



Cost of Tender Form: Rs 1,000/- Plus GST as Applicable

Request for proposal
Regarding Industrial Deep Cleaning & Hygiene Management for
Vindhya Herbals, Barkheda Pathani, Bhopal

(The last date for submission through online 03.03.2026 up to 11.30 am)

Tender Inviting Authority

Chief Executive Officer

MINOR FOREST PRODUCE PROCESSING & RESEARCH CENTRE (MFP-PARC)

(A Unit of MP State Minor Forest Produce (T&D) Co-operative Federation Ltd. Bhopal)

(An ISO 9001:2015, EMS 14001:2015 & GMP Certified Unit)

Van Parisar, Barkheda Pathani, Bhopal – 462022, Madhya Pradesh

Tel: (0755) 2970629, 2970630, 4331459

Visit at www.vindhyaherbals.in, E-mail: mfpparc@gmail.com

NOTICE INVITING TENDER: REQUEST FOR PROPOSAL (RFP)

Request for proposal regarding industrial deep cleaning & hygiene management for Vindhya Herbals, Barkheda Pathani, Bhopal from interested Individual /Limited Company/ Firms as per details mentioned in the tender documents. The interested companies'/Firms/ Agencies shall submit their TECHNICAL & FINANCIAL BID through MP Governments online portal; <https://mptenders.gov.in>

The tender document may also be down loaded from website <https://vindhya herbals.in> for reference purpose only. The tenderer must read scope of work and all the terms & conditions carefully before filling up the tender. Any clarification regarding scope of work may be obtained by sending request through email to mfpparc@gmail.com.

The interested companies/Firms/Agencies shall submit the complete Bid (technical and financial bid) in all respects along with Earnest Money Deposit (EMD) of Rs 50,000 (Fifty Thousand Rupees) along with Earnest Money Deposit (EMD) receipt and other requisite documents through online mode only. Separate tender document shall be submitted through online by the bidder.

Online bids (technical and financial bid) can be submitted by **03/03/2025 up to 11.30 am**

S. N	Content Cover	Contents
1	Technical Bid	All the requisite documents as mentioned in tender document along with ANNEXURE: I to VIII ONLINE ONLY (Do not Submit Hardcopy)
2	Financial Bid	ONLINE ONLY (Do not Submit Hardcopy)

The tenders which are not submitted in above mentioned manner shall be summarily rejected. The tenderer shall quote the discount rate in Financial Bid through ONLINE mode only, for the works to be carried out as per Scope of Work. There is no need of submission of technical & Financial Bid in hard copies.

The tender, which is not accompanied by the requisite Documents, Tender form fees & Earnest Money Deposit (EMD), shall be summarily rejected. The Chief Executive Officer, MFP-PARC, Bhopal reserves the right to reject any or all tenders without assigning any reasons whatsoever.

Validity of the Tender offer will be 60 days from the opening of the bid.

**Chief Executive Officer
Minor Forest Produce Processing &
Research Centre (MFP-PARC) Bhopal**

DISCLAIMER

This tender is issued by CEO MFP-PARC, Barkheda Pathani, Bhopal (hereinafter referred to as “Authority”)

The RFP is not a prospectus or offer or invitation to the public in relation to the sale of shares, debentures or securities, nor shall this RFP or any part of it form the basis of or be relied upon in any way in connection with, any contract relating to any shares, debentures or securities.

In considering an investment, if any, in the proposed Project, each recipient should make its own independent assessment and seek its own professional, technical, financial and legal advice.

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither Authority nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. Contain all the information that a recipient may require. Neither Authority nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each recipient must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may appear in this RFP and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.

