

GUWAHATI MUNICIPAL CORPORATION
WATER WORKS :: PANBAZAR
GUWAHATI-781001



DETAILED TENDER NOTICE & BID DOCUMENTS

NAME OF WORK:- Special drive for cleanliness, leakage repairing and painting works of GMC Water Supply Scheme in view of VVIP Programme at Bahniman Brahmaputra Heritage Centre, Panbazar, Guwahati.

Issued against document fee payment receipt no.

Name of Tenderer:

Issue Date:

Issued To:

Full Postal Address:

.....

.....

.....

Fax No. : **Tel No. :**

Mobile No. : **E-mail :**

Reference of cost of Tender Document:

Receipt no-- **Date-**.....

**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
WATER WORKS ::: PANBAZAR ::: GUWAHATI-1.**

NATIONAL COMPETITIVE BIDDING

NAME OF WORK:- Special drive for cleanliness, leakage repairing and painting works of GMC Water Supply Scheme in view of VVIP Programme at Bahniman Brahmaputra Heritage Centre, Panbazar, Guwahati.

SCHEDULE FOR BID PROCEDURE

SALE OF BID DOCUMENTS	FROM 28.11.2019 TO 05.12.2019
SUBMISSION OF BIDS	UP TO 2.00 P.M. OF 06.12.2019
OPENING OF BIDS	06.12.2019 AT 3:00 P.M.
PLACE OF OPENING OF BID	WATER WORKS OFFICE, GUWAHATI MUNICIPAL CORPORATION, PANBAZAR, GUWAHATI-01,
EVOLUTION OF BID	FROM 07.12.2019.
OFFICER INVITING BID	COMMISSIONER, GUWAHATI MUNICIPAL CORPORATION, PANBAZAR, GUWAHATI-1



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

No. GWS: 60/2019/290


Date: - 26/11/2019

NOTICE INVITING TENDER

Scaled tender is invited from manufacturer / authorized dealer / firms / reputed supplier/ contractor for the following works under Water Works, Guwahati Municipal Corporation. Tender will be received up to 2.00 P.M. on 06/12/2019 and will be opened on the same date after one hour of closing time in the office of Water Works, Guwahati Municipal Corporation, Panbazar, in presence of the bidder or their authorized representative who would like to be present.

Detailed tender documents and other terms & conditions etc. may be obtained from the office of Water Works, Guwahati Municipal Corporation, against payment of Rs.2,000.00 (Rupees Two Thousand) only as non-refundable documents fee in cash during the office hours in all working days w.e.f. 28/11/2019 to 05/12/2019 and can also be seen and downloaded from Guwahati Municipal Corporation website <http://gmportal.in>. For downloaded tender document, document fee of Rs 2,000/- (Rupees Two Thousand) only is to be deposited to the Cashier, G.M.C., during submission of quotation.

Sl No.	Name of work	Estimated Amount	Earliest money	Period of completion
1	Special drive for cleanliness, leakage repairing and painting works of GMC Water Supply Scheme in view of VVIP Programme at Bahiniza Brahmaputra Heritage Centre, Panbazar, Guwahati.	25,00,000.00	\$0,000.00	15 days

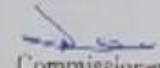

 Commissioner
 Guwahati Municipal Corporation
 Guwahati

Memo No. GWS: 60/2019/290 -A

Date: - ___/___/___

Copy to:-

1. The Addl. Commissioner, GMC, for information.
2. The C.A. & A.O. G.M.C. for information.
3. The Software Developer, GMC for uploading in the GMC portal.
4. The Director of Information & Public Relation Office, Assam, Dispur Last Gate, Guwahati, for publication of the above NIT in one English & one Assamese daily news paper preferably on the following daily news paper. (a) The Assam Tribune, (b) The Sentinel & (c) Anar Assam.
5. Notice Board Head office/ Water Works/ Panbazar Office.
6. Head Cashier, G.M.C. for information.
7. File.


