

TENDER DOCUMENT

NIT Number and Date **848 : /E-TENDER Dated: 15-05-2026**  
Agreement Number and Date : \_\_\_\_\_  
Name of Work **SUPPLY OF Road And Building Material As Per Item List The  
Financial Year 2026-27 At Municipal Council Pankhedi**

Name of the Contractor : \_\_\_\_\_

Probable Amount of Contract

(Rs. In Figure) : 20,00,000

(Rs. In Words) :

Contract Amount

(Rs. In Figure) : \_\_\_\_\_

(Rs. In Words) : \_\_\_\_\_

Stipulated Period of Completion : 10 months

**OFFICE OF THE MUNICIPAL COUNCIL, PANKHEDI (KALAPIPAL) DIST. SHAJAPUR**

**Section - 1**  
**Notice Inviting e-Tenders**

**NIT No. / 848 /e-tendering**

**Date : 15/05/2026**

Online item rate bids for the following supply are invited from Authorized dealer/  
manufacturer & firms of repute fulfilling registration criteria

Online e-tender No.	NAME OF THE WORK	Probable Amount (In lacs)	Completion Period (months)
	<b>SUPPLY OF Road And Building Material As Per Item List The Financial Year 2026-27 At Municipal Council Pankhedi</b>	<b>20,00,000</b>	10 months

1. Interested Bidder can view the NIT on website [www.mptenders.gov.in](http://www.mptenders.gov.in).
2. The Bid Document can be purchased only Online from **15/05/2026** to **17:30 PM of 15/06/2026 17:30 PM**
3. Amendment/ corrigendum to NIT, if any, would be published on website only, and not in Newspaper.

**President**  
**Municipal council , PANKHEDI**  
**DISTT.SHAJAPUR**

**Chief Municipal Officer**  
**Municipal council , PANKHEDI**  
**DISTT.SHAJAPUR 2**

## Notice Inviting e-Tenders

OFFICE OF THE MUNICIPAL COUNCIL , PANKHEDI (KALAPIPAL) DIST. SHAJAPUR  
(FIRST CALL)

N.I.T. NO./ 848/e-tender

Dated: 15/05/2026

Online item rate bids for the following supply are invited from Authorized dealer/ manufacturer & firms of repute fulfilling registration criteria

ONLINE E-TENDER. NO	Name of the work	Probable amount of contract (R s. In Lacs)	Earnest Money Deposit (EMD) (Rs)	Cost of Bid Document (In Rupees)	Category of Contractor	Time of Completion
	SUPPLY OF Road And Building Material As Per Item List The Financial Year 2026-27 At Municipal Council Pankhedi	20,00,000	15000/-	Rs. 2000/-	Manufacture / Contractor /authorized dealer and firms	08 months

- All details relating to the Bid Document(s) can be viewed and downloaded free of cost from the website mentioned in NIT.
- Bid document can be purchased after making online payment of portal fees through internet banking.
- At the time of submission of the Bid the eligible bidder shall be required to:
  - Organizational details.
  - M.P. PWD REGISTRATION
  - pay the cost of Bid Document;
  - deposit the Earnest Money;
  - Submit an duly notarized affidavit.
  - Copy of Pan No.
  - GST NO
- ELIGIBILITY FOR BIDDERS:**

**If the bidder submits an item 0 rate, the rate of that item will be invalid and the other lowest rate will be accepted.**

  - At the time of submission of the Bid the bidder should have valid registration with the Government of Madhya Pradesh, M.P. Shops & Establishment valid Registration CERTIFICATE.**

Failure to sign the contract by the selected bidder, for whatsoever reason, shall result in forfeiture of the earnest money deposit.
- ULB has the rights for sanction/cancellation the rate .
- Pre-qualification - Prequalification conditions, wherever applicable, are given in the Bid Data Sheet.**
- Special Eligibility - Special Eligibility Conditions, if any, are given in the Bid Data Sheet.**
- The Bid Document can be purchased only Online from **15/05/2026 to 17:30 pm of 15/06/2026** . Other key dates may be seen in Bid data sheet.
- Amendment to NIT, if any, would be published on website only, and not in Newspaper.

**President**  
Municipal council , PANKHEDI  
Dist.SHAJAPUR

**Chief Municipal Officer**  
Municipal council, PANKHEDI  
Dist.SHAJAPUR

## SECTION 2

### INSTRUCTIONS TO BIDDERS (ITB)

#### A. GENERAL

##### 1. SCOPE OF BID

The detailed description of work, hereinafter „work“, is given in the Bid Data Sheet.

