

GOVERNMENT OF MADHYA PRADESH

Urban Administration and Development Department

Appendix 2.10 Tender Document

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

(THIRD CALL)

Office of the Nagar Parishad, Anjad (M.P.)

NIT Number and Date	:	2913/ Date 19-07-2017
Agreement Number and Date	:	_____
Name of the Work	:	DECORATION AND ELEVATION AT WARD 4 YATRI PRATIKSHAYAL BUILDING AT NAGAR PARISHAD OFFICE ANJAD DISTT BARWANI
Name of the Contractor	:	_____
Probable Amount of Contract		
(Rs. In Figure)	:	
(Rs. In Words)	:	
Contract Amount		
(Rs. In Figure)	:	
(Rs. In Words)	:	

Stipulated Period of Completion:		2 Month

Appendix 2.10

Tender Document

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SECTION 1

Notice Inviting e-Tenders

Government of Madhya Pradesh
Urban Administration and Development Department

(THIRD CALL)

N.I.T. No 2913/E-Tendering/Anjad/2017

Anjad Dated 19-07-2017

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

S. No./Pkg/Code of portal tender no/date	Work	Place	Probable Amount (Rs. in lakh)	Completion Period (months)
	DECORATION AND ELEVATION AT WARD 4 YATRI PRATIKSHAYAL BUILDING AT NAGAR PARISHAD OFFICE ANJAD DISTT BARWANI	Nagar Parishad Anjad District Barwani	3.45	2 Month

1. Interested bidders can view the NIT on website <http://mpeproc.gov.in>
2. The Bid Document can be purchased only online from 19/07/2017 (date) 10:30 Am (time) to 26/07/2017 (date) 5:30 Pm. (time)
3. Amendments to NIT, if any, would be published on website only, and not in newspaper.

Signature and Designation

Notice Inviting Tender
Government of Madhya Pradesh
Urban Administration and Development Department
Office of the Nagar Parishad, Anjad District Barwani (M.P.)

(THIRD CALL)

N.I.T. No 2913/E-Tendering/Anjad/2017

Anjad Dated 19-07-2017

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

S. No./Pkg/ Code portal tender no/date	Name of Work	Probable Amount of Contract (Rs. in lakh)	Earnest Money Deposit (EMD) (In Rupees)	Cost of Bid Document (In Rupees)	Category Of Contractor	Period of Completion (in Months)
	DECORATION AND ELEVATION AT WARD 4 YATRI PRATIKSHAYAL BUILDING AT NAGAR PARISHAD OFFICE ANJAD DISTT BARWANI	3.45	Rs. 6,910/-	Rs. 2000/-	Manufacture / Contractor /authorized dealer and firms	2 Months

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 a duly notarized affidavit.
 - v) Copy of Pan card
 - vi) Copy of Tin number
 - vii) Copy of any Water Supply Material work order

Details can be seen in the Bid Data Sheet.

4. **ELIGIBILITY FOR BIDDERS:**

At the time of submission of the Bid the bidder should have valid registration with the Government of Madhya Pradesh, Sales Tax Department. However, such bidders who are not registered with the Government of Madhya Pradesh and are eligible for registration can also submit their bids after having applied for registration with appropriate authority

- (a) Failure to sign the contract by the selected bidder, for whatsoever reason, shall result in forfeiture of the earnest money deposit.

5. ULB has the rights for sanction/cancellation the rate

6. **Pre-qualification** – Prequalification conditions, wherever applicable, are given in the Bid Data Sheet.

7. **Special Eligibility** - Special Eligibility Conditions, if any, are given in the Bid Data Sheet.

8. The Bid Document can be purchased only Online from **10:30 PM of 19/07/2017 to 17:30 am of 26/07/2017** other key dates may be seen in Bid data sheet.