 Commissioner
 Guwahati Municipal Corporation
 Guwahati

**OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
PANBAZAR :: GUWAHATI-1.**

No. GWS/ _____

Date: - ____/____/____

DETAIL TENDER NOTICE

Sealed tender is invited from manufacturer / authorized dealer / firms / reputed supplier/ contractor for the following works under Water Works, Guwahati Municipal Corporation. Tender will be received up to 2.00 P.M. on 06.12.2019 and will be opened on the same date after one hour of closing time in the office of Water Works, Guwahati Municipal Corporation, Panbazar, in presence of the bidder or their authorized representative who would like to be present.

Sl. No.	Name of work	Estimated Amount	Earnest money	Period of completion
1	Special drive for cleanliness, leakage repairing and painting works of GMC Water Supply Scheme in view of VVIP Programme at Bahniman Brahmaputra Heritage Centre, Panbazar, Guwahati.	25,00,000.00	50,000.00	15 days

Eligibility Criteria: - Tender(s) should satisfy the following eligibility criteria: -

Sl. No.	Particulars	Amount
1.	Annual Turnover during last 3 (three) years ending 31-03-2019 (supported by authenticated documents)	150% of the tendered value of the work.
2.	Experience in similar nature of work completed successfully during last 5 (five) years shall be either of the following - (meaning of similar nature is defined in clause 15 of terms & conditions) a. One similar completed work – b. Two similar completed work – c. Three similar completed work –	80% of the tender value of the work. 50% of the tender value of the work. 40% of the tender value of the work.

GENERAL INSTRUCTIONS TO THE TENDERERS

The intending tenderers are requested to deposit the tender document fee at the Office of Water Works, Panbazar, Guwahati by paying Rs.2,000.00 (Rupees Two Thousand) only in cash, to be paid to the Cashier, G.M.C. as document fee and submit as indicated in the brief Notice Inviting Tender after signing & putting seals on each page and furnishing information & documents as required as per tender document. The tenderers are requested not to make any change(s) in the tender conditions / specifications other than the entries required for submission of tenders. In the event any change(s) are found in the documents after opening, the tender(s) will be liable for rejection.

Tenderers are advised to read the Tender document thoroughly and satisfy himself about the scope, terms & conditions etc. before submission of the bid.

It is imperative for each tenderer to familiarize all local condition and factors, which may have any effect on the execution of work covered under this tender document. In his own interest, the tenders are requested to familiarize themselves with Indian Income Tax Act, 1961, Indian Companies Act 1956, Indian Customs Act 1962, G.S.T. and other related acts and laws and regulations with their latest amendments, as applicable. It must be understood and agreed that all such factors have properly been investigated and considered while submitting the tender. No claim for financial or any other adjustments to value of contract will be entertained.

TERMS AND CONDITION:

1. Cost of tender document:

The tenderer shall deposit the tender document fee at the Office of Water Works, Panbazar, Guwahati by paying Rs.2,000.00 (Rupees Two Thousand) only in cash as non-refundable tender document fees.

The Tender document is non transferable.

2. Earnest Money:

The Tenderer shall, as a condition for consideration of the tender, furnish Earnest Money @ 2% on the Estimated Value (*1% for S.C. & ST*) by TDR/FDR in the prescribed format (*from Nationalized / Schedule Bank*) pledged in favour of "Commissioner, Guwahati Municipal Corporation, Guwahati for an amount specified in the Notice Inviting Tender. Earnest Money furnished by Demand Draft or by Bankers Cheque shall remain valid for a minimum period of 1 (*One*) Year from the date of opening of tender. Tender(s) without Earnest Money will be rejected.

The SC/ST Tenderer must submit the valid cast certificate along with the tender in support of his claim. Photocopy must be attested by a Gazetted officer.

In case of the Tenderer quoted rate above the Estimated rate / Amount and if his tender is accepted than tenderer is to deposit additional 2% earnest money for the additional amount over the estimated amount.

In case the Tenderer quoted rate beyond 10% below of the estimated rate he must deposit additional Earnest Money for that amount. (Example – If a contractor quoted 17% below the estimated amount he must deposit additional 7% Earnest Money. His total Earnest Money will be 2% + 7% = 9%).

The Earnest Money of the unsuccessful tenders shall be released without interest within one month from the date of finalization of award of contract or on expiry of the validity of tenders whichever is later.

