

OFFICE OF MUNICIPAL COMMITTEE MEHAM (ROHTAK)

GENERAL/TECHNICAL TERMS AND CONDITIONS OF THE TENDER

- 1) The technical bid of only those bidders will be opened whose earnest money is received along with covering letter and the same is found in order.
- 2) Conditional/incomplete tenders shall not be considered.
- 3) The bidder must have valid PAN Number.
- 4) The bidders should valid VAT number/CST number and certified ITR of three year.
- 5) The price bid in BOQ pattern will be opened only those bidders who will be found technically qualified for the work and fulfill the requirements of tender.
- 6) The Total Turnover in last three financial years is minimum one crore (Attached last three years balance sheet.)
- 7) The Contractor should furnish an affidavit to an effect that he or she/his or her firm/company or any of his or her constituent partners had not abandoned in between any work of any of the Govt. /Semi Govt. /Corporation nor any of his or her/their contract had been rescinded Firm/Company have never debarred/blacklisted by any Govt. /Semi Govt. /Corporation and no vigilance enquiry or criminal proceedings are pending against him or her/them. An affidavit should be duly attested by the Notary Public.
- 8) In case of any stage it is found that any information furnished by any of tender is false/incorrect, tender will not consider.
- 9) Offers not received on the prescribed Tender form or not supported with Tender Fee will not be considered.
- 10) The bidders have to submit their bids online in electronic format with Digital Signature. The bids proposed without digital signature will not be accepted.
- 11) Tender fees Rs. 2000 along with e-services fee is non-refundable in shape of only Demand Draft and only in favour of Secretary, Municipal Committee, Meham payable at any Scheduled Bank at Meham is acceptable.
- 12) Earnest money amounting to Rs. 25000/-in shape of only Demand Draft and only in favour of Secretary, Municipal Committee, Meham payable at any Scheduled Bank at Meham is acceptable.
- 13) Secretary M.C Meham shall have right to reject tender any time, on any stage to cancel tender without giving any reason.
- 14) Secretary M.C Meham shall have right to change term and conditions of tender at any time, at any stage without giving any reason.

- 15) The Contractor will execute an agreement on NON-Judicial Paper worth RS. 100/- for satisfactory supply within 7 days from the date of issue of letter of intent.
- 16) Rate quoted by Manufacturer/supplier shall be inclusive all taxes.
- 17) In case, the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- 18) The agency,
- i. Should have done work with government agency in the past three years
 - ii. The average annual turnover of the bidder during past 3 years should be minimum INR one crore. The audited copies of the balance sheet and profit & loss account for the last 3 years shall be enclosed with the technical bid.
 - iii. The bidder should not have any pending litigation & non-performing contracts during last 3 years. Further any bidder which have been barred by Government of India/any State Government/ Government Agency, Supreme Court and the bar subsists as on the date of Proposal submission would not be eligible to submit a Proposal.

MUNICIPAL COMMITTEE, MEHAM

Press Notice for Short Terms tender/community participation notice

No. Spl-1 /2018/MCM

Dated: 14-08-2018

On behalf of President, Municipal Committee, Meham online bids on the website: <http://etenders.hry.nic.in> are hereby invited from the only eligible Architects enlisted in Council of Architect/appropriate class/category from Any Government / Semi Government Department of Haryana, CPWD, DDA, Municipal Committee Meham for year 2018-19 for the work mentioned below:-

Sr. No.	Name of Work	Estimated Cost In Rs.	Time Limit for Work	EMD For L/C Societies	Tender Fees
1	Consulting work for detailed estimate Preparation of concept plan, Architectural drawing, Topographic survey, Geotechnical investigation, Detailed estimate of the project, structural drawing of the project, vetted from structure engineer and structural stability certificate, supervision of const. of project up to completion of the project or other required as per site and project.	Rate will be quoted in BOQ by agency in percentage (Payment will be done in percentage of estimated cost of project i.e. 0.50% , 1% , 2%)	01 Year	25000/-	2000/-

- (i) Details regarding terms & conditions including the tender documents are available on the website <http://etenders.hry.nic.in> and also in office of Municipal Committee Meham.
- (ii) Possession of Digital Signature Certificate (DSC) and registration of the Architect on the portal i.e. <http://etenders.hry.nic.in> is a prerequisite for participating in e-tendering.
- (iii) Dates of various activities by bidder