9. Amendment to NIT, if any, would be published on website only, and not in Newspaper.

President
Municipal council , Anjad dist. Barwani

Chif Muncipal Officer
Municipal council , Anjad dist. Barwani

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 severally. 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. 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 gist 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) Payment of the cost of Bid Document;
- iii) Earnest Money; and
- iv) An affidavit duly notarized
- v) Copy of Pan card
- vi) Copy of Tin number
- vii) Copy of Water Supply Material work order

Part 2 – This shall be known as **Envelope B** and required to be submitted 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, overall percentage would be arrived at in relation to the NIT amount. The overall percentage rate would apply for all items of work.
- 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, royalties and other levies; and the Employer shall not be liable for the same. Excise exemption on pipe shall be available as per norms.
- 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 The EMD shall be in the form of Demand Draft/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 forms of EMD may be allowed by the employer by mentioning it in the Bid Data sheet.
- 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 when the Bidder has signed the Agreement and furnished the Bank Guarantee of required value for Performance Security.
- 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 online bid duly signed digitally, and Envelop „A" in physical form also at the place prescribed in the Bid Data Sheet.

E. OPENING AND EVALUATION OF BID

19. PROCEDURE

- 19.1 Envelope „A" shall be opened first online at the time and date notified and it's 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.

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.

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 15 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 , Anjad Distt. Barwani	
2	NIT No	2913/E-TENDER/2017	
3	Date of NIT	19/07/2017	
4	Bid document download available from date & time	From 19/07/2017 10:30 Am	To 26/07/2017 17:30 Pm
5	Website link	http://uadd.mpeproc.gov.in	

For Section 1 – NIT

Clause reference	Particulars	Data	
2	Portal fees	As per e- tandering portal	
3	Cost of bid document (in the form of Demand Draft)	Rs. 2,000/-	
	Cost of bid document payable to	Chief Municipal Officer, Municipal council , Anjad dist. Barwani	
	Cost of bid document in favour of	Chief Municipal Officer, Municipal council , Anjad dist. Barwani	
4	Affidavit	Annexure B	
5	Pre-qualifications required	NO	
	If Yes, details	Annexure C	
6	Special Eligibility		NO
	If Yes, details	Annexure D (Not applicable)	
7	Key Dates	Annexure A	

For Section 2 – ITB

Clause reference	Particulars	Data
1	Name of work	DECORATION AND ELEVATION AT WARD 4 YATRI PRATIKSHAYAL BUILDING AT NAGAR PARISHAD OFFICE ANJAD DIST'T BARWANI
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
5	Pre bid meeting to held	no
	If Yes, Date, Time & Place	no
6	Envelope –A containing : i. Registration number or proof of application for registration and organizational details as per Annexure „H" ii. Cost of Bid Document iii. EMD iv. An affidavit duly notarized as per Annexure – B Should reach in physical form v. Copy of Supply Material work order	All hard copies Should reach in physical form At the office of the Chief Municipal Officer, Municipal council, Anjad dist. Barwani Before 28/07/2017 17:30 pm

Clause reference	Particulars	Data
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
17	Earnest Money Deposit	Rs 6,910
	Forms of Earnest Money Deposit	i. FDR/e-FDR ii. Demand draft of scheduled commercial bank iii. Interest bearing securities of post office
	EMD valid for a period of	180 Days or more
	FDR (Fixed Deposit Receipt) must be drawn in favour of	Chief Municipal Officer, municipal council Anjad dist. Barwani
21	Letter of Acceptance (LOA)	Annexure L
22	Amount of Performance Security	5 % of Contract Value
	Additional Performance Security, if any	No
	Performance security in the format	Annexure M
	Performance security in favour of	Chief Municipal Officer, Municipal council , Anjad dist. Barwani
	Performance security valid up to	Valid contract period plus 3 months

