

Guwahati Municipal Corporation

Garage Branch ::

Dr. B. Baruah Road :: Ulubari ::

Guwahati-7



BID DOCUMENT

FOR

HIRING OF MACHINERIES/VEHICLES



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

No: GGR/258/2016/1

Date: 05.12.2016

DETAIL QUOTATION NOTICE

Sealed bids are invited from reputed firm/Contractor/Supplier etc. for supply of following types of Machineries/Vehicles on hired basis to Guwahati Municipal Corporation, Guwahati. Bids will be received up to 2.00 PM of **14/12/2016** at Head Office, Guwahati Municipal Corporation, Panbazar, Guwahati-1 and the same will be opened on the same date and venue at 2.30 PM in presence of the bidder or their authorized representative who would like to be present.

Sl. No.	Description of Vehicles/Machineries	Quantity
1	Hire charge of new or not more than three years old chain mounted excavator with bucket capacity .03-.05 cum(PC71 or equivalent) for 8.00 hrs duty per day shift to be utilized for excavation work in channels within Guwahati city a. With barge	11 nos.
2	b. Without barge	11 nos.
3	Hire charge of new or not more than three years old chain mounted excavator with suitable bucket capacity (PC130 or equivalent) for 8.00 hrs duty per day shift to be utilized for excavation work in channels within Guwahati city	4 nos.
4	Hire charge of new or not more than three years old chain mounted excavator with suitable bucket capacity (Poclain 210 or equivalent) for 8.00 hrs duty per day shift to be utilized for excavation work in channels within Guwahati city	10 nos.
5	Hire charge of new or not more than three years old chain mounted excavator with suitable bucket capacity (Poclain 50 or equivalent) for 8.00 hrs duty per day shift to be utilized for excavation work in channels within Guwahati city with barge	2 nos.
6	Hire charge of new or not more than three years old tyre mounted excavator (4DX or equivalent) with suitable bucket capacity for 8.00 hrs duty per day shift to be utilized for excavation work in channels within Guwahati city	7 nos.
7	Box dumper truck of 12.0 cum capacity	30 nos.
8	Box dumper truck of 8.0 cum capacity	15 nos.
9	Box dumper truck of 5.0 cum capacity	8 nos.
10	Mini Skid steer loader	6 nos.

Terms & Conditions:

1. Every bid must be accompanied with an Earnest Money of Rs. 50,000.00 (Rupees Fifty Thousand) only in the name of the Commissioner, Guwahati Municipal Corporation duly pledged in the form of Fixed deposit from any scheduled bank with a validity of 6 months.
2. The rate quoted will be valid for a period of 1 (One) year from the date of opening of the bid.
3. Machineries/Vehicles will be hired as per the required quantity shown above. However the quantity may vary as per the requirement.
4. Rate to be quoted at a prescribed format shown at Rate Sheet in the bid document including all taxes and duties. The rate should be quoted both in words and figures clearly and any correction must be initialed.
5. Bid once submitted cannot be withdrawn without any valid reason.
6. Canvassing directly or indirectly in any form in connection with the bid strictly prohibited and offers submitted by anyone who resort canvassing are liable for rejection.
7. If the opening date of the bid falls on holiday or the office remains closed on the opening date, due to any reasons, the bid will be opened on the next working day at the same time.
8. No extra condition other than mentioned in the document will be entertained. Conditional bid will be rejected outright.
9. Photocopy of PAN card, Insurance Paper, VAT/Sales Tax Certificate, Driving License of Operators/Drivers must be submitted with the bid.
10. The name of work must be subscribed over the cover containing the bid.
11. The bidder must furnish their full postal address/contact numbers/e-mail ID with the bid. All correspondence onwards will be made by ordinary post / e-mail which will be assumed to be received by the addressee and no complaint will be entertained on non-receipt of letter. Change of Address should be intimated immediately.
12. Every page of the bid must be signed by the bidder and any correction must be initialed.
13. In case of any dispute the decision of Commissioner, GMC will be final.
14. The authority reserves the right to reject all or any bid without assigning any reason thereof and does not bind itself to accept the highest rate.

