

RAISEN MUNICIPAL CO UNCIL

NOTICE INVITINGE-TENDER

NIT No. 326

Date 08/05/2026

TENDER INVITATION FOR Selection of Agency for PROVIDING HR (LABOUR) NALLA AND OTHER DRAINS CLEANING MAN POWER INCLUDING ONE JCB OPERATOR

RAISEN MUNICIPAL COUNCIL, invites online bids from eligible bidders through www.mptenders.gov.in for "Selection of AGENCY for PROVIDING HR (LABOUR) for NALLA AND OTHER DRAINS CLEANING. MAN POWER INCLUDING ONE JCB OPERATOR.

Online Rate are invited for the following works are invited from registered firms of reputed fulfilling bidding criteria:

NIT&E-TENDER No.	Name of the Work(Package)	Probable Amount of Contract (in Rs. Lacs)	Earnest Money (in Rs.)	Cost of Tender Document (in Rs.)	Time of Completion	Class of Contractor under centralized registration of Go MP
	Selection of Agency for providing HR (labour) for nalla and other drain cleaning Man Power Including One JCB Operator on rate basis of labour (approx 36000meters and max 20 labour and 05 construction labour 05, 02 JCB Operator 12 months)	35 lacs	RS 26250	5000	12 months.	

Interested Bidders can view the NIT on website www.mptenders.gov.in

The Bid Document can be purchased only.

From Date 12/05/2026 **Time10:30** to Date 21/05/2026 **Time17:30**

Bid Submission only Online **Date 21/05/2026 upto17:30**

Amendments to NIT if any, would be published on web site given above only, and not in newspaper.

**Chief Municipal Officer
Municipal Council, Raisen (M.P.)**

KEYDATES:

Sr. No.	Event's Name	Information
1.	Estimated Cost of the Work	35 LACS / (THIRTY FIVE LACS only) (max 20 labour for Drain Cleaning and 05 Labour of Construction cell and 02 JCB Operator for 12 months)
2.	Tender Document Fee	Rs.5,000/- (Online Payment only)
3.	Earnest Money Deposit	RS 26250 In Favor of "CMO RAISEN Municipal Council, RAISEN" (M.P.) by Online Payment
4.	Last Date for Online Purchase of Tender Document	21/05/2026 Till 17:30Hrs.
5.	Last Date for sending queries online on email ID cmoraisen@mpurban.gov.in	18/05/2026 Till 14:00Hrs.
6.	Last Date of Online Submission of Bids	21/05/2026 till 17:30Hrs
7.	Opening of Technical Proposal	22/05/2026 at 17:30 Hrs
8.	Tentative Date of Opening of Financial Proposal	After Opening Envelop A & Envelop B, date can be seen online.

TENDER INVITATION FOR
Selection of Agency for PROVIDING HR (LABOUR) NALLA AND OTHER
DRAINS CLEANING MAN POWER INCLUDING ONE JCB OPERATOR

1. Introduction and Invitation:

Raisen Municipal Council invites tender for “Selection of Agency for PROVIDING HR (LABOUR) NALLA AND OTHER DRAINS CLEANING MAN POWER INCLUDING ONE JCB OPERATOR MAX 36000 METER (20 LABOUR FOR DRAIN CLEANING AND 05 LABOUR FOR CONSTRUCTION CELL and 02 JCB Operator FOR 12 MONTHS MAX)”, RAISEN city have around 0.5 Lakh population interested agency can buy tender and quote rates.

The price of this Tender document is Rs. 5,000/- (Rs. Two Thousand Only) plus service & gate way charges, without which bids will not be accepted. This amount will be Non-Refundable Tender Document can be downloaded from the website www.mptenders.gov.in

2. Bidding Documents

Bidders is advised to study the Tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every aspect will be at the bidder’s risk & may result in rejection of the bid.

The response to this tender should be full and complete in all aspects, incomplete or partial bid shall be rejected.

Important Limits/Values Related to Tender

Items	Description
Earnest Money Deposit	Rs. 26250/- in the form of online payment on mptenders.gov.in
Security Deposit Validity period	Up to 3 Months after completion of contract period of 12 months.
Period of Signing Contract	Within 07 Working Days from the Date of Issue of Notification of award.