##### 2. General Quality of Work:

~~The work shall have to be executed in accordance with the drawings (prepared by Contractor and approved by the competent authority), technical specifications specified in the Bid Data Sheet/Contract Data, and shall have to meet high standards of workmanship, safety and security of workmen and works.~~

##### 3. PROCEDURE FOR PARTICIPATION IN E-TENDERING

The procedure for participation in e-tendering is given in the Bid Data Sheet.

##### 4. ONE BID PER BIDDER

4.1 ~~The bidder can be an individual entity or a joint venture (if permitted as per Bid Data sheet). In case the J.V. is permitted, the requirement of joint venture shall be as per the Bid Data Sheet.~~

4.2 No bidder shall be entitled to submit more than one bid whether jointly or separately. If he does so, all bids wherein the bidder has participated shall stand disqualified.

##### 5. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid, and no claim whatsoever for the same shall lie on the ULB.

##### 6. Site Visit and examination of works

~~The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the work. All costs shall have to be borne by the bidder.~~

#### B. BID DOCUMENTS

##### 7. MATERIAL OF BID DOCUMENTS

The Bid Document comprises of the following documents:

1. NIT with all amendments.

2. Instructions to Bidders,

3. Conditions of Contract:

~~i. Part I Contract Data; and~~

ii. Part II Special Conditions of Contract.

4. Specifications

~~5. Drawings.~~

7. Technical and Financial Bid

8. Letter of Acceptance

9. Agreement and

10. Any other document(s), as specified.

8. The bidder is expected to examine carefully all instructions, conditions of contract, the contract data, forms, terms and specifications, bill of quantities, forms and drawings in the Bid Document. Bidder shall be solely responsible for his failure to do so.

##### 9. ~~Pre-Bid Meeting (where applicable)~~

Wherever the Bid Data Sheet provides for pre-bid meeting:

9.1 Details of venue, date and time would be mentioned in the Bid Data Sheet. Any change in the schedule of pre-bid meeting would be communicated on the website only, and intimation to bidders would not be given separately.

- 9.2 Any prospective bidder may raise his queries and/or seek clarifications in writing before or during the pre-bid meeting. The purpose of such meeting is to clarify issues and answer questions on any matter that may be raised at that stage. The Employer may, at his option, give such clarifications as are felt necessary.
- 9.3 Minutes of the pre-bid meeting including the list of the questions raised and the responses given together with any response prepared after the meeting will be hosted on the website.
- 9.4 Pursuant to the pre-bid meeting if the Employer deems it necessary to amend the Bid Document, it shall be done by issuing amendment to the online NIT.

10. **Amendment of Bid Documents**

- 10.1 Before the deadline for submission of bids, the Employer may amend or modify the Bid Documents by publication of the same on the website.
- 10.2 All amendments shall form part of the Bid Document.
- 10.3 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**

11. 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.

12. **DOCUMENTS COMPRISING THE BID**

The bid submitted online by the bidder shall be in the following parts:

**Part 1** - This shall be known as **Envelope A** and would apply for all bids. **Envelope A** shall contain the following as per details given in the **Bid Data Sheet**:

- i) Organizational details.
- ii) M.P. PWD REGISTRATION
- iv) Payment of the cost of Bid Document;
- v) Earnest Money; and
- vi) An affidavit duly notarized
- vii) SCANNED Copy of Pan card AND GST NO

- This shall be known as **Envelope B**

**Part 2** - This shall be known as **Envelope B** and required to be submitted online only Specifications

**Part 3** - This shall be known as **Envelope C** and would apply to all bids. **Envelope C** shall contain financial offer in the format prescribed enclosed with the **Bid Data Sheet**.

13. **LANGUAGE**

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.

14. **TECHNICAL PROPOSAL**

- 14.1 Only, in case of bids with pre-qualification conditions defined in the Bid data sheet, the Technical Proposal shall comprise of formats and requirements given in the **Bid Data Sheet**.

14.2 All the documents / information enclosed with the technical proposals 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 sanctioning authority may at his discretion forfeit his performance security/guarantee, security deposit, enlistment deposit and take any other suitable action.

## 15. FINANCIAL BID

- i. The bidder shall have to quote rates in format referred in Bid Data sheet, in Lumpsum, and not item wise. If the bid is in absolute amount,
- ii. Item rate shall be quoted in figures as well as in words. If any difference in figures and words found, lower of the two shall be taken as valid and correct.
- iii. The bidder shall have to quote rates inclusive of all duties, taxes,.
- iv. The material alongwith the units and rates, which shall be issued, if any, by the department to the contractor, is mentioned in the Bid Data Sheet.