The EMD may be forfeited in case the tenderer revoke or cancel his tender or vary any terms thereof within the validity period of tenders without the consent of GMC in writing or if the tenderer fails to complete contractual formalities such as formal acceptance of the order, sign the Contract, furnish Security Deposit within the time specified in the order.

3. Security Deposit:

The full security deposit @ 10% of the work Value shall be deducted from the contractors Bill (*Running Bill or Final Bill*) and same shall be retained By G.M.C. for a period of one 1(*one*) Year. In that case, 2% E.M. as security would be released along with the final bill for the work. The security amount shall be released after 1(*one*) year of completion of the work subject to the condition that the work remain in proper condition to be certified by the concerned Engineer. Otherwise the security amount will be forfeited to G.M.C.

4. Duration:

The selected tenderer must complete the work in all respect within the specified time and no incomplete work will be accepted and no payment for the same will be made.

5. Instruction for construction period:

The selected tenderer at own cost shall fix up a board at the work site from the day of starting till completion of the work with a sign board as follows-

<u>Name of Work:-</u>	Special drive for cleanliness, leakage repairing and painting works of GMC Water Supply Scheme in view of VVIP Programme at Bahniman Brahmaputra Heritage Centre, Panbazar, Guwahati.
Tendered Value:-	
Name of Contractor:-	

The selected tenderer at his own cost shall take photograph of the work as per direction of the Engineer in-charge of the work in three stages: -

- (i) Initial condition of the site of work with the signed board.
- (ii) During construction
- (iii) After completion of the work.

The three stage photographs should be taken at various locations in the same place as directed by the Engineer in-charge. No bill shall be paid without photographs.

For carrying out any work in Sunday, holiday or during night contractor will have to obtain permission from engineer in-charge. Otherwise for the work done without information, engineer in-charge shall have the discretion to accept or reject the same.

6. Regarding Materials:

No Materials will be supplied to the contractors from G.M.C. The contractor will have to arrange everything of their own and no extra payment will be made for the same. However a provision will stand to issue of the materials subject to availability of the stock and in that case cost will be deducted from contractors' bill as assessed from time to time.

For all materials, test certificate from competent authority must be provided as and when required by Engineer, In-charge.

Contractor shall be responsible for safe custody of their materials and GMC shall in no way, be held responsible for any damage / theft / loss of contractor's materials stored at the designated places.

7. Commencement of Work:

The contractor must start his work *within 7 (Seven) days* of handing over of the site, otherwise without prejudice to any of its rights or remedies, G.M.C. may terminate the contract and forfeit the earnest money.

8. Completion of Work:

The contractor must complete the work within the time frame as mentioned in the **NIT Clause** from the date of issue of the formal work order.

During execution of work if any type of construction found in the alignment of the work, that must be resolved by the selected tenderer at his own cost risk & responsibility. No extra payment will be made in any case.

9. Mode of Submission of Tender:

The tender document shall be duly filled in, signed & stamped on each page by the tenderer and the complete set along with all documents and information complete as required shall be submitted as hard copy (binding) under sealed covers within the due date, time and place as specified in the Notice Inviting Tender. The envelopes shall be super scribed with the name of work, full **Name, Address & Phone no.** of the tenderer and with a note "TENDER". The tender, complete in all respects, shall be submitted as mentioned below and addressed to:

THE COMMISSIONER,
GUWAHATI MUNICIPAL CORPORATION,
PANBAZAR, GUWAHATI -781001 (ASSAM)

Tender once submitted cannot be withdrawn after opening of tender.

Delayed / late offers due to any reason whatsoever and bids received in torn or open condition shall not be considered for opening and the same shall be returned as it is.

10. Quoting of Rate:

The tenderer should quote their rates as per the format attached with the tender document for the work by filling in the rates & amounts, duly signed & stamped on each page and the same shall be put in separate sealed envelope Group wise and duly super scribing the envelope with the name of work. The rate shall not contain any exceptions / deviations / condition / presumptions of any kind. Any exceptions / deviations / conditions / presumptions made in the quoted rate shall either be ignored or the same shall make the tender liable for rejection. In addition that if any difference found in the total quoted value between BOQ and Bid sheet, the lowest rate will be preferred.

The quoted price shall be inclusive of all taxes, duties, levies etc.

TDS will be done as applicable.