Key Dates

S.No	Works Department Stage	Bidder's Stage	Start		Expiry		Envelopes
			Date	Time	Date	Time	
1		Purchase of Tender-Online	19/07/2017	10:30 AM	26/07/2017	17:30 PM	
2		Bid Submission-Online	19/07/2017	10:30 AM	27/07/2017	17:30 PM	
3	Mandatory submission Open (Envelope -A)		28/07/2017	10:30 AM	28/07/2017	17:00 PM	Envelope A
4	Technical proposal open (PQ Envelope-B)		NA	NA			Envelope B
5	Financial Bid Open (Envelope C)		28/07/2017	17:30 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 to reach the office as prescribed in Bid Data Sheet, at least one calendar day before specified start time and date in key dates for opening of technical proposal as per key dates in Bid Data Sheet.

|| AFFIDAVIT ||
(To be contained in Envelope A)

(On Non Judicial Stamp of 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. 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.*

PRE-QUALIFICATIONS CRITERIA

The bidder should have:

A. Financial

- i. experience of having successfully executed:
 - a) three similar works, each costing not less than the amount equal to 20% of the probable amount of contract during the last 3 financial years; or
 - b) two similar works, each costing not less than the amount equal to 30% of the probable amount of contract during the last 3 financial years; or
 - c) one similar work of aggregate cost not less than the amount equal to 50% of the probable amount of contract in any one financial year during the last 3 financial years;
- ii. Average annual construction turnover on the construction works not less than 50% of the probable amount of contract during the last 3 financial years.
- iii. Executed similar items of work in any one financial year during the last 3 financial years, which should not be less than the minimum, physical requirement, if any, fixed for the work.
- iv. **Bid Capacity** – Bidder shall be allotted work up to his available Bid Capacity, which shall be worked out as given in format I-2 of Annexure I.

B. Physical

Physical qualifications for the work shall be as below

Sno	Particulars	Quantity	Period
1	Physical qualification required	Yes/ No	
2	Earthwork		
3	Concrete work		

(The Employer shall specify all physical qualifications required).

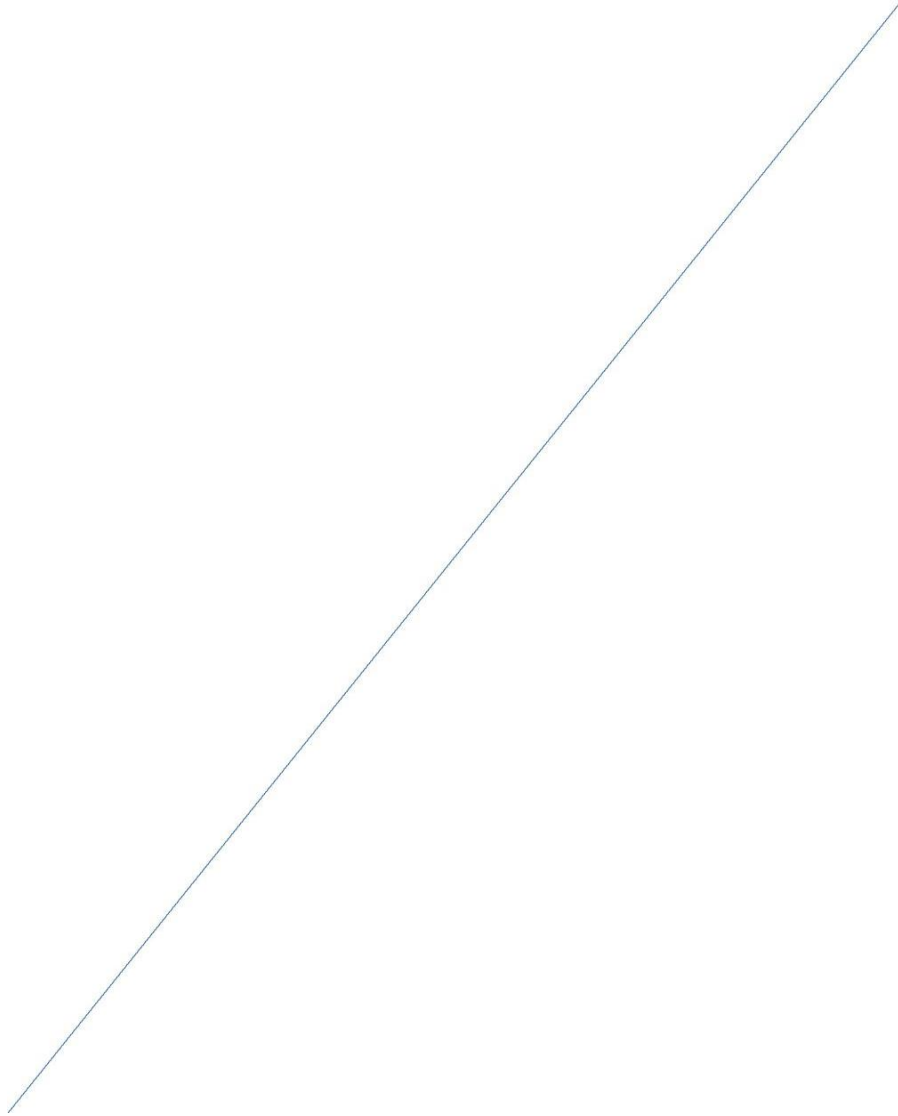
Note: Above criteria are indicative, subject to suitable stipulations by the departments and specific Bid.

