



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

Website: www.gmda.co.in
E-mail: ceo.gmda-as@nic.in

Tel: 0361-2529650/9824
Fax: 0361-2529991

NIT No: GMDA/DEV/99/2019/115

Dated: 29/07/2021

DETAILED TENDER NOTICE

1. Sealed tender in prescribed format eventually to be drawn up in P.W.D. F-2 Form (Modified) affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only from the firm/individual having experience of flower decoration/venue preparation at State/District level programme of Independence Day/ Republic Day at the office of the Guwahati Metropolitan Development Authority for execution of the following works which will be received up to 1.00 PM on **06/08/2021** and will be opened at 2.00 PM on the same day. The detailed tender notice may be downloaded from GMDA's website www.gmda.assam.gov.in. A non-refundable amount of Rs. 500/- (Rupees Five Hundred) only towards tender document fee through a demand draft drawn in favour of CEO, GMDA and payable at Guwahati should be submitted with their tender. Selected party will have to commence the work on **12.08.2020** afternoon and complete all works by 6.00 P.M. of **14.08.2020**.

| Sl. No. | Name of Work | Estimated Value (Approx.) | Earnest Money to be deposited |
|---------|--|---------------------------|---|
| 1. | Flower decoration for dias and pandel at Veterinary Playground for celebration of Independence Day, 2021 (State Function). | Rs. 1,66,398.00 | Rs. 3,328/- (Rs. 1,664/- for SC,ST,OBC,UGE, etc.) |
| 2. | Flower Decoration of Swahid Bedi, etc. at Shradhanjali Kanan in connection with the celebration of Independence Day, 2021. | Rs. 1,10,920.00 | Rs. 2,218/- (Rs. 1,109/- for SC,ST,OBC,UGE, etc.) |
| 3. | Venue preparation at Shradhanjali Kanan in connection with the celebration of Independence Day, 2021. | Rs. 5,44,500.00 | Rs. 10,890/- (Rs. 5,445/- for SC,ST,OBC,UGE, etc.) |


2. Earnest Money at the rate of 2% (1% only for the tenderer belonging to ST, SC, OBC & UGE) of the estimated cost will have to be submitted along with the tender in the form of Banker's Cheque/Pay Order/FDR/DD in the name of the tenderer only (other form will not be accepted), pledged to the Chief Executive Officer, GMDA and payable at Guwahati. Exemption of 1% of earnest money as per Govt. circular will be applicable for ST, SC, OBC and UGE etc. tenderers, provided the copy of the circular is enclosed along with the tender. Without earnest money, the tender will not be accepted. Earnest money must be submitted in the name of tenderer only.
3. The acceptance of tender will rest with the Chief Executive Officer, G.M.D.A. who does not bind himself to accept the lowest tender and reserves to himself the Authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions

are not fulfilled or are incomplete in any respect are liable to be rejected.

4. Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderers who resort to such canvassing will be liable to rejection.
5. The tenderers must enclose true copies of **PAN Card, Income Tax Return** for the Financial Year 2018-19, 2019-20 & 2020-21 submitted to the Income Tax Department bearing their official seal and date (i.e. copy of SARAL), Certificate bearing their **GST Registration Number** (as applicable), upto date **Registration Certificate**, **Caste Certificate** seeking 1% exemption of earnest money (if applicable), **UGE Certificate** (if applicable), **Work Experience Certificate** of similar nature of works.
6. The authority shall have the rights to divide/sub divide the works considering the nature and urgency of completion of the work.
7. Detailed particulars of the tenderer like permanent address, partnership deed if applicable etc. shall be submitted as per Performa at **Annexure-I** along with the tenders. Power of Attorney or other proof of authority of the person signing the tender shall be submitted.
8. If the tenderer submits his /her tender in the name of his/ her proprietorship firm, then he / she will have to submit necessary proprietorship deed in support of ownership of the firm. On the other hand if the tenderer submits his/ her tender in the name of his/ her partnership firm, then he/ she will have to submit necessary partnership deed in support of joint ownership of the firm. In case of a partnership firm, necessary power of attorney or other proof of authority of the person signing the tender shall have to be submitted.
9. The tenderer shall submit a list as per Performa at **Annexure-II** of works similar in nature to the work under tender executed during the last three to five years giving the following details :-
 - (a) Name of work
 - (b) Name of departments under which the work was executed
 - (c) Value of works
 - (d) Date of starting and completion
 - (e) Remarks if any.
10. The tenders shall submit list of work which are in hand giving the following details:
 - a) Name of work
 - b) Name and particulars where work is being executed
 - c) Amount of works
 - d) Position of works in progress, Remarks, if any as per **Annexure -III**.
11. Before tendering, the intending tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility, of site and locality, nature and extent of ground & working areas for works conditions affecting accommodation and movement of labour, extra lead etc. required for the satisfactory execution of the work by procuring labour and materials. No claim whatsoever on such account shall be entertained by the Authority under any circumstances after awarding the contract.
12. The tenderers responsibility for the contract shall commence from the date of issue orders of acceptance of tender.
13. Unsealed tender and tender without affixing court fee stamp of Rs 8.25 (Rupees Eight and Paise Twenty Five) only will be summarily rejected.
14. The tenderer, should read the scheduled specifications of the tendered items of works and study the other terms and conditions carefully before submitting the tender. The item/quantity of works may

vary during execution as per the site condition/ COVID 19 pandemic situation.

