

OFFICE OF THE MUNICIPAL COUNCIL, ARON DIST.GUNA (M.P.)

N.I.T. No.:/PMSY/e-tender/2020

ARON Dated: 30.11.2020

Empaneled Notice for inviting Offer [First Call]

ARON Municipal Council invites online Technical & Financial Offer from Reputed Organization\Agency\NGO for: Enrolment of Street Vendors, ID CARDS & CERTIFICATES PRINTING WITH LAMINATION WORK of 3 Month, under **PM SVANIDHI ATAM NIRBHAR BHARAT (DAY NULM-SUSV)**. Earnest money of Rs.1,000/- shall be submitted in the form of FDR in favors of CMO Municipal Council ARON.

Work to be performed:-

S. No.	Tender ID	Description of work	Period of Work	Approx cost of the project	Bid Security	Cost of Bid Document
1	2020_UAD_116419_1	Organization\Agency\NGO for: Enrolment of Street Vendors, ID CARDS & CERTIFICATES PRINTING WITH LAMINATION WORK of 3 Month, under PM SVANIDHI ATAM NIRBHAR BHARAT (DAY NULM-SUSV)	01 Month	Rs.4.00Lacs	Rs. 8000/-	Rs. 500/-

Tender documents can be purchased only online from <http://www.mptenders.gov.in> by making online payment including portal fees as online processing charges from **17:30 PM (time) 01-12-2020 (date) to 17:30 PM (time) 14-12-2020 (date)**.

Bidder should be submitting:

- 1- E-Payment Receipt of EMD
- 2-E-Payment Receipt for the cost of Bid document
- 3-Affidavit on non-judicial stamp of Rs. 100/-
- 4-Registration in Appropriate Section of Law
- 5-PAN card All above documents in Envelope-A
- 6- Technical Proposal in Envelope-B

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Endorsement No.:...../PMSY/e-tender/2020

ARON,Dated:

Copy to:

1. president, Municipal Council ARON for information.
2. Web Content Manager, Directorate, UADD MP Bhopal through **Email-cmamp5@mpurban.gov.in** for upload tender in your departmental website as per order of Chief Engineer, reference No. 4815 on dated 21.05.2015.
3. Exective Officer, Municipal Council ARON for information.
4. PRO, Municipal Council ARON for publication in News Papers & Notification in the Office Notice Board.
5. Audit Department/Account Department, Municipal Council ARON for information.

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OFFICE OF THE MUNICIPAL COUNCIL, ARON DIST.GUNA (M.P.)

Bid Data Sheet

General

S.No.	Particulars	Data	
1	Office inviting Tender	CMO, MUNICIPAL COUNCIL, ARON (M.P.)	
2	NIT No/pmsy/e-tender/2020	
3	Date of NIT	
4	Bid document download available from date & time	From 01-12-2020 17:30 Hrs	To 14-12-2020 17:30 Hrs
5	Website link	http://www.mptenders.gov.in	

For Section 1 - NIT

Clause reference	Particulars	Data	
2	Portal fees	Rs. As per Required	
3	Cost of bid document (Online Payment Receipt)	Rs. 8000/-	
	Cost of bid document payable to	CMO, MUNICIPAL COUNCIL, ARON (M.P.)	
	Cost of bid document in favour of	CMO, MUNICIPAL COUNCIL, ARON (M.P.)	
4	Affidavit	Annexure B	
5	Pre-qualifications required	YES	
	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	Organization\Agency\NGO for: Enrolment of Street Vendors, ID CARDS & CERTIFICATES PRINTING WITH LAMICATION WORK of 3 Month, under PM SVANIDHI ATAM NIRBHAR BHARAT (DAY NULM-SUSV)	
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	

