



OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
Garage Branch :: Dr. B. Baruah Road :: Ulubari :: Guwahati-7

No: GCC/PMC/10/2020/3480

Date: 10/12/2020

Invitation for Bids (IFB)

The Commissioner, Guwahati Municipal Corporation, Guwahati invites bids (two cover system i.e techno commercial bid and Price bids) for the following work from manufacturer or authorized dealer.

Detail term and condition will be uploaded at e-procurement portal website i.e www.assamtenders.gov.in and also in the official website www.gmc.assam.gov.in from **14.00 hour 10/12/2020 to 14.00 hours of 24/12/2020.**

The bidders must be enrolled in www.assamtenders.gov.in

Sl. No.	Name of the work	Approx Qty.	Bid Security (in Rs.)	Tender Fee
1	Supply of E-Merchandise Carts	64 Nos	2.5 Lakhs	5000.00
NB:- Quantity shown above are approximate and may vary depending on requirement at the time of issue of supply order.				
SCHEDULE FOR BID PROCEDURE				
Submission of Bid		Up to 2.00 PM of 24/12/2020		
Opening of Technical Bid		24/12/2020 at 3.00 PM		
Place of Opening of Bid		Office of the Guwahati Municipal Corporation, Panbazar, Guwahati.		
Officer inviting Bid		The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-1		

Note:

1. Online mode of submission of Financial Bid is mandatory. Manual submission of bid will not be accepted.
2. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
3. Original hard copy of the following document must be submitted on or before **24/12/2020 up to 14.00 hours** at the office chamber of the undersigned.
 - a. The Bid Document fee, as mentioned above, should be paid either in the form of Demand Draft issued by any Nationalized/Scheduled and have to be submitted along with the Bid document.
 - b. Bid securities should be in the form of Demand Draft, TDR/FDR from a nationalized/scheduled bank.
4. A Hard copy of the technical bid including document fee along with bid security to be submitted offline on or before **24/12/2020 up to 14.00 hours** for evaluation purpose. For any discrepancy between the online bid and the hard copy of the bid, the online bid will be governed and will be considered for evaluation.
5. Bidders are advised to scan their Papers at 100dpi (in black & white mode) in 'PDF' format for multiple pages with maximum file size of 25MB. If numbers of pages exceed, the bidders are advised to create multiple files and upload the same in "Upload additional document" stage.
6. All the interested bidders are requested to read the bid document carefully before submission of their bid.

Sd/
Commissioner
Guwahati Municipal Corporation
Guwahati

Memo No: GCC/PMC/10/2020

-A-

Date: / /2020

Copy to:

1. The Directorate of Information and Public Relation Office, Assam, Dispur with a request for publishing the above notice in one issue at two local daily newspapers one in English and one in Assamese.
2. The Software Developer, GMC for information. He is directed to upload the NIT on GMC official website.
3. Notice Board.

Commissioner
Guwahati Municipal Corporation
Guwahati

TENDER DOCUMENT

For

Supply of E-Merchandise Carts

Notice inviting Tender

Name of Corporation	:	Guwahati Municipal Corporation
Name of Authority inviting Bids/bid opening Authority	:	Commissioner, Guwahati Municipal Corporation
Nature of Work	:	Supply of E-Merchandise Carts
Period Of Contract	:	Supply of Approved & certified L3 E-Merchandise Carts as per specifications of tender and as further defined in definitions.
Tender Currency	:	Indian Rupee (INR)
Amount Details		
Bid Document Fee	:	Rs 2000.00
Bid Security/EMD (INR)	:	Rs 2.5 lakh except for Bidders registered under MSME Act.
Bid Security/EMD in favor of	:	DD in favor of " Commissioner, Guwahati Municipal Corporation "
Definition of Order Value	:	Order value should be On Road Price of E- Merchandise Carts inclusive of all taxes including GST, transportation, handling and delivery charges but excluding Insurance/RC charges. Order size may be increased/decreased by not more than 500 E-Merchandise Carts during the course of tender.
Tender Dates		
Bid Document Start Date	:	10/12/2020 after 11.00 A.M.
Date of Pre-Bid Meeting	:	18/12/2020 at 11.00 AM Address: Conference Hall, Office of the Commissioner, Panbazar, Guwahati - 01
Bid Document submission End Date	:	24/12/2020 at 3.00 P.M.
Last date & Time for submission of separate Technical & Financial Bid along with EMD amount in	:	24/12/2020 at 03.00 P.M

