

## NAGAR PALIKA PARISHAD SEHORE

### RULES AND CAUSE

- BIDDERS'S FIRST SEE THE ALL DOCUMENT CAREFULLY AND AFTER THAT SUBMITTED THE BID.
- ALL RULES & REGULATION ARE DECIDED BY THE OFFICE .
- AFTER COMPLITATION OF BID WHICH VENDER WILL SELECTED WILL BE PROVIDE WORK ORDER TO THAT VENDER AND HE NEED TO AGREE FOR OUR RULES AND REGULATION
- GOMASTHA (SHOP AND ESTABLISHMENT LICENSE ) MUST BE COMPULSURY .
- EPF CERTIFICATE .NA
- TRADE MARK CERTIFICATE OR APPLICATION PROOF –**NA**
- GST REGISTRATION CERTIFICATE .
- BIDDER SHOULD HAVE EXPERIENCE OF SUPPLYING ELECTRICAL / ELECTRONIC IN ANY GOVERNMENT DEPARTMENT OF 80% OF THE BID VALUE ,PO AND COMPLETION CERTIFICATE NEED TO BE ATTACHED - **NA**
- PAN CARD , AADHAR CARD
- ISO CERTIFICATE . (any) NA
- Clear and accurate photograph of the item to be delivered With Box & without Box . **NA**
- **BIDDER SHOULD PROVIDE AVAILABLE CUSTOMER SERVICE CENTER MOBILE NUMBER OR LANDLINE NUMBER AND RESPONSIBLE PEOPLE NAME AND ADDRESS (OUT OF MP NOT ALLOWED )**
- BIDDER OR OEM HAVE SHOULD NOT BE BLACKLISTED BY ANY PSU/GOVT. ORGANIZATION .MUST BE CLEAR CERTIFICATE ATTESTED .
- IF ANY GURANTEE WARENTY PERIODE MANTION CLEARLY.
- The bidder has provide a valid Toll free number .it is mandatory NA
- This Bid allow ONLY Aurthorized Distributers or company or firm or manufacturer.
- After bid end No documents will be accepted offline .
- The tenderer is required to give attestation as per format given on Rs.100 stamp .
- First priority will be given to MP Bidder .
- If any deficiency is found in the documents by any tenderer, then it will be canceled from the tender.
- The decision of the office will be final and valid and will be acceptable to the tenderers.
- If the rate of 3 or more tenderers is accepted in the purchase of goods, then the tenderer with more goods will be consulted to give all the work at L1 rate so that there is no delay in the purchase of goods and the work is done smoothly.
- After Biding successfully bider provide a minimum 1 technical person for site inspection .
- ~~The bidder must visit the site where the above work is going to be done & upload the site visit certificate duly signed by the site in charge or principal.~~
- MUST BE CLEAR ALL WORKS DOING WITH INSTALLATION ( IMP)
- AFTER SUCCESSFULLY BIDDER SIGNED CONTRACT .
- The contract will be executed by the selected tenderer. Whatever terms and conditions of the contract will be made by the office will be accepted by the tenderer.
- Work with material As Per Estimate .
- Before Starting work Tenderer Report To The Engineer .
- After work Compleatation the Work inspected by engineer after that payemt procees done by the office.

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- The maintenance for two years will be done by the contractor.

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

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

The EMD shall be in online form (Debit/Credit Card/ Net Banking/ System generated Challan 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.

Bid not accompanied by EMD shall be liable for rejection as non-responsive.

After the date of bid is over, it is mandatory for the contractor to submit the original copy in office of EMD within 2 days, otherwise the bid will be cancelled.

EMD of bidders whose bids are not accepted will be returned within ten working days of the decision on the bid.

EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement after furnishing the required Performance security/Pratibhuti Ki Rashi.

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.

**NOTE – It is mandatory to pay the security amount(EMD), no relaxation has been given to MSME or other certificate .**

The bid as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be in English or Hindi. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English. In such case, for the purposes of interpretation of the bid, such translation shall govern.

### **24. 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:

- 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
- 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:

- “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

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- 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.
- All risks and consequences arising from the inaccuracies or falseness of the documents, drawing, designs, other documents and/or information submitted by the contractor shall be the responsibility of the Contractor alone, notwithstanding the fact that the designs/ drawings or other documents have been approved by the department.

### Quality Control

- **Tests**
  - The Contractor shall be responsible for:
    - Carrying out the tests prescribed in specifications, and
    - For the correctness of the test results, whether performed in his laboratory or elsewhere.
  - The contractor shall have to establish field laboratory within the time specified and having such equipments as are specified in the **Contract Data**.
  - Failure of the Contractor to establish laboratory shall attract such penalty as is specified in the **Contract Data**.
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### Bidding Forms

#### 1. Letter of Bid – Technical Part

(To be submitted by Bidder on Company letter head )

Date of this Bid submission: [*insert date (as day, month, and year) of Bid submission*] RFP

No.: [*insert number of Bidding process*]

Request for Proposal details: [*insert identification*]

Alternative No.: [*insert identification No if this is a Bid for an alternative*] To:

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- b. the Technical Part, and
- c. the Financial Part

In submitting our Bid, we make the following declarations:

- No reservations: We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders
- Eligibility: We meet the eligibility requirements and have no conflict of interest in submitting the bid proposal
- Bid/Proposal-Securing Declaration: We have not been suspended nor declared ineligible by the Department based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Department 's country.
- Conformity: We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the RFP.
- Bid Validity Period: Our Bid shall be valid for the period specified in RFP (as amended, if applicable) from the date fixed for the Bid submission deadline specified and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- Performance Security: If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document.
- Operational Security: If our Bid is accepted, we commit to obtain an Operational security in accordance with the bidding document.
- One Bid per Bidder: We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) and meet the requirements.