## 16. PERIOD OF VALIDITY OF BIDS

The bids shall remain valid for a period specified in **Bid Data Sheet** after the date of "close for bidding" as prescribed by the Employer. The validity of the bid can be extended by mutual consent in writing.

## 17. EARNEST MONEY DEPOSIT (EMD)

- 17.1 The Bidder shall furnish, as part of the Bid, Earnest Money Deposit (EMD), of the amount specified in the **Bid Data Sheet**.
- 17.2 **EMD/Bid Security shall be submitted only online using option available in tender portal within the specified time limit. Bidders are advised to process it well in advance, No claim shall be entertained due to delay in online transaction via payment gateway/ banking portal .**
- 17.3 Bid not accompanied by EMD shall be liable for rejection as non-responsive.
- 17.4 EMD of bidders whose bids are not accepted will be returned within ten working days of the decision on the bid.
- 17.5 EMD of the successful Bidder will be discharged after financial 2022-23.
- 17.6 Failure to sign the contract by the selected bidder, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

## D. SUBMISSION OF BID

18. **The bidder is required to submit digitally signed Bid i.e. Envelop 'A', B & C Online only. No physical submission of the Bid will accepted except in exceptional case under clause 19.7".**

## E. OPENING AND EVALUATION OF BID

### 19 PROCEDURE

- 19.1 Envelope „A“ shall be opened first online at the time and date notified and its Materials 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.
- 19.2 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.
- 19.3 Envelope „C“ (Financial Bid) of the qualified bidders shall be opened online at the time and date notified. The bidder shall have freedom to witness opening of the Envelop „C“.
- 19.4 After opening Envelop „C“ all responsive bids shall be compared to determine the lowest evaluated bid.
- 19.5 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.
- 19.6 The Employer reserves the right of accepting the bid for the whole work or for a Districtinct part of it.
- 19.7 **In exceptional case, if physical submission of certain documents is found essential, the expressed prior permission must be obtained in writing by the tender issuing authority from an authority, as authorizes by the state government. In such a case document are required to be submitted**

physically at the place and date specified in the bid data sheet. In case of any mismatch in the document submitted in the physical form and that uploaded online, or If contractor fails to submit the document physically, the bid shall be liable for rejection as non - responsive.”

19.8 During bid Evaluation, the employer or its representative may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the Bid shall be sought, offered or permitted.’

**20. Confidentiality**

20.1 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.

20.2 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 its bid.

**F. AWARD OF CONTRACT**

**21. Award of Contract**

The Employer shall notify the successful bidder by issuing a „Letter of Acceptance” that his bid has been accepted. The original copy of affidavit will have to be submitted by the successful bidder at the time of signing of the contract.

**22. Performance Security**

22.1 Prior to signing of the Contract the bidder to whom LOA has been issued shall have to furnish performance security of the amount, form and duration, etc. as specified in the **Bid Data Sheet**.

22.2 Additional performance security, if applicable, is mentioned in the **Bid Data Sheet**.

**23. Signing of Contract Agreement**

23.1 The successful bidder shall have to furnish Performance security and sign the contract agreement within 03 DAYS of issue of LOA.

23.2 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.

23.3 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 action against the bidder.

**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:

- 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.

**[End of ITB]**

## Bid Data Sheet

### General

S.No.	Particulars	Data
1	Office inviting Tender	Chief Municipal Officer, Municipal council PANKHEDI (KALAPIPAL) Distt. Shajapur
2	NIT No	<b>848 /E-TENDER</b>
3	Date of NIT	<b>21/04/2025</b>
4	Bid document download	From 15/05/2026 To 15/06/2026
	available from date & time	17:30 PM Hrs 17:30 PM Hrs
5	Website link	<a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>

### For Section 1 - NIT

Clause reference	Particulars	Data
2	Portal fees	As per e- tendering portal
3	Cost of bid document ( in the form of Demand Draft)	<b>Rs. 5000/-</b>
	Cost of bid document payable to	Chief Municipal Officer, Municipal council , PANKHEDI (KALAPIPAL) Distt. Shajapur
	Cost of bid document in favour of	Chief Municipal Officer, Municipal council , PANKHEDI (KALAPIPAL) Distt. Shajapur
4	Affidavit	Annexure B
5	<b>Pre-qualifications required</b>	<b>YES</b>
	If Yes, details	Annexure C
6	<b>Special Eligibility</b>	<b>No</b> 2
	If Yes, details	Annexure D (Not applicable)
7	Key Dates	Annexure A