Sealed Envelope		
Experience	:	Bidders having at least 5 years prior manufacturing experience in the manufacture of L3 Electric vehicle duly certified and approved by appropriate authority and prior experience of supplying E Rickshaws/ E Merchandise carts to any Government department/Board Organization will be a prerequisite/ Eligibility criteria for bidding for the tender.
Pre-bid Query/Information	:	A query in respect to tender can be sent on email address-guwahaticom@gmail.com within 10 working days from the tender start date.
EMD Amount Refund	:	EMD amount will be refunded within 30 days for all the rejected Bids from the closure of Tender date. Bidders to provide their Account Number & IFSC Code of the bank account in which amount has to be transferred.
Remarks	:	Once the bidder has submitted the documents in sealed envelopes, bidders may be called to bring a sample of their product for evaluation. The date & time for the same shall be communicated 01 Day in advance through emails/Phone Calls. Any qualified bidder not bringing the sample product on the designated will be Disqualified and his sample shall not be considered for evaluation at a later stage.

General Terms and Conditions:

1. Bidders can download the tender document free of cost from the website – www.gmc.assam.gov.in and www.assamtenders.gov.in.
2. All the technical and financial Bids should be stamped & signed by the Bidder in separate sealed envelopes and accompanied by the separate Demand Draft of Rs. 2.5 lakh/-
3. 90% of order value will be paid via Online Transfer to the account of the Selected Bidder after full of delivery of E-Merchandise Carts.
4. Final 10% of order value will be paid after 06 months of successful delivery of complete order via Online Transfer to the account of the Selected.
5. No advance payment will be made.
6. The Bidder should clearly and give the Bank account no. along with IFSC Code for the same.
7. Time of completion of supply: _ 60(sixty) calendar days from the date of issue of supply order.
8. Non-adherence of delivery schedule will lead to imposition of penalty /interest of one (1) % per month on order delayed for delay in scheduled delivery & non delivery beyond 04 weeks may lead to cancellation of the contract & forfeiture of the EMD.
9. Color E-Merchandise cart will be specified along with supply order
10. EMD of the successful bidder will be kept as security for 01 year.

SCHEDULE FOR INVITATION OF TENDER

To	Name of Tender: Supply of E-Merchandise carts
	Bid Due Date: -----
	Bid Submission Address
	Technical Bid Opening Date & Time
	Technical Sample Evaluation Date & Time:
	Financial Bid Opening Date & Time:
	Venue: Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati

Note:

Please address all queries and correspondence shall be email at address: guwahaticom@gmail.com

General Instructions

1.0 Submission of bids are only through online mode. However, a hard copy of the technical bid only shall have to be submitted in sealed cover at the tender box kept for the purpose. All the sealed envelopes shall be duly stamped and signed by the Bidder. The bid shall only be accepted for security if it is accompanied by a demand draft of Rs. **2.5 Lakhs** drawn in favor of “Commissioner, Guwahati Municipal Corporation”.

2.0 Technical Bid: Bidders shall submit their technical bids in sealed envelope super-scribed “TECHNICAL BID FOR TENDER OF E-MERCHANDISE CARTS”. **Bidder has to submit hard bound document duly numbered.**

(Please check the essential documents of the Technical Bid required for evaluation in the Section Bid-Process.)

3.0 Financial Bid:

The Financial Bid shall be submitted through online mode only.

4.0 Any Bid received without EMD shall be rejected out rightly. Any bid in which the financial bid is not submitted in a separate sealed envelope shall be summarily rejected.

5.0 The successful bidder shall also be responsible to train the drivers about the basics of the E-MERCHANDISE CARTS including but not limited to the upkeep and maintenance of the various parts of the vehicle, including the battery and other electrical items within the warranty period. A list of do's and don'ts should also to be given to each driver for hassle-free driving in all types of weather including rainy weather. Basic maintenance issues that may crop up, timelines for changing of parts should also be specifically told.

6.0 The decision of the Commissioner GMC shall be final as regards all matters of the Bid process. Any stage of the Bid process may be postponed/rescheduled if required.