3. Eligibility Criteria

The Bidder must possess the requisite experience, organizational strength and capabilities in providing the services necessary to meet the requirements as described in the Tender Document. The Bidder must demonstrate the Technical Expertise, experience, facilities, and capabilities necessary to perform the work in a satisfactory manner. Following is the Eligibility criteria for bidder interested in undertaking the project at the time of bidding:

S.No.	Eligibility Criteria	Supporting Documents must be submitted for consideration
(a)	<p>The Bidder should be company registered under the Indian Companies Act,1956/ Partnership Firm registered under partnership Act, 1932 or LLP Act, 2008/ Proprietorship firm And also registered with</p> <p>Goods & Service Tax Authority</p> <p>Employees Provident Fund (EPF) Authority(not mandatory)</p> <p>Employee State Insurance Corporation (ESIC) Authority(not mandatory)</p> <p>Income Tax Authority</p> <p>Department of Labour</p>	<p>Copy of Certificate of registration establishing legal identity of the bidder.</p> <p>Copy of the EPF Registration Certificate.</p> <p>Copy of the ESIC Registration certificate</p> <p>Copy of the GST Registration Certificate.</p> <p>Copy of the PAN Card.</p> <p>Copy of Labour License.</p> <p>Copy of Affidavit.</p>
(b)	<p>The bidder should not have been blacklisted by any Central / State Government (Central /State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.</p>	<p>A Self-certified letter by the designated official of the responding bidder on letter head.</p>
(c)	<p>The bidder should have an annual average turnover of at least 20 Lac in each of the last three financial years (Year ending on 31/03/2024) and should have a positive net worth in each of the last three financial years ending on 31/03/2024.</p>	<p>Copy of the Audited Profit and Loss Account Balance Sheet / Annual Report of the last three financial years/ CA Certificate to be attached.</p>
(d)	<p>The firm should be in operation since last 3 years.</p>	<p>Copy of firm registration/Gumasta.</p>
(e)	<p>The firm should have experience of manpower deployment in ULB/Government department /semi-government department.</p>	<p>Copy of work order/allotment letter/completion certificate.</p>

4. Approach &Methodology:

Technical bid shall consist of following:

The bidder has to give rates for labor per day and will paid according to records and attendance maintained by ulb with certification of work by ulb officer

5. Bid Submission:

- a. Complete Bid Proposal Should be submitted online including financial Bid at www.mptenders.gov.in.
- b. Necessary document (scanned & uploaded) for e-tender must be clearly readable.
- c. The bid process involves a two-stage evaluation namely Pre-qualification, followed by the evaluation of the Technical bid and Financial bid.
- d. The bidder shall submit only one proposal.
- e. Proposal should be in the format prescribed in this tender. Any other format shall not be acceptable. The bidder is not permitted to modify, substitute or withdraw their proposal after submission.
- f. Bid should be valid for a period of 365 days from the date of submission.
- g. Bidders should specify the rate of their services in Indian Rupee(INR)only.
- h. Authority reserves the right to acceptor reject any/all bid(s) without assigning any reason thereof, and to annul the bid process and reject all bids at any time prior to award of contract, without there by incurring any liability to the affected bidder(s) or any obligation to in form the affected bidder(s) of the grounds for such decision. The decision of the RMC authority would be final and binding on the bidders.
- i. All communication pertaining to this bid will be published in the designated website in case direct communication to bidders is not feasible, so it would be the bidders' responsibility to check website for such communication.
- j. The EMD for the amount mentioned above , of successful bidder would be returned upon submission of Security deposit.
- k. Bidder will have to prepare & submit the documents at their own cost.

5. Opening of Offer:

- i. Containing EMD and cost of bid document shall be opened first. If the same are not found in order as prescribed in this RFP the proposal of firm shall be rejected and shall not be considered for technical evaluation.
- ii. Containing technical bid shall be opened in the presence of the bidders or their representative who may like to be present.
- iii. Technical proposals shall be evaluated by the committee constituted for this purpose. Names of bidder who will be assessed technically qualified will be displayed on the website.
- iv. Financial Bid, of technically qualified bidders shall be opened on pre notified date.

6. Award of Contract:

Successful bidder will be notified award of contract by post or any other suitable mode of communication for signing the agreement.

7. Performance Security:

Successful bidder will have to deposit performance security equal to Three percent of the contract amount in the form of FDR/DD of scheduled nationalized Bank drawn in favor of Chief Municipal Officer, Municipal Council Raisen payable at Raisen within 15 days from the date of issue of award letter. EMD shall be refunded on depositing full performance security.