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ABBREVIATIONS

BS	Bid Security
MFP	Minor Forest Produce
MFP PARC	Minor Forest Produce Processing and Research Centre
CEO	Chief Executive Officer
MD	Managing Director
ToR	Term of Reference
GST	Goods & Services Tax
EMD	Earnest Money Deposit
MRP	Maximum Retail Price
GoI	Government of India
GoMP	Government of Madhya Pradesh
LoI	Letter of Intent
LoA	Letter of Acceptance
MoU	Memorandum of Understanding
PS	Performance Security
RFP	Request for Proposal

SCHEDULE OF THE BIDDING PROCESS

Details and important dates (Proposed)	
Tender/RFP, Reference number	MFP-PARC/TENDER/RFP/Deep Cleaning/2026/155, dated 17/02/2026
Download & Purchase of tender Start Date & Time	18/02/2026 from 05.00 PM https://mptenders.gov.in
Pre bid meeting Date & Time	23/02/2026 from 03.00 PM
Place of Pre bid meeting	Office of CEO, MFP-PARC, Barkheda Pathani, Bhopal- 462022, Madhya Pradesh
Last Date & Time of submission of Bid (Technical & Financial)	03/03/2026 up to 11.30 PM
Date and time of opening of Technical Bid	04/03/2026 up to 11.30 PM
Place of opening of technical bid	Office of the CEO, MFP-PARC, Barkheda Pathani, Bhopal- 462022, Madhya Pradesh
Opening of Financial Bid	Will be informed later
Other Important Information's	
Tender Form Fees	1000/- (Rs. One Thousand Only) + GST (Payment through online only)
Earnest Money Deposit (EMD)	50,000/- (Rs. Fifty Thousand Only) (Payment through online only)
Performance Security Deposit	@3% of quoted Value
Address for communication / submitting of bids	Office of the CEO, MFP-PARC, Barkheda Pathani, Bhopal- 462022, Madhya Pradesh 0755-4331459, mfpparc@gmail.com

RFP documents can be downloaded from the online tender website of MP Govt; <https://mptenders.gov.in> and to be submitted before the due date & time.

The bidders are requested to deposit the Tender Fees and EMD through online portal <https://www.mptenders.gov.in>.

Other forms of payment shall not be entertained.

DEFINITIONS

Authority

“Authority” shall mean the Chief Executive Officer or any authorised officer on behalf of MFP-PARC or official of MP State MFP Federation.

MFP

MFP shall mean Minor Forest Produce as defined in various Forest Acts/Rules.

Vindhya Herbals

Vindhya Herbals shall mean the brand name of MFP-PARC’s products.

Products

Products shall mean the items being offered by MFP-PARC

MFP-PARC

MFP-PARC shall mean Minor Forest Produce Processing and Research Centre, Barkheda Pathani, Bhopal.

MRP

MRP shall mean prevailing Maximum Retail Price of the product.

1. INTRODUCTION

- 1.1 The State of Madhya Pradesh is endowed with a rich and varied expanse of natural resources. The abundant natural resources play an important role in fulfilling the livelihood needs of people dwelling in and around forests. Owing to ever increasing anthropogenic pressure, coupled with erratic exploitation regime, these resources are facing irreversible depletion. Madhya Pradesh Minor Forest Produce (Trading & Development) Co-operative Federation Ltd. is working to ensure that precious natural resources can be protected and harvested in a sustainable manner.
- 1.2 To ensure villagers empowerment, to provide a structure for MFP processing and value addition and to impart technical and economical impetus, M.P. State Mandi Board along with M.P. State Minor Forest Produce Federation financed a project in the year 2002-2003 under which Minor Forest Produce Processing and Research Centre (MFP-PARC) has taken its shape at Barkheda Pathani, Bhopal.
- 1.3 The programs initialized are as under:
 - 1.3.1. Quality Control and Standardization for MFP
 - 1.3.2. Developing Technology for Processing of MFP
 - 1.3.3. Spreading awareness about conservation of MFP
 - 1.3.4. Training for sustainable harvesting practices.
 - 1.3.5. Marketing platform for MFP to Primary MFP Cooperative Society.
 - 1.3.6. Quality testing of raw and processed MFP.
- 1.4 Minor forest Produce Processing & Research Centre (MFP-PARC), Van Parisar, Barkheda Pathani, Bhopal is a unit of M.P. State Minor Forest Produce (Trade & Development) Cooperative Federation Ltd., Bhopal engaged in the manufacturing of Ayurvedic products/ Pharmaceuticals/FMCG under the registered brand name of “Vindhya Herbals” an ISO 9001:2015, EMS 14001:2015 & GMP Certified Unit at its registered premises at Barkheda Pathani, Bhopal.
- 1.5 MFP-PARC is engaged in the business of production and Sale of Ayurvedic Medicines and Herbal products under the Brand Name of “Vindhya Herbals.”
- 1.6 Minor Forest Produce Processing and Research Centre (MFP-PARC) has a history of supplying quality Ayurvedic drugs (classical & proprietary) and other herbal products to AYUSH and other govt. departments of more than 15 states. MFP-PARC has license to produce more than 350 Ayurvedic and plant-based formulations.
- 1.7 MFP-PARC intends to supply the medicines to the Government and Semi Government Institutions/Dispensaries of various State Governments. (Department of AYUSH, CCRAS, AIIA, MCDs, Ayurvedic colleges and other Research institutions) MFP PARC is a profit-making organization and has Rs.30-35 crore rupees average annual turnover.