Download Tender Document	17-08-2018 at 11.00 AM
Online Bid Preparation & Submission	17-08-2018 at 11.00 AM to 27-08-2018 at 06.55 PM
Manual Submission of (Technical) Documents & EMD	28-08-2018 up to 11.00 AM
Bid opening date	28-08-2018 after 11.30 AM

For further details and e-tendering schedule, visit website <http://etenders.hry.nic.in>

- (vi) If any time it is established that the work allotted/to be allotted to the agency falls under unapproved area tender/execution of work will be cancelled and No claims whatsoever in this account will be considered.
- (vii) Any incomplete tender (Technical or Financial) will not be entertained
- (viii) Tender fees along with e-services fee is non-refundable.

President

Secretary

Municipal Engineer

- (ix) Earnest money amounting Rs. 25000/- in shape of only Demand Draft and only in favour of Secretary, Municipal Committee, Meham payable at any Scheduled Bank at Meham is acceptable.

(x) Deliverables, Timelines and Payment schedule

PROJECT DURATION

Sr No	Deliverable	Timeline (Cumulative)	Payment (%)
1	Submission of Detail Drawing and estimate (3 Copies)	4 weeks	25%
2	After the approval of Drawing and projects from the competent authority .	--	25%
3	Upon completion of 50% works of the project	--	25%
4	Upon 100% completion of the project	--	25%

Section-2

Primary instruction to bidders

Detailed Notice Inviting Tender

On Line Tender for Item/Percentage Rate contract

On behalf of Administrator, Municipal Committee, Meham online bids on the website: <http://etenders.hry.nic.in> are hereby invited from the only eligible Architects enlisted in Council of Architects appropriate class/category from Any Government / Semi Government Department of Haryana, CPWD, DDA, Municipal Committee Meham for year 2018-19.

Tenders will be received online at the website <http://etenders.hry.nic.in> and will be opened by the Municipal Engineer, Municipal Committee, Meham on dated 28-08-2018 after 11.30 AM in the presence of tenderers or their authorized representative who may like to be present.

1. Tenders must be submitted online on the Electronic Tendering system of Municipal Committee, Meham. The Technical bids in sealed envelopes, scan copies of which are to be submitted online, are required to be delivered in person by the intending contractor or his agent to the Municipal Engineer, Municipal Committee, Meham.
2. Tender Fees & earnest money mentioned in NIT (Press Note) and Earnest money amounting Rs. 25000 in shape of Demand Drafts/Cash only in favour of Secretary, Municipal Committee, Meham payable at any Scheduled Bank at Meham must accompany each tender.
3. Tenders should be submitted online on the prescribed Form/Template which can be downloaded from the website <http://etenders.hry.nic.in> The prescribed form contains the conditions of contract to be executed with the contractor whose tender is accepted.
4. As the Bids that are to be submitted online are required to be encrypted and digitally signed, the Bidders are therefore advised to obtain the same (Digital

President

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Signature Certificate) at the earliest. For obtaining Digital Certificate, the Bidders may contact the representative of The service provider of Electronic Tendering System.

5. The Bidders can download the bidding documents from the Portal <http://etenders.hry.nic.in> Tender Documents Fees and Earnest Money Deposit has to be submitted in a separate sealed envelope (Marked ED). The physical Tender document fees and EMD envelope should reach in the office of Municipal Engineer, Municipal Committee, Meham upto date. As the details of the EMD are required to be filled at the time of Bid Preparation & Hash Submission stage, the Bidders are therefore required to keep appropriate EMD details ready for online uploading on the e-tendering system also.
6. The tender shall be submitted by the tenderer in the following three separate envelopes online:-
 - a. Earnest Money Envelope 'ED'
 - b. N.I.T. and Technical Bid Envelope 'T I'
 - c. Tender in Form-A (Price Bid) Envelope 'C I'

Note: Online Bidders may submit the EMD in a physical EMD Envelope – 'ED' Mandatory in the form of Demand Draft only and any other document related to Technical Bid which cannot be submitted online in a physical Technical Envelope – 'TI'. **Price Bids are to be submitted mandatory online and shall not be accepted in any physical form.**

Reference of the EMD is to be mentioned online. Also, in case of Technical Bids, the lists of documents being submitted physically are required to be uploaded online.

Above envelopes, (as applicable) shall be kept in a bigger outer envelope, which shall also be sealed.

