

OFFICE OF THE MUNICIPAL COUNCIL, REHLI DISTT. SAGAR (M.P.)

NIT No: 393/2025/NP

Date: 30-05-2025

Notice Inviting Tenders

Online item rate bids for the following works are invited from the Interested Bidders:

Tender No	Name of Work	probable Amount (Rs.in Lakh)	EMD In Rs.	Cost of Tender document	Completion period (Month)
	Inviting rates for Stationery and other material Supply for the financial Year 2025-26	25.00	19000.00	5000.00	07 Days From Supply Order

- Interested bidders can view the detailed NIT in the Tenders Section of the website <https://mptenders.gov.in> in under **Urban Administration and Development Department**.
- The Bid Document can be purchased only online from <https://mptenders.gov.in> from **10:30** (time) **02-06-2025 date) to 17:30 (time) 05-07-2025 (date)**.
- Amendments/Corrigendum to NIT, if any, would be published on website only, and not in newspaper.

**Chief Municipal Officer
Municipal Council Rehli
Distt Sagar (M.P.)**

**OFFICE OF THE MUNICIPAL COUNCIL, REHLI DISTT.
SAGAR (M.P.)**

Tender document

Name of work:- Inviting rates for Stationery and other material Supply for the financial Year 2025-26

OFFICE OF THE MUNICIPAL COUNCIL, REHLI DISTT. SAGAR (M.P.)

Name of the work : Inviting rates for Stationery and other material Supply for the financial Year 2025-26

Cost of Tender Documents: **Rs. 5,000/-**

KEY DATES

Purchase of Tender Start Date:	02-06-2025 10:30	Pre-Bid meeting Date and Time:	Not Required
Purchase of Tender End Date:	05-07-2025 17:30	Bid Submission End Date:	05-07-2025 17:30
Physical Submission End Date:	Not Required	Mandatory Submission (Envelope A) Open Date:	07-07-2025 11:00
Technical Proposal (Envelope B) Open Date:	Not Required	Financial Bid (Envelope C) Open Date:	-

Note: Original term deposit receipt of earnest money deposit, all required technical documents and affidavit (Envelope A) shall be submitted by the bidder so as to reach the office as prescribed in NIT for e-Tenders by “Physical Submission End Date’ mentioned above.

**Chief Municipal Officer
Municipal Council Rehli
Distt. SAGAR (M.P.)**

Invitation for Bid / Notice Inviting tender

Tender document

Date : 30-05-2025

NIT No. : 393/2025/NP

1. Online item rate bid are invited from the Interested Bidders for the work mentioned in Table “A’ on **Item rate Basis**, in Two Envelop system.
2. The MC Rehli invites bids for the Supply of Items. Interested bidder can view the detailed NIT in the website <https://mptenders.gov.in>
3. Tender documents can be purchased only online from <https://mptenders.gov.in> by making online payment non-refundable fee of Rs5,000/- (Rs five Thousand only) from 02-06-2025 to 05-07-2025
Bids must be accompanied by bid security (EMD) of the amount specified for the work in the table A below, drawn in favor of **Chief Municipal Officer Municipal Council REHLI payable at Sagar.** Bid security will have to be in the form of FDR issued from any Nationalized Bank only and shall have to be valid for 180 days beyond the validity of the bid.
4. Online sealed “**Item Rate**’ Bids for the work mentioned in Table A will be received only online from the contractors to whom the bid purchased and downloaded the bid document online from the portal <https://mptenders.gov.in> and will be opened online as per the tender ~~scheduled date and time.in the presence of the bidders who wish to attend.~~ If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue.

Note: Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Annexure – B

E-Tendering:

- For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website www.mptenders.gov.in. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- Tender documents can be downloaded from website www.mptenders.gov.in. However, the tender document of those bidders shall be acceptable who have made online payment for the tender documents fee of Rs 5,000/- plus service & gateway charges, without which bids will not be accepted.
- Service and gateway charges shall be borne by the bidders.
- For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mptenders.gov.in. Client will not be responsible for delay in issue of Digital Signature Certificate.
- If bidder is bidding first time for e tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.