1.8 Vision

Stimulate and strengthen the partnership between Government, Herbal Industries, Scientific community, and collectors/farmers to protect, promote and project traditional herbal healthcare systems and products.

1.9 Objective

- 1.9.1. Processing and manufacturing of Ayurvedic and Herbal Products.
- 1.9.2. Developing better technology for primary processing, value addition and packaging of MFP & its products to help its farmers/collectors increase their income.
- 1.9.3. To provide facility of laboratory testing for MFP to farmers/cultivators and small processors at very reasonable charges
- 1.9.4. Spreading awareness of scientific harvesting techniques to the collectors of MFP.
- 1.9.5. Research and development in this sector.
- 1.9.6. Developing marketing-system for raw material of medicinal and aromatic plants.
- 1.9.7. To provide training facilities for harvesting, processing, value-addition etc. of MFP to all stakeholders.
- 1.9.8. Encouraging environmental protection and spreading awareness about biodiversity conservation.

1.10 Activities

1.10.1 Quality Control and Standardization for MFPs

Research work and analysis of different active ingredients present in different medicinal & aromatic plants has been taken up. The awareness of quality parameters prevailing in the national and international market will be provided to the cultivators/collectors. Lab testing facilities have also been made available to the general public.

1.10.2 Developing Technology for Processing of MFP

Farmers interested in agro-forestry, harvesting, primary processing, scientific extraction and marketing of MFP are being trained. In tribal areas, collectors of minor forest produce, members of primary co-operative societies and villagers are also being trained about bio-diversity conservation, primary processing and value addition.

1.10.3 Spreading Herbal Awareness about MFP

The knowledge of the medicinal plants farming and their harvesting and other aspects are being made available to students, farmers, small cultivators and people at large through herbarium, nursery etc. Training at the MFP-PARC is also being imparted to collectors so that herbal awareness reaches the masses.

1.10.4 Facilitating Marketing of Minor Forest Produce

Marketing facility of medicinal and aromatic plants' raw material is being provided to collector's /farmers/ producers by inviting buyers and making them available an easy access for disposal of their harvest. On-line facility has also been provided so that in coming times, a proper system of business linkages of grower/ cultivators/ collectors, manufacturers, and producers is facilitated.

1.10.5 Buyer Seller Meet

MFP PARC organizes buyer-seller meets annually during the International Herbal Fair. Collectors & Primary Cooperative Society across M.P. MFP State participate and showcase their quality raw material (MFP). Traders, manufactures along with MFP-PARC enters into MoUs with Collectors & Societies after negotiating on the rates, quality, payment terms, period of delivery, etc. This meet provides a platform to Collectors and Societies to get better rates for their quality raw material. MFP PARC plans to organize such meetings on a regular basis and at national and international level.

1.11. Our Business

1.11.1 Government Supply

MFP PARC is one of the 8 firms recognized by AYUSH Department (Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy). MFPPARC supplies Vindhya Herbals products through a tender process to state AYUSH departments in different states of India namely Madhya Pradesh, Karnataka, Punjab, Haryana, Rajasthan, Andhra Pradesh, Orissa, Pondicherry, Manipur and Jammu & Kashmir.