In the first instance, the Envelope – 'ED' of all the Bidders containing the Earnest Money shall be opened online and physically. If the Earnest Money is found proper and in order, the Envelope 'TI' containing Technical Bid shall be opened in the presence of such contractors who choose to be present. The Financial Offer in Envelope in 'CI' shall be opened only of those tenderers who meet the qualification criteria as per the Bid documents. The date of opening of Financial Bid shall be fixed after the opening of Technical Bid.

7. The Contractual Agencies will submit the necessary documents as under:-

- a. **Envelope 'ED' – Earnest Money Deposit Envelope**

Physical EMD Envelope – Earnest Money in shape of demand draft only in favour of Secretary, Municipal Committee, Meham.

Online EMD Envelope — Contractor shall also provide online, the details of the Earnest Money / Deposit instrument.

- b. **Envelope 'TI' – Technical Bid Envelope**

Physical Technical Envelope – The Information and Documents / Certificates which are required to be submitted as per the conditions of the Tender documents that cannot be submitted online, if any, should be submitted in a separate envelope.

Online Technical Bid Envelope –All the information and scanned copies of the Documents/ Certificates are required to be submitted online in accordance with the Tender documents.

Point wise details of Technical documents required to be upload online.

c. Envelope 'CI' – Price Bid Envelope

The intending Contractors shall fill the lump rate / item rate / Percentage rate online in the templates of the online tender. The Price Bid has to be submitted mandatory online.

8. In case, the Bidders have online submitted all the information and documents/ certificates required as a part of Technical Bid then, physical Envelope "TI" must be required.
9. The contractual agencies should submit their tender documents (Online and physical) strictly as per the Key Dates mentioned in these bid documents.
10. In case financial bid is submitted by a bidder and technical bid, earnest money deposit or other documents as required in accordance with the bid documents, are not submitted (either online or physical), then the bidder would be debarred from further tendering in Municipal Committee, Meham for a period of minimum 2 years.
11. DNIT & Pre-qualification eligibility criteria can also be seen on any working day during office hours in office of the Municipal Committee, Meham.
12. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
13. Tender which is not accompanied with the earnest money or not accompanied with full amount of earnest money depicted in the NIT shall not be considered / opened.
14. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
15. If any tenderer, modifies or withdraws his tender subsequent to submitting it to the, Municipal Committee, Meham, he is liable to be blacklisted, and his earnest money shall be forfeited without prejudice to other rights and remedies available to the Municipal Committee.
16. The rates of the contractors shall remain open for a period of three months from the date of opening of the price bids and if a contractor submits a tender limiting the period of validity to a date earlier, then he shall be liable to be blacklisted and his earnest money shall stand forfeited without prejudice to other rights and remedies available to the Municipal Committee.
17. The contractor whose tender is accepted will be required to execute a contract deed in the prescribed form.
18. The approval of the acceptance of tender will rest with the Administrator, Municipal Committee, Meham who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of tenders received without assigning any reason.

19. No conditional tender should be given. A conditional tender is liable to be rejected out rightly at the discretion of the accepting authority. In the alternative the accepting authority may treat the conditions as null and void and make a counter offer to the tenderer to do the work at the premium or rebate/rates quoted by him without conditions. If the tenderer refuses to accept the said counter offer to do the work at the premium or rebate/rates quoted by him without the condition within one week of the counter offer having been made by the accepting authority, his earnest money shall stand forfeited and the tenderer shall have no claim to the same whatsoever.

20. The successful tenderer shall have to sign an affidavit to the effect that he has no relation or connection with firm/contractor blacklisted by Municipal Committee, Meham/Haryana Govt./Govt. of India, from time to time as per the form of affidavit attached with these bid documents.

21. The earnest money deposited for the tender will not be returned to the contractor's/firm's till the acceptance of tender or three months, whichever is earlier.

22. Sales / Works Tax, Income Tax, Labourcess or any other tax will be deducted from the bills of contractor as per the instructions of the Govt.

LETTER OF PROPOSAL SUBMISSION

[Clause 9.3, Section 3, Instructions to Agencies (ITC), Part I]

[Location, Date]

To: [Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide Consultancy Services _____

in accordance with your Request for Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We are submitting our Proposal in association with: [Insert a list with full name and address of named sub-agency, as applicable]

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

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

President

Secretary

Municipal Engineer