SPECIAL ELIGIBILITY CRITERIA

1. Conditional tender shall not be valid.
2. The rate of accepted Material/ Denied the right to be protected of riparian municipal Council Anjad.
3. In case of any dispute the decision of the municipal Council Anjad have valid riparian.
4. According to governance rule and instructions will be cut from bill.
5. Determined to be a high quality Material delivery Department.
6. Material required work orders will be released.
7. Income tax Department of the Pan Number and Tin number must submit
8. Material rates must submit all including taxes Municipal Council. That will not be a separate payment
9. Material must be supplied in the space provided by Municipal Council Rajpur.

Note: Above criteria are indicative, subject to suitable stipulations by the departments and specific bid.

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.mpeproc.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. for more details may contact M/s. _Tata Consultancy Services Corporate Block, 5th floor, DB City BHOPAL-462011 email id: eproc_helpdesk@mpsdc.gov.in. Helpdesk phone numbers are available on website.

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 Digital 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 mandatory identity 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.

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*
- 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 used 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 the 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 Digital Certificate of this Authorized User will be binding on the firm. It shall be 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.mpeproc.gov.in>

4. Key Dates:

The bidders are strictly advised to follow the time schedule (Key Dates) of the bid on 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 of the bid as set by the Department.

5. Preparation and Submission of Bids

The bidders have to prepare their bids 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 representative.

5. Purchase of Bid Document

For purchasing of the bid document bidders have to pay Service Charge online ONLY which is Rs. [as per Bid Date 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 till Bid submission end date.

JOINT VENTURE (J.V.)

If J.V. is allowed following conditions and requirements must be fulfilled –

1. Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements :
 - a. one of the partners shall be nominated as being **Lead Partner**, and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
 - b. the bid and, in case of a successful bid, the Agreement, shall be signed so as to be legally binding on all partners;
 - c. the partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the contract, including payment, shall be done exclusively with the partner in charge;
 - d. all partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization mentioned under [c] above, as well as in the bid and in the Agreement [in case of a successful bid];
 - e. The joint venture agreement should indicate precisely the role of all members of JV in respect of planning, design, construction equipment, key personnel, work execution, and financing of the project. All members of JV should have active participation in execution during the currency of the contract. This should not be varied/modified subsequently without prior approval of the employer;
 - f. The joint venture agreement should be registered, so as to be legally valid and binding on all partners; and
 - g. a copy of the Joint Venture Agreement entered into by the partners shall be submitted with the bid.
2. The figures for each of the partners of a joint venture shall be added together to determine the Bidder’s compliance with the minimum qualifying criteria required for the bid. All the partners collectively must meet the criteria specified in full. Failure to comply with this requirement will result in rejection of the joint venture’s bid.
3. The performance security of a Joint Venture shall be in the name of the partner **Lead Partner**/joint venture.
4. Attach the power of attorney of the partners authorizing the Bid signatory(ies) on behalf of the joint venture
5. Attach the agreement among all partners of the joint venture [and which is legally binding on all partners], which shows the requirements as indicated in the Instructions to Bidders’.
6. Furnish details of participation proposed in the joint venture as below:

