

# कार्यालय, नगर पालिका परिषद्, पीथमपुर

क्रमांक : / 7757 /न.पा/24

दिनांक : 14-11-2024

## द्वितीय ई - निविदा सूचना आमंत्रण

नगर पालिका परिषद् पीथमपुर सीमा में शामिल समस्त अनाधिकृत कॉलोनीयों के लिए मध्यप्रदेश नगर पालिका (कॉलोनी विकास) नियम 2021 के तहत आवश्यक कार्यवाही की जाना है, अतः इस सम्बन्ध में विस्तृत सर्वे कार्य, Layout Plan तैयार किये जाने एवं अन्य आनुषंगिक कार्य हेतु अनुभवी योजनाकार (Town Planner) को सूचीबद्ध करने हेतु Online निविदाएं आमंत्रित की जाती हैं। निविदा सम्बन्धी अन्य जानकारी निम्नानुसार है :-

- (1) निविदा फॉर्म का मूल्य - रु. 2000/-
  - (2) अमानत राशि - रु. 10,000/-
  - (3) निविदा प्रपत्र क्रय करने की प्रारंभ तिथि - 14-11-2024 समय साय: 11:00 बजे तक
  - (4) निविदा प्रपत्र क्रय करने की अंतिम तिथि - 28-11-2024 समय साय: 5:30 बजे तक
  - (5) निविदा प्रपत्र खोलने की तिथि - 30-11-2024 समय साय: 11:00 बजे
  - (6) निविदा देने की योग्यता - निविदा फॉर्म में निर्दिष्ट अनुसार
- निविदा सम्बन्धी अन्य आवश्यक जानकारी अधोहस्ताक्षरकर्ता के कार्यालय से प्राप्त की जा सकती है।

मुख्य नगर पालिका अधिकारी  
नगर पालिका परिषद्, पीथमपुर

Date :  
Place

Signature of Authorized with Stamp

## **MUNICIPAL COUNCIL, PITHAMPUR**

### **SECTION I**

#### **INVITATION FOR ONLINE EMPANELMENT**

**Name of work: CONSULTANCY SERVICES FOR SURVEY & PREPARATION OF  
DETAILED SURVEY REPORT FOR UNAUTHORIZED  
COLONIES SITUATED IN THE LIMITS OF MUNICIPAL COUNCIL  
PITHAMPUR (M.P.)**

Tender No. 2024\_UAD\_382151

Cost of tender document : Rs. 2000/-

(To be deposited Online)

Amount of earnest money in Rs. 10,000/-

(To be deposited Online)

Date/time of issue of tender document: 14-11-2024 from 11.00 hrs.

Date/time of receiving of tender offers: 28-11-2024 up to 17.30 hrs.

Date of opening of tender document: 30-11-2024 at 11.00 hrs.

Designation of the official issuing : Chief Municipal Officer, Municipal Council,  
The document Pithampur

**Date :  
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## **SECTION II**

### **INSTRUCTIONS FOR BID**

#### **Instructions to Tenderers**

##### **A. Introduction**

Madhya Pradesh Government have intended to provide civic infrastructure in all the unauthorized colonies across the State, established before December 31, 2016.

Under this broad spectrum of providing of civic infrastructure in unauthorized colonies, so also other purposes, Municipal Council of Pithampur have requires comprehensive survey/s and other necessary information of all the unauthorized colonies situated under Municipal Council limits.

##### **B. Time Period**

As per scope of work, all the work would be carried out in three months from the date of issue of work order. However the contract will remain till the finalization of the layout/s of identified unauthorized colony/ies.

##### **C. Methodology for Preparation of bid**

It is proposed to have a online Two-envelope System for this tender.

##### **(I) Pre-Qualification bid (Envelope – 1)**

In Envelope No. 1, following documents need to be attached:

1. Online receipt of Tender Form Fee of Rs. 2000/- and EMD of Rs. 10,000.
2. Notarized Affidavit (on Rs. 100/- stamp)
3. MP PWD Registration Certificate
4. PAN Card and GST Registration Certificate
5. Signed Tender Document (each page signed)(Scanned copy)
6. Town Planner's Registration Certificate (in M.P. Town & Country Planning Dept.)
7. In case of firm with partners, following additional information needs to be attached :-
  - a. A Partner of the firm having the authority to arbitrate dispute concerning the business partnership either by the virtue partnership agreement or a power of attorney.

**Date :  
Place**

**Signature of Authorized with Stamp**

- b. Constituted attorney of the firm, if it is a company.
- 8. Experience Certificate from the client for whom the similar type of projects were completed.
- 9. Financial Turnover (last three years) of the company / firm / proprietor of the firm / individual

## **(II) Financial bid (Envelope – 2)**

Financial offer should be given online in separate envelope no. 2, super-scribed as “Financial Bid”.

