



GOVT. OF HARYANA

MUNICIPAL CORPORATION, AMBALA

COMPLETE DOCUMENT

Name of work: Hiring of agency for uploading of estimates and e-Procurement services on Govt. of Haryana tendering portal.

This document contain from page No. 1 to 14 duly numbered.

PRESS
NOTICE

MUNICIPAL CORPORATION
AMBALA
Notice Inviting Tender

No.

Dated- 29.09.2025

On behalf of the Municipal Corporation, Ambala invite the bids from eligible bidders online on the website: <https://etenders.hry.nic.in> for the work detailed in the table below:-

Name of Work:	Hiring of agency for uploading of estimates and e-Procurement services on Govt. of Haryana latest tendering portal.
Earnest Money:	Rs. 50,000/-
Work Completion Time:	24 Months
Tenders to be received till:	06.10.2025 at 04:00 PM

- (i) The tenders will be received only through e-tendering for further details visit website <https://etenders.hry.nic.in>
- (ii) Cost of Bid Document + Processing Fee (to be paid online) is Rs 1000/- + 1180/- (non refundable) for each bid.

-SD-
Executive Engineer
For Commissioner,
Municipal Corporation,
Ambala

DETAIL NOTICE INVITING TENDER

On Behalf of the Municipal Corporation, Ambala invites the bids from eligible bidders through online bids in the website <https://etenders.hry.nic.in> for the work detailed in the table below:-

Sr. No.	Name of Work	Appx. value of works (Rs. In Lacs)	Bid Security (E M D) (Rs.)	Cost of Document and Processing Fee (Rs.)	Completion Time Limit
1	Hiring of agency for uploading of estimates and e-Procurement services on Govt. of Haryana latest tendering portal.	-	50000/-	1000/- + 1180/-	24 Months

- The payment for Tender Document Fee, e-Service Fee & EMD shall be made by eligible bidders online directly through Internet Banking Accounts or by generating RTGS/NEFT challan, to make payment in the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>**
- Intending bidders will be mandatorily required to Online Sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment towards EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.**

The interested bidders shall have to pay mandatorily e-Service/Processing fee (Non refundable) of Rs.1180/- (Rupee One Thousand One Hundred Eighty Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Bidders are required to keep the EMD, Tender Document & Processing Fee details ready beforehand.

The Contractual Agencies can submit their Tender Documents as per the dated mentioned in the key dates below:-

Key Dates

Sr. No.	M.C. Stage	Contactor Stage	Start Date and Time	Expiry Date and Time
1	-	Tender Document Download and Bid Preparation	29.09.2025 at 06:00 PM	06.10.2025 upto 04:00 PM
2	Technical Opening		06.10.2025 at 05:00 PM	
3	Opening of Financial Bid	-	To be informed later	

CONDITIONS OF E-TENDERING

IMPORTANT NOTE:-

1. Each bidder shall submit only one bid for one Work.
2. Bids from Joint ventures are not acceptable.
3. The bidders have to complete “Bid Preparation & Submission” stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as “bids not submitted”.
4. Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.
5. Bidder shall maintain the integrity and secrecy of M.C. Ambala. Agreement of non disclosure of information/secrecy shall be signed by the MCA and in breach of the agreement strict action including criminal proceeding shall be taken against agency.
6. Bidder can rework on his/her bids even after completion of “Bid Preparation & submission stage” (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.
7. DNIT & Prequalification can be seen on any working day during office hours in office of the undersigned.

CONDITIONS:-

1. Conditional tenders will not be entertained & are liable to be rejected.
2. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
3. The undersigned reserve the right to reject and tender or all the tenders without assigning any reason.
4. The tender without earnest money will not be opened.
5. The jurisdiction of court will be at Ambala.
6. This contract is valid for two year which may be extended further with mutual consent of both of the parties for another one years.
7. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
8. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of Tender Submission. If any bidder/tender withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

OTHER INFORMATIONS:-

1. Duly accepted power of Attorney in original along with its two certified copies in the name of tenderer or authorized representative to act on behalf of the agency.
2. Bidder must strictly abide by the stipulations set forth in detailed notice inviting tenders while tendering for the work.
3. In case any bidder does not comply with procedure given in the DNIT, it will be presumed that the service provider is not interested in work and the work shall not be let out to him. Further he may be de-barred without further notice to him for failing to abide by the approved terms of detailed notice inviting tenders for this work.
4. The tenders which are not accompanied by the earnest money or do not strictly follow the technical requirement, are liable to be rejected summarily without arising any reason and no claim what so ever on their account will be considered.
5. Tenders quotations which are dependent upon the quotations of another tender shall be summarily rejected.
6. Corrigendum if any will be published online only on website <https://etenders.hry.nic.in>.

