



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

No. GHA/307/2012-13/300

Date: 14 /12/2020

NOTICE INVITING TENDER

Guwahati Municipal Corporation invites tender from Company/ firms / agencies for “Leasing of Bus Queue Shelters under Guwahati Municipal Corporation Area for revenue generation and its periodic maintenance for the period of 5 years”.

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

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

Memo No. GHA/307/2012-13/300

-A-

Date: - 14/12/2020

Copy to: -

- 1) The Administrator, Guwahati Municipal Corporation for favour of kind information.
- 2) The Additional Commissioner, Guwahati Municipal Corporation for information.
- 3) The Joint Commissioner, Guwahati Municipal Corporation for information.
- 4) The Collector, GMC for information.
- 5) Chief Accounts and Audit Officer, GMC for information.
- 6) 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.
- 7) The Software Developer, Computer cell, for making arrangement of uploading the NIT in the GMC website and social media.
- 8) Media cell, GMC for information and publication.

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



Guwahati Municipal Corporation

Bid Document

Leasing of Bus Queue Shelters under Guwahati Municipal Corporation Area for revenue generation and its periodic maintenance for the period of 5 years

**Office of the Commissioner,
Guwahati Municipal Corporation,
Panbazaar, Guwahati**

Date of issue of Bid Document	:	14 / 12 / 2020 onwards
Date of pre bid meeting	:	19 / 12 / 2020 at 2.00 PM
Last Date of Submission of Bid Document	:	28 / 12 / 2020 at 2.00 PM
Date of opening of Bid Document	:	28 / 12 / 2020 at 2.30 PM

**GUWAHATI MUNICIPAL CORPORATION INVITES BIDDING PROCESS FOR
THE PURPOSE OF LEASING OUT THE EXISTING STAINLESS STEEL BUS Q
SHELTERS IN PACKAGE SYSTEM**

Sealed Tenders are invited for the following works as per details furnished below:-

<u>Sl.No</u> :	<u>Name of Work</u>	<u>Bid Security</u>	<u>No. of Package</u>	<u>Categories</u>	<u>Date of Submission of Bid</u>
1	Leasing of Bus Queue Shelters under Guwahati Municipal Corporation Area for revenue generation and its periodic maintenance for the period of 5 years	Rs. 2,00,000 (Rupees Two lakh only) in the form of Demand Draft/FDR/ Banker's Cheque from any nationalised/scheduled bank pledged in favour of Commissioner Guwahati Municipal Corporation	Total 11 nos. of packages which includes 4 nos. of Bus Q Shelters in each package	Each package consists of 2 nos. of Bus Queue Shelters of more prominent location which is under category A and rest of the two Bus Queue shelters with less prominent locations which comes under Category B	28 / 12 / 2020 at 2.00 PM

A) Preparation of Bid Documents:

Bids will be prepared in two categories:

1. Technical Bid
2. Financial Bid

B) Eligibility Criteria of the Bidder:

1. Bidders are required to submit a non-refundable document processing fee of Rs. **1000.00** (One Thousand Only) in the form of demand draft/banker's cheque drawn from a nationalized/scheduled bank in favour of the **Commissioner, Guwahati Municipal Corporation**. This demand draft should be part of the RfP. The bidder can also submit the document processing fee in cash at cash counter of Guwahati Municipal Corporation. In that case, the original copy of cash receipt of document processing fee from the office of Guwahati Municipal Corporation, Panbazar along with the other necessary documents (hard copy) should be submitted.
2. The Bidder shall have to submit the proof of payment of EMD **Rs. 2,00,000.00** (Rupees Two Lakh Only) only in the form of demand draft/FDR/banker's cheque to

be pledged in favour of the “**Commissioner, Guwahati Municipal Corporation**” from any Nationalized/Scheduled Bank payable at Guwahati.

