



**OFFICE OF THE COMMISSIONER
GUWAHATI MUNICIPAL CORPORATION
PANBAZAR: GUWAHATI-01**

No: GCS/PMC/732/16/847

Dated: 15/09/2016

Notice Inviting Quotation

Sealed quotation is hereby invited from reputed firms/agencies/companies for providing “**Wifi and Wired Internet Connection in Panbazar Office**”. Detail terms and conditions of the said NIQ may be obtained from the GMC website www.gmcportal.in from **16/09/2016**. The last date of submission of the complete quotation is **30/09/2016** till 2:00 PM and will be opened at 2:30 PM on **30/09/2016** and the pre-bid meeting will be held at 2:30 PM on **22/09/2016** at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati - 01.

Your’s faithfully,

-sd-

**Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati-01**

Memo No.:- GCS/PMC/732/16/847

-A-

Date: - 15/09/2016

Copy forwarded to:

1. The Chief Engineer, GMC, for information.
2. The Chief Accounts and Audit Officer, GMC, for information.
3. Ranjan Kumar Singh, MIS specialist, PMC, for making arrangement of uploading the NIQ in the GMC website.
4. The M/S Exclusive Advertisement, for publication of the above NIQ notice in one issue of The Assam Tribune, and “Aamar Asom” with a request for submission of the bills to the undersigned for payment.
5. Notice board.

-sd-

**Commissioner,
Guwahati Municipal Corporation
Guwahati**



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

Notice Inviting Quotation (NIQ)

No. GCS/PMC/732/16/847

Date: 15/09/2016

Notice Inviting Quotation to provide Wifi and Wired Internet Connection in Panbazar Office of GMC Offices as per the specifications mentioned in the Annexure of this NIQ.

With reference to the aforementioned subject the Guwahati Municipal Corporation invites quotation from all the eligible service providers for Wifi and Wired Internet Connection in Panbazar Office.

The eligibility criteria of service provider are as under:-

1. The service provider must possess their Registration No., Trade Licence and PAN No.
2. The Average annual turnover of the vendor should be more than 10 Lakhs for the last three years.

Kindly attach the documentary proof of aforementioned eligibility criteria along with the quotations. The commercials for the referred work should be filled in the format as per Annexure.

Terms & Conditions

1. The Quotations must be addressed to the Commissioner, GMC in the Bidder's letter pad.
2. Name and Address of the Bidder should be clearly mentioned.
3. Intending Bidder should mention their TIN No., Trade Licence and PAN No. Submitting self attested photocopies of the same thereof. Else it will be a cause to disqualify the quotation.
4. The Bidder shall quote the amount including all the prevailing applicable taxes.
5. Bidder has to quote the rate as per prescribed format in Annexure - III.
6. The Quoted amount should be inclusive of all prevailing applicable taxes.
7. The Quotations will be valid for 24 (twenty four) months from the last date of submission and the contract may be renewed based on the satisfactory performance which will be decided by the GMC.
8. The envelope should be super scribed with Quotation for "**Wifi and Wired Internet Connection in Panbazar Office**".
9. In case of a tie, the Authority may ask the bidders, who are tied to submit the revised quote with all the conditions of the NIQ remaining unchanged. The bidders who quote the lowest revised quote shall then be declared as the successful bidder.
10. The result after scrutiny of quotation will be communicated to Qualified Bidder.
11. The Bidder quoting the lowest rate for the work will be declared successful and will be issued the LoI. All offered products / accessories of ISI approved as available in the market.
12. TDS will be deducted from the payment of the selected Bidder.
13. The selected Bidder will be issued a Letter of Intent (LoI) prior to signing a contract agreement with GMC. The contract agreement will have to be signed by the selected Bidder within the stipulated time mentioned in the LoI.
The successful bidder shall have to submit performance bank guarantee of 2% of quoted amount, prior signing the contract agreement. GMC reserves the right to terminate the contract and forfeit the security
14. The bidder shall be responsible for undertaking all civil/electrical works related to the work.
15. At present 21 computers, 5 laptops, 10 mobiles in 12 rooms and 3 floors in GMC Panbazar Office. All of them should be connected and 1 extra port has to be installed in every room. GMC may request for extra port and payment will be made as per quoted amount.
16. The bidder should provide facility to have control mechanism for bandwidth of each user and identification by MAC Address.
17. The ISP will do a preventive maintenance once a quarter for upkeep of the systems running. The schedule will have to be adhered to strictly by him.
18. The response time for attending the faults will be 4 hours (max) after they are reported to the ISP. The ISP will rectify the faults within 24 hours failing which; ISP will arrange a temporary replacements.
19. The service shall be provided 24 hours & 7 days in week.
20. If leased line is down or below quoted bandwidth for more than 10 minutes, 1 day bill be deducted and if down for whole day, 2 day bill will be deducted.
21. If individual connection is not repaired on time, penalty of Rs. 100 will be charged for every day.

