



# OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION

Electrical Branch :: Dr. B. Baruah Road :: Ulubari :: Guwahati - 7

Name of work : Construction of 11 K V Line and 11/0.433 KV, 100 KVA Sub-Station including Allied Works at the office Complex of Guwahati Municipal orporation, Lakhtokia, Guwahati

Name of Tenderer : .....

Full communication Address : .....  
.....  
.....

Fax No. : ..... Telephone No. : .....

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

Yours faithfully,

(Signature (s) of the tenderer)  
With seal



# OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION

Electrical Branch :: Dr. B. Baruah Road :: Ulubari :: Guwahati - 7

Letter enclosed Tender  
(To be filled up and signed by the  
Bidder)

To,

The Commissioner  
Guwahati Municipal Corporation  
Panbazar, Guwahati-1

**Sub: Construction of 11 K V Line and 11/0.433 KV, 100 KVA Sub-Station including Allied Works at the office Complex of Guwahati Municipal Corporation, Lakhtokia, Guwahati.**

Sir,

With reference to the above, I/We am/are submitting here with my/our tender for the above mentioned work along with requisite particulars as asked for in the terms of reference / conditions of N.I.T.

I/We do here by agree to execute the work if allotted.

I/We hereby declare that, I/We shall treat the documents, drawings and other records connected with the works as secret / confidential and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information to any manner prejudicial to the safety of the authority.

**Enclo :**

- 1.
- 2.
- 3.
- 4.
- 5.

Yours faithfully,

(Signature with date)

**\*Detail address for communication:**



# OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION

Electrical Branch :: dr. B. Baruah Road :: Ulubari :: Guwahati - 7

No. GER/Elect/1272/17/9

Date: 11/06/2018

## DETAIL NOTICE INVITING TENDER

Sealed tenders in prescribed form are invited from the registered APWD electrical Class I (A, B, C) & Class II Contractor having experience in field of installation and Repairing works of Street lighting system accompanied by a Cash receipt of Rs.500.00 (Rupees Five hundred) only as tender fees as non refundable to be paid in the Cash counter in cash for the following works.

*“Construction of 11 K V Line and 11/0.433 KV, 100 KVA Sub-Station including Allied Works at the office Complex of Guwahati Municipal orporation, Lakhtokia, Guwahati”*

Tender will be received up to 2.00 PM of **29.06.2018** at Head office, GMC, Panbazar, Guwahati-01 and the same will be opened on the same date and venue, in presence of the bidder or their authorized representative who would likely to be present.

### : GENERAL INSTRUCTION :

The intending tenderers are requested to submit their tender in sealed covers at the place and within the date and time 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 of any change(s) are found in the documents, the tender will be liable for rejection.

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

It will be imperative for each tenderers to inform himself of all local condition and factors, which may have any effect on the execution of work covered under this tender document. In their own interest, the tenders are requested to familiarize themselves with Indian Income tax Act, 1961. Indian Companies Act 1956, Indian Custom Act 1962, Assam Value Added Tax Act (VAT) 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

#### EARNEST MONEY

The tenderer shall as a condition for consideration of the tender, deposit the earnest money @ 2% on the tendered value in the shape of bank draft/ Call deposit in the name of Commissioner, G.M.C. for an amount specified in the notice inviting tender. Earnest money deposited shall remain valid for a minimum period of 6 (Six) month from the date of opening of tender. Tender without earnest money will not be considered. The earnest money's bank deposit slip must be enclosed along with the tender document.

The earnest money of the unsuccessful tender shall be release without interest within one month from the date of finalization of award of contract or on expiry of the validity of tenders whichever is latest.

The earnest money deposited may be forfeited in case the tenderer revoke or cancel their tender or vary any terms thereof within the validity period of tender without the consent of authority in writing or if the tenderer fails after award of contract to complete contractual formalities such as formal acceptance of the order, sign the contract, furnish security deposit within the time specified in the order.

## **SECURITY DEPOSIT**

The full security deposit @ 10% of the work value shall be deducted from the contractors bill (Running or Final bill) and same shall be retained for a period of 1 (one) year. In case 2% earnest money as security would be release along with the final bill for the work. The security amount shall be released subject to proper condition of work by concerned Engineer after 1 (One) year. Otherwise the security amount will be forfeited to GMC.

## **DURATION**

The tenderers 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.

## **REGARDING PAYMENT**

The Contractor will have to provide Bank A/C No. for refund E.M., S.D. money & Bill payment etc. against his name.

## **INSTRUCTION FOR CONSTRUCTION PERIOD**

The Contractor at his 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:

Name of work : **Construction of 11 K V Line and 11/0.433 KV, 100 KVA Sub-Station including Allied Works at the office Complex of Guwahati Municipal Corporation, Lakhtokia, Guwahati**

Tender Value:

Name of Contractor:

The Contractor at his own cost shall take photograph of the work as per direction of the Engineer in charge of the work in 3 (Three) stages:

- (I) Initial condition of the site of work with the sign board.
- (II) During construction
- (III) After completion of the work.