### For Section 2 - ITB

Clause reference	Particulars	Data
	Name of work	<b>SUPPLY OF Road And Building Material As Per Item List The Financial Year 2026-27 At Municipal Council Pankhedi</b>
2	Specifications	NO
3	Procedure for participation in e-tendering	Annexure F
4	Whether Joint-venture is allowed	No
	If yes, requirement for Joint venture	Annexure G
5	Pre bid meeting to held	NO
	If Yes, Date, Time & Place	NO
6	<b>Envelope -A</b> containing : i. Registration of M.P. Shops & Establishment valid Registration copy and organizational details as per Annexure „H“ ii. Cost of Bid Document iii. EMD iv. An affidavit duly notarized as per Annexure -B Should submit only online	All Document Should submit only online

<b>Clause reference</b>	<b>Particulars</b>	<b>Data</b>
14	Envelope-B Technical Proposal	Annexure - I and Annexure - I (Format I-1 to I-5)
15	Envelope-C Financial Bid	Annexure - J
	Materials to be issued by the department	NO
16	Period of Validity of Bid	180 Days or more
17	Earnest Money Deposit	<b>Rs 15000/-</b>
	Forms of Earnest Money Deposit EMD valid for a period of	i. FDR/e-FDR 180 Days or more
	FDR (Fixed Deposit Receipt) must be drawn in favour of	Chief Municipal Officer, municipal council PANKHEDI (KALAPIPAL) DIST. SHAJAPUR
21	Letter of Acceptance (LOA )	<b>Annexure L</b>
22	Amount of Performance Security	5 % of Contract Value
	Additional Performance Security, if any	<b>No</b>
	Performance security in the format	Annexure M
	Performance security in favour of	Chief Municipal Officer, Municipal council PANKHEDI Distt. SHAJAPUR
	Performance security valid up to	Valid contract period plus 3 months

**Key Date s**

<b>No.</b>	<b>Work Department Stage</b>	<b>Bidder's Stage</b>		
			<b>Date</b>	<b>Time</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Publishing Date		<b>15-05-2026</b>	17:30
		Document Download Sale Start Date	<b>15-05-2026</b>	17:30
2	-	Bid Sub mission Start Date	<b>15-05-2026</b>	17:30
3		Bid Sub mission Closing Date	<b>16-06-2026</b>	17:30
4	Bid Opening Date		<b>18-06-2026</b>	17:30

**|| AFFIDAVIT ||**

**(To be Contained in Envelope A)**  
**(On Non Judicial Stamp Rs. 100)**

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, submitted online is correct.
  - b. Information regarding various technical qualifications, submitted online 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 contact, without prejudice to any other rights of remedy including the forfeiture or the bid  
security/performance security.