8. Signing of Agreement:

After submission of performance security, firm will sign the agreement with the designated officers of the concerning districts with in the cluster for which the contract is awarded.

9. Commencement of Services:

The selected Firm shall commence the services within 7days from the date of issue of letter of award.

10. Selection Methodology

At 02-stage procedure shall be adopted in evaluating the proposals.

First Stage:

- Technical proposals submitted shall be opened of the firms whose cost of tender document and EMD are found in order.
- Proposal of the Firms meeting eligibility criteria will be considered for awarding technical scores as per technical evaluation section. The proposal of the firm not meeting the minimum eligibility criteria shall be rejected.
- The technical proposal scoring at least 50% of the marks shall be considered as "Qualified on Technical Parameters " . A proposal shall be rejected at this stage if it fails to achieve the minimum technical score (i.e. at least 50 Marks).

Second Stage:

- Financial proposals shall be opened only for the firms who have qualified on Technical Parameters (i.e. secured at least 50% or more marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall not be opened.
- In evaluation of the proposals the bidder who had quoted lowest rates will be considered as lowest bidder (L1) will be selected.

11. Technical Evaluation Criteria:

The evaluation of technical proposals shall be based on the following parameters:

Sl. No.	Particulars	Max Marks	Evaluation Criterion	Document Verified from
1	Turnover of the firm(Average annual turnover in last three financial yrs.) (Fy 2021-22, 2022-23, 2023-24)	25	For min Rs 20 Lakhs=20marks 01mark for every increase of 02 lac. (max 20)	Audited Final Accounts for three year and CA certificate of turnover.
2	No of Assignment: Experience of manpower deployment in ULB/Government department /semi-government department.	25	2-3 assignments = 20 marks Additional1 mark for every increase	Copy of Offer Letters/Work Orders
3	Firm Existence as on 01.01.2024	20	3year= 15Marks 1markforevery additional 1 year	Copy of firm registration/Gumasta.
4	Registration with ESIC	15	10Marksforvalid certificate	Copy of Certificate.
5	Registration with EPFO	15	10Marksforvalid certificate	Copy of Certificate.
		100		

12. Scope of work

The scope of work include Selection of Agency for PROVIDING HR (LABOUR) NALLA AND OTHER DRAINS CLEANING MAN POWER INCLUDING ONE JCB OPERATOR max 36000 meters (all over city) , with all gears, safety gears **and equipments for cleaning will be provided by agency and ulb will super wise work on daily basis.**

13. Payment Terms

Payment will be made within 30 days after submission of bill and satisfaction certificate from the Raisen Municipal Council. Payment will be subject to deduction of tax (TDS) as per applicable law **GST EXCLUDED.**

14. Commercial Terms and Conditions:-

The following terms and conditions/guidelines are to be adhered to by the Bidders while quoting. Wherever there is a deviation, it has to be brought out very clearly, with proper explanation.

A. DISPUTES

All disputes between the successful bidder and Municipal Council RAISEN shall be settled as per the Madhya Pradesh Municipal Council Act, 1956. During the bidding process no dispute of any type would be entertained. Where Municipal Council RAISEN asks for additional information from any bidder, the same cannot be adduced as a reason for citing any dispute

B. Period of work

Services will be taken initially for 12 months, but it may be extended under mutual understanding and need of work.

C. No of Employees/executives:

RMC Wants maximum 20 labor 01 JCB Operator But payment will be done only on actual labor provided by agency per day, and ulb have right to increase or decrease no. of labor needed per day.

D. Termination

RMC may at any time terminate the Contract by giving prior written notice 15 days advance to the Solution Provider, if the Solution Provider becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company, In this event termination will be with out compensation to the Solution Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue there after to the RMC.

E. Legal Jurisdiction:

All legal disputes between the parties shall be subject to the jurisdiction of the competent Courts situated in Raisen, Madhya Pradesh only.

Authorized Signatory of Firm(With Seal)

Name of Signatory

Form-1

Letter of Transmittal

To,
Chief Municipal Officer,
Municipal Council Raisen
Raisen.

Dear Sir,

We, the undersigned, offer to provide our services for Municipal council Raisen in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes a Technical Proposal, and a Financial Proposal sealed in a separate cover.

We here by declare that all the information and statements made in this Proposal are true and correct to the best of our knowledge and belief.