No escalation of rates will be allowed in any case within 1 (one) year from the date of opening of the tender.

The prices quoted by the bidder shall remain firm till completion of the works.

The intending tenderer shall be deemed to have visited the site and familiarized themselves thoroughly with the site conditions before submitting the tender. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the works in strict conformity with the drawings and specifications.

11. Opening of Tenders:

At the time of tender opening, GMC will allow only authorized representative of the tenderers. Tenderers are advised to depute representative duly authorized by them. Tenders will be opened on the same day after one hour of closing of the tender Box.

If the opening date of the tender falls on holiday or the office remains closed on the opening date, due to any reason, the tender will be open on the next working day at the same time.

12. (a) Evaluation of Tenders:

The lowest rate will be considered on club together for three works, this bid amount amongst the qualified tenderers shall be considered as the preferred tenderer subject to the price quote of the tenderer being nearest to the minimum benchmark price fixed by the evolution committee formed for evaluating the tenders. Any price quote lower than the minimum benchmark price fixed by the evaluation committee shall not be considered for selection. This minimum benchmark price shall not be disclosed. This minimum benchmark price shall be fixed by the evaluation committee after submission of the tenders by the last date of submission but before opening of tender to maintain transparency.

Though preference will be given to experienced and financially sound contractors, timely executing of work will be examined and on the basis of his earlier performance preference will be given. Estimate is prepared with GST.

(b) Validity of Tenders:

Tenders submitted by the tenderers shall remain valid for a minimum period of 6 (Six) months from the date of opening of tenders. The tenderers shall not be entitled, during the said period of six months without the consent in writing of GMC, to revoke or cancel their tenders or vary the tenders submitted or any term thereof. In case of bidder revoking or canceling his bid or vary any terms in regard thereof without the consent of GMC in writing, GMC shall forfeit their Earnest Money paid by them along with their bid.

The tenderers shall extend the validity of their tenders if so desired by GMC. In the event of such extension of validity of tenders, the tenderers shall extend validity of Earnest Money Deposit suitably, as required. Separate intimation in this regard, i.e. extension of validity of the EMD shall not be given to the tenderers and the tenderers will be required to extend such validity entirely on its own.

13. PAN Card:

The tenderer must have a valid PAN Card. Photo copy of which must be submitted along with the tender. It should be duly attested by a Gazetted Officer. I.T. will be deducted as per applicable rate from the bill.

14. GST Registration:

The tenderer must have a Valid GST registration no., photo copy of which must be submitted along with the tender. It should be duly attested by a Gazetted officer. GST will be deducted from the bill as per applicable rate.

15. Experience in Similar Nature of Work:

The tenderer must submit the Details of work of completed RELEVANT TO SIMILAR NATURE OF WORK. As per Form-1 of tender document. **As a proof, copies of work order and completion certificates indicating actual executed value and actual date of completion) shall be submitted by the bidders.** If necessary, additional sheet may be enclosed.

Credential certificate, issued by Govt. / Semi Govt. Urban Local Body, shall only be accepted for assessing the eligibility of a tenderer having following information

Name & Address of the Organization	Name & nature of work and location with work order no.	Awarded value (in Rs.)	Date of Commencement of work	Date of satisfactory completion of the work	Completion certificate and the final certified cost of the work

Certificate issuing officer of Govt. / Semi Govt. / Urban Local Body should not be less than the rank of Executive Engineer.

16. Tools & Plants:

All tools and plants (including power & water etc.) required for the works are to be arranged by the contractor at his own cost and risk. In case of any tools & plants are issued by department, the higher charge will be deducted from the bills as fixed by the department. Tenderer must submit the details of equipments available at his disposal as per Form-2.

17. Variation of Estimated Quantity:

Estimate quantity may slightly vary during execution according to site condition. Payment will be made as per measurement of actual work done at site.

18. Canvassing:

Canvassing directly or indirectly in any form in connection with the tender strictly prohibited. One, who resorts canvassing are liable for rejection.

19. Right of GMC:

The GMC authority reserved the rights to reject any or all tenders without assigning any reason thereof and does not bind itself to accept the lowest rate.

Tenders in which any of the particulars and prescribed information are missing or are incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected. The tender containing unsolicited remarks or any additional conditions are liable to be rejected.