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

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

Section 2 -Annexure - B

## PRE-QUALIFICATIONS CRITERIA

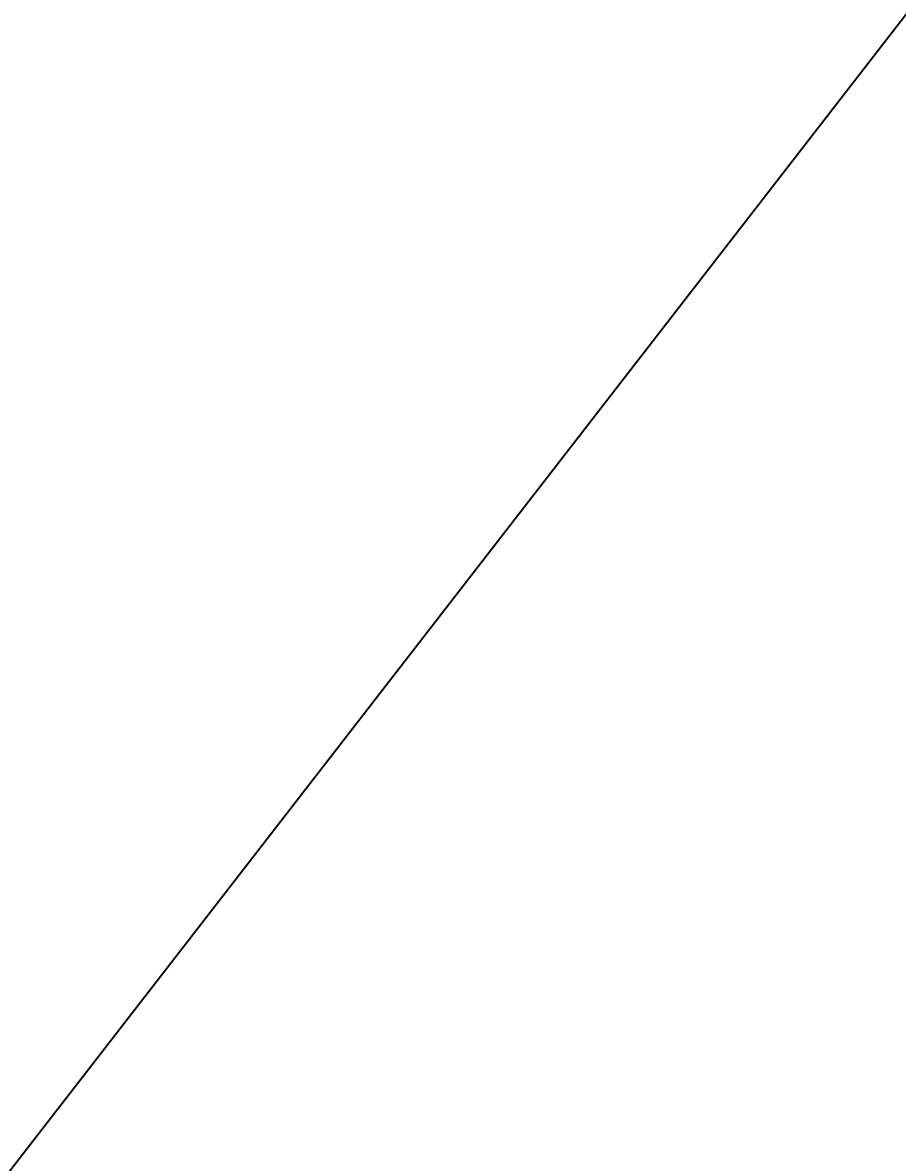
### निविदा की शर्तें एवं नियम

1. प्रत्येक निविदा के साथ निविदाकार को ऑनलाइन बिड जमा करते समय -। मे अमानत राशि की रशीद पंजीयन प्रमाण पत्र शपथ पत्र को ऑनलाइन अपलोड करना अनिवार्य है।
2. निविदा के इच्छक विक्रेताओ/फर्म/सप्लायर को निविदा प्रपत्र क्रय करते समय अपनी फर्म का टीन नम्बर/पेन नम्बर/जीएसटी नम्बर प्रस्तुत करना अनिवार्य होगा।
3. सशर्त निविदा स्वीकार नहीं कि जावेगी।
4. निविदा स्वीकृत अस्वीकृत करने का अधिकार मुख्य नगरपालिका अधिकारी नगर परिषद पानखेडी को रहेगा।
5. नियम अनुसार कटोत्रा किया जाकर ही बिल का भुगतान किया जावेगा।
6. सफल निविदाकार को दर स्वीकृति पश्चात नगर परिषद के हित मे विधिवत अनुबंध संपादित करना होगा।
7. उक्त निविदाकार को वेबसाइट पर आनलाइन भुगतान कर निविदा प्रपत्र टेंडर डाक्यूमेंटस वेबसाइट <http://www.mptenders.gov.in> के माध्यम से क्रय किया जा सकेगा।
8. इच्छक फर्म/टेकेदार से आशा कि जाती है कि टेण्डर डाक्यूमेंटस मे उल्लेखित शर्तो का गहन अध्ययन करने के पश्चात  
ही निविदा प्रस्तुत करे। निविदा प्रस्तुत करने वाली कंपनी/फर्म/टेकेदार के संबंध मे यह मान लिया जावेगा कि उनके  
द्वारा निकाय के समस्त सूचनाओ व शर्तो का अध्ययन कर लिया गया है तथा समझ लिया गया है। टेण्डर अपलोड करने  
के पश्चात निविदाकार की कोई भी आपत्ती आदि पर विचार नहीं किया जावेगा।
9. शासन के नियमानुसार करो का भुगतान करने की समस्त जवाबदारी टेकेदार की रहेगी।
10. निकाय की वित्तीय स्थिती अनुसार ही टेकेदार अथवा फर्म को भुगता किया जावेगा।
11. समय समय पर शासन से प्राप्त होने वाले दिशा निर्देशो का पालन किया जाना अनिवार्य होगा।
12. निविदा मे समस्त शासकीय करो की कटौती नियमानुसार कि जावेगी।
13. नगर पालिका द्वारा संबंधित निविदादाता को दिए गए कार्य को पूरा करने मे सक्षम नहीं पाया जाता है तो ऐसी स्थिति मे किसी अन्य एजेन्सी से उक्त कार्य कराया जा सकेगा। किन्तु ऐसी स्थिति मे अधिक व्यय होने पर अन्तर कि राशी संबंधित निविदादाता की जमा अमानत राशि से क्षतिपूर्ति राशि के रुप मे जप्त कि जा सकेगी।
14. यदि किसी भी समय यह ज्ञात होता है कि संबंधित न्यूनतम निविदादाता/फर्म को राज्य सरकार/केन्द्र सरकार द्वारा ब्लाक लिस्टेड किया गया है तो नगर पालिका परिषद द्वारा उसके विरुद्ध वैधानिक कार्यवाही कि जाकर अनुबंध समाप्त किया जा सकेगा। जिस पर संबंधित को किसी प्रकार की आपत्ति करने या क्षतिपूर्ति राशि प्राप्त करने का अधिकार नहीं होगा।
15. उच्च गुणवत्ता की सामग्री की दरे प्रस्तुत करना होगी। आवश्यकता होने पर सामग्री की थर्ड पार्टी निरीक्षण रिपोर्ट ली जावेगी।
16. सामग्री प्रदायकर्ता को सामग्री की 1 वर्ष की वारंटी प्रदान करना होगी। सामग्री खराब होने की दशा में स्वयं के व्यय पर बदलकर प्रदाय करना होगी।
17. न्यूनतम भावदाता अनुबंध उपरांत सामग्री प्रदाय नहीं करता है तो धरोहर राशि एवं प्रतिभुति राशि राजसात की जावेगी। एवं प्रदायक को काली सूची (टस।ब्लू सैज) मे डाला जावेगा।
18. टेडर डाक्युमेंट मे उल्लेखित शर्तो को अनुबंध का भाग माना जावेगा।
19. प्रस्तुत दरे 31.03.2025 तक के लिये ही मान्य होगी। आवश्यक परिस्थितियो मे समक्ष स्वीकृति/ परिषद् निर्णय उपरांत समयावधि बड़ाई जा सकती है।
20. सामग्री प्रदाय न करने की स्थिति में स्वीकृत दर पर अन्य किसी भी एजेन्सी से सामग्री क्रय की जा सकती है। इस संबंध में दरदाता की कोई आपत्ति मान्य नहीं की जा सकेगी।
21. भुगतान किये गये देयक में त्रुटीवश अधिक भुगतान किये जाने अथवा आडिट द्वारा संपरीक्षा उपरांत अधिक भुगतान की पुष्टि की आपत्ति किये जाने की प्रत्याशा मे संबंधित फर्म को कार्यालय द्वारा जारी सूचना पत्र