The 3 (Three) photographs should be taken in the same place. No bill shall be paid without photograph.

For carry 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.

## **REGARDING MATERIALS**

No materials will be supplied to the Contractor from GMC. 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 the Contractor's bill as assessed from time to time.

The specification and brand of materials to be used for the project is as per approved brand and specification of APWD electrical schedule or as approved by the GMC.

For all materials test certificate from the competent authorities/Company 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.

## **COMMENCEMENT OF WORK**

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

## **COMPLETION OF WORK**

The Contractor must complete the work within the time frame from the date of issue of the formal work order. During the execution of the work if any type of construction/installation found not in order, that must be resolved by the Contractor at his own cost risk & responsibility. No extra payment will be made in any case.

## **MODE OF SUBMISSION OF TENDER**

The tender document shall be duly filled in, signed & stamped on each page by the tenderers and the complete set along with all relevant document and information complete as required shall be submitted 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 N.I.T. No., full name and address of the tenderer and with a note "TENDER". The tender complete in all respect shall be submitted as mentioned below and addressed to:

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

Tender once submitted cannot be withdrawn after opening of tender.

Delayed/late offers due to any reason whatsoever and tenders in term of open condition shall not considered for opening and the same shall be returned as it is.

## **QUOTING OF RATE**

The tenderer should quote their rates as per the format attached with the tender document by filling in the rates & amount, duly signed & stamped on each page and the same shall be put in sealed enveloped duly super scribed the envelope with the name. The rate shall contain any exceptions/deviation/condition/presumption of any kind. Any exceptions/deviation/condition/presumptions made in the quoted rate shall either be ignored or the same shall make the tender liable for rejection.

The quoted price shall be inclusive of all taxes, duties, levies etc. as applicable and all expenses.

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

The prices quoted by the tenderer shall remain from 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.

## **EVALUATION OF TENDER**

The lowest quoted price 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 evaluation committee formed for evaluation the tender. 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. The minimum benchmark price shall be fixed by the evaluation committee after submission of the tenders by the last date of submission to maintain transparency.

Though preference will be given to experienced and financially sound contractors, past record of the contractors on timely executing a work under GMC will examined and on the basis of his earlier performance preference will be given.

Tenderers offering latest technology products with quality matching international standard may be given preference by the Evaluation committee.

## **OPENING OF TENDERS**

At the time of tender opening GMC will allow only the authorized representative of the tenderers. Tenderers are advised to depute representative duly authorized by them. Tenders will be opened on the same day after 1 (one) hour of closing of tender box.

If the opening date of the tender falls on holiday or 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.

### **VALIDITY OF TENDER**

Tenders submitted by the tenderers shall remain valid for a period of 6 (Six) months from the date of opening of tenders. The tenderers shall not be entitled during the period of 6 (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 tender revoking or canceling his tender 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 tender.

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.

### **PAN CARD**

The tenderer must have a valid PAN card. Photo copy duly self attested must be submitted along with the tender.

### **GST REGISTRATION**

The tenderer must have a valid GST registration no., photo copy duly self attested must be submitted along with the tender. Tax will be deducted as per applicable rate from the bill.

### **EXPERIENCE IN SIMILAR NATURE OF WORK**

The tenderer must submit the details of work completed RELEVANT TO SIMILAR NATURE OF WORK. As per Form-1 of tender document, as per proof, copies of work order and completion certificates including actual executed value and actual date of completion shall be submitted by the tenderers. If necessary additional sheet may be enclose.

### **TOOLS & PLANTS**

All tools & plants required for the works are to be arranged by the contractor at his own cost and risk. If any tools & plants are issued by the GMC, the higher charge will be deducted from the bills as fixed by the GMC. Tenderers must submit the details of equipment available at his disposal as per Form-2.

### **VARIATION OF ESTIMATED QUANTITY**

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

### **CANVASSING**

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

### **RIGHT OF GMC**

The GMC authority reserved the rights to reject all or any tender 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.

### **ADDENDA/CORRIGENDA**

Addenda/ Corrigenda may be issued by GMC to the tender document prior to opening of tender to clarify document or to reflect modification to the terms of tender document. All future addenda and corrigenda will be hosted in the news papers. Others will not be accepted thereby making both.

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

### **CORRECTIONS IN TENDER**

All changes/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. Submission of more than one tender/ alternative tenders including in association with other tenderers will not be accepted thereby making both.