20. Addenda / Corrigenda:

Addenda / Corrigenda may be issued by GMC to the tender document prior to opening of tender to clarify documents or to reflect modification to the terms of tender document. All future addenda and corrigenda will be hosted in the website <http://gmcpportal.in> as well as in office notice board.

Each tenderer shall attach a copy of each addendum/corrigendum along with the tender after signing a stamping on each page. All addenda / corrigenda shall form part of the tender document.

21. Corrections in BID:

All changes / alterations / corrections in the tender shall be signed by the person signing the tender and stamped.

Tenderer are advised to submit their tenders strictly on the terms, conditions, scope contained in the tender document and not to stipulate any deviations/exception.

Tenderer shall submit only one tender in one package. Submission of more than one tender/ alternative tenders including in association with other tenderer will not be accepted thereby making both.

22. Scope of work:

Tenderer are requested to see the estimate/ BOQ and specification in the office of Water Works before submitting tender. Tenderer are requested to consider all expanses and see the location before submitting tender.

23. Location:

Intake Point and W.T.P. under Panbazar Water Supply Scheme.

24. Arbitration:

Any dispute or difference arising out during execution of work which cannot be amicably settled within 30 days including those considered as such by only one of the parties, shall be finally settled at Guwahati Development Department of Govt. of Assam under the provision of India Arbitration and conciliation Act 1996 and the rules made there under amended from time to time. The decision of the Arbitration shall be final and binding on both the parties. The resulting award shall be in lieu of any other remedy other works those are not related to arbitration shall not be hampered during the process of Arbitration.

DOCUMENTS, INFORMATION TO BE SUBMITTED WITH TENDER:

1. Complete tender document including all annexure and forms duly filled in, signed and putting seal on each page.
2. Earnest Money deposit as per NIT.
3. Details of work of completed RELEVANT TO SIMILAR NATURE OF WORK. As per Form-1 of tender document. As a proof, copies of work order and completion certificates indicating actual executed value and actual date of completion) must be submitted by the bidders.
4. Details of construction plant and equipments available in Form-2 of the tender document which the tenderer proposed to use for this work
5. Information about tenderer.
6. Photo copy of GST registration / clearance certificate duly attested by a Gazetted Officer.
7. Photo copy of PAN card (duly attested by Gazetted officer).
8. Photo copy of valid cast certificate (in case of SC & ST tenderer) along with the tender duly attested by a Gazetted officer.
9. Any other information /document/required as per tender document.

NOTIFICATION OF AWARD OF CONTRACT, AGREEMENT ETC.


In case the tender is accepted, GMC will notify the successful tenderer by issuing a Preliminary work order in writing. The Tenderer shall have to accept the PWO and require to submit the contract agreement in F2 form along with other terms and condition as per NIT in duplicate within the time specified therein after signing and putting seal on each page as a token of acceptance of the award and execute the contract within the stipulated time. Completion period shall, however, be counted from the date of issue of Formal work order.

The Selected tenderers will have to sign a formal tender agreement with the Commissioner G.M.C. in GMC's F2 form of Agreement in addition to clause mentioned in the tender document.

Failure of the tenderer bidder to comply with the requirements of this article shall constitute sufficient grounds for termination of the order/contract and forfeiture of the Earnest Money Deposit.

The whole work may be split up between more than one contractor or may be accepted in part at the discretion of GMC. Quoted rates should hold good for such eventualities.

Contractor shall be responsible for safe custody of their materials and GMC shall in no way, be held responsible for any damage/theft/loss of contractor's materials stored at the designated places.


 Commissioner
 Guwahati Municipal Corporation,
 Guwahati


FORM OF TENDER FOR QUOTING RATES

(To be filled up by the Tenderer)

To,

The Commissioner,
Guwahati Municipal Corporation, Guwahati,
Panbazar, Guwahati.
Assam -781 001.

Sub: - Special drive for cleanliness, leakage repairing and painting works of GMC Water Supply Scheme in view of VVIP Programme at Bahniman Brahmaputra Heritage Centre, Panbazar, Guwahati.

Ref: - Detailed Tender Notice No .GWS/..... dt.

