

**OFFICE OF THE CHIEF MUNICIPAL OFFICER,  
MUNICIPAL COUNCIL DHANPURI**

**DIST- SHAHDOL M.P.**

**Tender Document**

NIT Number	:	1442/E-Tender/DHANPURI /2025-26
Date	:	06.11.2025
Name of Work	:	Supply and Installation of 500 kw Roof top Solar Panel at ward no 02.
Probable Amount of Contract	:	Rs 239.81 Lakh
Cost of EMD	:	Rs 120000 /-
Cost of Tender Document		Rs. 15000/-
Stipulated Period of Completion	:	60 Days

## **Tender Document**

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**OFFICE OF THE MUNICIPAL COUNCIL DHANPURI DIST- SHAHDOL M.P.**

**Section – 1**

**E Tender No- Notice Inviting E-Tenders**

1442/E-Tender/DHANPURI/2025-26

Date:- 06.11.2025

Online PERCENTAGE RATE bids for the following works are invited from registered contractors and firms of repute fulfilling eligibility criteria:

S.No.	Work	Probable Amount (In Lakh)	Completion Period (Days)
1.0	Supply and Installation of 500 kw Roof top Solar Panel at ward no 02	239.81	60 DAYS

1. Interested Bidder can view the NIT on website <http://www.mptenders.gov.in>, and [www.mpurban.gov.in](http://www.mpurban.gov.in)
2. The Bid Document can be purchased only Online from **17:30 07.11.2025 to 17:30 08.12.2025**
3. Amendment to NIT, if any, would be published on website only, and not in Newspaper.
4. **GST shall be paid separately** as per norms.

**CHIEF MUNICIPAL OFFICER  
MUNICIPAL COUNCIL DHANPURI  
DISTT – SHAHDOL (M.P.)**

**OFFICE OF THE MUNICIPAL COUNCIL DHANPURI DIST- SHAHDOL M.P.**

1442/E-Tender/DHANPURI/2025-26

Date :- 06.11.2025

**Section – 1****E-Tender No-****Notice Inviting E-Tenders**

Online PERCENTAGE RATE bids for the following works (estimated on UADD SOR w.e.f. 02.08.2021) on Form “A” are invited from registered contractors and firms of repute fulfilling eligibility criteria:

S. No.	Name of the work	Probable amount of contract (In Lakh)	Earnest Money Deposit (EMD) (In Rs)	Cost of Bid Document (In Rupees)	Category of Contractor	Time of Completion
1.0	Supply and Installation of 500 kw Roof top Solar Panel at ward no 02	239.81	Rs 120000/-	Rs 15000/-	Manufacturer only	60 Days

1. All details relating to the Bid Document(s) can be viewed and downloaded free of cost from the website mentioned in NIT.
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) Cost of Bid Document and EMD.
  - ii) An affidavit duly notarized as per Annexure-B.
  - iii) PAN AND AADHAR CARD.
  - iv) Valid GST REGISTRATION.
  - v) Electrical registration ANN-H.
  - vi) EPF AND ESIC CERTIFICATE.

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 valid registration with the Government Any State, Electrical in appropriate class. However, such bidders who are not registered with the Government of Any State and are registered to eligible for submission of Bids.
  - (b) The bidder would be required to have valid registration with Electrical in appropriate class at the time of signing of the Contract.
  - (c) Failure to sign the contract by the selected bidder, for whatsoever reason, shall result in forfeiture of the earnest money deposit.
5. **Pre-qualification** – Prequalification conditions, wherever applicable, are given in the Bid Data Sheet.
  6. **Special Eligibility** - Special Eligibility Conditions, if any, are given in the Bid Data Sheet.
  7. The Bid Document can be Purchased only 17:30 07.11.2025 to 17:30 08.12.2025. Other key dates may be seen in

Bid data sheet.

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

**PRESIDENT  
MUNICIPAL COUNCIL DHANPURI  
DISTT – SHAHDOL (M.P.)**

**CHIEF MUNICIPAL OFFICER  
MUNICIPAL COUNCIL DHANPURI  
DISTT – SHAHDOL (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 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**

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.

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. 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. Specifications
5. Drawings,
6. Priced Bill of Quantities
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:

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.

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.

Minutes of the pre-bid meeting including the just of the questions raised and the responses given together with any response prepared after the meeting will be hosted on the website.

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**

Before the deadline for submission of bids, the Employer may amend or modify the Bid Documents by publication of the same on the website.

All amendments shall form part of the Bid Document.

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) Cost of Bid Document and EMD.
- ii) An affidavit duly notarized as per Annexure-B.
- iii) PAN AND AADHAR CARD.
- iv) Valid GST REGISTRATION.
- v) Electrical registration ANN-H.
- vi) EPF AND ESIC CERTIFICATE.

**Part 2** – This shall be known as Envelope B and required to be submitted only in works where pre-qualification conditions and/or special eligibility conditions are stipulated in the Bid Data Sheet. Online

Envelope B shall contain a self-certified sheet duly supported by documents to demonstrate fulfillment of prequalification conditions

**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**

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**.

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 Percentage.
- ii. “The bidder shall have to quote rates inclusive of all duties, royalties, levies and taxes except Goods and Service Tax (GST). The amount of applicable GST will be paid separately to the Contractor with each bill at the time of payment. The employer shall not be liable for any duties, taxes (except GST) royalties and levies”
- iii. 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)**

The Bidder shall furnish, as part of the Bid, Earnest Money Deposit (EMD), of the amount specified in the **Bid Data Sheet**.

The EMD shall be in the form of online payment using Debit card/Credit Card/ Internet Banking or System Generated Challan in favour of name and particulars given in the Bid Data Sheet. The EMD shall be valid for a Period of minimum Six months after the last date of receipt of bids.

Bid not accompanied by EMD shall be liable for rejection as non-responsive.

EMD of bidders whose bids are not accepted will be returned within ten working days of the decision on the bid.

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.

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.

### **E. OPENING AND EVALUATION OF BID**

#### **19 PROCEDURE**

19.1 Envelope ‘A’ shall be opened first online at the time and date notified and its contents 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 C of such bid 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 distinct part of it.

19.7 Contents of envelope “A” and C are required to be submitted online.

19.8 During Bid Evaluation, the employer or its representative may, at its discretion, ask the bidder for a clarification of its Bid. The Request for clarification and the response shall be in writing, and no change in the price or substance of

the Bid shall be sought, offered or permitted..

#### **20. Confidentiality**

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.

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**

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**.

Additional performance security, if applicable, is mentioned in the **Bid Data Sheet**.

**23. Signing of Contract Agreement**

The successful bidder shall have to furnish Performance security and sign the contract agreement within 15 days of issue of LOA.

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.

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]**