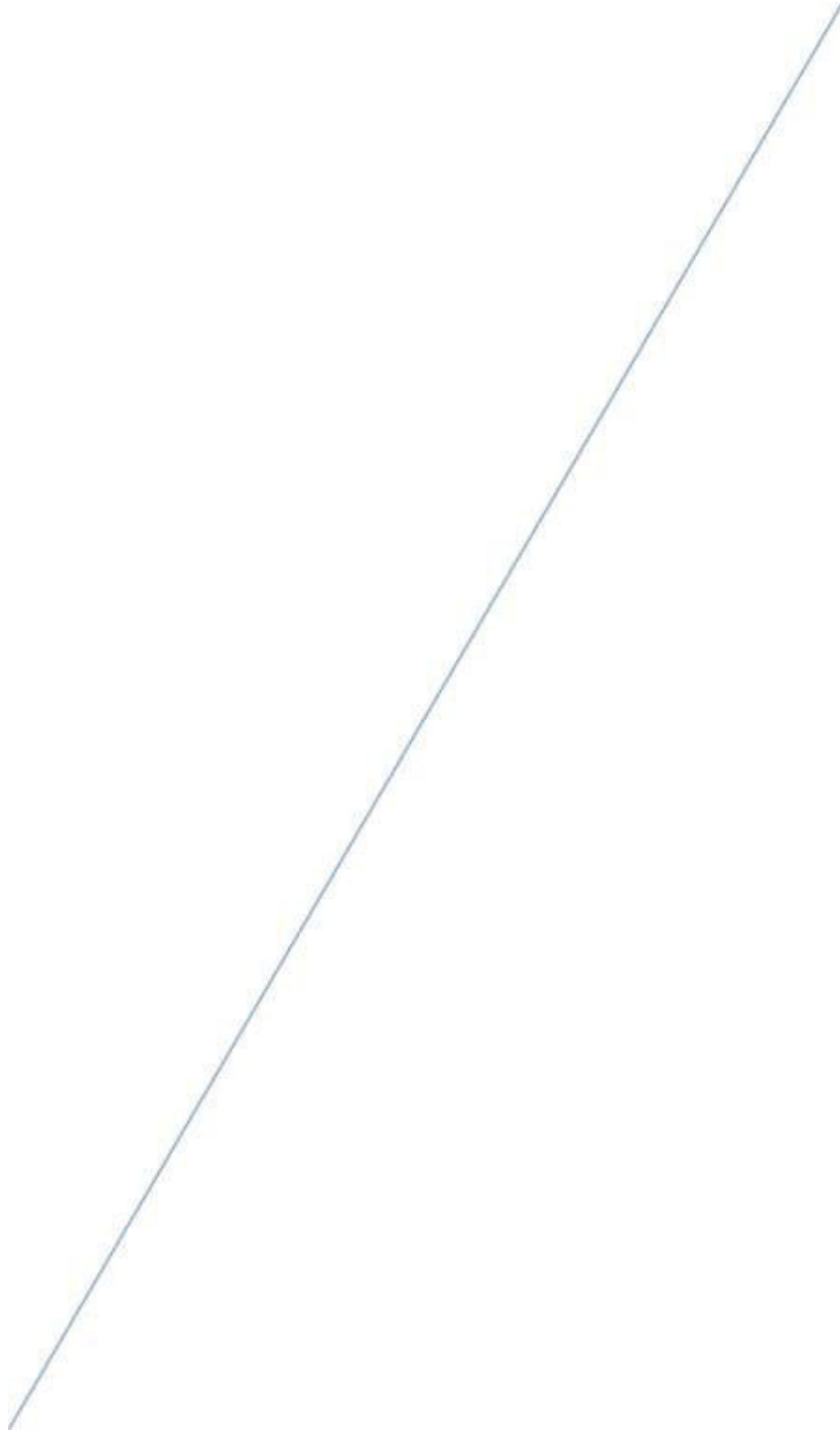
प्राप्ती के 07 दिवस में अधिक भुगतान की गयी राशि को एकमुश्त कार्यालय में जमा कराना अनिवार्य होगा।