Apart from that, bidder has to submit separate envelopes of

1. EMD/BID SECURITY (FDR) of Rs 19000/- in Envelop-A and Envelop-A are to be kept in one sealed envelope in physical form (as well as all the 2 Envelops must be submitted Online *(The second envelope i.e. Envelope-C refers to financial proposal which has to be submitted online only)*). The envelopes submitted in Physical Form should be properly super scribed that this envelope contains 1 envelopes of EMD/BID SECURITY with registration certificate and affidavit against respective tender with due date & time of tender opening as per NIT. This envelope should be submitted physically as mentioned in Key Dates. Tenders received within specified time (e-tender as well as physical submission) shall only be opened on the date specified in presence of the bidders or their authorized representatives, whosoever may be present.

The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.

1. Those physically submitted documents will be acceptable and considered, if, same are uploaded on the website along with tender offer. Cognizance of other physically submitted documents (if any) shall not be taken.
2. The physically submitted envelope of documents will be opened first. The tenders received without pre-requisite EMD/BID SECURITY shall be returned unopened to the respective bidder. The tender documents fees shall not be refunded. Earnest Money Deposit and the tender fee:-
 - The Tender fee of Rs 5,000/- is to be submitted by bidder by making Online Payment only against Tender.

The EMD/BID SECURITY of 19000/- is to be submitted by bidder only in the form of Online payment through debit card / credit card / internet banking or system generated challan.

The FDR of EMD/BID SECURITY shall be physically submitted in a sealed envelope super scribing "FDR of EMD/BID SECURITY". The EMD/BID SECURITY must be submitted in Envelop-A.

- No Proposal will be accepted without valid earnest money deposit/Bid Security and Tender Document fee paid Online.
- The prospective bidders/contractors, submitting EMD/BID SECURITY envelope in physical form as detailed above for respective tender, will upload scanned self-certified copies of requisite EMD/BID SECURITY on the website along with tender offer. Only those physically submitted document regarding EMD/BID SECURITY will be acceptable and considered, if, same are uploaded in the website along with tender offer.
- Any mismatch, if found in the documents submitted in physical form and that uploaded online, the documents ONLINE shall be considered final and no justification regarding this shall be entertained by Client.

Technical bid: - Bidders must positively complete online e-tendering procedure at www.mptenders.gov.in. They shall have to submit the documents as prescribed in the RFP online in the website.

- Hard copies of above technical offer, (uploaded in the website) must be submitted in a separate sealed envelope superscribing “Envelop-A for Tender No: _____”. Only those physically submitted documents regarding technical bids will be acceptable and considered, if, same are uploaded in the website along with the Financial Bid.

Price bid: - Bidder shall have to submit the Price bid document as per the format given in RFP and uploaded as per instructions therein. Physical submission of price bid will not be considered. The price of technically qualified bidder shall be opened online at the notified date. The bidder can view the price bid opening date by logging into web-site.

- On the due date of e-tender opening, the technical bid of bidders and EMD/BID SECURITY, will be opened online. Client reserves the right for extension of due date of opening of technical bid.
- Client reserves the right to accept or reject any or all tenders without assigning any reason what so ever.
- In case, due date for submission & opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.
- Any change/modifications/alteration in the tender documents by the Bidder shall not be allowed and such tender shall be liable for rejection.

