

# कार्यालय नगरपालिका परिषद, नीमच (म0प्र0)

(सामान्य प्रशासन शाखा)

निविदा क्रमांक .....

आयटम रेट निविदा प्रपत्र

नगरपालिका परिषद्, नीमच को वर्ष 2026–2027 में समय–समय पर आवश्यकतानुसार फ्लेक्स बैनर डिजायनिंग व फ्रेमिंग सहित सामग्री बनवाई जाना है । कार्य कर सामग्री सप्लाय करने हेतु इच्छुक कंपनी/फर्म/सप्लायर से आयटम रेट टेण्डर अंतर्गत ऑनलाईन दरें आमंत्रित की जाती है

कार्य का नाम	– फ्लेक्स बैनर निर्माण कार्य
कार्य की अनुमानित लागत	– 15.00 लाख (बीस लाख रूपये)
अमानत राशि –	20000 /– (बीस हजार रूपये)
टेण्डर डॉक्यूमेंट की लागत	5000 /– (पांच हजार रूपये)

सामग्री प्रदाय करने की समयावधि – यथासमय जारी कार्यादेश दिनांक से कार्यआदेश मिलने पर 7 दिवस में एवं आवश्यकता पड़ने पर तत्काल ।

टेण्डर डॉक्यूमेंट क्रय करने, बीड सबमिट करने की दिनांक अनुसूची 3 में उल्लेखित दिनांक अनुसार कार्यवाही सुनिश्चित करें ।

निविदा ऑफर प्रस्तुतीकरण – नगरपालिका परिषद नीमच द्वारा वर्ष 2025–2026 सामग्री क्रय करने हेतु म.प्र. शासन के निर्देशानुसार ई–टेण्डरिंग पोर्टल <http://mptenders.gov.in> के माध्यम से आयटम रेट आधारित दरें आमंत्रित करती है ।

मुख्य नगरपालिका अधिकारी  
नगरपालिका परिषद , नीमच

# कार्यालय नगरपालिका परिषद्, नीमच जिला नीमच म.प्र.

क्रमांक / स्टोर/ फ्लेक्स बेनर / 2026

नीमच दि.....

सर्वसाधारण को सूचित किया जाता है कि नगरपालिका परिषद्, नीमच को वर्ष 2025-26 में समय-समय पर आवश्यकतानुसार निम्नानुसार सामग्री बनवाई जाना है ।

अतः जो नगरपालिका की निर्धारित शर्तों एवं प्रतिबंधों के अधीन निम्नानुसार सामग्री प्रदाय एवं कार्य कर सकता हो, से ऑनलाईन निविदाएं आमंत्रित की जाती है ।

शर्तें -

1. चाही गई सामग्री की व कर सहित की ही दी जावें, अन्य की कतई नहीं । पृथक से किसी कर का भुगतान नहीं किया जावेगा ।
2. सशर्त एवं अवधि बाद एवं बिना अमानत राशि जमा के कोटेशन मान्य नहीं होंगे ।
3. दरें स्वीकृत/अस्वीकृत करने का अधिकार नगरपालिका नीमच को होगा, जिसके लिये कारण बताना आवश्यक नहीं होगा ।
4. सामग्री निर्देशानुसार तैयार कर, नपा कार्यालय में पहुंचा कर देनी होगी ।
5. आर्डर/निर्देश मिलने पर सामग्री अविलम्ब बनाकर प्रदाय करना होगी ।
6. स्वीकृत दरें 31.03.2027 तक के लिये मान्य होगी ।
7. अवधि बाद/कार्य न करने पर 10प्रति. पेनेल्टी बिल में से काटी जावेगी, जो कोटेशनदाता को मान्य होगी । स्वीकृत कोटेशनदाता को स्वयं के व्यय से अनुबंध संपादित करना होगी ।
8. कोटेशनदाता का विक्रय कर विभाग में पंजीयन अनिवार्य है । जिसके लिये कोटेशन के लिफाफे पर टीन नंबर अंकित करना होगा, जिसके अभाव में कोटेशन खोला नहीं जावेगा ।
9. निविदा के संबंध में किसी भी प्रकार का विवाद उत्पन्न होने पर, नपा नीमच का निर्णय अंतिम होगा ।
10. फ्लेक्स बैनर का कार्य अत्यावश्यक प्रकृति का होने से तत्काल निकाय के आदेशानुसार सम्पादित किया जाना होगा । नीमच नगर के बाहर के दरदाताओं को नीमच नगर में अपनी ईकाई सीपित कर कार्य करना होगा, जिसके लिये ईकाई स्थापना संबंधी विवरण, दुकान स्थापना लायसेंस आदि निविदा पूर्व प्रस्तुत करना होगा । स्थानीय ईकाई की जानकारी नहीं दिये जाने पर टेण्डर अमान्य किया जाकर निरस्त किया जावेगा ।

