

Notice Inviting Tender
Office of the Chief Municipal Officer, Nagar Parishad Chandmeta
Distt. Chhindwara(M.P.)
cmochadmeta@mpurban.gov.in

NIT No. 677 /e-tender/2017

DT.11-01-2017

Online LumSum Rate Tender for the following works is invited for Authorized consultant / Architect/ Engineers and firms.

Tender No.	Name of work	Probable amount of contract	Earnest Money	Cost of bid Document
	Tender for preparation of Detailed Project Report (D.P.R) for sanction amount Rs. 3 Hundred Lack MMSAVY Phase-II (With survey report, drawing, detailed estimate and other details) as per UADD norms and specification.	3.00	6000/-	2000/-

1. All details relating to the Tender Document(s) can be viewed and downloaded free of cost from the website mentioned in NIT.
2. Tender 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 Tender Document;
 - ii) deposit the Earnest Money by FDR, DD on behalf of CMO Nagar Parishad Chandameta Dist. Chhindwara.
 - iii) Submit a check list; and
 - iv) Submit an affidavit.

Details can be seen in the Bid Data Sheet

4. **ELIGIBILITY FOR BIDDERS:**

- (a) At the time of submission of the Bid the bidder should have Authorized consultant / Architect/ Engineers and firms.
 - (b) The bidder should have experience of minimum 2 similar nature of work and cost mumin 60% or 1 similar nature of work and similar cost.
5. The Tender Documents can be purchased only Online from **13.01.2017** to **28.01.2017**. Other key dates may be seen in Bid data sheet.
 6. Amendment to NIT, if any, would be published on website only, and not in Newspaper.

Chief Municipal Officer
Nagar Parishad Chadameta
District –Chhindwara (M.P.)

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 accordance with the technical specifications specified in the **Annexure to the Bid Data Sheet**.

3. PROCEDURE FOR PARTICIPATION IN E-TENDERING

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

4. ONE BID PER BIDDER

4.1 The bidder can be an individual entity or a joint venture. The requirement of joint venture is given in 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 Government.

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 DPR. All costs shall have to be borne by the bidder.

B. BID DOCUMENTS

7. CONTENT 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 General Conditions of Contract and Contract Data; and
 - ii. Part II Special Conditions of Contract.

- 4 Form of Financial Bid
- 5 Letter of Acceptance
6. Form of Agreement and
8. The bidder is expected to examine carefully all instructions, conditions of contract, contract data, forms, terms, specifications and forms in the Bid Document. Bidder shall be solely responsible for his failure to do so.
9. **Amendment of Bid Documents**
 - 9.1 Before the deadline for submission of bids, the Employer may amend or modify the Bid Documents by publication of the same on the website.
 - 9.2 All amendments shall form part of the Bid Document.
 - 9.3 The Employer may, at its discretion, extend the last date for submission of bids.

C. PREPARATION OF BID

10. 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.

11. 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. **Envelop A** shall contain the following as per details given in the **Bid Data Sheet**:

- i) Payment of the cost of Bid Document;
- ii) Earnest Money ;

Part 2 – This shall be known as **Envelope B** and required to be submitted only in works are stipulated in the **Bid Data Sheet**. **Envelop B** shall contain a **self-certified sheet** duly supported by documents.

- i) An affidavit duly notarized.
- ii) Required Experience
- iii) Certificates

Part 3- This shall be known as an **Envelope C** shall contain financial offer in the format prescribed enclosed with the **Bid Data Sheet**.

12. 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.

13. TECHNICAL PROPOSAL

Only, in case of bids with pre-qualification conditions defined [as per [G] of Bid Data Sheet], the Technical Proposal shall comprise of formats and requirements [as per [M] of Bid Data Sheet].

14. FINANCIAL BID

- a. The bidder shall have to quote Lumsum rate.
- b. Rate shall be quoted in figures as well as in words.
- c. The bidder shall have to quote rates including of all duties, taxes and other levies, excluding service tax.

15. PERIOD OF VALIDITY OF BIDS

The bids shall remain valid for a period specified in [O] of 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), in the amount specified in the **Bid Data Sheet**.
- 17.2 The EMD shall be in the form of 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 scheduled date of opening of bids.
- 17.3 EMD of bidders whose bids are not accepted will be returned within fifteen working days of the decision on the bid.
- 17.4 EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement.

D. SUBMISSION OF BID

18. The bidder is required to submit online bid duly signed digitally, and Envelope 'A' and Envelope 'B' in physical form also at the place prescribed in the **Bid Data Sheet**.

E. OPENING AND EVALUATION OF BID

- 19.1 Envelope 'A' shall be opened first and its contents shall be checked. In cases where Envelope 'A' does not contain all requisite documents, such bid shall be treated as non-responsive, and Envelope 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 in the Bid Data Sheet. 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 bids 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 distinct part of it.

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.

23. Signing of Contract Agreement

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.

24. CORRUPT PRACTICES

The Employer requires that bidders observe the highest standard of ethics during the work. 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]

Annexure – A**(See clause 1, 7 of Section 1 NIT)****Key Dates**

S.No	Bidder's Stage	Start		Expiry		Envelopes
		Date	Time	Date	Time	
1	Purchase of Tender-Online	13.01.17	17.30	28.01.17	17.30	
2	Bid Submission-Online	13.01.17	17:30	30.01.17	17.30	
3	Physical Submission	31-01-17	17:30	31-01-17	17:30	
4	Mandatory submission Open (Envelope -A)	01.02.17	10.30	01.02.17	15.30	Envelope A
5	Technical proposal open (PQ Envelope-B)	01.02.17	12.00	01.02.17	16.00	Envelope B
6	Financial Bid Open (Envelope C)	03.02.17	10.30	03.02.17	16.00	Envelope C

Original term deposit receipt of earnest money deposit, FDR/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.

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 _____ 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, demand draft for cost of bid document and other relevant documents provided.
 - b. 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 at least one working day before opening of the bid, by 15.00 hrs.