22. म.प्र. न.पा. लेखा नियमों का पालन करना अनिवार्य होगा।
23. सामग्री प्रदायकर्ता को प्रस्तुत देयक का भुगतान न.पा. की वित्तीय स्थितियों को दृष्टिगत रखते हुए किया जावेगा।
24. सामग्री प्रदाय न करने की स्थिति में स्वीकृत दर पर अन्य किसी भी एजेन्सी से सामग्री क्रय की जा सकती है। इस संबंध में दरदाता की कोई आपत्ति मान्य नहीं की जा सकेगी।
25. किसी भी प्रकार की क्षतिग्रस्त सामग्री स्वीकार नहीं की जावेगी।
26. संबंधित निविदाकर्ता को निकाय द्वारा बताये गये स्थान पर सामग्री प्रदाय किया जाना होगा।
27. संबंधित निविदादाता द्वारा सामग्री का सेम्पल एवं रिपोर्ट प्रस्तुत करना होगा। जिसका तकनीकी टीम द्वारा परिक्षण किया जावेगा। सामग्री उच्च गुणवत्ता की होने पर ही प्रदाय आदेश दिया जावेगा।
28. दर स्वीकृति के पश्चात निकाय द्वारा आवश्यकतानुसार समय समय पर सामग्री की आवश्यकता होने पर प्रदाय आदेश दिया जावेगा।
29. नगर परिषद पानखेडी को आवश्यकता होने पर 24 घण्टे में भी सामग्री प्रदाय करना अनिवार्य होगा।
30. निविदा से संबंधित की जानकारी ऑनलाइन <http://www.mptender.gov.in> पर देखी जा सकती है एवं कार्यालयन समय में उपस्थित होकर स्टोर शाखा नगर परिषद से प्राप्त कर सकते हैं। फोन मोबाइल या वाट्सप के द्वारा किसी भी प्रकार की जानकारी प्रदाय नहीं की जावेगी।
31. जीएसटी सामग्री अनुसार एवं शासन नियमानुसार प्रथक से देये होगी।

**SPECIAL ELIGIBILITY CRITERIA**



**Specifications**



## **Procedure for participation in e-Tendering**

### **1. Registration of Bidders on e -Tendering System**

All the PWD registered bidders are already registered on the new e-procurement portal <https://www.mptenders.gov.in>. The user id will be the contractor ID provided to them from MP Online. The password for the new portal has been sent to the bidders registered email ID.

### **2. Digital Certificate:**

The bids submitted online should be signed electronically with a class III Digital Certificate to establish the identity of the bidder submitting the bid online. The bidders may obtain class III Certificate issued by an approved certifying Authority authorized by the controller of certifying Authorities, government of India. A class III digital Certificate is issued upon receipt of the required proofs along with an application. Only upon the receipt of the required documents, a digital certificate can be issued. For details please visit [cca.gov.in](http://cca.gov.in).

Note:

- i. It may take upto 7 working days for issuance of class III digital certificate; hence the bidders are advised to obtain the certificate at the earliest. Those bidders who already have valid class III digital certificate need not obtain another Digital Certificate for the same.