मुख्य नगरपालिका अधिकारी  
नगरपालिका परिषद् , नीमच

## **OTHER CONDITIONS**

1. All details relating to the Bid Document(s) can be viewed and downloaded free of cost on the website <http://www.mpeproc.gov.in>
2. Bid Document can be purchased after making online payment of portal fees through Credit/Debit/Cash Card/internet banking.
3. At the time of submission of the Bid the eligible bidder shall be required to:
  - i) pay the cost of Bid Document;
  - ii) deposit the Earnest Money;
  - iii) Submit an affidavit.
  - iv) Other Relevant Document as per Online Mandatory Document

Details can be seen in the Bid Data Sheet.

4. The Bid Document can be purchased only online from ----- **(time)** -----  
(date) to ----- (time) ----- . Other key dates may be seen in bid data sheet.
5. Amendments to NIT, if any, would be published on website only, and not in newspaper.
6. **Amendment of Bid Documents**
  - 6.1 Before the deadline for submission of bids, the Employer may amend or modify the Bid Documents by publication of the same on the website.
  - 6.2 All amendments shall form part of the Bid Document.
  - 6.3 The Employer may, at its discretion, extend the last date for submission of bids by publication of the same on the website.

## **C. Preparation of Bid**

7 The bidders have to prepare their bids online, encrypt their Bid Data in the Bid Forms and submit Bid Seals (Hashes) of all the envelopes and documents related to the Bid required to be uploaded as per the time schedule mentioned in the key dates of the Notice Inviting e-Tenders after signing of the same by the Digital Signature of their authorized representative.

8. All the documents/ information enclosed with the Technical Proposal should be self-attested and certified by the bidder. The Bidder shall be liable for forfeiture of his earnest money deposit, if any document / information are found false/ fake/ untrue before acceptance of bid. If it is found after acceptance of the bid, the bid sanctioning authority may at his discretion forfeit his performance security/ guarantee, security deposit, enlistment **deposit** and take any other suitable action.

## **8. EARNEST MONEY DEPOSIT (EMD)**

- 1- The Bidder shall furnish, as part of the Bid, Earnest Money Deposit (EMD), in the amount specified.

- 2- The EMD shall be in the form of Fixed Deposit Receipt of a scheduled commercial bank, issued in favour of the name given in the Bid Data Sheet. The Fixed Deposit Receipt shall be valid for six months or more after the last date of receipt of bids. However, other form(s) of EMD may be allowed by the Employer by mentioning it in the Bid Data Sheet.
- 3- Bid not accompanied by EMD shall be liable for rejection as non-responsive.
- 4- EMD of bidders whose bids are not accepted will be returned within ten working days of the decision on the bid.
- 5- EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement after furnishing the required Performance Security.
- 6- Failure to sign the contract by the selected bidder, within the specified period, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

#### **D. Submission of Bid**

9. The bidder is required to submit online bid duly signed digitally, and Envelop 'A' in physical form also at the place prescribed.

