



OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
Garage Branch, Dr. B. Baruah Road ::: Guwahati-1.

No: GGR/119/2015/

Date:

Notice Inviting Tender

Separate sealed tenders are invited from reputed firm / contractors / supplier etc. for hiring of the following types of Poclain Machine under Garage Branch, Guwahati Municipal Corporation, Guwahati. Tenders will be received up to 2:00 P:M of 05/10/2016 at Head Office, Guwahati Municipal Corporation, Panbazar, Guwahati-1 and the same will be opened on the same date and venue, in presence of the bidder or their authorized representative who would like to be present.

Detailed Bid Notice may be obtained from the Garage Branch, Guwahati Municipal Corporation, Dr. B. Baruah Road, Ulubari, Guwahati-7 during all working hours up to 2.00 PM of 04/10/2016 on payment of Rs 1,000.00 (Rupees One Thousand) only as nonrefundable bid document fee or may be downloaded from G.M.C website www.gmcportal.in. In case of downloaded document the bid document fee will have to be submitted either in cash, (to be deposited in Cash Branch, GMC, receipt of which will have to be enclosed with the bid) or Bank Draft pledged in the name of Commissioner, Guwahati Municipal Corporation.

Sl. No	Description of Poclane	Earnest Money	Remarks
1	Poclain 20	Rs. 15,000.00 <i>(Rupees Fifteen Thousand) only</i>	Actual and required quantity may vary
2	Poclain 50		
3	Poclain 70		
4	Poclain 200		
5	Poclain 210		

Sd/-
Commissioner
Guwahati Municipal Corporation,
Guwahati.

Date: - 24-09-16

Memo No. GGR/119/2015/ 116

-A-

Copy to: -

1. The Addl. Commissioner, GMC for information.
2. The Joint Commissioner, GMC for information.
3. The M.S, GMC for kind appraisal of Hon'ble Mayor, GMC.
2. The CA & AO, GMC for information and necessary action.
3. Sri Tasdidur Rahman, Chief Engineer-I, GMC for information.
4. Sri Dipak Gogoi, Chief Engineer-II, GMC for information.
5. M/s Exclusive Advertising, Guwahati, for publication of the above N.I.T in one issue of a local daily Newspaper (i) The Assam Tribune. ii) Ajir Axom.
6. The Project management Cell, GMC to upload the notice at GMC official website i.e www.gmcportal.in.
7. The Head Cashier, GMC for information and necessary action.
8. Sri Deben Injal, Superintendent, Chief Engineer Branch, GMC is here by directed to place tender box at Head Office, Guwahati Municipal Corporation, Panbazar, Guwahati-1, under the title of "**Tender for Hiring of Poclain**" and maintain it safely till the end of tender process.
9. Office File

Sd/-
Commissioner
Guwahati Municipal Corporation,
Guwahati.



GUWAHATI MUNICIPAL CORPORATION

GARAGE BRANCH

:: DR. B. BARUAH ROAD :: ULUBARI ::

:: GUWAHATI-7::

BID DOCUMENTS

FOR

Hiring of Poclain for Dumping Yard dressing

Under Garage Branch

Issued To :-

M. R. No. :-

Date :

Enquiry No. GGR/119/2015/ JJ 68

Date: 24 / 09 / 2016



OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
GARAGE BRANCH ::: DR. B. BARUAH ROAD ::: GUWAHATI.

No: GGR/119/2015/1168

Date: 24/09/2016

DETAILED BID NOTICE

Separate sealed bids are invited from reputed firm / Contractor / supplier etc. for *supply of following types of Poclain on hired basis* to Guwahati Municipal Corporation, Guwahati. Bids will be received up to 2:00 P:M of 05 / 10 / 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 Poclain	Earnest Money	Required for Period
1	Poclain 20	Rs. 15,000.00 <i>(Rupees Fifteen Thousand) only</i>	As and when required
2	Poclain 50		
3	Poclain 70		
4	Poclain 200		
5	Poclain 210		

Terms & conditions:

- (1) In case of downloaded document the bid document fee for Rs. 1000.00 (Rupees One Thousand) only, have to be submitted either in cash, (to be deposited in Cash Branch, GMC, receipt of which to be enclosed with the bid at the time of submission) or Bank Draft pledged in the name of Commissioner, Guwahati Municipal Corporation.
- (2) Every bid must be accompanied with an Earnest money of *Rs 15,000.00 (Rupees Fifteen Thousand)* Only in the form of Demand Draft / Banker's Cheque of any scheduled bank, duly pledged in the name of the *Commissioner, Guwahati Municipal Corporation*.
- (3) The rate quoted will be valid for a period of *1 (one) year* from the date of opening of the bid.
- (4) Machine will be hired as per requirement of Guwahati Municipal Corporation.
- (5) Rates to be quoted on monthly basis at a prescribed format at Rate Sheet including all taxes and duties for the category of machines which the bidder wants to provide or able to provide, separately, in the rate sheet provided with this documents.
- (6) Bid once submitted cannot be withdrawn without any valid reason.