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- Suspension and Debarment: We, along with any of our Bidders, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by any of State Govt. / Central Govt. / Public sector undertakings.
- State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution].
- Binding Contract: We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Bid, the Most Advantageous Bid, or any other Bid that you may receive; and
- Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption

Name of the Bidder: *\*[insert complete name of Bidder]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder: *\*\* [insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid: *[insert complete title of the person signing the Bid]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed [insert date of signing] day of *[insert month]*, *[insert year]*

**\*\*:** Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

## 2. Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month, and year) of Bid]*

1. Bidder's Name <i>[insert Bidder's legal name]</i>
2. Bidder's registration: <i>[insert actual of registration]</i>
3. Bidder's year of registration: <i>[insert Bidder's year of registration]</i>
4. Bidder's Address in registration: <i>[insert Bidder's legal address of registration]</i>
5. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i>  Address: <i>[insert Authorized Representative's Address]</i>  Telephone/Mobile/Fax numbers: <i>[insert Authorized Representative's telephone/Mobile / fax numbers]</i>  Email Address: <i>[insert Authorized Representative's email address]</i>
6. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above,  <input type="checkbox"/> In case of state-owned enterprise or institution, documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Bidder is not under the supervision of the Department</li></ul>
7. Included are the organizational chart, a list of Board of Directors,

## ORGANIZATIONAL DETAILS

(To be Contained in Technical evolution)

S. No.	Particulars	Details
1.	Registration number issued by Centralized Registration System of Govt. of M.P. or Proof of application for registration.Or distributor registration number	(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**

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

**|| AFFIDAVIT ||**

I/we ----- who is/ are PROPRIETER (status in the firm/ company) and competent for submission of the affidavit on behalf of M/S ----- (contractor/distributers/company/firm) 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 Bid 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. Term deposit receipt deposited as earnest money, demand draft for cost of bid document and other relevant documents provided by the Bank are authentic.
  - b. Information regarding financial qualification and annual turnover is correct.
  - c. 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 OWNER Present Posting -----

**Signature of the Deponent (bidder)**

I/ We, ----- above deponent do hereby certify that the facts mentioned in above paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today ----- (dated) at ----- (place).

**Signature of the Deponent (bidder)**

**UNDERTAKING FORM**

To:

[Client Name]

[Address]

Dear Sirs,

With reference to above, this is to confirm that, I/We .....(Insert Name and Address of Bidder) am/are submitting this undertaking of No Deviations from Terms and Conditions of Bid Document for the Tender .....(Insert Title of the Tender) -----(Tender No.....). We have not changed/ modified the tender documents as appeared on the website/ issued by you and in case of such observance at any stage, it shall be treated as null and void. We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT.

We hereby confirm our unconditional acceptance to all terms & conditions, compliance to technical specification. In the event of observance of any deviation in any part of our offer later whether implicit or explicit, the deviations shall stand null & void. We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faithfully,

(Seal and Signature of the Bidder)

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

Name and Designation:

\_\_\_\_\_

Place: \_\_\_\_\_

Address and Contact:

**Note - : A copy of the above certificate is required to be included in the tender document.**

**NAGAR PALIKA PARISHAD SEHORE M.P**  
**466001**  
**PRE-BID METTING**

VISITOR NAME MR.....  
FIRM/ORG. NAME .....  
ADDRESS .....  
.....  
MOB.NO +91.....  
IF ANY EMAIL ID .....@.....

Sir, I have visited the site and have understood all the works well. All the works have been explained and shown to me by the site in-charge. I am sending this certificate for your further satisfaction. If I participate in this tender, then all the work mentioned by the organization will be accepted by me.

**I abide by all the rules and regulations of the organization and accept them.**

**Signature of the Deponent (bidder)**

I/ We, ----- above deponent do hereby certify that the facts mentioned in above are correct to the best of my knowledge and belief.

Verified today ----- (dated) at ----- (place).

**Signature of the Deponent (bidder)**

**Note :- A copy of the above certificate is required to be included in the tender document.**

## **CHECK LIST**

(To be Contained in Technical evolution )

<b>S.no</b>	<b>Particulars</b>	<b>Details</b>
1	AADHAR CARD NO.	
2	PAN CARD NO.	
3	SHOP/COMPANY/FIRM REGISTRATION NO. UPLOAD ORIGINAL SCAN COPY	
4	GST CERTIFICATE & NO. (YES/NO)	
5	NO BLACK LIST CERTIFICATE (YES/NO)	
6	Specification SCAN COPY WITH BRAND AND NAME (YES/NO)	
7	AURTHORIZED DISTRIBUTERS/FIRM/COMPANY/MANUFACTURER CERTIFICATE UPLOAD ORIGINAL SCAN COPY	
8	ORGANIZATIONAL DETAILS (YES/NO)	
9	AFFEDEFIT	
10	UNDERTAKING FORM	
11	BIDDING FORM	
12	BIDDER INFORMATION FORM	
13	150 WATT LIGHT COMPANY NAME	

**Signature of Bidder**