



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

No: GCS/PMC/717/Pt. 1/1010

Dated: 31 / 12 / 2016

Notice Inviting Quotation

Sealed quotation is hereby invited from reputed firms/agencies/companies for providing “**Advertisement rights and Operation & Maintenance of bio-toilets in various locations of Guwahati city**”. The locations are mentioned in the detailed terms and conditions of the NIQ. Detail terms and conditions of the said NIQ may be obtained from the GMC website www.gmcportal.in from 1-1-2017 . The last date of submission of the complete quotation is till 2:00 PM and will be opened at 2:30 PM 17-1-2017 and the pre-bid meeting will be held at 2:30 PM on 10-01-2017 at Guwahati Municipal Corporation, Head Office, Panbazar, Guwahati - 01.

Yours faithfully

s.d/-

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

Memo No.:- GCS/PMC/717/Pt. 1/1010

-A-

Date: - 31 / 12 / 2016

Copy forwarded to:

1. The Municipal Secretary, for kind appraisal of the Hon’ble Mayor and the members of the Mayor-in –Council.
2. The Chief Accounts and Audit Officer, GMC, for information.
3. 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.
4. Notice board.

s.d/-

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



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

Notice Inviting Quotation (NIQ)

No: GCS/PMC/717/Pt. 1/1010

Dated: 31 / 12 / 2016

Notice Inviting Quotation for Advertisement rights and Operation & Maintenance of bio-toilets in various locations of Guwahati city

With reference to the aforementioned subject the Guwahati Municipal Corporation invites quotation from all the eligible agencies/firms for **Advertisement rights and Operation & Maintenance of bio-toilets in various locations of Guwahati city** .

The eligibility criteria of service provider are as under:-

1. The service provider must possess their Registration No., Trade License and PAN No.
2. The Average annual turnover of the vendor should be more than 1 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. The locations of the bio-toilets are as follows :
 - a) Naak-Kata Pukhri, Paan Bazaar.
 - b) Hatigarh Chariali.
 - c) Geeta Mandir Premises.
 - d) Near Dighali Pukhri, Tayabulla Road, near CCD.
 - e) VIP Road, near Thakuria's novelty (Forest Gate).
 - f) Brahmaputra Guest House
 - g) Kachari Bus stop near the entrance to the underground parking.
 - h) Bharalumukh, near Apollo Hotel.
 - i) Near food villa entry point.
 - j) Around Nabagraha Temple premises.
4. 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.
5. The Bidder shall quote the amount including all the prevailing applicable taxes.
6. Bidder has to quote the rate as per prescribed format in Annexure - III.
7. The envelope should be super scribed with "**Advertisement rights and Operation & Maintenance of bio-toilets in various locations of Guwahati city**".
8. The Quotations shall be valid for 12 (Twelve) months from the last date of submission.
9. The result after scrutiny of quotation will be communicated to Qualified Bidder.
10. The Bidder quoting the highest rate for return to GMC will be declared successful and will be issued the LoI.
11. 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.
12. The successful bidder has to submit performance bank guarantee **of Rs.25,000.00 (Twenty Five Thousand)** prior to signing the contract agreement. GMC reserves the right to terminate the contract and forfeit the security.
13. As and when required by GMC, the selected Bidder will have to provide onsite support to GMC staff.
14. The company should have a minimum average annual financial turnover of Rs. 1.00 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.
15. Experience of similar nature for minimum 1 year is preferable. Proof of such experience to be attached.
16. Presence of office in Guwahati is must. Proof to be attached.
17. 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.
18. No consortium will be entertained; only individual Firm/ Agency/ Company will be allowed to quote.

19. 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.
20. In case of any query, Interested Bidder may approach to the OSD, Project Management Cell Office during office hours.
21. 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
22. With 1 (One) month prior notice, GMC may terminate the contract without assigning any reason.
23. The Commissioner, GMC has the right to accept or reject any or all the quotations without assigning a reason thereof.
24. The selected bidder shall keep the bio-toilets as well as the surrounding of the site neat and clean at all time, without fail. The toilets should work properly and disinfectants should be used as per norms.
25. The agency shall collect the user charges for any facilities (urinals/ toilets/bathing blocks) as per the decision of the GMC.
26. GMC shall fix timing of the opening and closing of the Toilet blocks.
27. The agency shall be responsible for all operation and maintenance charge including washing cleaning, electricity charge, water charge. The financial contribution will be as per the financial proposal of the selected bidder.
28. The concession period for the project will be 5 years, which may be increased by one year subjected to the performance of the agency and shall be in the sole discretion of the Commissioner, GMC.
29. The agency will be allowed to collect the user charge from the user as per the existing design and also the advertising revenue from the advertising space on the body of the toilet and above the structure. The advertisement hoarding should not obstruct the traffic movement. Advertisement tax has to be paid by the agency.
30. Any modification in the structure or the appearance of the toilets during the concession period, must be done after intimation to the GMC, and only after approval from the Commissioner, Guwahati Municipal Corporation.
31. The Guwahati Municipal Corporation shall provide the toilet blocks to the agency at the said location. The title of the land will continue to vest with GMC.
32. The agency shall collect the user charges from the users of Public toilets which is to be approved by the Guwahati Municipal Corporation. Any revision in charges shall be determined by the Guwahati Municipal Corporation in its sole discretion
33. The agency shall operate and maintain the complexes to the entire satisfaction of Guwahati Municipal Corporation and clean regularly toilets, urinals, floors, walls, and ceilings of the interior as well as the exterior of the complexes and ensure continuous serviceability as also continuous availability of clean water. He shall ensure that the requisite quantity of cleaning materials such as phenyl, naphthalene balls are used to ensure that the toilets look clean and free from foul smell at all time and that soap, tissue papers etc are available to the extent required.
34. The selected agency/ organization shall maintain the facility as per a maintenance schedule agreed between the two. The Guwahati Municipal Corporation may engage