- (7) 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.
- (8) If the opening date of the bid falls on holiday or the office remains closed on the opening date, due to any reason, the bid will be opened on the next working day at the same time.
- (9) No extra condition other than NIT will be entertained. Conditional bid will be rejected outright.
- (10) Photocopy of PAN Card/VAT/Sales Tax Certificate must be submitted with the bid.
- (11) The name of work must be subscribed on the cover containing the bid.
- (12) The bidder must furnish their full postal address / contact numbers / eMail ID with the bid. All correspondence onwards will be made by ordinary post/eMail which will be assumed to be received by the addressee and no complain will be entertained on non-receipt of letter. Change of address should be intimated immediately.
- (13) Every page of the bid must be signed by the bidder and any correction must be initialed.
- (14) The rate should be quoted both in words and figures clearly and any correction must be initialed.
- (15) In case of any dispute the decision of Commissioner, G.M.C. will be final.
- (16) 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) Bidder must furnish the photocopy of sales certificate (Form 21 & 22) and Insurance paper of the machine along with the *Driving License of the operator* with the bid.
- 3) Machines in tip-top condition with driver / operator must be placed at dumping yard/Work Place for duty.
- 4) The machine must perform minimum **8 hours** duty in a day. Working of the Machine should be started from 8.00 AM onwards or as directed by the Engineer concern. The machine may be engaged up to 16 hours in a day. However if situation demands operation of machine may be required at night time also.
- 5) If the machines become non-operational due to any mechanical defect, it must be repaired immediately or a replacement must be provided. Availability of machine for one month must be maintained minimum **200 hours (25 X 8)**. For any short fall of working hour due to mechanical defect (less than 200 hours in a month) penalty will be imposed @ **Rs. 2,000/-per hour**.

- 6) All responsibility of the machines including accident or breakdown during hiring period will be solely on the bidder/machine provider. All cost towards the machines repair etc. will be borne by the bidder/machine provider.
- 7) The machine must have a *Log book* for recording the day to day performance of the allotted 8 hrs duty, then the log book must be signed by the engineer concern or authorized supervisor daily.
- 8) *In case of rate without fuel, GMC will provide only fuel as per 8 hour duty. Other lubes/fluid etc. are the responsibility of bidder/machine provider, Rate to be quoted accordingly.*
- 9) Provided/engaged machine cannot be withdrawn by the bidder/machine provider without 30 days prior intimation to the department.
- 10) Machines will be used mainly for dressing of dumping yard, drain de-silting etc. On requirement the same may be used in other purpose also.
- 11) The bill for the hire charges shall have to be submitted monthly basis at the Garage Branch, GMC for payment along with the log book duly signed by the Engineer concern.
- 12) GMC may terminate the contract at any moment if the performance of the machine is not satisfactory or any other.

for Commissioner
Guwahati Municipal Corporation
Guwahati.

Date: - 24/09/2016

Memo No. GGR/119/2015/ 1168

Copy to: -

1. The Joint Commissioner, GMC for information.
2. The M.S, GMC for appraisal of Hon'ble Mayor/Mayor-in-Council.
3. The C.A. & A.O, G.M.C., for information and necessary action.
4. File.

for Commissioner
Guwahati Municipal Corporation
Guwahati.

Rate Sheet
Bid for hiring of Poclain for Dumping yard Dressing

Sl. No.	Specification	Required Quantity	Unit	Rate per Month without fuel		Requirement of POL (Diesel) per hour
				In Figure (Rs)	In Words (Rs)	
1.	Poclain 20	As per requirement	Each			
2	Poclain 50	As per requirement	Each			
3	Poclain 70	As per requirement	Each			
4	Poclain 200	As per requirement	Each			
5	Poclain 210	As per requirement	Each			

Date: -

Seal :-

Signature of the Quotationer

Name of the Firm :-

Address :-

Name of the Proprietor :-

No. of Machines to be provided :-

PAN No. :-

Contact No. :-

Date :

Seal :

Signature of the Quotationer

CHECK LIST

(Documents to be provided for the bid)

If provided please tick

- | | |
|---|--------------------------|
| 1. Dully filled up rate sheet and detail bid notice | <input type="checkbox"/> |
| 2. Money receipt of Rs.1,000/- only as bid fees | <input type="checkbox"/> |
| 3. Earnest Money of Rs.15,000/- | <input type="checkbox"/> |
| 4. Photocopy of PAN Card/VAT/Sales Tax Certificate | <input type="checkbox"/> |
| 5. Full postal address / contact numbers/eMail ID | <input type="checkbox"/> |
| 6. Every page / documents of the bid signed | <input type="checkbox"/> |
| 7. Photocopy of Sales deed/Certificate (Form 21 & 22) | <input type="checkbox"/> |
| 8. Photocopy of Insurance Paper | <input type="checkbox"/> |

Date :

Seal :

Signature of the Quotationer