#### **E. Opening and Evaluation of Bid**

#### **10. PROCEDURE**

- 1- Envelope 'A' shall be opened first online at the time and date notified and its contents shall be checked. In cases where Envelop 'A' does not contain all requisite documents, such bid shall be treated as non-responsive, and Envelop B and/or C of such bid shall not be opened.
- 2- Wherever Envelop 'B' (Technical Bid) is required to be submitted, the same shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Envelop 'B'. Envelop 'C' (Financial Bid) of bidders who are not qualified in Technical Bid (Envelop 'B') shall not be opened.
- 3- Envelope 'C' (Financial Bid) shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Envelop 'C'.
- 4- After opening Envelop 'C' all responsive bids shall be compared to determine the lowest evaluated bid.
- 5- The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all the bids at any time prior to contract award, without incurring any liability. In all such cases reasons shall be recorded.
- 6- The Employer reserves the right of accepting the bid for the whole work or for a distinct part of it.

## **11. Confidentiality**

- 1- Information relating to examination, evaluation, comparison and recommendation of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until final decision on the bid.
- 2- Any attempt by a bidder to influence the Employer in the evaluation of the bids or contract award decisions may result in the rejection of his bid.

## **F. Award of Contract**

### **12. Award of Contract**

The Employer shall notify the successful bidder by issuing a 'Letter of Acceptance' (LOA) that his bid has been accepted.

### **13. Performance Security**

- 1- Prior to signing of the Contract the bidder to whom LOA has been issued shall have to furnish performance security of the amount in the form and for the duration, etc. as specified in the Bid Data Sheet.
- 2- Additional performance security, if applicable, is mentioned in the Bid Data Sheet and shall be in the form and for the duration, etc. similar to Performance Security.

### **14. Signing of Contract Agreement**

- 1- The successful bidder shall have to furnish Performance Security and Additional Performance Security, if any, and sign the contract agreement within 15 days of issue of LOA.
- 2- The signing of contract agreement shall be reckoned as intimation to commencement of work. No separate work order shall be issued by the Employer to the contractor for commencement of work.
- 3- In the event of failure of the successful bidder to submit Performance Security and Additional Performance Security, if any or sign the Contract Agreement, his EMD shall stand forfeited without prejudice to the right of the employer for taking any other action against the bidder.

## 15. CORRUPT PRACTICES

The Employer requires that bidders observe the highest standard of ethics during the procurement and execution of contracts. In pursuance of this policy, the Employer:

- i. may reject the bid for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- ii. may debar the bidder declaring ineligible, either indefinitely or for a stated period of time, to participate in bids, if it at any time determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, a contract.

For the purposes of this provision, the terms set forth above are defined as follows:

- a. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
  - b. "fraudulent practice" means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - c. "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - d. "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- 16. If the Bidder is from outside Neemuch .He/She will have to work by setting up their units in Neemuch, for which the details of establishment of the unit, shop establishment license, etc., will have to be submitted before tender. If information about local unit is not given, the tenders will be canceled after being invalidated.**

**[End of ITB]**

# कार्यालय नगरपालिका परिषद नीमच

निविदा क्र. / स्टोर शाखा / 2026-27

नीमच, दिनांक .....

दरदाता का नाम-

क्र.	समग्री का विवरण	दर
1.	फलेक्स बैनर डिजाईनिंग मय प्रिंटिंग सहित	प्रति वर्गफीट
2.	फलेक्स बैनर डिजाईनिंग मय प्रिंटिंग एवं फ्रेमिंग सहित	प्रति वर्गफीट
3.	फलेक्स बैनर पेस्टिंग कार्य	प्रति वर्गफीट
4.	फलेक्स बैनर हैंगिंग कार्य (निकाय द्वारा चिन्हित	प्रति नग
5.	कपड़े के फलेक्स बैनर डिजाईनिंग मय प्रिंटिंग सहित	प्रति वर्गफीट
6.	कपड़े के फलेक्स बैनर डिजाईनिंग मय प्रिंटिंग एवं फ्रेमिंग सहित	प्रति वर्गफीट
7.	स्टार फलेक्स बैनर डिजाईनिंग मय प्रिंटिंग सहित	प्रति वर्गफीट
8.	स्टार फलेक्स बैनर डिजाईनिंग मय प्रिंटिंग एवं फ्रेमिंग सहित	प्रति वर्गफीट
9.	विनाईल	प्रति वर्गफीट
10.	विनोईल मय फोरेक्स शीट	प्रति वर्गफीट
11.	ग्लोसाईन बोर्ड	प्रति वर्गफीट