Sir,

I / We hereby agreed upon the execution of above mentioned work at _____ % (in figures)
_____ % (in words) above/ below/ as per the estimated rate. **(Strike out whichever is not applicable).**

I / We have duly filled up & annexed documents as per check list.

I / We confirm having deposited Earnest Money of Rs. _____ (Rupees
_____) only as detailed hereunder. **(Strike out whichever is not applicable).**

I / We Undertake, if our tender is accepted, to commence the works as soon as is reasonably possible after the receipt of notice to commence, and to complete the whole of the works comprised in the Contract within the time stated in NIT.

By Demand Draft No. _____ dated- _____ Drawn on
_____ Bank _____ Branch.

In favour of the Commissioner, Guwahati Municipal Corporation attached hereto.

Dated this _____ day of _____

Yours faithfully,

Authorized Signature:-

Name & Title of Signatory:-

Full Name of Bidder (IN BLOCK LETTER):-

Address:-

Contact No:-

N.B. Overwriting will be out rightly rejected

CHECK LIST

Please tick <input checked="" type="checkbox"/> in appropriate box	<u>Yes</u>	<u>No</u>
1. All pages of document signed	<input type="checkbox"/>	<input type="checkbox"/>
2. Tender Document Fee	<input type="checkbox"/>	<input type="checkbox"/>
3. E.M. in shape of Bank Draft / Call Deposit	<input type="checkbox"/>	<input type="checkbox"/>
4. Photocopy of PAN Card	<input type="checkbox"/>	<input type="checkbox"/>
5. Valid Trade License from GMC	<input type="checkbox"/>	<input type="checkbox"/>
6. Photocopy of GST Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>
7. Solvency certificate from the Banker	<input type="checkbox"/>	<input type="checkbox"/>
8. Annual turnover / balance sheet of last 3 (three) years 2016-2017, 2017-2018, 2018-2019	<input type="checkbox"/>	<input type="checkbox"/>
9. Full postal address with contact No.	<input type="checkbox"/>	<input type="checkbox"/>
10. Any extra ordinary clause from Govt. in case of manufacture / SSI Units, to be considered in this bid.	<input type="checkbox"/>	<input type="checkbox"/>
11. Every page / documents of the bid signed by the bidder	<input type="checkbox"/>	<input type="checkbox"/>



Information About Tenderers

(To be furnished with Tender)

1. In case of Individual:

- 1.1. Name of business :
- 1.2. Whether his business is registered. :
- 1.3. Date of commencement of business. :
- 1.4. Whether he pays Income Tax :
- 1.5. Age of the tenderer :

2. In case of Partnership firm:

- 2.1. Names & ages of Partners :
- 2.2. Whether the Partnership is registered. :
- 2.3. Date of establishment of firm :
- 2.4. If each of the partners of the firm pays income tax or not, who of them pays the same. :

3. In case of Limited Liability Company:

Company or Company Limited by Guarantees

- 3.1. Amount of paid up capital :
- 3.2. Name of Directors :
- 3.3. Date of Registration of Company. :
- 1.4. Annual Reports /Copies of audited Balance Sheets of the Company of the last three years. :

4. PAN of Tenderer :

Signature of Tenderer
Name and Address of the tenderer.



FORM-1

EXPERIENCE DETAILS

DETAILS OF SIMILAR WORKS COMPLETED BY THE TENDERER IN THE LAST 3 (THREE) YEARS.

Sl. No.	Full particulars of work carried out by the tenderer	Value of contract	Completion time as stated in the tender	Actual date of completion	Actual Executed Value	Name and Postal Address of Client

Copy of work order (s), Completion Certificate etc. in support of the above are attached.

[Signature of Tenderer]

Name and Address of the Tenderer



FORM - 2

Equipments Details. At the disposal of Tenderers.

MACHINERIES	Number	Make	Capacity	OWNED	HIRED
1. Mixer Machine					
2. Vibrator					
3. Dumper Truck					
4. Dewatering pump.					
5. Generator					
6. Pipe Wrench					
7. Chainton.....					
8. Pulling lifting machine.					
9. Rig					
10. Any other machine related to fitting fixing of different size pipes (please specify)					

[Signature of Tenderer]

Name and Address of the Tenderer