For Executive Engineer
Commissioner,
Municipal Corporation,
Ambala

Instructions to bidder on Electronic Tendering System

Registration of agency, bidder / firm on E-tendering Portal:-

1. All the agency, / firm intending to participate in the tenders processed online, are required to get registered on the Electronic Tendering System on the Portal <https://etenders.hry.nic.in>

2. Obtaining a Digital Certificate:

2.1. The Bids submitted online are required to be signed electronically with a Digital Certificate to establish the identity of the bidder online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2. In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in Forest tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.3. In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.4. The same procedure holds true for the authorized users in a private/Public limited company or L&C Society. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Set up of machine:

In order to operate on the electronic tender management system, the user's machine is required to be set up. A help file on setting up of the system can be downloaded from the home page of the website - <https://etenders.hry.nic.in>

4. Online Viewing of Detailed Notice Inviting Tenders:

The agency, bidder / firm can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the electronic tendering system on the Forest Department's e-tenders website <https://etenders.hry.nic.in>

5. Download of Tender Documents:

The tender documents can be downloaded by the registered user from the Electronic Tendering System through the Portal <https://etenders.hry.nic.in> and read them very carefully.

6. Key Dates:

The agency, bidder / firm are strictly advised to follow dates and times as indicated in the Notice Inviting Tenders. The date and time will be binding on all agency, bidder / firm. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the Notice Inviting Tenders.

7. Bid Preparation (Technical & Financial) and Submission of Bids:-
Online submission of bids:

The tender shall be submitted online by the tenderer in the following two separate covers online:-

- | | |
|--------------------------------------|---|
| <p>a. Prequal /Technical:</p> | The cover shall contain scanned copies of the prequalification documents, technical parameter / technical bid |
| <p>b. Financial:</p> | This cover contains contract schedule of rates submitted mandatory online by the bidder. |

Contractors have to submit their bids online and upload the relevant documents. The process is required to be completed within the date and time as stated in the Notice Inviting Tenders (Key Dates). The electronic bids of only those contractors who have submitted their bid within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A agency, bidder / firm who does not submit his bid within the stipulated time will not be allowed to submit his bid by the E-Tendering System.

Note 1: The officers has the right to verify the authentication of the documents submitted by the bidder online.

Note 2:- The price bids are to be submitted mandatory online.

Payment Instruction for the Bidder:

To participate in any tender, bidders are advised to initiate payments at least 2 days before the tender closing date to avoid any delay in payment confirmation on the portal. In absence of payment confirmation on the portal, bidders will not be able to submit the bids. If your payment is not confirmed within 24 hours, kindly write to merchant@sbi.co.in and agmgadlhocha@sbi.co.in for payment confirmation.

The payment for Tender Document Fee, e-Service Fee & EMD shall be made by eligible bidders online directly through Internet Banking Accounts or by generating RTGS/NEFT challan, to make payment in the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>

Instructions for remitting Bank:

The challan form is valid for remittance through non-SBI branches.

Beneficiary account no. is alpha-numeric and case sensitive. It should be entered as it appears in challan.

Amount to be remitted should not be higher or lesser and should be the same as shown in challan.

Note for Bidders'

Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in the remittance form. Bidder should not truncate or add any other detail to the account number.

No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance.

Account to Account transfers or Cash payments are not allowed and are invalid mode of payments. Hence, the remittance form is to be used only for RTGS or NEFT payment

Bidder should ensure that tender document fees and EMD are remitted as per the instructions of e-tender portal. Amount to be remitted should not be higher or lesser and should be the same as shown against Amount column. The remittance should be within the prescribed time and as per the terms and conditions specified in tender.

Please ensure the correctness of details inputted while remittance through RTGS/NEFT. Please also ensure that your banker keys in the Account Number (which is case sensitive) as displayed in the form. SBI and Merchant shall not be responsible for the transactions rejected due to incorrect details inputted.

For RTGS/NEFT transactions , Date and time at which payment is received in SBI would be relevant for the purpose of determining the issue as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before date and time for submission of tender.

Bids for which Payment is received after closing date/time for submission of tender/bid would be rejected and would not be considered for further processing. The payment would be returned back to the bank account from which the transaction was made.

Please obtain UTR no. from your remitting bank for your record/future reference.

Please note that the challan is only a remittance information form and not an acknowledgement of remittance.

In case the above points are not followed, the payment may be treated as invalid and the respective bid is liable to be rejected