15. If it is found that the tender is not submitted in the proper manner, too many corrections or absurd rates or amount are entered, it would be open for the Authority to take suitable action against the contractor. The tenderer also must sign on the every written pages of the detailed tender, otherwise his tender will be summarily rejected.
16. The tenderer should properly quote his/her rates as indicated in **Annexure-V** of the detailed Tender Notice of the tender document both in figure and words, otherwise his tender will be treated as invalid. Overwriting and corrections should be avoided while filling the tender as per as practicable. However, all sorts of overwriting and corrections made if any, in quoting the rates should be initialed by the tenderer, Incomplete item wise rate will not be accepted.
17. Tender submitted by an UGE must submit his / her UGE Certificate issued by the Appropriate Authority.
18. The tenderer shall sign a declaration as per format given in the **Annexure-IV** of the tender under the official secret act for maintaining secrecy of the tender documents, drawings or any other records connected with the work given to them (if any). The tenders who had been issued with tender papers but did not submit tenders shall return all the documents given to them.
19. Contractors should quote their rates keeping in mind all the taxes/forest royalties etc. prevailing in the State. Forest Royalty, Cess Tax (as applicable), I.T., GST etc. will be deducted from the works bill as per Rules.
20. The tenderer will have to produce original copy of all documents if asked for when required.
21. Payment on pro-rata basis as per the site measurement taken by the engineer-in-charge for the work as per the works actually executed.
22. Any disputes that may likely to rise at the time of opening of sealed tender(s) in respect of the clauses or content of this tender, the decision of the authority will be final and binding to all the tender.


Chief Executive Officer,
Guwahati Metropolitan Dev. Authority,
Bhangagah, Guwahati – 05

PARTICULARS ABOUT TENDERERS

(To be furnished by the tenderer)

1. Name of Tenderer :

2. Permanent / Registered Address :

3. Type of Business carried out by Tenderer in addition to construction work if any. :

4. Registration Particulars
 - a) Name of Department under which registered. :

 - b) Registration No. :

5. In case of partnership firm :
 - a) Name of Partner
 - b) Name of Managing Partner.
 - c) Registration Partner-ship Deed No.* * :
 - d) Date of Establishment of the Firm.
 - e) Address for communication if other than Permanent/ registered Address. _____

- Copies of registration certificate attested by Govt. Gazetted Officer must be enclosed.
- Proof to be submitted when required.

.....
Signature of Tenderer

PARTICULARS OF EXPERIENCE :

(To be furnished by the Tenderer)

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

| Sl. No | NAME OF WORK | Name of Department under which works are executed | VALUE OF WORKS (in Rs.) | YEAR OF COMPLETION |
|--------|--------------|---|-------------------------|--------------------|
|--------|--------------|---|-------------------------|--------------------|

1.

2.

3.

4.

5.

.....
Signature of tenderer

Note : Proof to be furnished if required
(Extra sheet to be added if required)

PARTICULARS OF WORK AT HAND

(To be furnished by the Tenderer)

We/ I have the following works in hand at present

| Sl. No | NAME OF WORK | Name of Department under which works are executed | APPROX VALUE OF WORKS (in Rs.) | SCHEDULED DATE OF COMPLETION |
|---------------|---------------------|--|---|-------------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

.....
Signature of Tenderer

(Extra sheet to be added if required)

ANNEXURE – IV

(To be filled up and signed
by the Tenderer)

To : The Chief Executive Officer,
Guwahati Metropolitan Development Authority,
STATFED Building (3rd Floor)
Bhangagarh, Guwahati-5

Sub : Submission of Tender for: 1. Flower decoration for dias and pandel at Veterinary
Playground for celebration of Independence Day,
[Tick (✓) mark the applicable one.] 2021 (State Function)
2. Flower Decoration of Swahid Bedi, etc. at
Shraddhanjali Kanan in connection with the
celebration of Independence Day, 2021.
3. Venue preparation at Shraddhanjali Kanan in
connection with the celebration of Independence
Day, 2021.