For amendment, if any, please visit www.mptenders.gov.in web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site. Client shall have no responsibility for any delay/omission on part of the bidder.

| 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.*

ORGANIZATIONAL DETAILS

(To be Contained in Envelope- A)

S.No	Particulars	Details
1	Name of Organization/ Individual/ Proprietary Firm/Partnership Firm	
2	Entity of Organization Individual/ Proprietary Firm/ Partnership Firm (Registered under Partnership Act)/Limited Company (Registered under the Companies Act—1961)/ Council / Joint Venture	
3	PAN Number	
4	GST Number	
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	
10	Details of Authorized Representative	
11	Name	
12	Designation	
13	Postal Address	
14	Telephone Number with STD Code	
15	Fax Number with STD Code	
16	Mobile Number	
17	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: _____

// निविदा की शर्तें //

1. निविदाकार को निविदा के साथ जी.एस.टी. नंबर, वाणिज्यिक पंजीयन जो उक्त सामग्री/कार्य से संबंधित होना चाहिये की प्रति प्रस्तुत करना होगी ।
2. निविदा के साथ अमानत राशि 19000 रु ऑनलाईन जमा करनी होगी ।
3. सामान की दरें सूची में दर्शित यूनिट अनुसार दी जावें । दरें कार्यालय द्वारा निर्धारित प्राइज विड प्रपत्र में सिर्फ आनलाइन ही दी जावें ।
4. सामग्री मानक स्तर की उच्च गुणवत्ता आईएसआई मार्का की ही होना चाहिये ।
5. आवश्यकतानुसार कार्य /सामग्री का सप्लाई आदेश दिया जावेगी एवं आवश्यकतानुसार सामग्री बताये गये स्थान पर स्वयं के व्यय पर प्रदाय करना होगी, किसी प्रकार का अग्रिम भुगतान देय नहीं होगा ।
6. दरें स्वीकृत या अस्वीकृत करने का अधिकार मुख्य नगर पालिका अधिकारी नगर पालिका परिषद रहली को होगा
7. स्वीकृत दर पर अनुबंधकर्ता द्वारा निर्धारित समयावधि में कार्य/सामग्री प्रदाय न करने या अन्य किसी कारण से नगर पालिका अधिकारी नगर पालिका परिषद रहली को स्वीकृत दर पर अन्य किसी फर्म से सामग्री क्रय करने का अधिकार होगा ।
8. निकाय द्वारा प्रदाय आदेश के पूर्व किसी भी आइटम के सेम्पल मांगे जा सकते हैं। सप्लाई आदेश जारी होने के 7 दिनों के अन्दर सामग्री/कार्य स्वयं के व्यय पर नगर पालिका परिषद द्वारा निर्देशित जगह पर देनी होगी ।
9. निविदाकार को लिफाफा –A में निर्धारित प्रपत्र में शपथ पत्र प्रस्तुत करना होगा ।
10. दरें सिर्फ ऑनलाइन स्वीकार की जावेगी ।
11. दरें वित्तीय वर्ष 2025–26 के लिये मान्य होगी या परिषद के निर्णय के आधीन प्रभावशील होगा ।
12. अनुबंधकर्ता को नियमानुसार परफॉरमेंस गारंटी प्रस्तुत करनी होगी जो कि कार्य पूर्ण होने तक जमा रहेगी ताकि सामग्री सप्लाई न करने की स्थिति में उसको राजसात किया जा सके ।
13. निविदाकार अपनी दरे जी.एस.टी. राशि छोड़कर प्रस्तुत करे (जी.एस.टी. पृथक से देय होगा) एवं देयक से नियमानुसार करों की कटौती की जावेगी ।
14. किसी भी आइटम की दर अव्यवहारिक अथवा 0 (शून्य) मान्य नहीं की जावेगी। अव्यवहारिक अथवा 0 (शून्य) दर प्रस्तुत करने पर निविदाकार की निविदा निरस्त मानी जावेगी ।
15. निविदाकार को लिफाफा –A में आनलाइन उपरोक्त सामग्री का निर्माता /विक्रेता /सप्लायर होने संबंधी दस्तावेज, पेन नम्बर, जी.एस.टी. रजिस्ट्रेशन, ऑनलाईन निविदा प्रपत्र क्रय करने की रसीद, दिये गये निर्धारित प्रपत्र में शपथ पत्र आदि दस्तावेज आदि प्रस्तुत करना होंगे ।