Terms and Conditions

1. Conditional Tender and tenders without earnest money, tender fee and processing fee are likely to be rejected.
2. Interested bidders can download the tender document online from website <https://etenders.hry.nic.in>.
3. The Municipal Corporation, Ambala reserves the right to reject or accept any tender in full or part even without assigning any reason.
4. The Payment for EMD shall be made online via RTGS/NEFT Challan or Netbanking
5. The agency has to do the work strictly as per scope of work mentioned in this bid document, if any deficiency in the work is noticed, the agency “personally” will be responsible.
6. In case of any dispute the orders of worthy Municipal Corporation, Ambala will be final.
7. If at the time of submission of E-tenders, any error occurs due to technical reason of the website Municipal Corporation, Ambala will not be responsible.
8. Agencies should note that online tenders will be only submitted at the fore said website i.e. <https://etenders.hry.nic.in> as per the detail/instructions uploaded therein.
9. The successful tenderer shall have to sign an affidavit to the effect that he has no relation or connection with firm agency blacklisted by Municipal Corporation, Ambala and departments of India, from time to time.
10. The earnest money deposited for the tender will not be returned to the agencies/firms till the acceptance of tender or three months, whichever is later.
11. The successful bidder has to deposit a Bank Guarantee (BG) of Rs. 50000/- within seven days after acceptance of tender. Upon submission of BG the EMD amount of L1 bidder can be refunded.
12. TDS @ 10% will be deducted from the bills of agency along with other taxes (if any) as per the instruction of the govt.
13. The Agency has to start the work immediately and make an agreement with the Municipal Corporation, Ambala within a week after receipt of the work order. It is responsibility of the Agency.
14. The Agency will be bound to follow all the conditions written in the tender form, D.N.I.T. and tender notice.
15. Payment to the agency shall be made on monthly basis after submission of bills and proof of tenders uploaded.

Scope of work

1. To ensure uploading of provided approved estimates on Haryana Engineering Works Portal (HEWP). The provided estimates should be uploaded in due course of time as mentioned below:-

Sr. No.	No. of Estimates provided in a day	Time Line for uploading of estimate	Penalty for unachieved targets
1	1-10	5 days	10% of quoted rates for estimate of specific category uploading
2	11-20	10 days	
3	21-30	15 days	
4	31-40	20 days	

If the agency fails to complete the job in due course of time then the penalty will be imposed as per table mentioned above. However for the estimate having items more than 50 the additional time line may be provided to the agency.

- i. To ensure uploading of provided estimates on Haryana Engineering Works Portal (HEWP).
- ii. To facilitate the creation of DNIT on HEWP and to ensure incorporation of conditions of e-Tendering in the bid document/ DNIT and if required, to suggest changes as per the prevailing Rules and Regulations.
- iii. To facilitate the creation of tender on HEWP.
- iv. To facilitate the publication of Tender Notice in Newspaper after approval of concerned officer.
- v. To facilitate Uploading of Tender/ Bid document on department website i.e <https://etender.hry.nic.in> (or any another during the contract period)
- vi. To facilitate publication of Corrigendum/Addendum on tendering website if any.
- vii. To facilitate online opening of Tender and sharing of requisite documents soft copies to concerned officer for further necessary action.
- viii. To facilitate technical evaluation steps on HEWP.
- ix. To facilitate creation of technical committee on HEWP.
- x. To facilitate opening of financial bid after receiving technical evaluation documents from competent authority on NIC portal and thereafter uploading of financial summary on HEWP.
- xi. To facilitate creation of LOA on HEWP

- xii. To facilitate uploading of bank guarantee and allotment process on HEWP & NIC Portal.
- xiii. Providing of raw data regarding tenders published during contract period, whenever required.
- xiv. The agency shall deploy its staff in the office of Municipal Corporation, Ambala during the tenure of this work for execution of all the work mentioned above is scope.

For Executive Engineer
Commissioner Municipal Corporation,
Ambala

TECHNICAL DOCUMENTS REQUIRED

1. The firm should be a service provider in this regard the agency has to upload a copy of GST/Shop Act/Service Tax.
2. Copy of PAN card.
3. Experience – The firm should have minimum 5 year experience of publication of tenders in any Division of Urban Local Bodies Department Haryana with minimum 2 Years experience of working on HEWP. In this regard the firm has to upload a copy of Work Orders & Performance Certificate issued by said department of Haryana for successful completion of the work for the entire period. This certificate should be issued by the officer not below the rank of Executive Engineer.
4. The firm should be in existence since last Five years in this regard the agency has to upload a copy of GST/Shop Act/Service Tax.
5. Copy of Last Three Years ITR.
6. An affidavit that the firm has not been blacklisted / debarred, by any Govt./ Semi Govt. Organization as per Annexure-A.

For Executive Engineer
 Commissioner Municipal Corporation,
 Ambala

AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true & correct and in case any information submitted by me/us is found to be incorrect/false, I shall be liable for blacklisted and criminal proceedings against me/us.
2. I, the undersigned, do hereby certify that our firmhas not been blacklisted by any Govt. Department.
3. I, the undersigned also hereby certifies that neither our firm, have abandoned any work of Govt. of India/or any State or Govt. undertakings nor any contract awarded to us for such works have been rescinded on account of our default, during last five years prior to the date of this bid.
4. The undersigned hereby authorize(s) and request(s) any bank, person, firm or committee to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/ Project implementing agency.

(Signed by an Authorized Officer of the Firm)

(Title of Officer)

(Name of Firm)

PRICE BID

Sr. No.	Description	Unit	Rate in Rs. Excluding Taxes
1.	Online uploading and opening of estimates, New tenders on any e-procurement portal of the department along with services mentioned in scope of work and terms and conditions.	Each	
2.	Online uploading and opening of Recall tender each time on any e-procurement portal of the department along with services mentioned in scope of work and terms and conditions.	Each	

For
Executive Engineer
Commissioner Municipal Corporation,
Ambala