1.11.2 Retail Business

Vindhya Herbals products are distributed through a well-established distribution channel which includes distributors, franchise, Sanjeevani Ayurveda Kendra and online portals. There are 27 “Sanjeevani Ayurveda Kendra” in different cities of Madhya Pradesh.

Chief Executive Officer, MFP-PARC, (Hereinafter referred to as “Authority”) intends to seek services of “Brand Identity, product design and documentation Agency for Vindhya Herbals Products”

The Agency will work with MFP-PARC to develop and execute an overall strategic, Branding and packaging of products for the MFP-PARC.

Scope of Work

Industrial Deep Cleaning & Hygiene Management For: *Vindhya Herbals, Barkheda, Bhopal*

1. Introduction

Vindhya Herbals invites bid from eligible and experienced cleaning agencies/contractors for carrying out **Deep Cleaning Work** of the factory premises located at **Barkheda, Bhopal**. The work shall be executed using industrial-grade machines, approved chemicals, trained manpower, and as per best industrial hygiene standards.

2. Purpose of Work

The purpose of this tender is to ensure a **complete, hygienic, sanitized, and dust-free environment** inside the factory, including all production, storage, utility, and office areas.

3. Site Location

Vindhya Herbals Factory, Barkheda, Bhopal, Madhya Pradesh

Contractors are advised to visit the site before quoting to assess actual conditions.

4. Duration of Work

The contractor shall complete the entire deep cleaning work within thirty **(30) Days**, working in two shifts if required. Any delay beyond the stipulated time must be approved by the client.

5. Scope of Work

5.1 Area Covered

The deep cleaning activity shall cover, but not be limited to, the following areas:

1. Production Area
2. Processing & Mixing Rooms
3. Raw Material Godown
4. Finished Goods Godown
5. Packaging Area
6. Office/Admin Block
7. Laboratory (external surfaces only)
8. Washrooms & Utility Area
9. Corridors, Staircase & Entry Area
10. Outer Approach Area

*Total estimated area: **Approx. 45,000–50,000 sq. ft** (Subject to actual measurement).*

5.2 Task Details

A. Floor Deep Cleaning

- Mechanical sweeping and dust extraction
- Machine scrubbing using **Single-Disc / Auto Scrubber**
- Removal of stains, oil spills, herbal residue
- Final disinfection with approved cleaners

B. Wall & Ceiling Cleaning

- Cobweb removal using telescopic tools
- Dusting of high-rise sections
- Damp wiping of washable surfaces

C. Machinery External Cleaning

- Surface wiping of equipment, mixers, tables
- Use of neutral chemicals safe for herbal production
- No internal dismantling permitted

D. Storage Racks & Pallet Areas

- Dusting and cleaning of vertical/horizontal rack surfaces
- Floor cleaning under and around racks
- Surface sanitization

E. Office Area & Furniture

- Wiping of furniture, doors, windows, partitions
- Glass cleaning
- Electrical panels & computer areas dry dusting

F. Washroom Deep Cleaning

- Scrubbing of floors & wall tiles
- Descaling of urinals & WC
- Sanitization of all fittings, mirrors, and surfaces

G. Outside & Common Areas

- Sweeping and scrubbing
- Removal of accumulated dust/debris

6. Machinery & Equipment to be Deployed

The contractor shall mobilize the following machines (minimum):

- 1. Single Disc Scrubber Machine – 02 Nos**

- 2. Industrial Wet & Dry Vacuum Cleaner – 02 Nos**
- 3. Auto Scrubber / Ride-On Scrubber – 01 No**
- 4. High Pressure Jet Machine – 01 No**
- 5. Microfiber Mopping Kits, Brushes, Cleaning Tools – As required**
- 6. Safety Gear (Gloves, Masks, Shoes, Goggles) – Mandatory**
- 7. Steam Cleaner**
- 8. Telescopic Pole for High end Surfaces and cobweb removal**
- 9. Ladder**

7. Chemicals & Consumables

All chemicals must be industry-standard, non-corrosive, and suitable for herbal manufacturing environments.