The bidders may obtain more information and the APPLICATION FORM REQUIRED TO BE SUBMITTED FOR THE ISSUANCE OF DIGITAL CERTIFICATE FROM [cca.gov.in](http://cca.gov.in).

- ii Bids can be submitted till bid submission end date. Bidder will require digital signature while bid submission. The digital certificate issued to the authorized user of a partnership firm/Private limited company/Public Limited Company and user for online bidding will be considered as equivalent to a no-objection certificate/ power of attorney to that user.

In case of Partnership firm, majority of the partners have to authorize a specific individual through authority letter signed by majority of partners of the firm.

In case of Private Limited company, Public Limited company, the Managing Director has to authorize a specific individual through Authority Letter. Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the organization for online bids as per Information Technology Act 2000. This Authorized User will be required to obtain a digital certificate. The Digital Signature executed through the use of the responsibility of Management/Partners of the concerned firm to inform the Certifying Authority, if the authorized user changes, and apply for a fresh Digital Certificate for the new Authorized user.

### **3. Set Up of Bidder's Computer System:**

In order for a bidder to operate on the e-tendering System, the Computer system of the bidder is required to be set up for Operating System, Internet Connectivity, Utilities, Fonts, etc. The details are available at <https://www.mptenders.gov.in>.

### **4. Key Dates:**

The bidders are strictly advised to follow the time schedule (Key dates) of the bid of their side for tasks and responsibilities to participate in the bid, as all the stages of each bid are locked before the start time and date and after the end time and date for the relevant stage if the bid as set by the Department.

**5. Preparation and Submission of Bids**

The bidders have to prepare their online, encrypt their bid data in the Bid forms and submit Bid 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 representatives.

**6. Purchase of Bid Document**

For purchasing of the bid document bidders have to pay Service Charge online ONLY which is Rs. [as per Bid Data Sheet]. Cost of Bid document is separately mentioned in the detailed NIT. The Bid Document shall be available for purchase to concerned eligible bidders immediately after online release of the bids and upto scheduled time and date as set in the key dates. The payment for the cost of bid document shall be made online through Debit/Credit card. Net banking or NeFT Challan through the payment gateway provided on the portal.

**7. Withdrawal, Substitution and Modification of Bids**

Bidder can withdraw and modify the bid submission end date.

**ORGANIZATIONAL DETAILS**  
(To be enclosed with technical proposal)

S.No.	Particulars	Details
1.	Registration No. issued by M.P. Shops & Establishment valid Registration Govt. of MP	(If applicable, scanned copy of proof of application for registration to be uploaded)
2.	Valid registration of Bidder in M.P. Shops & Establishment valid Registration Govt. of MP	Registration no..... date ..... (Scanned copy of Registration to be uploaded)
3.	Name of Organization/ Individual	
4.	Entity of Organization Individual/ Propriet ary Firm/ Partnership Firm (Registered under Partnership Act)/ Limited Company (Registered under the Companies Act-1956)/ Corporation	
5.	Address of Communication	
6.	Telephone Number with STD Code	
7.	Fax Number with S TD 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 S TD 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 alongwith registration certificate of the company shall have to be enclosed.*

Signature of Bidder with Seal  
Date: \_\_\_\_\_

**LETTER OF ACCEPTANCE (LOA)**

No. \_\_\_\_\_

Dated: \_\_\_\_\_

To, \_\_\_\_\_

M/s. \_\_\_\_\_

(Name and address of the contractor)

Subject: \_\_\_\_\_

(Name of the work as appearing in the bid for the work )

Dear Sir (s),

Your bid for the work mentioned above has been accepted on behalf of the (Name of ULB) at your bided item wise offer as per scope of work given therein.

You are requested to submit within **15** (Fifteen) days from the date of issue of this letter:

1. The performance security/ performance guarantee of Rs. \_\_\_\_\_ (in figures) (Rupees \_\_\_\_\_ in words only). The performance security shall be in the shape of term deposit receipt/ bank guarantee of any nationalized / schedule commercial bank valid upto three months after the expiry of defects liability period.
2. Sign the contract agreement.

Please note that the time allowed for carrying out the work as entered in the bid is \_\_\_\_\_ months including/excluding rainy season, shall be reckoned from the date of signing the contract agreement.

Signing the contract agreement shall be reckoned as intimation to commencement of work and no separate letter for commencement of work is required. Therefore, after signing of the agreement, you are directed to contact Engineer-in-charge for taking the possession of site and necessary instructions to start the work.

Yours faithfully,

(NAME OF SIGNING AUTHORITY)