3. The bidder must be a Company/ Firm/Advertising Agency, registered under the companies act or any other government authority based in Assam and must be in operation for minimum 7 (seven) years.
4. The bidder must have achieved an average annual financial turnover of Rs. 800.00 Lakh (Eight Hundred Lakh Only) of preceding 3 (Three) years. *(To calculate the average turnover, the total turnover of last 3(three) year shall be divided by 3 (three). Documentary evidence should be enclosed. Multiplying factors for the last 3 years will be considered if any as per standard SBD.*
5. **The bidder will bid annually for each package and the additional rental value for GMC will be bidding parameter.**
6. At the time of payment deposit for GMC, the bidder should pay both advertisement tax and additional rental value.

C) Technical bid envelop will contain:

The bidder should fill up the Annexure – II and furnish the copy of following documents in the technical bid envelope along with their proposals.

- i) Pan Card of the Firm/Company
- ii) Registration Certificate – Registration under Company’s Registration Act (in case of company) /Firm Registration under Govt. of Assam(in case of firm)
- iii) Up to date Trade License
- iv) GST Registration Certificate.
- v) Financial Turn over of last 3 (three) Financial Year.
- vi) Self certification (Annexure III) that his/her Firm is not under a declaration of Ineligibility/Blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and or Govt. of India or any other State.
- vii) If bidder is found to be defaulter in GMC advertisement tax, the bidder will be rejected.

All Bid Documents should be self-attested by the Bidder concerned. Joint ventures or consortium will not be allowed to participate in the tender process. The technical proposal shall not include any financial information. A technical proposal containing financial information shall be declared non responsive and liable to be cancelled.

D) Financial bid envelop will contain:

The bidder should fill up Annexure-IV and submit the financial bid separately in separate envelopes. The bidder should bid based on the bus shelter details as given in **Table 1**.

Table 1: Bus shelter package for Guwahati city

SI No	Package	Bus Shelter	Location	Category
1	1	Maligaon	DG Road	A
2		Goswami Service	GNB Road	A
3		AdabariTiniali Nr. Dominos	DG Road	B
4		Zoo Road Tiniali	RGB Road	B
5	2	OppGhy Club	GNB Road	A
6		Chandmari Flyover	GNB Road	A
7		SixmileOpp Agriculture Office	GS Road	B
8		Khanapara Nr. Vatenary College	GS Road	B
9	3	Christanbasti Near Mahindra Showroom	GS Road	A
10		Bora Service	GS Road	A
11		Ambari (Textile Institute)	DG Road	B
12		Opp Walford	GS Road	B
13	4	AIDC	RGB Road	B
14		Bharalumukh(Near Sonaram Field)	DG Road	B
15		Downtown Hospital	GS Road	A
16		DighaliPukhuri Near CCD	Tayabulla Rd	A
17	5	Adabari Nr. HP Petrol Pump	DG Road	A
18		Rukminigaon	GS Road	A
19		Bamunimaidan	MRD Road	B
20		BasisthaChariali(Nr. Megha Plaza)	Basistha Rd	B
21	6	Lachit Nagar (Near KFC)	GS Road	A
22		Lachit Nagar (Near Hanuman Mandir)	GS Road	A
23		Sixmile	GS Road	B
24		Sixmile before Flyover	GS Road	B
25	7	Opp Apsara	GS Road	A
26		Opp Bora Service	GS Road	A
27		Jalukbari Circle	DG Road	B
28		Opp. Vishal Mega Mart	AT Road	B
29	8	Chandmari Colony Nr PWD	GNB Road	A
30		Near HUB	GS Road	A
31		Facncy Bazar MahabirUdyan	MG Road	B
32		TC School	GNB Road	B
33	9	Opp HUB	GS Road	A
34		OppSachivalay	GS Road	A
35		Opp State Zoo(Nr. SradhanjaliKanan)	RGB Road	B
36		Super Market	GS Road	B
37	10	Christanbasti (PIBCO)	GS Road	A
38		Christanbasti (ORION TOWER)	GS Road	A
39		Near RBI	GNB Road	B
40		Khanapara Opp. Vatenary College	GS Road	B
41	11	Opp Dona Planet	GS Road	A
42		Near Kar Bhawan (Ganeshguri FO)	GS Road	A
43		Opp Commerce College	RGB Road	B
44		Panbazar Water Tank	MRD Road	B

The intending bidders are required to inspect the sites as mentioned in the above list before submission of their bids.