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9	Pre bid meeting to held	NO
	If Yes, Date, Time & Place	Date : Time from : Place :
12	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	At the office of the CMO, MUNICIPAL COUNCIL, ARON (M.P.) Before 14-12-2020 (date) up to 17:30 (time)
14	Envelope-B Technical Proposal	Annexure – I and Annexure – I (Format I-1 to I-5)
15	Envelope-C Financial Bid	Annexure – J (Only Online)
	Materials to be issued by the department	-
16	Period of Validity of Bid	30 Days
17	Bid Security	Rs. 8000/-
	Forms of Bid Security	Online payment through Debit Card/Credit Card/Internet Banking or System Generated Challan
	Account Details for Online Bid Security Payment	i. Name of Account Holder: CMO, MUNICIPAL COUNCIL, ARON (M.P.) Account No.: ii. Bank Name: iii. IFSC Code:
19.70	Date and Place for submission of Physical form of Contents of Envelope A i) and ii) and Envelope B as specified in Clause 12 of ITB.	1. Date 14-12-2020 Place : Office of the CMO, MUNICIPAL COUNCIL, ARON (M.P.) (M.P.)
21	Letter of Acceptance (LoA)	Annexure L
22	Amount of Performance Security	3%
	Additional Performance Security, if any	FOR BELOW 5 PERCENT RATE
	Performance security in the format	Annexure M
	Performance security in favour of	CMO, MUNICIPAL COUNCIL, ARON (M.P.)
	Performance security valid up to	Valid contract period plus 1 months

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Annexure – A

(See clause 1, 7 of Section 1 NIT)

Key Dates

NAME OF WORK:- Organization\Agency\NGO for: "IEC Activity Street Show, Nukkad Natak, Enrolment of Street Vendors, ID CARDS & CERTIFICATES PRINTING WITH LAMINATION WORK of 3 Month, under PM SVANIDHI ATAM NIRBHAR BHARAT (DAY NULM-SUSV)

S. No	Works Department Stage	Bidder's Stage	Start	
			Date	Time
1	Publishing Date of Tender-Online		01-12-2020	17:30
2		Document Download/Sale Start Date	01-12-2020	17:30
3		Seek Clarification Start Date	01-12-2020	17:30
4		Seek Clarification End Date		
5		Bid Submission-Online Start Date	01-12-2020	17:30
6		Bid Submission-Online End Date	14-12-2020	17:30
7	Bid Opening Date		16-12-2020	10:30
8		Physical Submission End Date	15-12-2020	17:30

Online Payment Receipt of Earnest Money Deposit, Online Payment Receipt for the cost of bid document, Affidavit and all other documents shall be submitted by the bidder so as to reach the office as prescribed in Bid Data Sheet.

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Annexure-B

|| AFFIDAVIT ||

(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 _____ (Organization) do solemnly affirm an oath and state that:

I/we 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 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, online payment receipt for cost of bid document and other relevant documents provided by the Bank are authentic.
 - b. Information regarding financial qualification and annual turn-over is correct.
 - c. Information regarding various physical 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 the office as prescribed in Bid Data Sheet.

PRE-QUALIFICATIONS CRITERIA

Eligibility Related Information

<p>Business Details STREET VENDORS ID CARD MAKING 01 WORK ORDER MINIMUM ARE COMPLASRY. 05 work order of IEC work & Culture Related wrok in last 3 Years Are Compulsary.</p>		<p>Attach Work order</p>
<p>Organizations Presence in state (Head Office / Branch Office) – Address(s)</p>		
<p>Total Turnover of the applicant in last 03 financial years: (Rs. Lakhs) 2019-20 2018-19 2017-18</p>		<p>Certified letter from the Company CA With registration number and seal.</p>
<p>No. of work order in related domain in last 3 years</p>		
<p>Registration Details as an organization</p>		<p>Registration letter</p>
<p>PAN number of Organization</p>		<p>Registration letter</p>
<p>Culture Related work order & IEC Work</p>		<p>Registration letter</p>

(Organization Seal) Signature:

Name:

Designation:

(Authorized Representative and Signatory)

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Detail of Assignment conducted under
During F.Y. 2017-18, 2018-19 and FY 2019-20

1	Name of Organization from where work order received	Financial Year	Number of IEC WORK	Number of Street Vendor ID Card Making WORK ORDER	Number Of ID Card Print	
					ID Card	Other Printing
		2019-20				
		2018-19				
		2017-18				
		Total				

.....
Signature (Organization Seal)
Name:

** Attached supporting doc

LETTER OF ACCEPTANCE (LoA)

No. _____/MCB/20.....

Aron,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 Municipal Council, Guna at your bided work _____ below/above or at par the estimated Quantities and item wise rates given therein.

You are requested to submit within 10 (ten) 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 upto 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 _____ months 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 Shri _____ the in-charge for thiswork for necessary instructions to start the work.

