

# Tender Document

For Item Rate only in Works Departments and other  
Departments similar to Works Departments  
(Effective from 01/01/2014)

Office of the NAGAR PALIKA PARISHAD HARDA Distt. HARDA (M.P.)

NIT Number and Date	:	2734/N.P./HARDA/e-tender, Date :04/04/2026
Agreement Number and Date	:	.....
Name of Work	:	BATTERIES ARE TO BE PURCHASED FOR VARIOUS TYPES OF VEHICLES IN THE VEHICLE BRANCH OF THE MUNICIPALITY HARDA
Name of the Contractor	:	.....
Probable Amount of Contract		
(Rs. In Figure)	:	950000/-
(Rs. In Words)	:	
Contract Amount		
(Rs. In Figure)	:	.....
(Rs. In Words)	:	.....
Stipulated Period of Completion:		07 DAYS

# SECTION 1

## Notice Inviting e-Tenders

**Government of Madhya Pradesh  
Urban Administration & Development Department  
NAGAR PALIKA PARISHAD HARDADISTT. HARDA (M.P.)**

N.I.T. No –2734/N.P./HARDA/e-tender

Dated: 01-04-2026

Online ITEM RATE rate bids for the following works are invited from registered contractors and firms of repute fulfilling registration criteria:

S. No./ Pkg/Cod e	Work	District(s)	Probable Amount (Rs. in Rupees)	Completion Period (months)
	BATTERIES ARE TO BE PURCHASED FOR VARIOUS TYPES OF VEHICLES IN THE VEHICLE BRANCH OF THE MUNICIPALITY HARDA	HARDA	950000/-	07 DAY

1. Interested bidders can view the NIT on website <http://www.mptenders.gov.in>
2. The Bid Document can be purchased only online from (Date) \_20.05.2026(time) \_10:00 AM to (date) 03.06.2026(time) 17:30 PM\_.
3. Amendments to NIT, if any, would be published on website only, and not in newspaper.

**Chief Municipal Officer  
NAGAR PALIKA PARISHAD HARDA**

**Notice Inviting Tender**  
**Government of Madhya Pradesh**  
**Urban Administration & Development Department**  
**NAGAR PALIKA PARISHAD HARDADISTT. HARDA (M.P.)**

N.I.T. No - 2734/2026/N.P./HARDA/e-tender

Dated: 01-04-2026

Online item rate bids for the following works are invited from registered contractors and firms of repute fulfilling registration criteria:

S. No. /Pkg/ Code	Name of Work	District(s)	Probable Amount of Contract (Rs. in Rupees)	Earnest Money Deposit (EMD) (In Rupees)	Cost of Bid Document (In Rupees)	Category of Contractor	Period of Completion (in Months)
1	BATTERIES ARE TO BE PURCHASED FOR VARIOUS TYPES OF VEHICLES IN THE VEHICLE BRANCH OF THE MUNICIPALITY HARDA	HARDA	950000	9500	2000		30 DAYS

1. All details relating to the Bid Document(s) can be viewed and downloaded free of cost on the website.
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 A CHECK LIST; AND
  - iv) SUBMIT AN AFFIDAVIT.
  - v) PAN AND GST
  - vi) ANY OTHER DOCUMENT AS PER NIT