7.0 Any dispute arising out of the tender process if Any shall be under jurisdiction at Guwahati.

DEFINITIONS :-

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- 1) "Agreement" means the document signed by the. Commissioner GMC. and Bidder that incorporates any final corrections or modifications to the Tender and is the Legal document bidding both the parties to all terms and conditions of the Contract.
- 2) "Authority" shall mean Commissioner GMC for this purpose.
- 3) "Bid" means the complete bidding document submitted by the Bidder to Commissioner GMC and shall include any corrections, addenda and modifications made therein.
- 4) "Bidder" shall mean a corporate entity or a society or a corporation or a firm eligible to participate in the Tender in the stages of the Bidding process and shall include the successful Bidder during the currency of the Contract.
- 5) "E-Merchandise Cart" shall mean a special purpose battery operated certified L3 vehicle having three wheels , 2 gear differential system and intended for the transportation of merchandise/goods provided such vehicle is constructed or adapted to carry not more than three hundred & fifty KGs of weight in total.
- 6) "Pre-Delivery Inspection report" shall mean the inspection report of each e-rickshaw to be issued by supplier stating conformity of technical specification as per GSR 709 (E) and SO 2590 (E) dated 8th October, 2014 of Ministry of Road and Transport.
- 7) "Selection Procedure" means the entire procedure conducted select and appoint the Successful bidder for the provision of the Services pursuant to the Tender process and the subsequent negotiation, finalization and execution of the Agreement.

- 8) “Supplier” shall mean successful bidder shortlisted and allotted this work.
- 9) “Warranty Period” shall mean the replacement warranty covering all electrical and mechanical/spare/parts to be replaces without cost during the warranty period.

BID PROCESS

STAGE- I: Technical Bid Criteria/Mandatory Documents/Disclosures Required

S.NO	Technical Bid Criteria	Documentary Evidence
1.	<p>The bidder should have a minimum five Years of prior manufacturing experience in manufacturing of L3 E-rickshaw / E-Merchandise Cart /E-bike/E-vehicle duly certified by the appropriate authority.</p> <p>Note: Experience of manufacturing L3 E-rickshaw/e-cart will be considered as manufacture of e-Merchandise Cart from date of approval provided for offered model by the testing agencies.</p>	<p>DIC/MSME registration clearly Indicating manufacturing of E- Rickshaw / E-Cart and Compliance certificate for E-Rickshaw / E-Cart by any one Of the following testing agencies Approved by Government of India under Rule 126 of Central Motor Vehicle Rules 1989</p> <ul style="list-style-type: none"> ● Vehicle research and Development Establishment of the Ministry ● Defense of the government of India. ● Automotive Research Association of India, Pune. ● Indian Institute of petroleum, Dehradun. ● Central Institute of Road Trans Port, Pune. ● International centre for Automotive Technology, manesar
2.	<p>. What kind of Battery will be provided by the Bidder? What is the specification of the motor, 2 gear differential system, and other electrical items being used? What are the specifications of the charger?</p>	<ul style="list-style-type: none"> ● Make of Battery and type of Battery (Lead Acid/Lithium ion) ● Specifications of battery, motor, 2 gear Differential system and other electrical Parts. Clear statement of whether they are water proof or not. ● Specifications of the Charger Being given including time taken for charging the battery to full And

		KWH (Unit of Electricity required) to charge the battery to Full.
3.	Claimed battery Life and details About Output	<ul style="list-style-type: none"> • No. of hours it will be taken the battery to discharge completely • No. of Kms and the average speed At which the e-Rickshaw can run With fully charged battery before Complete discharge. • The top speed at which the e Rickshaw can run. • No. of years the Bidders claims Batteries fitted in E-Merchandise carts will work before requiring replacement.
4.	What is the weight of E-Merchandise Cart & which material is being used?	<ul style="list-style-type: none"> • Standard weight as specified in Motor Vehicle Act. • Specification as regards the Materials used in the chasis and Frame of body including the roof and seats. • Height, length, width of the Vehicle and ground clearances. • Bidder shall have to submit detailed drawing and specification of the Cart along with the Technical Bid.
5.	Local Service Facility	<ul style="list-style-type: none"> • Proof of Dealership or any other Service outlet in Guwahati city.
6.	Warranties/Guarantees	Warranties/Guarantees available On different parts(Replacement Warranty of the manufacturer in Case of defect should be mentioned separately from repair warranty Being provided for each part)
7.	Total Order size	Supply of 64(Sixty Four) nos. E-Merchandise Carts
8.	ICAT Approved	proof for the same to be Submitted
9.	USPS	Supplier's Unique Selling Points Like Mileage, Tyers Quality/warranty & any other relevant point which the bidder wants to mention that can distinguish Bidder from Other Bidders.