DETAILS OF PARTICIPATION IN THE JOINT VENTURE

<i>PARTICIPATION DETAILS</i>	<i>FIRM ‘A’ (Lead Partner)</i>	<i>FIRM ‘B’</i>	<i>FIRM ‘C’</i>
Financial			
Name of the Banker(s)			
Planning			
Construction Equipment			
Key Personnel			
Execution of Work (Give details on contribution of each)			

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	
	Details of Authorized Representative	
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: _____

Envelope – B, Technical Proposal

Technical Proposal shall comprise the following documents:

Sno	Particulars	Details to be submitted
1	Experience – Financial & Physical	Annexure - I (Format: I-1)
2	Annual Turnover	Annexure - I (Format: I-2)
3	List of technical personnel for the key positions	Annexure - I (Format: I-3)
4	List of Key equipments/ machines for quality control labs	Annexure - I (Format: I-4)
5	List of Key equipments/ machines for construction work	Annexure - I (Format: I-5)

Note:

1. *Technical Proposal should be uploaded duly page numbered and indexed.*
2. *Technical Proposal uploaded otherwise will not be considered.*

FINANCIAL & PHYSICAL EXPERIENCE DETAILS

A. Financial Requirement:

The bidder should have completed either of the below:

- a) three similar works each costing not less than the amount equal to 20% of the probable amount of contract during the last 3 financial years; or
- b) two similar works each costing not less than the amount equal to 30% of the probable amount of contract during the last 3 financial years; or
- c) one similar work of aggregate cost not less than the amount equal to 50% of the probable amount of contract in any one financial year during the last 3 financial years;

To be filled in by the contractor:

- i. Details of successfully completed similar works shall be furnished in the following format.
- ii. Certificate duly signed by the employer shall also be enclosed for each completed similar work.

Agreement Number & Year	Name of Work	Date of Work Order	Date of Completion	Amount of Contract	Employer's Name and Address

Existing commitments – (Value of 'C' for Bid Capacity formula)

Agreement Number & Year	Name of Work	Date of Work Order	Date of Completion	Amount of Contract	Amount of balance work	Employer's Name and Address

B. Physical Requirement:

Execution of similar items of work in any one financial year during the last 3 financial years should not be less than the minimum physical requirement fixed for the work.

SNo	Particulars	Actual Quantity Executed (To be filled in by the contractor)		
		Year – 1	Year – 2	Year – 3
1	Physical qualification required	Yes/ No		
2	Earthwork			
3	Concrete work			

Note: 1. Certificate duly signed by the employer shall be enclosed for the actual quantity executed in any one year during the last 3 financial years.

2. Similar works: The similarity shall be based on the physical size, complexity, methods technology or other characteristics of main items of work viz. earth work, cement concrete, Reinforced cement concrete, brick masonry, stone masonry etc.

ANNUAL TURN OVER

Requirement:

Average annual construction turnover on the construction works not less than 50% of the probable amount of contract during the last 5 financial years;

To be filled in by the contractor:

Financial Year	Payments received for contracts in progress or completed
1	
2	
3	
4	
5	

Note:

- i. Annual turnover of construction should be certified by the Chartered Accountant.*
- ii. Audited balance sheet including all related notes, and income statements for the above financial years to be enclosed.*

Bid Capacity

Applicants who meet the minimum qualifying criteria in the evaluation as stated above are to be evaluated further for bid capacity as under:

Bid Capacity = (1.5 A X B) - C

Where

A = Maximum value of civil engineering works executed in any one year during the last five year (10% weightage per year shall be given to bring the value of work executed at present price level)

B = Proposed contract period in years.