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Annexure-J

LETTER FOR COMMENCEMENT OF WORK

No. _____/MCB/20.....

Aron,Dated: _____

To,

M/s. _____

(Name and address of the contractor)

Subject: _____

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

Reference: This office letter of acceptance of your bid No. _____ date _____

Dear Sir (s),

1. You are requested to contract Shri _____
_____ the in-charge for this work for taking the necessary
direction
2. Please note that the time allowed for carrying out the work as entered in the
bid _____ months shall be reckoned from the date of signing the
contract agreement.

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ARON (M.P.)**

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be used by approved scheduled commercial banks)

Date:

Contract No. and Title

Bank's name with Branch and Office

Beneficiary (Name of Purchaser)

1. In consideration of the CMO, Municipal Council ARON, District GUNA (M.P.). (hereinafter called "the Authority") having agreed to exempt (Herein after called "the said organization/contractor(s) from the demand, under the terms and conditions of NIT/An agreement no. dated..... made between and for (hereinafter called "the said Agreement") of security deposit for the due fulfillment by the said contractor(s) of the terms and conditions contained in the said NIT/Agreement on production of Bank Guarantee for Rs. (in figures) (Rupees only). At the request of the organization/Contractor, we (name of Bank) (hereinafter referred to as "the Bank") do hereby irrevocably undertake to pay to Authority an amount not exceeding Rs. against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said organization/Contractor(s) of any terms of conditions contained in the said agreement.
2. We (name of Bank), do hereby undertake to pay the amount due and payable under this guarantee without any demure merely on a demand from the Authority stating that the amount claimed is due by way of loss or damage caused to or suffered by the Authority by reason of any breach by said organization/Contractor(s) of any of the terms or conditions Contained in the said agreement or by reason of the organization/Contractor(s) failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.
3. We (name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the Authority under or by virtue of the said Agreement have been fully paid and its claim satisfied or till Authority certifies that the terms of the said agreement have been fully and properly carried out by the said organization/Contractor(s) and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on in writing on or before the we shall be discharged from all liability under this guarantee thereafter.
4. We (name of Bank) further agree with the Authority that the Authority shall have the fullest liberty without our consent and without effecting in any manner obligations here under or very any of the terms and condition of the said agreement or to extend time of performance by the said organization/contractor(s) from time to time or to

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postpone for any time or from time to time any of the powers exercisable by the Authority against the said organization/contractor(s) and to force-bear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liabilities by reasons of any such variation of extension having granted to the said organization/contractor(s) for any forbearance act, or omission on the part of the Authority or any indulgence by the Authority of the said organization/contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

5. We (name of Bank) hereby also undertake to have the signature of Branch Manager issuing the Bank Guarantee verified from the local branch of the bank in M.P.
6. We (name of Bank) hereby unequivocally undertake that if the Authority invokes the guarantee the bank (issuing branch) will make the payment to the Authority without any reference and demur.
7. This guarantee will not be discharged due to change in the constitution of the bank or the contractor(s)/supplier(s).
8. We undertake to pay the Authority any money so demanded notwithstanding any dispute or disputes raised by the organization/contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.
9. The Bank undertake not to revoke this guarantee during its currency except with the previous consent of the Authority in writing.
10. This guarantee shall expire not later than (insert date) day of (month 20..... .
11. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No., 458 except that subparagraph (ii) of Sub article 20(a) is hereby excluded.

The payment so made by us under this bound shall be a valid discharge of our liability for payment there under and the contractor(s)/Supplier(s) shall have no claim against us.

Dateday of20.....

(Signature of the Bank &organization/Contractor)

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Annexure B: Technical Proposal Submission Forms

TECHNICAL FORM-1: COVERING LETTER

[Location, Date]

To: [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the services for IEC WORK in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to the Iec Work included in the RFP.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive. We are submitting the RFP for.