### **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. Bank deposit slip in support of Earnest Money deposit as per NIT.
3. Power of Attorney in the name of person signing the tender document in case firms/company etc.
4. Annual turnover should be equivalent to the tender value.
5. Audited balance sheet with contract trading profit & loss account for the last 3 (Three) financial year.
6. Details of work of completed RELEVANT TO SIMILAR NATURE OF WORK. As per Form-1 of tender document. As proof, copies of work order and completion certificates including actual execution value and actual date of completion shall be submitted by the tenderers.
7. Details of construction plant and equipments available in Form2 of the tender document which the tenderer proposed to use for this work.
8. Solvency certificate recently issued form a Scheduled/Nationalized bank.Photo
9. Information about Tenderer.
10. PAN card photo copy duly attested.
11. GST registration no., photo copy duly attested.
12. 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 work order on writing. The tenderer shall have to accept the PWO and required to submit the contract agreement in F2 form along with other terms and condition as per NIT in duplicate within the 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 tenderer will have to sign a formal tender with the Commissioner, GMC in GMC,s F2 form of agreement.

Failure of the tenderer to comply with the requirement of this article shall constitute sufficient ground for termination of the order/contract and forfeiture of 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.

Contractors shall be responsible for safe custody of their materials and GMC shall in no way be held responsible for any damage/theft/loss of contractors materials stored at the designated places.

**Commissioner,  
Guwahati Municipal Corporation,  
Guwahati-1.**



**FORM OF TENDER FOR QUOTING RATES**

(To be filled up by the tenderer)

No.

Date:

From,

.....  
.....  
.....

**To,**

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

**Sub:** Submission of tender for the work of "Construction of 11 K V Line and 11/0.433 KV, 100 KVA Sub-Station including Allied Works at the office Complex of Guwahati Municipal Corporation, Lakhtokia, Guwahati"

**Ref.:** Detailed tender No.

**Sir,**

I/We hereby agreed upon the execution of the above mentioned work at item wise quoted rate in the B.O.Q. for an amount of Rs..... (Rupees.....) only being the cost of total works.

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

I/we confirm having deposited Earnest Money of Rs. .... (Rupees.....) only in the shape of Bank draft/ Call deposit No..... dt. ....

Yours faithfully,

Name of Tenderer:

Bank Account No.....

(Signature (s) of the tenderer)  
With seal

**PARTICULARS ABOUT TENDERERS**

(To be furnished by the tenderer)

In case of individual:

- 1. Name of business :
- 2. Whether his business is registered :
- 3. Date of commencement of business :
- 4. Whether pays income tax :
- 5. Age of the tenderer. :
- 6. Bank account No. :

In case of partnership firm:

- 1. Name & age of partner :
- 2. Whether the partnership is registered :
- 3. Date of establishment of firm :
- 4. Income tax details of all partner :
- 5. Bank account no. for transaction :

In case of limited liability company

- 1. Amount of paid up capital :
- 2. Name of Directors :
- 3. Date of registration of the company :
- 4. Last 3 years audit & balance report :
- 5. Bank account no. for transaction :

**PAN NO** :..... :

Signature of tenderer,  
Name and address of the tenderer.

**FORM-1**

**PARTICULARS OF EXPERIENCE:**  
(To be furnished by the Tenderer)

We/ I have completed the following works in the last five years which are similar to the nature of the work for which the tender is invited.

<b>Sl. No.</b>	<b>Details particulars of the project/work (Name of work, Work order no. etc.)</b>	<b>Name of Department under which works are executed</b>	<b>Contract value</b>	<b>Time of completion.</b>
1				
2				
3				
4				
5				

.....

Signature of tenderer

Note: Copy of Work order is to be furnished, if required extra sheet can be use.

**FORM-2**

**PARTICULARS OF EQUIPMENT DETAILS**  
(To be furnished by the Tenderer)

I/We are going to use the following equipments owned by me/us and on hire basis in the work, if awarded.

<b>Sl. No.</b>	<b>DESCRIPTION OF EQUIPMENTS</b>	<b>QUANTY</b>	<b>OWNERSHIP OF THE EQUIPMENTS</b>
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1.

2.

3.

4.

5.

.....

Signature of tenderer

Extra sheet to be added if required



# OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION

Electrical Branch :: Dr. B. Baruah Road :: Ulubari :: Guwahati - 7

Name of work : Construction of 11 K V Line and 11/0.433 KV, 100 KVA Sub-Station including Allied Works at the office Complex of Guwahati Municipal Corporation, Lakhtokia, Guwahati

Name of Tenderer : .....

Date of issue : .....

Issued to : .....

Full communication Address: .....

.....

Fax No. : .....

Telephone No. : .....

Mobile No. : .....

E-mail : .....

Reference of tender document cost:

Receipt No. ....

Date : .....

**Commissioner,  
Guwahati Municipal Corporation,  
Panbazar, Guwahati-1.**



# OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION

Electrical Branch :: Dr. B. Baruah Road :: Ulubari :: Guwahati - 7

Letter enclosed Tender  
(To be filled up and signed by the Bidder)

**To**

The Commissioner  
Guwahati Municipal Corporation  
Panbazar, Guwahati-1

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I/We do here by agree to execute the work if allotted.

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Enco :

- 1.
- 2.
- 3.
- 4.
- 5.

Yours faithfully,

(Signature with date)

Detail address for communication-