The rates quoted by us in the Financial Proposal are valid till 365 days from the date of submission of the bid. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Municipal Council Raisen is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the bidding Firm] to submit the proposal.

Authorized Signatory of Firm(With Seal)

Name of Signatory

Form-2

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
3	Name & Designation of the Authorized person for bid	Name:
		Designation:
		Contact No:
4	Establishment Details of the firm	
5	Firm Income Tax PAN No.	Attach copy of PAN card
6	Firm GST Registration No.	Attach copy of Registration certificate
7	Firm's ESIC Registration No.	Attach copy of Registration certificate
8	Firm's EPFO Registration No.	Attach copy of Registration certificate
9	Firm's Labour License details	Attach copy of Registration certificate
10	Turnover of the Firm in last three years (2021-22 to 2023-24)	Copy of the Audited Profit and Loss Account Balance Sheet / Annual Report of the last three financial years /CA Certificate to be attached.
11	The bidder should not have been blacklisted by any Central / State Government (Central /State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.	A Self-certified letter by the designated official of the responding bidder on letter head.

Authorized Signatory of Firm(With Seal)
Name of Signatory -----

**Form-
3 Experience Detail
s**

S. No.	Name of Department	Value of Assignment	Period	Copy of Work Order

Authorized Signatory of Firm (With Seal)
Name of Signatory

Form-4
Financial Bid

Name of the Bidder firm:

S.No.	Particulars	Bid Price(in%)	
		in words	in Nos.
1	<p>“Selection of Agency for PROVIDING HR (LABOUR) NALLA AND OTHER DRAINS CLEANING MAN POWER INCLUDING ONE JCB OPERATOR MAX 36000 METER (20 LABOUR FOR DRAIN CLEANING AND 05 LABOUR FOR CONSTRUCTION CELL and 02 JCB Operator FOR 12 MONTHS rate (on per day /per labour)</p>		

Note:

1. Rates quoted in the bid will be on all inclusive basis viz. ,all expenses, all taxes, contingencies but exclusive GST which will be paid as per applicable rate etc.
2. This is to Certify that I have read and understood the terms and conditions of the RFP document and the above rates have been quoted keeping in mind all the conditions, requirements and expenses related thereto.

Date: -----

Authorized Signatory of Firm(With Seal)

Name of Signatory

कार्यालय नगर पालिका परिषद रायसेन म0प्र0

निविदा की शर्तें -

- 1- संबंधित निविदाकार द्वारा प्रस्तुत की गई लम्पसम्प दर को 12 बराबर हिस्सो में विभाजित कर प्रत्येक माह समाप्त होने के पश्चात अगले माह की 15 तारीख तक कार्य का मूल्यांकन कर भुगतान की जावेगी
- 2- संबंधित निविदाकार द्वारा लगाये गये श्रमिको को जिले के कलेक्टर महोदय द्वारा निर्धारित की गई आकुशल/कुशल श्रमिक की दर से कम राशि का भुगतान श्रमिको को नहीं करना होगा
- 3- निविदाकार को निविदा के साथ स्वयं प्रमाणित घोषणा पत्र देना होगा जिसमें यह स्पष्ट हो कि निविदाकार के रिश्तेदार एवं अन्य परिचित व्यक्ति निकाय में किसी भी प्रकार का संबंध ना रखते हो
- 4- जिस निविदाकार की दर नियम अनुसार स्वीकृत होगी उस निविदाकार को 20 सफाई कर्मचारी और 05 निर्माण श्रमिक एवं 02 जेसीबी आपरेटर जो नगर पालिका रायसेन के क्षेत्र में समस्त वार्डों में अपना काम साफ सफाई नाला एवं जेसीसी आपरेटर नियम अनुसार अपना कार्य नियम शर्तों के अनुसार पूर्ण करेगे यदि आपके द्वारा बताये गये श्रमिको के अनुसार कम श्रमिक मौका स्थल पर पाये जाते हैं तो आपका टेण्डर निरस्त कर एक पक्षीय कार्यवाही की जावेगी आपके विरुद्ध वैधानिक कार्यवाही की जावेगी जिसकी समस्त जबावदारी आपकी होगी
- 5- प्रारंभ से अंत तक कर्मचारियो को परिवर्तित न किया जाए, यदि कोई कर्मचारी कार्य छोडकर जाते हैं तब निकाय में लिखित देकर ही नया कर्मचारी को काम देवे