मुख्य नगरपालिका अधिकारी  
नगरपालिका परिषद, नीमच

# कार्यालय नगरपालिका परिषद नीमच

## Key Dates

क्रं.	विवरण	प्रारंभ दिनांक	अंतिम दिनांक
1.	<b>AS PER ONLINE TENDER CRITICAL DATES</b>		
2.			
5.			
6.			

मुख्य नगरपालिका अधिकारी  
नगरपालिका परिषद , नीमच

**|| AFFIDAVIT ||**  
**(To be Contained in Envelope A)**

I/we \_\_\_\_\_ who is/ are \_\_\_\_\_ (status in the firm/ company) and competent for submission of the affidavit on behalf of M/S \_\_\_\_\_ (contractor) do solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. \_\_\_\_\_ for \_\_\_\_\_ (name of work) dated \_\_\_\_\_ issued by the \_\_\_\_\_ (name of the department).

I/we am/ are fully responsible for the correctness of following self-certified information/ documents and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  - a. Information regarding financial qualification and annual turnover is correct. Submitted online is correct.
  - b. Information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

OR

Following close relatives are working in the department:

Name \_\_\_\_\_ Post \_\_\_\_\_ Present Posting \_\_\_\_\_

**Signature with Seal of the Deponent (bidder)**

I/ We, \_\_\_\_\_ above deponent do hereby certify that the facts mentioned in above paras 1 to 3 are correct to the best of my knowledge and belief. In the event of any information is found to be incorrect/untrue or found violated, then without giving any prior notice, our bid shall be liable for rejection or termination of contract, without prejudice to any other rights of remedy including the forfeiture of the bid security/performance security.

Verified today \_\_\_\_\_ (dated) at \_\_\_\_\_ (place).

**Signature with Seal of the Deponent (bidder)**

*Note: Affidavit duly notarized in original shall reach at least one calendar day before opening of the bid.*

**ORGANIZATIONAL DETAILS**  
(To be Contained in Envelope - A)

S. No.	Particulars	Details
1.	Registration number issued by Centralized Registration System of Govt. of M.P. or Proof of application for registration.	(If applicable, scanned copy of proof of application for registration to be uploaded)
2.	Valid Registration of bidder in appropriate class through Centralized Registration of Govt. of MP	Registration No. _____ Date _____ (Scanned copy of Registration to be uploaded)
3.	Name of Organization/ Individual/ Proprietary Firm/ Partnership Firm	
4.	Entity of Organization Individual/ Proprietary Firm/ Partnership Firm (Registered under Partnership Act)/ Limited Company (Registered under the Companies Act-1956)/ Corporation/ Joint Venture	
5.	Address of Communication	
6.	Telephone Number with STD Code	
7.	Fax Number with STD Code	
8.	Mobile Number	
9.	E-mail Address for all communications	
	<b>Details of Authorized Representative</b>	
10.	Name	
11.	Designation	
12.	Postal Address	
13.	Telephone Number with STD Code	
14.	Fax Number with STD Code	
15.	Mobile Number	
16.	E-mail Address	

Note: *In case of partnership firm and limited company certified copy of partnership deed/ Articles of Association and Memorandum of Association along with registration certificate of the company shall have to be enclosed.*

**Signature of Bidder with Seal**

Date: \_\_\_\_\_