10.	Constitution of Firm	<p>Any sole Proprietor, Partnership Company can apply for the Project & Bidder has to submit proof thereof.</p> <p>A) Sole prop :CA Certificate</p> <p>B) Partnership: Copy of registered Partnership Deed</p> <p>C) Company: Certificate of Registration/ incorporation issued by registrar of Companies</p>
11.	The Bidder should have recorded a minimum turnover of INR 5.0 crores/- in at least each of two of last three financial years (i.e. 2017-18, 2018-19 and 2019-20.	The bidder shall mandatorily provide a certificate clearly certifying The turnover recorded of last 3 financial years i.e. 2017-18, 2018-19 and 2019-20 as per format given in Annexure-2 and Certified by CA.
12.	Previous Work Order Details with The Government/semi Government organization.	Bidder must have manufactured and /or supplied E-Merchandise Carts / E-Rickshaw to any Government/Semi government organization in any one of last three financial years I.e 2017-18, 2018-19 and 2019-20. Bidder further needs to mandatorily submit previous work order details Of having such supply of E-Rickshaws/E-Merchandise Carts to any Government/Semi government organization.
13.	Pan Card Copy, Income Tax Returns and GST return.	<ul style="list-style-type: none"> ● A copy of PAN card ● GST return Statement Certificate For the year 2019-20. ● ITRs of last 1 year.

ANNEXURE-1

PROFILE OF THE BIDDER

All the bidders are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Sr.	Particulars	
1	Name of bidder	
2	Type of firm: Proprietary/Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA- /AoA/society as Applicable
a	Year of Incorporation / Registration number	Incorporation certificate as Applicable
3	Communication detail	
a	Head Office address/local office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile number	
b	Landline Number	
c	Fax number	
d	Email address (compulsory)	
5	Nature of business	

	1. Since_____	
	2. Since_____	
6	PAN Card (attach a copy)	
7	GST (attach a copy)	
8	E-Rickshaw/ E-Cart model approval certificate	
9	Bank Account Details	Account Number Name of the Bank IFSC Code

N.B: Non disclosure or wrong information shall result in the disqualification of the firm. Change of the name of the company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

ANNEXURE-II

CHARTERED ACCOUNTANT CERTIFICATE

(On CAs Letter Head)

TO WHOM SO EVER IT MAY CONCERN

On the basis of work order/ work completion and other relevant documents produced before us and maintained by the Company, we certify that M/s

_____ have supplied/sold e-rickshaw/e-cart in last 3 years:

<u>Sr.</u>	<u>Year of Supply</u>	<u>Name of Client</u>	<u>Location</u>	<u>No. Of E-Rickshaw / E-Cart supplied</u>

NOTES: Non disclosures of any information in the schedule will result in disqualification of the firm.

Signature of the Bidder

FINANCIAL BID

Address of the Tender Inviting Authority:

Commissioner

Guwahati Municipal Corporation

Panbazar, Guwahati-1

(THIS TENDER DOCUMENT IS NOT TRANSFERABLE)

Bill of Quantities

Sl. No.	Description	Estimated Amount	Quantity	Rate/each (Rs)	Total Amount (Rs)
1	Supply of E-Merchandise Carts	Rs.1,08,80,000.00	64 Nos		

NB:

1. Quantity may vary at the time of issue of supply order.
2. Decision regarding quantity to be purchase will be taken at the time of supply order depending on availability of fund and use.
3. The rates should be quoted in both words and figures. In case of difference between these two, the lower of the two shall be taken into consideration.
4. The rates mentioned above should clearly include GST and any other Local Taxes, Customs Duties, Excise Duties, any mandatory levies etc., including Entry tax. Terms such as "Local Taxes extra" should not be mentioned.

Bidder's Signature & Stamp / Seal

Address
