforementioned subject the Guwahati Municipal Corporation invites quotation from all the service providers for Wifi and Wired Internet Connection in different Offices of Guwahati Municipal Corporation.

The eligibility criteria of service provider are as under:-

1. The service provider must possess their Registration No., Trade License and PAN No.
2. The average annual turnover of the vendor should be more than 15 Lakhs for the last three years.

Kindly attach the documentary proof of aforementioned eligibility criteria along with the quotations. The commercials for the referred work should be filled in the format as per Annexure.

Terms & Conditions

1. The Quotations must be addressed to the Commissioner, GMC in the Bidder's letter pad.
2. Name and Address of the Bidder should be clearly mentioned.
3. Intending Bidder should mention their TIN NO., Trade License and PAN No. Submitting self attested photocopies of the same thereof. Else it will be a cause to disqualify the quotation.
4. The quotation must be accompanied by a bid document non refundable fee of Rs. 1000.00(Rupees One Thousand) only in the form of Demand Draft drawn on any Nationalized /Scheduled bank in favor of "The Commissioner, Guwahati Municipal Corporation" payable at Guwahati.
5. All proposals submitted in response to the NIQ shall be accompanied by a Bid Security of Rs. 2,000.00(Rs Two Thousand) only in the form of Demand Draft /FDR/NSC/irrevocable Bank guarantee from scheduled or nationalized bank placed in favour of "The Commissioner, Guwahati Municipal Corporation" payable at Guwahati. The bid security shall be valid for 3 months beyond the last date of submission of NIQ. The Bid security of the unsuccessful bidders would be returned after the acceptance of the letter of Intent to the successful bidder. The same of the successful bidder will be discharged at the time of signing of the agreement.
6. The Bidder should quote the amount including all the prevailing applicable taxes.
7. Bidder has to quote the rate as per prescribed format in Annexure – II.
8. The quoted amount should be inclusive of all prevailing applicable taxes.
9. The Quotations will be valid for 24 (Twenty Four) months from the last date of submission and the contract may be renewed based on the satisfactory performance which will be decided by the GMC.
10. The Envelope should be super scribed with Quotation for "Wifi and Wired internet connection in different offices of Guwahati Municipal Corporation".
11. In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the NIQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.
12. The result after scrutiny of quotation will be communicated to Qualified Bidder.
13. The Bidder quoting the lowest rate for the work will be declared successful and will be issued the Lol. All offered products / accessories of ISI approved as available in the market.
14. TDS will be deducted from the payment from the selected Bidder.
15. The selected bidder will be issued a letter of Intent (Lol) prior to signing a contract agreement with GMC. The contract agreement will have to be signed by the selected bidder within the stipulated time mentioned in the Lol.

The successful Bidder shall have to submit performance Bank guarantee of 10% of quoted amount, prior signing the contract agreement. The bank guarantee should be valid for 12 months beyond the date of completion of the work. GMC reserves the right to terminate the contract and forfeit the security.

16. The Bidder shall be responsible for undertaking all civil/electrical works related to the work.
17. Time of completion of the entire work will be (thirty) days from the date of signing of the agreement. In case of any failure to complete the entire work within the stipulated time, a penalty @ 5000 per day will be imposed.
18. Details of location and specification of requirements may be referred to Annexure-I. All of them should be connected and installed in as mentioned in Annexure – I. GMC may request for extra port and payment will be made as per quoted amount.
19. The ISP will do a preventive maintenance once a quarter for the upkeep of the systems running. The schedule will have to adhered to strictly by him.
20. In case of major hardware breakdown, the response time for attending the faults will be 4 hours (max) after they are reported to the ISP. The ISP will rectify the faults within 24 hours failing which; ISP will arrange a temporary replacements.
21. The service shall be provided 24 hours & 7 days in week.
22. In leased line/ broad band is down or below quoted bandwidth for more than 10 minutes, 1 day bill be deducted and if down for whole day, 2 day bill will be deducted.
23. If individual connection is not repaired on time, penalty of Rs. 100 will be charged for everyday.
24. As and when required by GMC, the selected Bidder will have to provide onsite support to GMC stuff.
25. The company should have a minimum average annual financial turnover of Rs. 15.00 Lakhs in each year for last three financial years. Copy of audited balance sheet or certificate from auditor towards such financial performance to be attached during the last three years duly certified by Chartered Accountant.
26. Experience of similar nature for minimum 3 years is preferable. Proof of such experience to be attached.
27. Presence of office in Guwahati is must. Proof to be attached.
28. All the materials should have a warranty in all respect for a period of minimum one year from the date of supply.
29. The bidder should not have been blacklisted by any ULBs in Assam, Central & State or Government organization in India. An undertaking to this effect to be submitted at the time of submission of Quotation as per prescribed format in Annexure – II.
30. No consortium will be entertained; only individual firm/agency/company will be allowed to quote.

31. All Quotation must be submitted, duly signed by the Bidder.
32. NIQ documents and its Annexure, each page duly stamped and signed by the authorized signatory to be submitted along with all the supportive documents and Quotation.
33. Photocopy of document showing ISP License No. (With date) along with a copy of the License Agreement for the provision of Internet Service issued by Government of India to be enclosed.
34. Name of the Department /Institution where such projects have already been implemented. Certificates from earlier clients for successful implementation of Leased lines internet access.
35. The ISP should provide all operation, service and maintenance (inclusive of hardware) with the quoted amount.
36. The ISP should provide all the list of contact person (Name, Designation, Contact Number and Email Id).
37. Payment to the Bidder will be made quarterly. Initially , 50% of Capex cost will be paid and accordingly remaining amount will be adjusted with the quarterly bill within the entire contract period. Conditional payments are not acceptable.
38. The Bidder must submit signed bid documents.
39. In case of any query, Interested Bidder may approach to the EE,Div-II, till / /2018 till 2:30 PM.
40. The scaled quotation should be dropped in the tender box kept in the Chief Engineer branch, Office of the commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-01.
41. With 1(one) month prior notice, GMC may terminate the contract without assigning any reason.
42. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.

Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati-01