Mandatory chemicals include:

1. Terenova
2. Mansion Polish
3. R – 1 Cleaner
4. R – 2 Cleaner
5. R – 3 Cleaner
6. R – 4 Cleaner
7. R – 6 Cleaner
8. R – 7 Cleaner
9. R – 9 Cleaner
10. Spiral
11. Phenoil
12. Soft broom
13. Carpet Brush
14. Hard Broom
15. Wiper Big
16. Wiper Small
17. Dust control complete
18. Dust pan
19. Kentucky mop complete
20. Dust pan
21. D-7.1 Steel Brush
22. Bush Pump
23. Toilet brush
24. Feather brush
27. Spray bottle
28. Urinal cube
29. Scotch bright
31. Steel wool

32. yellow duster
34. garbage bag (black big)
35. garbage bag (black small)
36. garbage bag(blue big)
37. garbage bag(blue small)
38. Check duster/Hand Duster
39. Hand mop/ Floor Duster
40. Heavy duty gloves
41. Black Pad Small
42. White pad Small
43. White pad Big
44. Red pad Big
45. Red Pad Small
46. Bucket
47. Mug
48. Gumboot 10 No.
49. Suma Scale
50. Suma Breakup (Heavy duty degreaser)

All consumables to be supplied by the contractor.

8. Manpower Requirement

The contractor must deploy:

- **1 Supervisor (Skilled)**
- **6 Cleaning Operators (Skilled)**
- **4 Helpers (Unskilled)**

Total manpower: **11 persons**

The contractor must ensure proper uniform, PPE, and discipline at site.

9. Safety & Compliance

- All workers must wear PPE.
- Chemicals must be MSDS-certified.
- Electrical and machine safety must be ensured.
- Contractor is responsible for damage caused during cleaning.
- Compliance with factory safety guidelines is mandatory.

10. Deliverables

- Pre-cleaning and post-cleaning photographic reports
- Area-wise completion checklist
- Material & manpower deployment sheet
- Completion certificate

11. BOQ – Bill of Quantities

Sl. No	Description of Work	Qty	Unit
1	Deep Cleaning of Factory Premises (inclusive of manpower, machines & chemicals)	48,000 sq.ft	Sq.ft
2	Deployment of Single Disc Machine	2 Nos	Day
3	Deployment of Industrial Vacuum Cleaner	2 Nos	Day
4	Deployment of Auto Scrubber	1 No	Day
5	Deployment of High-Pressure Jet	1 No	Day
6	Cleaning Chemicals & Consumables	LS	—
7	Safety Gear (PPE Kits)	LS	—
8	Manpower Charges (Supervisor)	LS	—
9	Manpower Charges (Skilled labour)	LS	—
10	Mobilization, Transport & Misc.	LS	—

12. Terms & Conditions

1. The contractor must visit the site before quoting.
 2. Work must be completed in the stipulated time.
 3. Payment shall be released after successful completion & certification.
 4. All tools, machines, PPE, and chemicals shall be arranged by the contractor.
 5. Any damage to factory property during cleaning will be recovered from the contractor.
 6. Contractor should have at least one similar-work experience.
 7. GST extra as applicable.
 8. Completion Period: **30 days**.
 9. Contractor has similar work experience in any Industry or Govt institutions in last 3 year with single work order of 15 lakhs minimum.
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2. ELIGIBILITY CRITERIA

To be eligible for qualification and short-listing, the Bidders shall have to satisfy the following conditions of eligibility:

- 2.1 The bidder should have eligible experience of 03 years in the field of Deep Cleaning & Hygiene Management prior to proposal due date. The bidder should submit work completion copy for the same work (Industry and Govt Department) for the last three years 2022-23, 2023-24 and 2024-25 (average 20 lakh per year). The bidder should submit single work order of minimum 15 lakh for Similar work.
- 2.2 The bidder should have an average annual turnover of minimum INR 50 Lakh in the preceding last three audited financial years (2022-23, 2023-24 and 2024-25). The bidder should submit copy of the last three audited financial years of Income tax return (AY 2023-24, 2024-25 & 2025-26), CA certificate/audited balance sheet.
- 2.3 The bidder must be registered in GST. Copy of certificates is required to be uploaded.
- 2.4 The bidder must be required ISO 9001-2015 (QMS) Quality management System certificate. Copy of QMS must be uploaded.
- 2.5 The Authority will have the right to adjudge whether the said experiences are eligible or not and can accordingly reject or accept the same for technical evaluation, which cannot be challenged.
- 2.6 Language

The Bid and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Bidder with the Bid may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

4 CHECKLISTS FOR TECHNICAL BID

Bids must be accompanied with the following documents:

- 4.1 Details of tender fees receipt and EMD fees receipt of Rs 50,000 (Rs. Fifty Thousand only) - [Annexure-I]
- 4.2 The bidder should have eligible experience of 03 years in the field of Deep Cleaning & Hygiene Management prior to proposal due date. The bidder should submit work completion copy for the same work (Industry and Govt Department) for the last three years 2022-23, 2023-24 and 2024-25 (average 20 lakh per year). The bidder should submit single work order of minimum 15 lakh for Similar work. [Annexure-VII] & [Annexure-VIII].
- 4.3 The bidder should have an average annual turnover of minimum INR 50 Lakh in the preceding last three audited financial years (2022-23, 2023-24 and 2024-25). The bidder should submit copy of the last three audited financial years of Income tax return, CA certificate/audited balance sheet - [Tech-I, Annexure-II]
- 4.4 The bidder must be registered in GST. Copy of registration certificates must be uploaded.
- 4.5 Copy of QMS must be uploaded.
- 4.6 Application form or covering letter along with necessary documentary proof- [Annexure-III] (Along with PAN/TIN and partnership deed or certificate of incorporation etc. as the case may be)
- 4.7 Data sheet- [Annexure-IV] along with GST details, documents related to empanelment of other government organizations etc. Affidavit / undertaking- [Annexure-V]
- 4.8 Vendor detail along with a certified true copy (attested by a notary) of identity proof of the Bidders shall be submitted. Acceptable identity proofs are Indian passports/ Voter IDs/ Aadhar Card/ Copy of PAN Card. (In case of Individual/Firm/Company), registration certificate of Firm / Company- [Annexure-VI]
- 4.9 JV/Consortium not allowed.
- 4.10 Any other documentary proof, where ever applicable, as evidence of satisfaction of the Technical and Financial requirements as stated in relevant section and not mentioned here.

Bids not in prescribed format and that do not contain the requisite documents shall be summarily rejected.

5 TERMS OF REFERENCE

5.1 General Conditions

For the scope of work mentioned in Clause 2, following terms & conditions have to be followed.

- 5.1.1 Bidder should have all necessary licenses and permissions needed for Deep Cleaning & Hygiene Management. If any license or permission is required for MFP-PARC then the successful bidder will have to facilitate the same for MFP-PARC.
- 5.1.2 The contract period shall be for 60 days from the date of Agreement, which may be extended for 15 more days after assessment of satisfactory performance in the previously awarded period and prevailing market trends. The CEO, MFP-PARC is authorized to make decisions about extension of the contract period.
- 5.1.3 The Agency shall appoint an authorized officer for all communication and day to day dealing with MFP-PARC on his behalf.
- 5.1.4 The list of top selling products available with MFP-PARC shall be shared with the Agency prior to the project kick-off.
- 5.1.5 Agency shall submit timely report as and when necessary.
- 5.1.6 The services providing agency shall follow all central and State government acts, rules, approved policy guidelines for execution of the awarded work.
- 5.1.7 Anything which is not defined in this contract or the terms or words or not defined in the Acts and Rules mentioned in this contract, the meaning as mutually decided between Agency and Chief Executive Officer, MFP-PARC shall be final.
- 5.1.8 The services providing agency shall not encumber the awarded work by way of pledge, Hypothecation, mortgage, sublet and license or in any other manner.
- 5.1.9 The services providing agency has to confine his/her activities within

limits specified under the contract.

5.1.10 The services providing agency shall have to submit periodic information in such periods and formats, as decided by authority.

5.1.11 Feedback mechanism as decided by MFP-PARC and authority has to be followed and submitted to authority and MFP-PARC as mentioned in the scope.

4.1.15 In case the services providing agency commits breach of any of the terms and conditions and stipulation herein contained on the part of the services providing agency to be observed and performed, the authority reserves the right to take appropriate action which may include imposition of penalty or termination of contract or both.