C = Amount of work in hand at present.

List of Technical Personnel for the Key Positions

Minimum requirement							Available with the bidder						
S. No.	Key Position	Minimum requirement	Qualification	Age	Similar workexperience	Total WorkExperience	S. No.	Name of Personnel	Key Position	Qualification	Age	Similar workexperience	Total WorkExperience

Annexure I (Format: I -4)

(See clause 14 of Section 2 -ITB)

List of Key Equipments/ Machines for Quality Control Labs

Minimum requirement			Available with the bidder	
S. No.	Name of Equipment/ Machinery	Quantity	Name of Machinery	

Annexure - I (Format: I -5)

(See clause 14 of Section 2 -ITB)

List of Key Equipments/ Machines for Construction Work

Minimum requirement			Available with the bidder	
S. No.	Name of Equipment/ Machinery	Quantity	Name of Equipment/ Machinery	Quantity

FINANCIAL BID
(To Be Contained in Envelope-C)

NAME OF WORK _____

I/We hereby bid for the execution of the above work within the time specified at the **rate (in figures) _____ (in words) _____ percent below/ above or at par** based on the Bill of Quantities and item wise rates given therein in all respects and in accordance with the specifications, designs, drawings and instructions in writing in all respects in accordance with such conditions so far as applicable. I/We have visited the site of work and am/ are fully aware of all the difficulties and conditions likely to affect carrying out the work. I/We have fully acquainted myself/ourselves about the conditions in regard to accessibility of site and quarries/kilns, nature and the extent of ground, working conditions including stacking of materials, installation of tools and plant conditions effecting accommodation and movement of labour etc. required for the satisfactory execution of contract.

Should this bid be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successors in office the sums of money mentioned in the said conditions.

Note:

- i. Only one rate of percentage above or below or at par based on the Bill of Quantities and item wise rates given therein shall be quoted.*
- ii. Percentage shall be quoted in figures as well as in words. If any difference in figures and words is found lower of the two shall be taken as valid and correct rate. If the bidder is not ready to accept such valid and correct rate and declines to furnish performance security and sign the agreement his earnest money deposit shall be forfeited.*
- iii. In case the percentage "above" or "below" is not given by a bidder, his bid shall be treated as non-responsive.*
- iv. All duties, taxes, and other levies payable by the bidder shall be included in the percentage quoted by the bidder.*

Signature of Bidder
Name of Bidder

The above bid is hereby accepted by me on behalf of the Governor of Madhya Pradesh dated the _____ day of _____ 20__

Signature of Officer by whom accepted

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 Governor of Madhya Pradesh at your bided percentage _____ below/ above or at par the Bill of Quantities and item wise rates given therein.

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

- a. 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 up to three months after the expiry of defects liability period.
- b. 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 the Engineer-in-charge for taking the possession of site and necessary instructions to start the work.

Yours Faithfully

CMO

PERFORMANCE SECURITY

To

_____ [name of Employer]

_____ [address of Employer]

WHEREAS _____ [name and address of Contractor]

(Hereinafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No. _____ dated _____ to execute _____ [name of Contract and brief description of Works] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total of _____ [amount of guarantee]* _____ (in words), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 3 (three) months from the date of expiry of the Defect Liability Period.

Signature, Name and Seal of the guarantor _____

Name of Bank _____

Address _____

Phone No., Fax No., E-mail Address, of Signing Authority _____

Date _____

* An amount shall be inserted by the Guarantor, representing the percentage the Contract Price specified in the Contract including additional security for unbalanced Bids, if any and denominated in Indian Rupees.