22. As and when required by GMC, the selected Bidder will have to provide onsite support to GMC staff.
23. The company should have a minimum average annual financial turnover of Rs. 10.00 Lakhs in each year for last three financial years. Copy of audited balance sheet or certificate from Auditor towards such financial performance to be attached during the last three years duly certified by Chartered Accountant.
24. Experience of similar nature for minimum 3 years is preferable. Proof of such experience to be attached.
25. Presence of office in Guwahati is must. Proof to be attached.
26. All the materials should have a warranty in all respect for a period of minimum one year from the date of supply.
27. The bidder should not have been blacklisted by Guwahati Municipal Corporation or any other ULBs or Government organisation in India. An Undertaking to this effect to be submitted at the time of submission of Quotation as per prescribed format in Annexure - II.
28. No consortium will be entertained; only individual Firm/ Agency/ Company will be allowed to quote.
29. All Quotation must be submitted, duly signed by the Bidder.
30. NIQ documents and its Annexure, each page duly stamped and signed by the authorized signatory to be submitted along with all the supportive documents and Quotation.
31. Photocopy of document showing ISP License No. (With date) along with a copy of the License Agreement for the provision of Internet Service issued by Government of India to be enclosed.
32. Name of the Department/Institution where such projects have already been implemented. Certificates from earlier clients for successful implementation of Leased lines internet access.
33. The ISP should provide all operation, service and maintenance (inclusive of hardware) with the quoted amount.
34. The ISP should provide the list of contact person (Name, Designation, Contact Number and Email Id).
35. Payment to the Bidder will be made quarterly. Initially, 50 % of Capex Cost will be paid and accordingly remaining amount will be adjusted with the quarterly bill within the entire contract period. Conditional payments are not acceptable.
36. The bidder must submit signed bid documents.
37. In case of any query, Interested Bidder may approach to the OSD, Project Management Cell Office, till **22/09/2016** till 2:30 PM.
38. The sealed quotation should be dropped in the tender box kept in the Chief Engineer branch, Office of the Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-01
39. With 1 (One) month prior notice, GMC may terminate the contract without assigning any reason.
40. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.

**Commissioner,
Guwahati Municipal Corporation
Guwahati**

Annexure-I

Covering Letter

(On Bidder's letterhead)

FROM: (Full name and address of the Bidder)

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To

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

Sub: - Wifi and Wired Internet Connection in Panbazar Office

Ref: NIQ No. GCS/PMC/732/16/847

Dated: / / 2016

Sir,

We hereby submit our document. A copy of the NIQ document, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions.

Yours Faithfully,

**Signature of the authorized signatory of the
Bidder with name, designation, seal and date**

ANNEXURE II

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 Proposal for the purpose of the Wifi and Wired Internet Connection in Panbazar Office for GMC.

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**

QUOTATION
(ANNEXURE III)

To,

Commissioner,
Guwahati Municipal Corporation,
Panbazar, Guwahati- 01

Sub: Rate for the Work “Wifi and Wired Internet Connection in Panbazar Office”

Ref: GCS/PMC/732/16/847

Sir,

With reference to the subject cited above, I hereby quote my rate as given below.

Sl. No.	Description	Rate (in Rs.)		
		Bandwidth	In Fig.	In Words
1	Monthly Rent for Leased Line / Wifi Internet per Connection	4 Mbps		
		Additional Mbps		
2	Capex Cost			
3	Extra Ethernet Port			

N. B: The quantity shown above is approximate and may vary.

1. Above rates shall be inclusive of all prevailing applicable taxes.

Enclosures:

1. Registration No.
2. Trade Licence:
3. PAN No.:
4. Audited balance sheet of last three years duly certified by Chartered accountant.

Yours faithfully

Seal

Signature
Name:
Address:
Phone No.: