

MADHYA PRADESH RURAL ROAD DEVELOPMENT AUTHORITY
(AN AGENCY OF PANCHYAT & RURAL DEVELOPMENT DEPARTMENT, GOVT. OF M.P.)
3rd Floor, Vikas Bhawan, Arera Hills, Bhopal (M.P.)
(GST No. 23AAATM9054A3ZX)

DETAILED NOTICE INVITING TENDER

No./ **7798** /D-12/MPRRDA/2025

Bhopal, Dated : 01 /06/2025
07

Chief General Manager, on behalf of M.P. Rural Road Development Authority invites online **item rate** tenders on e-procurement portal <https://www.mptenders.gov.in> Contractors registered with MPPWD or Contractors registered in appropriate class with other State/Central Government departments, institutions, undertakings and authorities or individuals/ firms/ and other agencies with experience in providing similar services in administrative building, hostel building, guest house and institutes under Government/Non-Government organizations /Public Sector/ Private Sector of repute.

Name of Work – Providing Housekeeping Services, Security Arrangements and Comprehensive maintenance of civil works in Administrative Building, Hostel, Guest house and Academy Premises round the clock in Madhya Pradesh Rural Road Academy Bhopal.

| S. No. | Name of work | Probable Amount of Contract | Cost of tender document including 18% GST | Completion Period (In Months) | Whether First Call |
|--------|--|--|---|-------------------------------|--------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1 | Providing Housekeeping Services, Security Arrangements and Comprehensive maintenance of civil works in Administrative Building, Hostel, Guest house and Academy Premises round the clock in Madhya Pradesh Rural Road Academy Bhopal | Rs. 5832000.00 (Rs. Fifty Eight Lakh, Thirty Two Thousand only) | 11800 | 12 | 1st |

- 1.(a) The amount of Bid Security is 1,20,000/- (One Lakh Twenty Thousand Only). The bidders are required to pay simultaneously cost of Bid Document (Tender Fee), Bid Security online as appearing on e-procurement portal plus service charges through Debit / Credit Card, Internet Banking, or System generated Bank Challan for NEFT / RTGS before submission of Bid. Bid Security of disqualified / unsuccessful bidders will be refunded online in the Bank A/c notified by the bidders on the portal at the time of submission of Bids. To avoid last day rush / breakdown in system contractors are advised to ensure payment of Bid Security at least one day in advance before the end date of Bid Submission. Department will not be responsible if contractor fails to pay Bid Security due to Server / Power failure or any other reason.
- 1 (b) The bidders are required to submit affidavit strictly on prescribed form (Annexure 'A' of this NIT) affirming correctness of information furnished with the bid. This affidavit in the form of scanned copy is to be uploaded with the technical bid online. If online affidavit is not submitted or is not on prescribed form bidder will be disqualified at Technical evaluation stage.
- 1 (c) Bidders are also required to submit Tender Conditions Acceptance Letter in the form given as Annexure-c to this NIT.

2. Bidding is open to all eligible bidders fulfilling qualifying criteria as given in the bidding document.
3. Bid documents consisting of qualification information and eligibility criterion of bidders, plans, specifications, drawings, the schedule of quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the Contractor can be seen online on the website <https://mptenders.gov.in> Tender documents will be issued online from <https://mptenders.gov.in> as per time schedule mentioned in Critical Dates after making online payment of cost of bid document as mentioned above and service charges as appearing on the portal through Debit Card/Credit Card or Internet Banking.
4. The site for the work is available.
5. Technical bids will be opened online as per time schedule mentioned in Critical Dates in the office of General Manager, Project Implementation Unit, Bhopal in the presence of bidders who may like to be present. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
6. Financial bid shall be opened online in MPRRDA Head quarter at Bhopal as per time schedule mentioned in Critical Dates in the presence of bidders who may like to be present.
7. To qualify for award of the Contract, each bidder should have:
 - a. Annual turnover of the Bidder should not be less than Rs. 30.00 lakh (Rupees Thirty lakh) in any financial year during the last 3 financial years.
 - b. The Bidder should have experience of minimum 3 years in the field of housekeeping and security arrangement services of any Administrative Building/ Hostel/ Guest house/ Academy Premises/ reputed apartments of Govt./Public Sector /Private Sector with a contract value of not less than 15 lakhs.
 - c. The agency must have Valid Security License issued by competent authority.
 - d. The Bidder should have the trade license with firm's registration, ESI registration, EPF registration, GST registration, Permanent Account Number (PAN) and other certificates etc.
8. The bid for the work shall remain open for acceptance for a period of ninety days from the date of opening of bids. If any bidder/ tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, his earnest money shall stand forfeited.
9. Contractors who are black listed / debarred by MPRRDA or in any other department, for participation in tender are not allowed to participate in the tenders. Contractors are advised to go through the defaulter contractor's list available on our website www.mprrda.com and contact MPRRDA or concerned Department before submission of bid otherwise they will be Disqualified at Technical Evaluation Stage.
10. Information relating to work in hand should be given showing the name of department agreement no. etc.
11. If lowest rates offered by two or more bidders are equal, fresh limited online tenders will be invited from the bidders who have quoted same rates on e-tender portal for taking decision on the tender.
12. Taxes - The rates quoted by the Contractor are deemed to be inclusive of the sales and other levies, duties, royalties, cess, toll, taxes of Central and State Governments, local bodies and authorities except GST, that the Contractor will have to pay for the performance of this Contract. GST as applicable at the time of payment to the contractor shall be paid separately. Contractors will have to get themselves registered under GST and quote GSTIN in their bids. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law.
Clause 41 (GCC) of the bidding document may be treated to have been amended as above.
13. Instructions/Guidelines for participation in the tender and list of documents to be submitted with technical Bid may be seen in Annexure-B of this NIT.
14. Conditions given in this NIT will prevail over the conditions given in the tender document in so far as they are inconsistent with the conditions of NIT.


15. Other details can be seen in the Bidding Document.

Critical Dates

| S. No. | Stages | Date & Time |
|--------|-----------------------------------|----------------------------|
| 1 | Publishing Date | 04.07.2025 from 17:00 hrs. |
| 2 | Document Download/Sale Start Date | 04.07.2025 from 17:30 hrs. |
| 3 | Pre bid Meeting Date* | 08.07.2025 (11:00 hrs.) |
| 4 | Bid Submission Start Date | 14.07.2025 from 11:00 hrs. |
| 5 | Bid Submission Closing Date | 04.08.2025 upto 17:00 hrs. |
| 6 | Bid Opening Start Date | 06.08.2025 from 11:00 hrs. |

Note:- 1. Date of Financial Bid opening will be notified on the e-tender portal after technical bid evaluation.


***2. Pre Bid Meeting will be held at MPRRA, Walmi Campus, Bhopal.**


Chief General Manager (Tender)
MP Rural Road Development Authority
Bhopal

Bhopal, Dated : 01/06/2025
07

Endt.No./7799/22/D-12/MPRRDA/2025
Copy to:

1. Secretary, Public Works Departments / Agriculture Department / Finance Department Mantralaya Bhopal.
2. Commissioners, Public Relation, Ban Ganga Bhopal.
3. Engineer in Chief, Public Works Departments, Satpura Bhawan, Bhopal.
4. Engineer in Chief, Madhya Pradesh Rural Road Development Authority Bhopal.
5. Chief Engineer, Public Works Departments, Jabalpur/ Gwalior / Indore/ Bhopal /National Highway / Bridge.
6. Managing Director, Rajya Setu Nigam, Arera Hills, Bhopal.
7. Chief Engineer, Central Public Works Departments, E-3/4B Arera Colony Bhopal.
8. All Divisional Commissioners.
9. All Collectors.
10. Chief Executive Officers, Zilla Panchayat (All).
11. Chief General Manager-All, M.P. Rural Road Development Authority Bhopal.
12. General Manager Programme Implementation Units-All, M.P. Rural Road Development Authority Bhopal.
13. Manager (IT), M.P. Rural Road Development Authority Bhopal.


11/7/2025
Chief General Manager (Tender)
MP Rural Road Development Authority
Bhopal

FORMAT FOR THE AFFIDAVIT

Affidavit

Name of Work – Providing Housekeeping Services, Security Arrangements and Comprehensive maintenance of civil works in Administrative Building, Hostel, Guest house and Academy Premises round the clock in Madhya Pradesh Rural Road Academy Bhopal

I.....S/o..... Aged... years resident of (address.....) proprietor/partner/authorized signatory of the firm. (For and behalf of (Name of firm).....), do here by and herewith solemnly affirm / state on oath that: -

- 1. Information furnished with the Bid for work mentioned above is correct in all respects to the best of my knowledge and belief.
2. No retired gazetted officer who has retired within last two years is in the employment with the firm.
3. No near relative is working in the department, (Note: - By the term near relatives is meant Wife, Husband, Parents and Son, Brother, Sister, Brother-in-law, Father-in-law, Mother-in-law.)

Or

Following close relatives are working in the department:

Name _____ Posts _____ Present posting _____

4. *I hereby certify that I have been authorized by (the bidder) to sign on his / their behalf, the bid of the package no. mentioned above.

*Not required in case of proprietorship firm Bidder has to indicate below his signature that he is proprietor of the firm.

Deponent

(.....)

*Proprietor/Partner/ Authorized signatory / for and on behalf (Name of Firm)

*Strike out whichever is not applicable

Verification

I.....S/odo here by affirm that the contents submitted in Technical & Financial Bid are true to the best of my knowledge and beliefand are based on my/our record.

Verified that this..... Date of20.....at

(Place).....

Deponent

(.....)

Proprietor/Partner/ Authorized signatory / for and on behalf (Name of Firm)

Guidelines for Participating in Tender

(Item Rate)

1. For searching Tenders & Tender Document and procedure for submission of Tenders, Bidders should refer Annexure-C of this NIT. In additions, for Submission of Bid (Financial & Technical Bids) Bidders are advised to go through guidelines given below:
 - i) For submission of Financial Bid, BOQ Template (Price Schedule) is available on the portal. This template must not be modified/ replaced by the bidder. This template may be downloaded and Name of the Bidder and the rate of item for one month should be filled in the relevant line.
 - ii) Bidders are not to make entries in any other column or write any condition etc., If BOQ file is found to modified by the bidder the bid will be rejected.
 - iii) After submission of bid, bidder has to click freeze button. If bidder intends to make any changes in the bid submitted he will have to go to re-submission options available on the portal. After modification, the Price Bid will have to be again uploaded and frozen. This can be done by the bidder any number of times before last date of bid submission. Every time bidder will have to freeze the bid after submission. After successful submission of bid the bidder will get Bid submission summary a Proof of Bid Submission.

2. Scanned copies of the following documents are to be submitted with the Technical Bid (refer clause 4 (ITB) and Technical Bid Form given in of tender document) as below;

Packet:

- I. Scanned copy of Affidavit on prescribed form as given in Annexure-A.
- II. Registration, Power of Attorney, scanned copy of PAN, EPF, GSTN
- III. Firm organization details of documents defining legal status, Tender condition Acceptance Letter Annex-C of NIT.
- IV. 3 years account audited (2021-22 to 2023-24), work done in last 3 years, certificate-similar nature of work and Work in Hand.
- V. Copy of Annual turnover of the Bidder during the last 3 financial year.(It should not be less than Rs. 30.00 lakh (Rupees Thirty lakh) in any financial year

3. Special Instructions to the Contractors/Bidders for the e-submission of the bids online' through this e-Procurement Portal

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the Authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline /SafeScrt/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the' bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.

5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents Option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser 'upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant Columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-procurement Portal, or through the contact details given in the tender document. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLSIRAR/DWF formats. If there is more than one document, they can be clubbed together.
10. The bidder should reads, the terms and conditions and accepts the same to proceed further to submit the bids.
11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
13. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
14. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
15. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
16. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. **The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.**
17. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the Submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to Participate in the bid opening event.
18. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system System does not certify for its correctness.
19. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

TENDER CONDITION ACCEPTANCE LETTER
(To be given by Contractor)

Date:

To,
The Chief General Manager
MPRRDA,
Bhopal (M.P.)

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: (Package No.)

Name of Tender / Work: - Construction and maintenance of Roads & Bridges

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site: www.mptenders.gov.in

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contractss, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)