The packages of all the Bus Queue Shelters are created with the motive of serving the public and also generating revenue for its maintenance. The locations are categorised into A & B, whereas A comprises of locations which have more footfall and B have less footfall. This is done because frequency of footfall determines the rental cost of Bus Queue Shelter. So, keeping in view the above reasons four locations comprising of two A category and two B category are clubbed under each package to give equal opportunities to all the parties.

E) The bidder has to bid the additional rental value for GMC for each package as per Annexure IV.

The bidder quoting the Highest amount (H1) for the work will be declared the successful bidder and will be issued the LoI.

F) Submission of Bid

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 bid 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 submitted on or before the last date of submission to the address : **Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati 781001**. The outer envelope should be marked with **“Leasing of Bus Queue Shelters under Guwahati Municipal Corporation Area for revenue generation and its periodic maintenance for the period of 5 years”**. Incomplete bid document, copy of this bid document and bid documents 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.

G) Scope of Work

- 1) The Bidder shall install Glow sign advertisement panel.
- 2) The size of Glowsign advertisement panel for front it will be 32x4 sq.ft., for Inside panel it will be 24x4 Sq. Ft., and for Two numbers of side panel it will be of size 7x4 Sq. Ft.
- 3) The bidder shall guarantee of the structural stability of the advertisement panel.
- 4) The bidder shall rectify in case of any default arises in the advertisement panel at the earliest.
- 5) The bidder shall guarantee of all the safety measures to be incorporated in the advertisement panel.
- 6) The Bidder or its representative shall personally visit Bus Q Shelter to keep the Bus Q shelter neat and clean.
- 7) The entire cost of Installation of Glow sign Advertisement panel shall be borne by the selected bidder without any financial contribution from GMC.

- 8) The bidder shall Operate and Maintain bus Q shelter for a period of 5(Five) years.
- 9) The work allotted shall not be used by the bidder for purpose other than for which it is allowed.
- 10) The Bidder shall arrange for all the commodities required for the proper functioning and maintenance of the bus Q shelter.
- 11) That the Bidder should make available Complaint/Suggestion Box within the premises.
- 12) The Authority shall not be responsible for untoward incidence, if occurred due to structural fault of the Advertisement panel. The bidder would be responsible for any civil/criminal proceedings arising out of such incidence and for damage caused to life and property thereof.

H) Performance Bank Guarantee

The performance security will be 10% of total proposed payment and it 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.

I) Right to amend document

GMC reserves the right to modify the specifications at any time prior to the last date of submission of bid 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.

J) 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.

K) 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.

The bidder should deposit the proposed annual payment in advance before starting the work.

In case the bidder is found to be defaulter in advance payment deposit, a penalty of 20% will be imposed.

In case the default is more than 2 months, the agreement of the bidder will be terminated with forfeit.

L) Disclaimer

All information contained in this 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 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 bid document.

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: - Leasing of Bus Queue Shelters under Guwahati Municipal Corporation Area
for revenue generation and its periodic maintenance for the period of 5 years**

Ref:

Dated

Sir,

We hereby submit our bid in full compliance with terms & conditions of the above referred bid document. A blank copy of the bid 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 bid 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	
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. 100.00 (One Hundred 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 bid for the purpose of **Leasing of Bus Queue Shelters under Guwahati Municipal Corporation Area for revenue generation and its periodic maintenance for the period of 5 years.**

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	Package	Advertisement Tax As Per Size of Display from bidder (In Rs. Per annum) (A)	Additional Rental Value for GMC from bidder (In Rs. Per annum) (B)	Total Proposed value from bidder (A+B)
1	Leasing of Bus Queue Shelters under Guwahati Municipal Corporation Area for revenue generation and its periodic maintenance for the period of 5 years	1			
		2			
		3			
		4			
		5			
		6			
		7			
		8			
		9			
		10			
		11			
Grand Total					
(Grand Total In Words)					

*The quoted rate should be inclusive of all prevailing taxes.

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