### **D. Eligibility Criteria**

In order to evaluate specific experience & financial capability of the tenderer related to the assignment, the minimum requirement of pre-qualification shall be as under :

- i. The applicant must be registered with centralized M.P. PWD registration system.
- ii. The applicant must be a experienced firm having executed similar type of consultancy work subjected with Regularization / providing of civic infrastructure in Unauthorized Colonies in at least 01 ULB of M.P., which includes topographical survey, preparation of survey report/s, cost estimate, etc. (Copies of the work order/s & experience certificate/s must be enclosed)
- iii. The applicant firm should have a full time Registered Town Planner. (Registration Certificate in M.P. Town & Country Planning Dept. must be enclosed)
- iv. The Annual Financial Turnover of the company / firm / proprietor of the applicant firm / individual must be more than Rs. 10.0 Lakhs during the last three financial years. (Copies of the Income Tax Returns or Chartered Accountant's certificate must be enclosed)
- v. Even though the applicant satisfy the above, they are likely to be disqualified if they:
  - Make untrue or false representation in the forms, statements and attachments furnished in response to above clause and or having.
  - Records of poor performance such abandoning of works, not properly completing the contracts or financial failure etc.

**Date :**  
**Place**

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**STRUCTURE OF FIRM AND OTHER INFORMATION**

(To be submitted in Pre Qualification Bid)

1. Name of the applicant :
2. Office Address :
3. Telephone Numbers :
4. The applicant is: (a) An individual (proprietary firm) :  
(b) A partnership firm  
(c) A limited company  
(In case of partnership firm, attach the copies of registration of firm & partnership deed)  
(In case of limited company, attach the structure of organization & registration certificate of company)
5. Field of expertise :
6. Were you ever required to suspend the consultancy of a work for a period of more than six months continuously after you started? If so, give the name of projects and reasons.
7. Have you ever not completed any assignment given to you? If so, give the name of projects and reasons for not completing the work.
8. In how many of your projects were penalties imposed for delays? Please give details.

**Date :**  
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## **E. Instructions for submission of bids**

- I. The tenderer must attached their pre-qualification bid and financial bid in separate envelopes, super-scribed with separate bid titles mentioned below :-
  - Pre qualification bid / Technical
  - Financial bid
- II. The agency interested in performing the work has to qualify the pre-qualification bid.
- III. Pre-qualification and Financial bids will be opened on the Prescribed date and time.
- IV. Financial Bid of only those Tenderers will be opened who qualify the pre-qualification round.

**NOTE :** The Tenderer is advised to carefully examine all instructions and abide to the terms & conditions specified in the Tender Document for filling up the tender form. Failure to furnish all the information required in the Tender Document, or submission of a bid not substantial responsive to the Tender Document in every respect might result in rejection of the tender.

## **F. Earnest Money Deposit**

1. Vendor shall deposit Earnest money Rs. 10,000/- online and receipt must be attached in Pre-qualification bid.
2. The Bid Earnest Money of the unsuccessful bidder (s) shall be refunded only after the successful completion of process.
3. The bid earnest money shall be forfeited :-
  - If a bidder withdraws his bid during the period of bid validity as specified by the client ( i.e. 90 days from closing date of tender )  
Or
  - In the case of a successful bidder, if the bidder fails to sign the contract and /or
  - Any failure to execute the work with in schedule or breach of terms and conditions would also dis-entitle refund of EMD / Performance Security to tenderer.

**Date :  
Place**

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### **SECTION III**

#### **TERMS & CONDITIONS OF THE TENDER**

1. No tender will be opened unless accompanied by the stipulated amount of earnest money.
2. The Pre-qualification Bid should demonstrate the applicant's capability & knowledge of project requirements, understanding of the requisite surveys, as per scope of work.
3. The applicant must be a well-established Civil Engineering / Architect / Urban Planning firm having executed similar type of topographical survey works. The copies of work order and experience certificate should be attached in Pre-Qualification bid.
4. The officer opening the tenders does not bind himself to accept or recommend for the acceptance of the lowest or any tender or to give any reasons for his decision. In deciding the tenders, the manifest capability / competence of the tenderer and his experience in this line will be the main consideration.
5. The Municipal Council Pithampur reserves the right to carry out the capability assessment of the tenderer and the client's decision shall be final in this regard.
6. The Rate quoted should be on area basis and mention as *Per Hectare* only. Which remains un-changed through-out the project work.
7. Bidder is responsible to provide all the details in the complete process related with unauthorized colonies as mentioned in the provisions of the Madhya Pradesh Nagar Palika (Colony Development) Rules, 2021, or as revised/amended time to time .
8. The particulars of the "**Scope Of Work**" given are preliminary / provisional and must be considered as advance information to assist the applicant. Any additional data / Layout plans required during the process until the finalization of layout plans of unauthorized colonies will have to be provided by the bidder at quoted cost.
9. The bidder would be required to present the development progress of the work on Weekly basis to the concerned officers. The running payment would be only released after the work satisfaction of the concerned officers.
10. Payment Condition :
  - i. On submission of Town level survey report and Draft Layout Plans – 30%
  - ii. On submission of Final Layout Plans – 20%
  - iii. On submission of Detailed Survey Reports – 30%
  - iv. After 6 months from final layout plan publication – 20%