Ref : Short NIT No. GMDA/DEV/99/2019/115, Dated- 29/07/2021

Sir,

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

I/We do hereby agree to execute the work if allotted as per the item wise rate
submitted vide Annexure-V

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 :

Yours faithfully,

.....
(Signature with date)

Name in full.....

Address

.....

**Name of Work : Flower decoration for dias and pandel at Veterinary
Playground for celebration of Independence Day,
2021 (State Function).**

| SINo | Particulars of work | Approx. Quantity | Unit | Rate to be quoted | | Amount |
|------|--|---------------------|------|-------------------|----------------|--------|
| | | | | In figure (Rs.) | In words (Rs.) | |
| 1 | Garland : Supply, fixing as per design with all accessories. | 2000.00 | No | | | |
| 2 | Green leaf : supply and fixing | 640.00 | ft | | | |
| 3 | Flower Pot : Colour washing, carrying, loading & unloading and putting in the proper place, return back after completion of the program. | 850.00 | No | | | |
| 4 | Labour charges (18hrs in 2 days each) | 30.00 | No | | | |
| 5 | Transportation | 1 | Job | | | |
| 6 | Flower Plate Bouquet | 50.00 | No | | | |
| 7 | Making garden/decoration surrounding the dais | 120.00 | ft | | | |

TOTAL

(Signature)

ANNEXURE - V

Name of Work : Flower Decoration of Swahid Bedi, etc. at Shradhanjali Kanan in connection with the celebration of Independence Day, 2021.

| SINo | Particulars of work | Approx. Quantity | Unit | Rate to be quoted | | Amount |
|------|--|------------------|------|-------------------|----------------|--------|
| | | | | In figure (Rs.) | In words (Rs.) | |
| 1 | Garland : Supply, fixing as per design with all accessories. | 1700.00 | No | | | |
| 2 | Wreath | 10.00 | No | | | |
| 3 | Flower Border | 250.00 | ft | | | |
| 4 | Labour charges (18hrs in 2 days each) | 15.00 | No | | | |
| 5 | Flower Plate Bouquet | 22 | Job | | | |
| 6 | Flower Hand Bouquet | 6 | No | | | |
| 7 | Accessories : Bamboo, sutli etc. & carrying of materials | L/S | Job | | | |

TOTAL

(Signature)

ANNEXURE - V

Name of Work : Venue preparation at Shradhanjali Kanan in connection with the celebration of Independence Day, 2021.

| Sl.No | Particulars of work | Approx. Quantity | Unit | Rate to be quoted | | Amount |
|-------|---|------------------|----------------|-------------------|-----------------|--------|
| | | | | In figure (Rs.) | In figure (Rs.) | |
| 1 | Installation , fitting and fixing of steel tubular structure (Hangar) made with 50mm dia M.S. Tube | 250.00 | M ² | | | |
| 2 | Fitting and fixing of PVC fire resistant tarpoline over the steel roof truss frame. | 250.00 | M ² | | | |
| 3 | Kutchi design cloth decoration in ceiling of the Super structure and side decoration of the Super Structure with Kutchi design cloth. | 250.00 | M ² | | | |
| 4 | carpet | 1500.00 | M ² | | | |
| 5 | Banquet chairs with white cover | 50 | no | | | |
| 6 | Sofa with white cover | 6 | no | | | |
| 7 | Branding work including fitting & fixing dismantling. | 810.00 | Sq. ft | | | |
| 8 | Podium | 1 | no | | | |
| 9 | Fan | 10 | no | | | |
| 10 | P.A. system | 1 | job | | | |
| 11 | Temporary Electrification | 1 | job | | | |
| 12 | View cutter | 3000.00 | Sq. ft | | | |
| 13 | Barricading | 1 | job | | | |
| 14 | Gate | 1 | no | | | |
| 15 | Stage Chairs | 10 | no | | | |
| 16 | Illumination of Swahid Bedi and Gate | 1 | job | | | |

TOTAL

(Signature)



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGGARH, GUWAHATI-781005

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NO. GMDA/DEV/99/2019/115

Dated- 29/07/2021

SHORT TENDER NOTICE

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(Kausar J. Hilaly, ACS)
Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati - 5

Memo No. GMDA/DEV/99/2019/115-A

Dated- 29/07/2021

Copy to :

- 1) Secretary, GMDA for information.
- 2) Development Officer, GMDA for information.
- 3) Chief Accounts Officer, GMDA for information.
- 3) Shri Satyajit Bora, M.I.S. Expert, to take necessary step to publish the short NIT and detailed tender notice in GMDA's website.
- 4) M/s Exclusive Advertising Pvt. Ltd., Panbazar, Guwahati-01 with a request to publish this short NIT in widely published 2 (two) local dailies.
- 5) Office Notice Board, GMDA.

Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati - 5