Special Condition:

1. A formal agreement with Commissioner, GMC is to be signed after selection of the bidder.
2. Machineries/Vehicles in tip-top condition with driver/operator must be placed within 3 (three) days from the date of receipt of formal order. The dumper should be leaked proof, so that no spillage occurs during transit.
3. **All rates to be quoted with POL. No POL will be issued from the department.**
4. **In case of Dumpers POL requirement is to be calculated assuming the disposal site will be within Guwahati Municipal Corporation area i.e. No extra claim for disposal will be entertained.**
5. **Rate quoted should be inclusive of all taxes & manpower. No allowance for Operator/Drive/Handyman will be paid.**
6. **The Machineries/Vehicles must have a Log Book for recording the day to day performance of the allotted 8 hours duty, the log book must be signed by the engineer concern or authorized supervisor daily after completion of the work. Bill for payment against hire charge should be submitted monthly supported by all certified log books.**
7. **The Machineries/Vehicles will be used for 8 hour shift per day. However if required it can be used for more hours, for which hourly payment will be made. Timing of works may vary. If required night operation will be carried out, for which no extra payment will be paid.**
8. If the Machineries/Vehicles become non-operational due to any mechanical defect, it must be repaired immediately or a replacement must be provided within same day. Failing which penalty will be imposed at the rate the value of the hire charge for the day multiplied by three.
9. All responsibility of the Machineries/Vehicles including accident or breakdown during hiring period will be solely on the bidder. All cost towards the repairing etc. will be borne by the bidder.
10. Provided/engaged Machineries/Vehicles cannot be withdrawn by the bidder without 30 days prior intimation to the department.
11. At present hiring period is for 75 days. However it may increase or decrease depending on the situation. GMC may terminate the contract at any moment if the performance of the machine is not satisfactory or any other.

**Commissioner
Guwahati Municipal Corporation
Guwahati
Date: 05.12.2016**

Memo No: GGR/258/2016/1

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Copy to:

1. The Addl. Commissioner, GMC for information.
2. The M.S, GMC for kind appraisal of Hon'ble Mayor, GMC.
3. The CA & AO, GMC for information. And necessary action.
4. The Project Management Cell with a request to upload on GMC official website i.e gmportal.in.
5. File.

**Commissioner
Guwahati Municipal Corporation
Guwahati**

RATE SHEET
BID FOR HIRING OF VEHICLES/MACHINERIES

Sl. No.	Description of Vehicles/Machineries	Qty	Rate per each per day (8 hr)		Rate per hour for additional work hour beyond 8 hour	
			In figure	In words	In figure	In words
1	Hire charge of new or not more than three years old chain mounted excavator with bucket capacity .03-.05 cum(PC71 or equivalent) for 8.00 hrs duty per day shift to be utilized for excavation work in channels within Guwahati city a. With barge	11 nos.				
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10	Mini Skid steer loader	6 nos.				

Date :
Seal :

Signature of the Bidder

Details of the Bidder

Name of the Firm :

Address :

Name of the Proprietor :

No. of the Machine to be
Provided :

PAN No :

Contact No :

Date :

Seal :

Signature of the Bidder

CHECK LIST
(Documents to be provided for the bid)

Please tick the appropriate box

- | | |
|---|--------------------------|
| 1. Dully filled up rate sheet and detail bid notice | <input type="checkbox"/> |
| 2. Bid document fee Rs. 5,000.00/- as | <input type="checkbox"/> |
| 3. Earnest Money of Rs. 50,000.00/- | <input type="checkbox"/> |
| 4. Full Postal Address/Contact numbers/e-mail ID | <input type="checkbox"/> |
| 5. Every Page/Documents of the Bid signed by the Bidder | <input type="checkbox"/> |
| 6. Photocopy of PAN Card/VAT/Sales Tax certificate | <input type="checkbox"/> |
| 7. Photocopy of Sales deed/Certificate | <input type="checkbox"/> |
| 8. Photocopy of Insurance Paper | <input type="checkbox"/> |

Date :
Seal :

Signature of the Bidder