third party evaluators to check the quality of maintenance and in case the maintenance is found to be deficient the Guwahati Municipal Corporation may fine the agency/ organization.

35. The charges towards electricity, water, sewage and other such amenities as required by the agency shall be included in the maintenance cost.
36. The agency shall not display or allow to display or exhibit any picture / posture /statute or other articles in any part of the premises that are repugnant to the general standards of morality. The agency expressly agrees that the decision of the Guwahati Municipal Corporation in this regard shall be conclusive and binding on the agency.
37. There will be provision of advertisement spaces in the bio-toilet. The space for advertisement will be licensed to the agency for generating revenue.
38. The agency shall ensure that the premises are not used for playing games etc., which involves stakes / betting, play cards etc., or for any un-lawful activities.
39. Agency/ organization can use the premises for displaying any bill boards, advertisements, neon / glow signs etc after obtaining permission for the same from the Guwahati Municipal Corporation. The advertising policy for generating revenue will be regulated by the Guwahati Municipal Corporation concerned.
40. The agency shall ensure adequate water supply for general cleanliness and use of the bio-toilets.
41. In case of loss due to theft or damage to the assets created in the Toilet blocks during the operation period (Concession period) , the agency shall be responsible for making good the same immediately at its own cost and shall continue to keep the complex operational and available for public use, to all times, as prescribed.
42. The Guwahati Municipal Corporation shall have the right to cancel / remove / terminate the agreement at any stage in case of breach of any of the stipulated terms and condition by the agency or in case their performance is not found satisfactory. The Guwahati Municipal Corporation shall be entitled to terminate the agreement in case of any neglect or lapse on the part of the agency in respect of the regular maintenance of the public Toilets in clean and hygienic conditions and to keep the public convenience in a state of good repairs at the cost of agency.
43. The site and the work assigned to the agency by the Guwahati Municipal Corporation shall not be transferred by the agency to any person, trust, society or institution in any manner whatsoever at any time whether during or after the termination of this agreement.
44. The premises of toilet complex shall not be used by the agency for purpose other than that for which it is allowed under the agreement for operation and maintenance.
45. The agency or its employees or agents shall behave and deal with courtesy with the users of these bio-toilets.
46. The agency shall ensure enforcement of existing labour laws. Minimum Wages Act and at no point of time, the Guwahati Municipal Corporation shall be drawn into litigations on these counts.
47. The agency shall execute the agreement within 7 days on the receipt of issuance of letter of award.

48. The agency shall ensure that services of water supply, sewerage, drainage, electricity, telephone etc., in this vicinity encountered during the period of construction / running /maintenance of the toilet block are not damaged. In case these are required to be shifted, the same shall be done by the permission of the department.
49. On the completion of the contract period, the agency shall hand over the vacant possession of the public Toilets so constructed along with fixtures and fittings, inventory, structures in good working condition to the Guwahati Municipal Corporation within 24 hours and will not put any resistance failing which the premises shall be evicted and the Guwahati Municipal Corporation shall assume the occupation without any notice whereupon the agency will have no claim.
50. Any of the conditions mentioned above can be altered, modified, changed or removed by the appropriate authority as per the necessity without assigning any reason and the new conditions shall be binding on the part of the agency.
51. **Schedule of Payment**
The bidder shall have to make the payment to GMC before taking over the site for the execution of the project.

s.d/-

**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: - Advertisement rights and Operation & Maintenance of bio-toilets at various locations of Guwahati city.

Ref:

Dated:

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.

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 “**Advertisement rights and Operation & Maintenance of bio-toilets at various locations of Guwahati city**”

Ref:

Sir,

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

SI No	Description	Amount to be paid to GMC (In Rs.) In Figure/Year	Amount to be paid to GMC (In Rs.) In Words/Year
1.	Advertisement rights and Operation & Maintenance of bio-toilets at all the locations.		

N. B: 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.:**