We are submitting the RFP with page wise Index as per requirement of the bid.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Address:

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TECHNICAL FORM-2: DETAILS OF THE BIDDER

Name and Details of the Bidder and Authorized Representative	
Name of Organization	
Date of Incorporation	
Regd. / Head Office Address:	
Phones,Fax	
Mobile	
Email	
Website	
Dates of Establishment:	
Name of Authorized Representative	
Designation	
Mobile	
Email	

For and on behalf of:

Signature:

Name:

Designation:

(Organization Seal)

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TECHNICAL FORM -3: LEGAL CONSTITUTION & NUMBER OF YEARS OF
EXISTENCE

Organization Name:	
1. Status / Constitution of the Organization :	
2. Name of Registering Authority :	
3. Registration No.:	
4. Date of Registration:	
5. Place of Registration:	

For and on behalf of:

Signature :

Name :

Designation :

Organization/Company Seal

(Authorized Representative and Signatory)

Note: Please provide copy of the registration certificate from the appropriate Registering
Authority

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TECHNICAL FORM-4: FINANCIAL STANDING (ANNUAL TURNOVER)

Certificate from the Statutory Auditor regarding the average annual turnover of the organization is not less than Rs. 30 lakh for the last 3 financial year ending of month 31st march 2019. Based on its books of accounts and other published information authenticated by it, this is to certify that
(Name of the Bidder) had, over the last three Financial Years, a average turnover of the organization is Rs. Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Yearly Turnover (In Rs. Lakhs)
2019-2020	
2018-2019	
2017-2018	
Average Turnover	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)

Date:

OFFICE OF THE MUNICIPAL COUNCIL, ARON DIST.GUNA (M.P.)

Annexure C: Fincial Proposal Submission Forms

TECHNICAL FORM-1: Fincial Bid Rate LETTER

[Location, Date]

To: [Name and address of Client]

Dear Sir or Madam

We, the undersigned, offer to provide the services for IEC WORK in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal sealed under a separate envelope.

We hereby declare that we have read the Instructions to the Iec Work included in the RFP.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive. We are submitting the RFP for.

We are submitting the Code For Iteam Wise Rate In Fincial Bid.

- 1-
- 2-
- 3-

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Organization/Agency:

Address:

OFFICE OF THE MUNICIPAL COUNCIL, ARON DIST.GUNA (M.P.)

Annexure E: Standard Contract Document

SECTION 1: FORM OF CONTRACT

CONTRACT FOR: *[Insert Title of Consulting Services]*

CONTRACT *[Please insert project number]*

NUMBER:

THIS CONTRACT is made

BETWEEN: *[insert Client]* (hereinafter referred to as ‘the Client’)

AND: *[name of Bidder – this should be the lead firm in case of association. IN case of JV, all partners should be mentioned]* (hereinafter referred to as ‘the Bidder’)

[Please insert the name of the Bidder’s representative and communication address of the Bidder]

WHEREAS:

A. the Client requires the Bidder to provide the services as defined in Section 4 of Rfp (‘the Services’) ; and

B. the Bidder has agreed to provide the Services on the terms and conditions set out in this Contract.

IT IS HEREBY AGREED as follows:

1. Documents

This Contract comprises the following documents:

Section 1: Form of Contract

Section 2: General Conditions

Section 3: Special Conditions

Section 4: Terms of Reference

Section 5: Schedule of Prices

Section 6: Format for invoice

Section 7: Performance Guarantee

Annexes: If any.

This Contract constitutes the entire agreement between the Parties in respect of the Bidder’s obligations and supersedes all previous communications between the Parties, other than as expressly provided for in Section 3 and/or Section 4.

2. Contract Signature

If the Original Form of Contract is not returned to the Contract Officer (as identified in Section 3) duly completed, signed and dated on behalf of the Bidder within 30 days of the date of signature on behalf of the Client, Client, or participating ULBs will be entitled, at its (their) sole discretion, to declare this Contract void.

No payment will be made to the Bidder under this Contract until a copy of the Form of Contract, signed on behalf of the Bidder, is returned to the Contract

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Officer.

3. Commencement and Duration of the Services

The Bidder shall start the Services on [*insert start date*] ('the Start Date') and shall complete them by [*insert end date*] ('the End Date') unless this Contract is terminated earlier in accordance with its terms and conditions.

4. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed [*insert total amount in numbers and words*] inclusive of all applicable government taxes – national and state, as applicable ('the Financial Limit').

5. Time of the Essence

Time shall be of the essence as regards the fulfilment by the Bidder of its obligations under this Contract.

For and on behalf of Client

Name:

Date:

For and on behalf of Bidder

Name:

Date:

Witness 1

Name:

Date:

Address:

Witness 2

Name:

Date:

Address: