

**Women and Child Welfare Department,  
Zilla Parishad, Hingoli**



**TENDER DOCUMENTS**

**E-Tendering System**

**Name of Work**

Providing light motor vehicle driving training for girls and women belonging to the Scheduled Caste category in rural areas.

1. Amount Put to Tender : Rs.6,60,000/-
2. Earnest Money Deposit : Rs. 20,000/-

**Sd-**  
Deputy Chief Executive Officer,  
Zilla Parishad Hingoli

**Sd-**  
Chief Executive Officer  
Zilla Parishad Hingoli

**E-Tender Notice for  
The Year 2025–26**

**Women and Child Welfare Department, Zilla Parishad, Hingoli**

Under the Women and Child Welfare Department, Zilla Parishad Hingoli, a scheme is being implemented Providing light motor vehicle driving training for girls and women belonging to the Scheduled Caste category in rural areas, through the funds received under the Special Component Scheme for the year 2025–26. In this regard, online e-tenders are invited from eligible tenderer institutions/tenderers. This tender is made available on the website <https://mahatenders.gov.in/> . Tenderers should take note of this. Tenderers should download the advertisement format from the Government's website and upload the required documents on the website as per the terms and conditions of the tender.

Sr. No	Details	Estimated cost in (Rs)	Earnest Money	Tender fees
1	<b>Providing light motor vehicle driving training for girls and women belonging to the Scheduled Caste category in rural areas.</b>	6,60,000/-	20,000/-	4720/-

**TENDER SCHEDULE**

Tender Publish date:	Date- 30/01/2026 At-12.00Hrs
Document download start date:	Date- 30/01/2026 At-12.00Hrs
Bid submission start date:	Date- 30/01/2026 At-12.00Hrs
Bid submission end date:	Date- 07/02/2026 At-18.00Hrs
Date & Time for opening of the Tender:	Date- 09/02/2026 At-11.00Hrs

**Note:**

1. All eligible/interested Bidder are mandated to get enrolled on e-Tendering portal <https://mahatenders.gov.in> .
2. To process the tenders online, Bidder are required to obtain digital certificate. For details Bidder be contact Help Desk. Bidder can contact Help Desk for any clarification of their doubts regarding the process of Tendering System.
3. Document Tender Fee and EMD to be paid via online Payment Gateway Mode only. The information of E-Payment Gateway available on E-Tendering website <https://mahatenders.gov.in/>

**Sd-**  
**Deputy Chief Executive Officer,**  
**Zilla Parishad Hingoli**

**Sd-**  
**Chief Executive Officer**  
**Zilla Parishad Hingoli**

## **Women and Child Welfare Department, Zilla Parishad, Hingoli**

### **INVITATION FOR TENDER**

### **DETAILED TENDER NOTICE**

It is mandatory to upload the entire tender process only through the e-tender system, and all related procedures shall be carried out exclusively on <https://mahatenders.gov.in> For acceptance of the tender, all technical documents must be uploaded only in PDF format through the e-tender portal."

Sr. No	Details	Estimated cost in (Rs)	Earnest Money	Tender fees
1	<b>Providing light motor vehicle driving training for girls and women belonging to the Scheduled Caste category in rural areas</b>	6,60,000/-	20,000/-	4720/-

Tender form, conditions of contract, specifications and contract drawings can be downloaded from the e-tendering portal of <https://mahatenders.gov.in> after entering the detailed payment of should be paid as per online available payment option on <https://mahatenders.gov.in> as per the Tender schedule. Further information regarding the work can be obtained from the above office.

The Tender Fee, Earnest Money Deposit Rs. 20,000/-As mentioned against in the item in the Tender form and Tender fee Rs. 4720/-should be paid as per online available payment option on <https://mahatenders.gov.in> as per the Tender Schedule. Bids will be opened as per the Tender Schedule, in the presence of such intending Tenderers or his/ their authorized representatives who may be present at that time.

#### **The Bidder interested in participating in the TENDERING PROCEDURE: -**

##### **1.1 A. Blank Tender Forms**

Tender Forms can be purchased from the e-Tendering Portal of the Women and Child Welfare Department, Zilla Parishad, Hingoli After paying Tender Fees via online mode as per the Tender Schedule.

1. Tenderers should have valid Class III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to <http://www.mahatenders.gov.in> and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

2 For any assistance on the use of building Tendering System, the Users may call the below numbers:

3 Tenderers should install the Mandatory Components available on the Home Page of <http://www.mahatenders.gov.in> under the section 'Mandatory Components' and make the necessary Browser Settings provided under section 'Internet Explorer Settings'

4 Guidelines to Bidders on the operations of Tendering System of Women and Child Welfare Department, Zilla Parishad, Hingoli

A. Pre-requisites to participate in the Tenders processed by Women and Child Welfare Department, Zilla Parishad, Hingoli <http://www.mahatenders.gov.in>

### **1.1 Enrolment and Empanelment of Bidder on Tendering System:**

Tenders of processed using the building Tendering System shall be required to enroll on <http://www.mahatenders.gov.in> the Electronic Tendering System to obtain User ID. After submission of application for enrolment on the System, the application information shall be verified by the Authorized Representative of the Service Provider. If the information is found to be complete, the enrolment submitted by the Vendor shall be approved.

The Bidder may obtain the necessary information on the process of enrolment and empanelment either from Helpdesk Support Team or Enroll directly on web site <http://www.mahatenders.gov.in>

### **1.2. Obtaining a Digital Certificate:**

The Bid Data that is prepared online is required to be encrypted and the hash value of the Bid Data is required to be signed electronically using a Digital Certificate (Class - III). This is required to maintain the security of the Bid Data and also to establish the identity of the Contractor transacting on the System.

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender may be submitted only using the Digital Certificate which is used to encrypt the data/information and sign the hash value during the Bid Preparation and Hash Submission stage. In case during the process of preparing and submitting a Bid for a particular tender, the Contractor loses his/her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his/her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need. In case of online tendering, if the Digital Certificate issued to an Authorized User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorize) to use the digital certificate as per

Indian Information Technology Act, 2000. Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Tender Management System of Government of Maharashtra as per Indian Information Technology Act, 2000. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Proprietary / Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

For information on the process of application for obtaining Digital Certificate, the Bidder may visit the section Digital Certificate on the Home Page of the Tendering System.

**[B. Steps to be followed by Bidder to participate in the e-Tenders processed by http://www.mahatenders.gov.in](http://www.mahatenders.gov.in)**

**[1. Preparation of online Brief case:](#)**

All Bidder enrolled on the Tendering System of Government of Maharashtra are provided with dedicated briefcase facility to store documents/files in digital format. The Bidder can use the online briefcase to store their scanned copies of frequently used documents/ files to be submitted as a part of their bid response. The Bidder are advised to store the relevant documents in the briefcase before starting the Bid Preparation and Hash Submission stage.

In case, the Bidder have multiple documents under the same type (e.g. multiple Work Completion Certificates) as mentioned above, the Bidder advised to either create a single pdf file of all the documents of Same type or compress the documents in a single compressed file in zip or rar formats and upload the same.

It is mandatory to upload the documents using the briefcase facility. Therefore, the Bidder are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

**Note:** Uploading of documents in the briefcase does not mean that the documents are available at the time of Tender Opening stage unless the documents are specifically attached to the bid during the online Bid Preparation and Hash Submission stage as well as during Decryption.

**[2. Online Viewing of Detailed Notice Inviting Tenders:](#)**

The Bidder can view the detailed tender notice along with the time schedule (key Dates) for all the live tenders released by Women and Child Welfare Department, Zilla Parishad, Hingoli.

**[3. Download of Tender Documents:](#)**

The Pre-qualification Main Bidding Documents are available for free downloading. However, to participate in the online tender, the bidder must purchase the bidding documents online by filling up details of Demand Draft towards the cost of Tender Form Fee.

#### **4. Online Bid Preparation.**

Submission of Bids will be preceded by online bid preparation and submission of the digitally signed within the Tender Time Schedule (Key Dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Women and Child Welfare Department, Zilla Parishad, Hingoli.

In the up loadable document type of templates, the Bidder are required to select the relevant document/compressed file (containing multiple documents) already uploaded in the briefcase.

#### **5. Shortlisting of Bidder for Financial Bidding Process:**

The Tendering Authority will first open the Technical Bid documents of all Bidder and after scrutinizing these documents will shortlist the Bidder who are eligible for Financial Bidding Process. The shortlisted Bidder will be intimated by email.

#### **6. Opening of the Financial Bids:**

The Bidder may remain present in the Office of the Tender Opening Authority at the time of opening of Financial Bids. However, the results of the Financial Bids of all Bidder shall be available on the <http://www.mahatenders.gov.in> e-Tendering Portal immediately after the completion of opening process.

#### **7. Tender Schedule (Key Dates):**

The Bidder are strictly advised to follow the Dates and Times allocated to each stage as indicated in the Time Schedule in the Detailed Tender Notice for the Tender. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the stage as defined in the Tender Schedule.

At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.

#### **EARNEST MONEY AND SECURITY DEPOSIT.**

Earnest Money Deposit (E.M.D.) as mention against the item in the tender form and tender fee should be paid as per online available payment option on [www.mahatenders.gov.in](http://www.mahatenders.gov.in). (To be submitted as per the tender schedule)

3.1 Earnest money in any other form or cash or cheque will not be accepted.

3.2 The amount of earnest money will be forfeited, in case a successful contractor does not pay the amount of initial security deposit within the time specified as stipulated by the principal and complete the contract documents. In all other cases, earnest money will be refundable.

#### **SECURITY DEPOSIT**

The total Security Deposit to be paid shall be 2% (Two percent) of amount put to tender. The successful tenderer shall have to pay, half of the Security Deposit preferably in the form of

Demand Draft of any Nationalized / Scheduled Bank in favor of the, Women and Child Welfare Department, Zilla Parishad, Hingoli

payable in the form of cash receipt from Women and Child Welfare Department, Zilla Parishad, Hingoli accounts cash counter within 10 days of acceptance of tender, and the balance security deposit will be recovered from running account bills at the percentage as shown in item (d) of the memorandum in printed B-1 form or as may be decided by the during course of execution of the work

Looking to the position and circumstances that may prevail, whose orders will be final and binding on the contractor.

The Security deposit for the due performance of the contract shall be as detailed in the tender documents elsewhere. Fifty percent of the Security deposit will have to deposited within ten days of the acceptance of the tender and the remaining fifty percent will be recovered from the running bills as the rate as specified in the tender form on the cost of work as per SSR prevailing at the time of acceptance of tender. Amount of total security deposit to be paid shall be 2% (Two Percent) of the cost of work worked out as per

Initial Security Deposit may be in the form of Demand Draft/Pay Order/FDR of any Nationalized / Scheduled Bank in favor of Women and Child Welfare Department, Zilla Parishad, Hingoli in the form of cash receipt from Women and Child Welfare Department, Zilla Parishad, Hingoli accounts cash counter.

### **PERFORMANCE SECURITY DEPOSIT**

If the tenderer has quoted the offer below the estimated cost put to tender, then the contractor shall have to submit Additional Security Deposit (Performance Security) in the form of Demand Draft / FDR drawn on Nationalized / Scheduled Bank before 1-DEC-2025 at 14:00 P.M. in favor of Women and Child Welfare Department, Zilla Parishad, Hingoli. The office of Women and Child Welfare Department, Zilla Parishad, Hingoli. The Validity of the Demand Draft shall be for 3 Months from the date of submission of tender. The MICR and IFSC code of the issuing bank shall be printed on the Demand Draft/FDR.

1. The scanned copy of Demand Draft of correct amount shall be uploaded and submitted in Envelop No.2 through e-tendering process. Non submission of scanned copy of Demand Draft as stated above (in case of tenderer's offer is below the estimated rates) shall be liable in outright rejection of his offer
2. In case of shortfalls in compliance of procedure of Demand Draft for (Additional Performance security deposit or wrong submission of DD/FDR or any other lacunas, the same will be returned to the Bidder & bidder will be disqualified from tender process without any correspondence thereof.
3. In the above procedure if it comes to notice that any Demand Draft is fake /Invalid, the EMD will be forfeited and Registration will be suspended for 1 year, for which to provide vocational and technical tailoring training to women and girls in rural areas under the Special Component Plan

4. If Additional Performance Security will be submitted in the form of D.D/FDR. Then Work Order will be issued only after realization of Demand Draft.

5. The Performance Security will be returned after satisfactory completion of work.

(These Provisions shall be governed as per the provisions in Govt. Resolution No. BDG/2016 /C No.2, Bldg. -2 dated 12/02/2016 & 17/03/2016, 27/06/2017, 19/09/2017 and 27.09.2018).

(Ref: GR No. BDG/2016/C No.2/Bldg.2 dated 12/2/2016, 17/03/2017, 27/06/2017, 19/09/2017, 27.09.2018 & 26.11.2018)

**Details of Amount of Performance security deposit (Demand Draft) shall be as below: -**

Condition for payment Additional Performance Security Deposit, if offer quoted by the tenderer is lesser than 1% below at the cost of put to tender. If the rate quoted by the Bidder in the Tender is more than 10%, with respect to the amount put to tender, then proper justification shall be given to the satisfaction of Tender Calling Authority, along with detailed work planning assuring quality adhering to specifications mentioned in the Tender and completion within the time period allowed for the work. If the rates quoted by Bidder in the Tender are below with respect to the amount put to tender, the bidder will have to provide additional deposit in the form of Demand Draft towards Performance Security as per instructions from authority during tender process:

(i) If the offer is below the estimate amount up to 10% below, then the amount of the additional performance Security Deposit shall be of the value of 1% of the cost put to tender.

(For example: If the rates quoted is 8% below, then the amount of Additional Performance Security Deposit should be 1% of the cost put to tender.

(ii) If the offer is below the estimate amount up to 15% below, then the amount of Additional Performance Security Deposit is  $1\% + (\text{the \% exceeding of the amount put to tender} - 10\%)$ .

(For example: If the rate quoted 15% below than the, amount of Additional Performance Security Deposit should be  $[1\% + (15\% - 10\%) = 6\%]$  of the amount put to tender.

(iii) If quoted rate is below 15% then the Additional Performance Security will be  $[6\% + (\text{quoted rate} - 15\%) \times 2]$  % of the amount put to the tender. For example: If quoted rate is 19% below the Additional Performance Security will be  $[6\% + (19\% - 15\%) \times 2] = 14\%$ . Additional Performance Security can be submitted in the form DD/FDR.

6. In the event of failure of the tenderer to pay initial security deposit within 10 days (unless extended in writing by Women and Child Welfare Department, Zilla Parishad, Hingoli) from the date of receipt of notice of acceptance of his tender, the amount of earnest money shall be forfeited to Women and Child Welfare Department, Zilla Parishad, Hingoli and the acceptance of his tender, shall be considered withdrawn. Except that in the event of the notice of acceptance of the tender not being issued within 120 days of the date of opening of

7. Envelope No.2 (financial bid). The tenderer shall have the option (to be intimated in writing in good time before the expiry of 120 days period) of withdrawing his tender, in which case the earnest money should be refunded in full. All the tenders shall remain open for acceptance for 120 days from the date fixed for opening of envelope No.2. (Financial bid) and thereafter

until it is withdrawn by the tenderer by notice in writing as per condition No. 2 of the Memorandum.

8. Earnest money of the unsuccessful Tenderers will be refunded on their application only after an intimation of rejection of their tender is sent to them or on the expiry of the validity period whichever is earlier.

9. The acceptance of the tender may be intimated to the contractor telegraphically or otherwise and either by the officer competent to accept the tender or any authority in the department including Government and such intimation shall be deemed to be an intimation of acceptance of the tender given by the authority competent to accept the tender.

10. In case there is difference between amount written in figures and words, the Lower offer will be taken as final.

- **Tendering Procedure**

The Tender Shall be unconditional, conditional tender shall be summarily rejected

## **Terms and Conditions of the Tender**

1. The last date for accepting the tender and payment of tender form fees, as well as availability of the online application, will be from 30/01/2026 at 12:00 hrs. to 07/02/2026 at 18:00 hrs.
2. The online tender fee (cost of tender form) will be Rs. 4,720/- (non-refundable).
3. The tender will be opened on Date 09/02/2026 at 11:00 in the presence of the bidders. If there is any change in the date/time of opening the tender, the information will be made available on the website [www.mahatenders.gov.in](http://www.mahatenders.gov.in).
4. There may be a possibility of variation in the amount allocated for training, which cannot be ruled out. It will be mandatory to provide training as per the actual training order. If required, training will also have to be provided for other schemes at the prevailing labour rates.
5. The tender must be submitted online through the two-envelope system.
6. The approved rates for the training mentioned in the tender will remain applicable for the next period as per norms.
7. The non-refundable tender fee (tender form fee) of Rs. 4,720/- and the Earnest Money Deposit (EMD) of Rs. 20,000/- must be paid online only. Rate sheets submitted without online payment will not be opened. If the security deposit is not paid within 17 days from the date of issue of the tender acceptance order, the Tender Committee / Training Committee reserves the right to cancel the tender. (The receipt of online payment of tender fee and EMD must be uploaded with the technical envelope.)
8. The institution must be registered. (A copy of the registration certificate must be attached.)
9. The tenderer must submit a self-attested affidavit on a Rs. 500/- stamp paper stating that they have not been blacklisted by any Government / Semi-Government office and that no financial irregularity or criminal case is registered against them.
10. The course offered for training must be recognized by the Maharashtra State Board of Vocational Education / National Skill Development authorities / Central Government /

Maharashtra Motor Vehicle Department, etc. (Relevant documents of recognition must be attached.)

11. It is mandatory to attach the Income Tax return certificate for the financial year 2024–25 (If exempted from filing Income Tax returns, a certificate from the competent authority must be submitted.)
12. GST (Goods and Services Tax) will be deducted from the payable amount as per rules.
13. If exempted from Earnest Money Deposit, the exemption certificate along with the registration certificate of the concerned store purchase department / federation must be submitted.
14. A self-attested copy of the PAN card must be attached.
15. If the participating bidder withdraws from the tender at any stage, their EMD will be forfeited, and appropriate action will be taken as per rules.
16. The tender must be submitted in two envelopes. All required documents, rules, and conditions must be submitted in Envelope No. 1, and the training rates (in figures and words) must be submitted in Envelope No. 2.
17. The training shall be conducted at all project levels within Hingoli district. The quoted rates must include examination fees, training material, and all other necessary facilities.
18. As per the guidelines mentioned in the Government Resolution dated 10 May 2015, the training cost per trainee must be within the limit of Rs. 5,000/- . Therefore, tenders quoting rates exceeding Rs. 5,000/- per trainee will be considered invalid.
19. The institution must have a total of 05 light motor vehicles and trained instructors—one vehicle and one instructor for each project level within the district.
20. The institution must have classrooms, adequate equipment, and other facilities related to training.
21. Information regarding the training location must be communicated to the concerned Project Office and the Women & Child Welfare Department, Zilla Parishad, Hingoli. Training orders will be issued based on the availability of funds and the number of beneficiaries.
22. After approval of the tender, the selected institution must execute an agreement on a ₹500/- stamp paper, accepting all existing and future terms and conditions issued from time to time regarding implementation of the training.
23. It will be mandatory to complete the training within the prescribed period as per the terms and conditions mentioned in the tender and the training order.
24. After commencing the training and completing the learner's license procedure for the beneficiaries, 70% of the total training fee—based on the number of learner's licenses submitted to this office—will be paid. The remaining 30% amount will be paid after submission of permanent driving licenses to this office.
25. Payment will be made only for those beneficiaries whose permanent driving license certificates are submitted to this office. If the final amount exceeds the earlier 30% payment, the excess amount will be recovered from the institution.
26. No advance payment will be provided to the institution for the training.
27. No additional charges will be payable even if the training cost increases during the training period.
28. The training institution will be fully responsible for the safety of the trainees.
29. It will be the responsibility of the training institution to ensure that the trainees obtain learner's licenses from the Transport Department and subsequently complete the training within the timeline prescribed under the Central Motor Vehicle Rules, and obtain permanent driving licenses. The security deposit will be refunded without interest only after all documents required as per the terms and conditions of the training order are submitted to this office.

30. All the terms and conditions mentioned in the Government Resolution of the Industry, Energy and Labour Department, Mantralaya, Mumbai, bearing No. Bhankhas-2014/Pr. No. 82/Part-III/Industry-4 dated 01 September 2016, shall be binding on the training institution. (A copy of the Government Resolution is available on the Maharashtra Government website.)
31. All documents to be uploaded with the tender must be self-attested original or Xerox copies and then uploaded.
32. The Hon'ble Chief Executive Officer, Zilla Parishad, Hingoli, reserves the right to cancel the tender partially or completely at any stage without assigning any reason.
33. In case of any disputes arising regarding the training process, the jurisdiction for legal proceedings shall be the District and Sessions Court, Hingoli.
34. It is mandatory for every candidate to pay the Driving Licence (DL) test fees and to successfully complete the final driving test and obtain the relevant certificate.
35. If a candidate fails to attempt the Driving Licence (DL) test or does not appear for the test, the candidate shall be solely responsible for such failure and for any consequences arising therefrom.

Sd-

**Deputy Chief Executive Officer,  
Zilla Parishad Hingoli**

Sd-

**Chief Executive Officer  
Zilla Parishad Hingoli**

## **Documents Mandatory to Attach with the E-Tender (Technical Envelope-1)**

1. The name and address of the tenderer (institution) must be mentioned.
2. It is mandatory to submit the registration certificate showing that the institution or shop is legally registered.
3. If it is a cooperative society, a copy of the by-laws (constitution/rules) must be submitted. (If available) / Firm / Company.
4. The tender fee of Rs. 4,720/- (non-refundable) and the Earnest Money Deposit (EMD) of Rs. 20,000/- must be paid online only. (The payment receipt must be attached.)
5. It is mandatory to submit the Income Tax Return certificate for the financial year 2024–25. (If exempted from Income Tax, the relevant exemption certificate must be attached.)
6. A copy of the PAN card must be attached.
7. An affidavit on a ₹500/- stamp paper stating that the institution has not been blacklisted, along with all other required certificates as per the terms and conditions of the tender, must be submitted.
8. Annexure -1 & undertaking are Compulsory.
9. Berif tender notice , document Stamp & signature are compulsory.
10. RTO registration of the driving school is mandatory.

## **ENVELOPE NO. 2 (FINANCIAL BID)**

This Envelope shall be open online immediately after opening of Envelope No.1 only if contents of Envelope No. 1 are found to be acceptable to the Department and / or fulfill the Qualifying Criteria. The tendered rates, Percentage above or below the estimated rates quoted shall sealed and intimated to contractor through e-mail.

1. Scanned copy shall be submitted along with e-tender: - If the tenderer quotes his offer more than 1% below the cost put to tender, he shall submit the Demand Draft of Performance Security Deposit, in Envelope No.2 of tender. Also submit original DD in sealed Envelope within 2 working days after closing date of tender

## **SUBMISSION OF TENDER:**

Refer to Section "Guidelines to Bidders on the operations of Electronic Tendering System of for Women and Child Welfare Department, Zilla Parishad, Hingoli for details.

## **OPENING OF TENDERS:**

On the date specified in the Tender Schedule, following procedure will be adopted for opening of the tender:

## **ENVELOPE NO.2: (FINANCIAL BID)**

This Envelope shall be open online immediately after opening of Envelope No.1 only if contents of Envelope No. 1 are found to be acceptable to the Department and/or fulfill the Qualifying Criteria. The tendered rates, Percentage above or below the estimated rates quoted shall sealed and intimated to contractor through e-mail.

(1) The main tender including the common set of conditions/deviation issued by the Department after the pre-tender Conference. A tender submitted without this would be considered as invalid.

The Tenderer should quote his offer duly signed in terms of percentage of estimated rates at the appropriate place of tender template to be submitted only in Envelope No. II. He should not quote his offer anywhere directly or indirectly in Envelope No. I. The contractor shall quote for the work as per details given in the main tender and also based on the detailed set of conditions/deviations issued /Additional stipulations made by the Department and made available to him on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) portal of after Pre-Tender Conference. His tender shall be unconditional.

(0) If the tenderer quotes his offer up to 10% below the cost put to tender, he shall submit the Demand Draft of the amount equal to 1% of cost put to tender as Performance Security, in Envelope No.2 of tender.

(Scanned copy shall be submitted along with e-tender)

(ii) If the offer is below the estimate amount up to 15% below, then the amount of Additional Performance Security Deposit is  $1\% + (\text{the \% exceeding of the amount put to tender} - 10\%)$ .

(For example: If the rate quoted 15% below than the, amount of Additional Performance Security Deposit should be  $[1\% + (15\% - 10\%) 6\%]$  of the amount put to tender.

iii) If quoted rate is below 15% then the Additional Performance Security will be  $[6\% + (\text{quoted rate} - 15\%) \times 2]$  % of the amount put to the tender. For example: If quoted rate is 19% below the Additional Performance Security will be  $[6\% + (19\% - 15\%) \times 2] - 14\%$ . Additional Performance Security can be submitted in the form DD.

(iv) The offer in envelope 2 without demand draft of appropriate amount of performance security shall be treated as invalid offer.

#### **TIME LIMIT:**

The work is to be completed within time limit as specified in the N.L.T which shall be reckoned from the date of written order of commencing the work and shall be inclusive of monsoon period.

#### **TENDER RATE:**

No alteration in the form of tender and the schedule of tender and no addition in the scope of special stipulation will be permitted. Rates quoted for the tender shall be taken as applicable to all leads and lifts.

#### **TENDER UNITS:**

The tenderers should particularly note that the unit mentioned in the Schedule "B" on which the rates are based. No change in the units shall be allowed. In the case of difference between the rates written in figures and in words the correct rate will be one, which is lower of the two.

#### **CORRECTION:**

No corrections shall be made in the tender documents. Any corrections that are to be made shall be made by crossing the incorrect portion and writing the correct portions above with the initials of tenderer.

#### **TENDER ACCEPTANCE:**

Acceptance of tender will rest with the Hon. Chief Executive Officer, Zilla Parishad, Hingoli Project monitoring unit, Women and Child Welfare Department, Zilla Parishad, Hingoli who reserve the right to reject any or all tenders without assigning any reasons therefore. The tenderer whose tender is accepted will have to enter in to a regular agreement within 10 days of being notified to do so. In case failure on the part of Tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited and the offer of the tenderer shall be considered as withdrawn by him.

#### **POWER OF ATTORNEY:**

If the tenderers are a firm or company, they should in their forwarding letter mentioning the names of all the partners together with the name of person who holds the power of attorney authorizing him to conduct all transactions on behalf of the body, along with the tender

1. The contractor or the firms tendering for the work shall inform the Department if they appoint their authorized Agent on the work.
2. Any dues arising out of contract will be recovered from the contractor as arrears of land revenue if not paid amicable; moreover, recovery of Government dues from the Bidder will be affected from the payment due to the contractor from any other Government works under execution with them.
3. All pages of tender documents, specifications corrections slips etc. shall be initialed by the tenderer. The tenderer should bear full signature of the tenderer or his authorized power of attorney holder in the case of firm.

#### **VALIDITY PERIOD:**

The offer shall remain open for acceptance for minimum period of 30 days from the date of opening of Envelope No.2 (financial bid) and thereafter until it is withdrawn by the contractor by notice in writing duly addressed to the authority. (Refer to memorandum of B-1 form chapter).

**1.** The contractor will have to sign the original copy of the tender papers and the drawings according to which the work is to be carried out. The contractor shall also have to give a declaration to the effect that, he has fully studied the plans, specifications, local conditions and availability of labour and materials and that he has quoted his rates with the consideration to all these factors.

**2.** The right is reserved to revise or amend the contract documents prior to the due notified for the receipt of tenders or extended date. Such deviations, amendments or extensions, if any, shall be communicated in the form of corrigendum by letter or/and by notice in News Papers as may be considered suitable.

**3.** The tender submitted by the tenderer remain valid for a period of 30 days from the date of opening of envelope No.2 (financial bid). Tenderer also see para 2 of General Rules etc. of contract form.

**4** Your Bill will be paid as per availability of fund.

**5.** The Tenderers, which do not fulfill all or any of the conditions or are incomplete in any respect are liable to summarily rejection.

**6.** Right to reject any or all tenders without assigning reason therefor is reserved. The acceptance of the tender lies with The contractor will have to sign the original copy of the tender papers and the drawings according to which the work is to be carried out. The contractor shall also have to give a declaration to the effect that, he has fully studied the plans, specifications, local conditions and availability of and that he has quoted his rates with the consideration to all these factors.

#### **Instruction to Bidder:**

1. In case the tenderer whose offer is found lowest is requested to negotiate and reduce the offer, if the contractor does not respond within a period of 10 days the tender accepting authority without issuing any reminder reserves the right to reject such tender.

2. In case the contractor who is informed of acceptance of his tender, does not remit the initial Security Deposit within a period of 10 days, the tender accepting authority reserves the right to forfeit the Earnest Money Deposit without issuing any reminder to take further action according to the tender provision.

3. SGST and CGST has been implemented by the respective Govt. with effect from 01/07/2017. So contractor must quote his rate keeping effect of GST in mind and no claims will be accepted by this office in connection GST later.

4 .The successful bidder/ tenderer has to submit all the supported documents/bills / vouchers of the materials brought at site while claiming the bills.

5. If the contractor fails to complete the work within stipulated time a penalty of Rs. 1000 per day shall be imposed till the date of completion.

## **Annexure -1**

(On letter Head)

### **Bond Regarding Training Terms and Conditions**

*(Women and Child Welfare Department, Zilla Parishad, Hingoli)*

Published on the e-tender portal for the first broadcast of the Bid.

I/We hereby solemnly state that I/We have carefully read the above-mentioned training terms and conditions, and my/our rates for this tender are quoted in the commercial envelope of the tender.

If my/our tender is accepted, I/We shall be bound to comply with all the terms and conditions mentioned in this tender. If I/We violate any of these terms and conditions, I/We shall be liable for penal action as detailed in the tender conditions.

If this tender is accepted, the rates quoted by me/us shall remain valid for a period of one year, and during this period, if these rates are approved, I/We agree to provide the training at these approved rates. This condition is acceptable to me/us and to our institution.

I/We shall be bound to complete the training as per the details given in the tender form and in accordance with the terms and conditions of the tender.

Date: \_\_\_\_ / \_\_\_\_ / 2026

**Signature of Tenderer**

Full Name & Address

## **Undertaking**

### **(On a Rs. 100/- Stamp Paper)**

The Information Documents submitted by us are true to the best of our knowledge and if the information/ documents so furnished shall be found to be untrue or false, our Tender bid shall be liable to be disqualified and our earnest money accompanying the tender will be forfeited.

The specification, conditions about the work provided in the tender have been carefully studied and understood by me/us before submitting this tender. I/We undertake to provide material as per the tender or provided by the chief Executive Officer, Zilla parishad, Hingoli or his duly authorized officer, before starting the work and to abide by his decision.

I/we agree that the amount of Earnest money shall not bear interest and shall be forfeited to the women & child Development, Zilla Parishad, Hingoli should I /we fall to (1) Abide by the stipulation to keep the offer open for writing duly addressed to the authority opening the tenders and (ii) security deposit as specified in schedule and within the time limit laid down in clause of detailed Tender Notice. The amount of earnest money may be adjusted towards the security deposit or refunded to me/us if so desired by me/us in writing unless the same or any part thereof has been forfeited as aforesaid

Should this tender be accepted I/we hereby agree to abide by and fulfil all the terms and provisions of the conditions of contract, annexed hereto so far as applicable and in default thereof to forfeit and pay to zilla parishad, Hingoli the sums of money mentioned in the said conditions

Demand draft No.-----Dated-----Form the Nationalized /Scheduled Bank at----- Dated from the In respect of the sum Rs.-----is herewith forwarded representing the Earnest money the full value of which is to be absolutely forfeited to zilla Parishad ,Hingoli Should we not Deposit the full amount of security deposit specified in the detailed Tender Notice

Tenderer

Address

Date the-----Day of -----2026

Witness-----

Address-----

Signature of Tenderer

Witness

Address

Day the ----Day of-----2026

Signature of Witness

## Check List

Sr.No	Document List	Remark
1.	The name and address of the tenderer (institution) must be mentioned.	
2.	It is mandatory to submit the registration certificate showing that the institution or shop is legally registered.	
3.	If it is a cooperative society, a copy of the by laws (constitution/rules) must be submitted.	
4.	The tender fee of Rs. 4,720/- (non-refundable) and the Earnest Money Deposit (EMD) of Rs. 20,000/- must be paid online only. (The payment receipt must be attached.)	
5.	It is mandatory to submit the Income Tax Return certificate for the financial year 2024–25. (If exempted from Income Tax, the relevant exemption certificate must be attached.)	
6.	A copy of the PAN card must be attached	
7.	An affidavit on a ₹500/- stamp paper stating that the institution has not been blacklisted, along with all other required certificates as per the terms and conditions of the tender, must be submitted.	
8.	Annexure -1 & undertaking are Compalsary.	
9.	Brief tender notice , document Stamp &signature are compalsary.	
10.	RTO registration of the driving school is mandatory. .	