**Date :  
Place**

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## **SECTION IV**

### **SCOPE OF WORK**

In the context of comprehensive survey for identification of unauthorized colonies that came into existence till date and providing of civic infrastructure in the unauthorized colonies that came into existence before 31-12-2016 in the limits of Municipal Council Pithampur, the scope of work is as follows :

<b>DELIVERABLES</b>	<b>GENERAL TASK</b>	<b>SUBMISSION</b>
Town Level Survey and submission of Report	<ul style="list-style-type: none"> <li>➤ Identification of all the Unauthorized Colonies that came into existence till date (Reported with location maps, Belonging Khasra Nos., Land Ownership, Land Area and other reporting and details as necessary)</li> <li>➤ Identification of unauthorized colonies eligible for providing of civic infrastructure as per provisions made under Madhya Pradesh Nagar Palika (Colony Development) Rules, 2021 vide Gazette Notification No. 29 Dated 13<sup>th</sup> January 2022.</li> </ul>	According to the provisions of the Madhya Pradesh Nagar Palika (Colony Development) Rules, 2021, A Comprehensive Survey Report based on Town Level survey will have to be submitted within one month.
Colony Level Survey and submission of Individual Survey Report	<ul style="list-style-type: none"> <li>➤ Topographical Survey and preparation of Lay-out Plan showing open plots, constructed buildings, buildings under construction, surroundings, existing infrastructure facilities etc.</li> <li>➤ Collection of land / khasra no. / plot details (Plot Owner and Size of Plot) by survey and local enquires and listing the same in report</li> <li>➤ Estimating &amp; costing of required infrastructure facilities based on UADD SOR (Road / Water / Sewer / Electricity etc.)</li> <li>➤ Submission of Detailed Survey Report in Hard &amp; Soft Copies</li> </ul>	Individual Survey Report of each unauthorized colonies will have to be submitted with Draft / Final Lay-out Plan, Khasra superimposed Plan, Google Earth image superimposed Plan and other maps showing existing / required infrastructure facilities. (Draft / Final Layout plan must be prepared and signed by a registered Town Planner)
Support Services (wherever required)	<ul style="list-style-type: none"> <li>➤ Collection of details of land parcels (title/s and area of land parcels) from Revenue Department</li> <li>➤ Land Use details as per Master Plan from Town And Country Planning Department</li> <li>➤ N.O.C. of land proposed for providing of civic infrastructure from : <ul style="list-style-type: none"> <li>• Town &amp; Country Planning Department</li> <li>• Nazzol Department</li> <li>• Development Authorities</li> <li>• Any other department</li> </ul> </li> <li>➤ Collection of any other information / documents as required by Officer-in-charge</li> </ul>	The formal process for collection of details / N.O.C./s /approvals etc. shall be made by Municipal Council, however, the consultant shall associate actively in the process and provide support services, as and when required.

**Date :**  
**Place**

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**SECTION V**  
**FINANCIAL BID SCHEDULE**

We, the undersigned, offer to provide the consultancy services in accordance with your scope of work. We also accept, without any deviation, the terms and conditions of the above tender. Our financial offer for the services would be as under:

Sr. No.	Description	Rate per Hectare (in Rs.) in words	Rate per Hectare (in Rs.) in Figures
1.	Cost of survey work including preparation of colony wise Lay-out plan showing all the details and submitted with colony wise detailed survey report in hard and soft copy with furnishing all the details as mentioned in scope of work so also as directed time to time by concerning officers		

(1) The rates quoted are exclusive of GST but inclusive of all other taxes and levies. We understand clearly that you are not bound to accept any proposal you receive. We also understand that incomplete or conditional offers would be summarily rejected.

Yours faithfully,

Authorized Signatory  
Name  
Seal of the Company

**Date :**  
**Place**

**Signature of Authorized with Stamp**

**FORMAT**  
**|| AFFIDAVIT ||**

I \_\_\_\_\_ who is Proprietor/director/authorized person and competent for submission of the affidavit on behalf of M/S \_\_\_\_\_ do solemnly affirm an oath and state that :

I am 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 Tender ID No.: \_\_\_\_\_ for "Name of work".

I am 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. The receipt deposited for earnest money and cost of bid document and other relevant documents provided 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.
4. I understand that I will be liable to be prosecuted under relevant sections of the Law, if the information/ documents/certificates submitted by me are found false or forged.

Signature with Seal of the Deponent (bidder)

I, \_\_\_\_\_ 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 '\_\_\_\_date\_\_\_\_' at '\_\_\_\_place\_\_\_\_'.

Signature with Seal of the Deponent (bidder)

**Date :**  
**Place**

**Signature of Authorized with Stamp**