Details can be seen in the Bid Data Sheet

## Section 2 – Instruction to Bidders

<b>Bid Data Sheet</b>			
<b>GENERAL</b>			
<b>SR. No.</b>	<b>PARTICULARS</b>	<b>DATA</b>	
1	Office inviting tender	NAGAR PALIKA PARISHAD HARDA	
2	NIT No- 2245	N.I.T. No – 2245/N.P./HARDA/e-tender DATE 13-04-2026	
3	Date of NIT	15-05-2026	
4	Bid document download available from date & time	20-05-2026 10:00AM	03.06.2026 17:30 PM
5	Website link	https:// www.mptenders.gov.in ( Under Urban Administration and Development Department)	
<b>SECTION 1 - NIT</b>			
<b>CLAUSE REFERENCE</b>	<b>PARTICULARS</b>	<b>DATA</b>	
2	Portal Fees (also known as processing fee)	As notified in E-Tendering Website	
3	Cost of bid document	2000	
	Cost of bid document Payable at	Online	
	Cost of bid document In favor of	Online	
4	Affidavit format	As per `Annexure B'	
5	Pre-qualifications required	YES	
	If Yes, details	Annexure - C	
6	Special Eligibility	YES	
	If Yes, details	Annexure - D	
7	Key dates	Annexure - A	
<b>SECTION 2 - ITB</b>			
<b>CLAUSE REFERENCE</b>	<b>PARTICULARS</b>	<b>DATA</b>	
1	Name of 'work'	Tender name	
2	Specifications	Annexure - E	
3	Procedure for participation in e-tendering	Annexure - F	
4	Whether Joint Venture is allowed	NO	
	If yes, requirement for Joint Venture	Annexure - G	
9	Pre bid meeting to be held	NO	
	If Yes, Date, Time & Place	Date: ..... Time from: ..... Place: .....	

<b>Bid Data Sheet</b>		
<b>CLAUSE</b>	<b>PARTICULARS</b>	<b>DATA</b>

REFERENCE		
12	<b>Envelope-A</b> containing : i. registration certificate ii. Cost of Bid Document iii. EMD iv. An affidavit duly notarized as per 'Annexure-B' V . GST registration vi. organization detail vii.PAN CARD	. Yes Yes Yes Yes Yes Yes Yes  Nagar palika parishad harda Dist. Harda
14	<b>Envelope-B</b> Technical Proposal	Annexure - I and Annexure - I (Format I-1 to I-5)
15	<b>Envelope-C</b> Financial Bid	Annexure - J
	Materials to be issued by the department	Annexure - K
16	Period of Validity of Bid	120 Days
17	Earnest Money Deposit	Rs 9500/-
	Forms of Earnest Money Deposit	e- FDR
	EMD valid for a period of	6 Month or more
	FDR must be drawn in favour of	Chief Municipal Officer, NAGAR PALIKA PARISHAD HARDA
21	Letter of Acceptance (LoA)	Annexure L
22	Amount of Performance Security	1% of the PAC
	Additional Performance Security, if any	Equal to an amount arrived at, by multiplying the contact amount with difference of ITEM RATEbetween percent rates (below/minus) of successful bid and ten percent (below/minus); considering bid rates less than ten percent below PAC, to be unworkable and shall require additional performance security (guarantee).
	Performance security in the format	Annexure M
	Performance security in favour of	Chief Municipal Officer, NAGAR PALIKA PARISHADHARDA
	Performance security valid up to	1 Years

**Annexure – A**

*(See clause 1, 7 of Section 1 -NIT)*

**KEY DATES**

S. No	Works Department Stage	Bidder's Stage	Start		Expiry		Envelopes
			Date	Time	Date	Time	
1		Purchase of Tender – Online	20-05-2026	10:00 AM	03.06.2026	17:30 PM	
2	-	Bid Submission –Online	20-05-2026	10:00 AM	03.06.2026	17:30 PM	Envelope A
3	Mandatory submission Physical (Envelope- A)	-	20-05-2026	10:00 AM	03.06.2026	17:30 PM	Envelope A
4	Technical Proposal open ( PQ Envelope- B)		05.06.2026	12:00 PM	-	-	Envelope B
5	Financial Bid open (Envelope-C)	-	05.06.2026	12:00 PM	-	-	Envelope C

*Original term deposit receipt of earnest money deposit, demand draft for the cost of bid document and affidavit shall be submitted by the bidder so as reach the office prescribed in Bid Data Sheet, on or before date and time prescribed in Bid Data Sheet.*

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

(On Non Judicial Stamp of Rs. 50)

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. 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 \_\_\_\_\_ 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 4 are correct to the best of my knowledge and belief.

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.	PAN NUMBER	
6.	GST NUMBER	
7.	Address of Communication	
8.	Telephone Number with STD Code	
9.	Fax Number with STD Code	
10.	Mobile Number	
11.	E-mail Address for all communications	
	<b>Details of Authorized Representative</b>	
12.	Name	
13.	Designation	
14.	Postal Address	
15.	Telephone Number with STD Code	
16.	Fax Number with STD Code	
17.	Mobile Number	
18.	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: \_\_\_\_\_