4.1.16 In case of any dispute, difference or controversy of whatever nature howsoever arising under, out of or in the relation to this RFP, between the parties and so notified in writing by either party to the other (the "Dispute") in the first instance shall be attempted to be resolved in accordance with the procedure.

6 PRE-BID MEETING

The bidder may do a thorough site inspection during the pre-bid meeting. The Authority will hold a Pre-Bid Meeting, on the date specified in the Schedule of Bidding Process, to discuss the issues related to the invited Proposal (RFP) with all the prospective Bidders. Authority, at its discretion, may also hold further discussions with the prospective Bidders to finalize the technical/ commercial parameters and other related issues for the proposal, before submission of the Proposals, which would be common for all the Bidders. Prior to the Pre-Bid Meeting, the prospective Bidders may submit a list of queries and propose deviations by the date and time as specified in schedule of bidding process if any, to the Proposal requirements and/or the Draft Contract Agreement. Contract Agreement will be derived from general conditions of this RFP. Authority may amend the RFP at its sole discretion, based on inputs provided by prospective Bidders.

Bidders may note that Authority will not entertain any deviations to the RFP at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders shall be unconditional and the Bidders would be deemed to have accepted the terms and conditions of the RFP with all its contents including the Draft Contract Agreement. Any conditional Proposal shall be regarded as non- responsive and would be liable for rejection.

7 Amendment of RFP

- 7.1 Authority may modify the RFP by issuing an Addendum/corrigendum before Proposal Due Date, which shall become a part of the RFP.
- 7.2 To give prospective Bidders reasonable time to take Addendum/ corrigendum into account in preparing their bids, Authority may, at its discretion, extend the Proposal Due Date.
- 7.3 Any Addendum/ corrigendum thus issued will be uploaded on the website <https://mptenders.gov.in> and it will be deemed to be communicated to all prospective bidders by this uploading on the website.

8 Proposal Validity period

Proposal should remain valid for a period not less than 60 days from the Proposal Due Date.

9 Right to Accept or Reject Proposal

Authority reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to execution of the Contract Agreement, without liability or any obligation for such acceptance, rejection or annulment.

Authority reserves the right to reject any Proposal if:

At any time, a material misrepresentation is found or uncovered for a bidder or any of its members. The Bidder does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the Proposal. Authority may debar / blacklist any of the Bidder(s) for their misleading or false representations in the forms, statements etc. for the period as decided by Authority.

10 INSTRUCTIONS TO BIDDERS

10.1 Proposal Preparation Cost

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. Authority will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

10.2 Inspection and Site Visits

Bidder at its own responsibility and risk is encouraged to visit MFP- PARC examine the feasibility of the proposal and obtain all information that may be necessary for preparing the Proposal. The costs of visiting the Site shall be borne by the Bidder. Authority shall not be liable for such costs, regardless of the outcome of the bidding process.

10.3 Bidder's Responsibilities

The Bidder is expected to examine carefully the contents of all the documents provided by the Authority. Failure to comply with the requirements of RFP will be at the Bidders' own risk.

It would be deemed that prior to the submission of the Proposal, the Bidder has made a complete and careful examination of requirements and other information set forth in this RFP, received all such relevant information as requested from the Authority; and made a complete and careful examination of the various aspects of the Proposal including but not limited to:

- a) Conditions affecting transportation, access, disposal, handling and storage of the materials.
- b) Clearances necessary for the Proposal.
- c) All other matters that might affect the Bidder's performance under the terms of this RFP
- d) Acquainting himself with local and central laws and rules and regulations there to as well as other applicable rules and regulations relevant to the Proposal. Authority shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

10.4 Tender fee

All the bidders bidding for this RFP would be required to pay Rs 1000/- (One thousand only) as tender fee online through the tender portal only.

10.5 EARNEST MONEY DEPOSIT (EMD)

- 1) Authority shall have the right to reject the Proposal, if it does not include the Earnest Money Deposit.
- 2) No interest shall be paid for EMD deposit.
- 3) Bidder is required to deposit an Earnest Money Deposit of Rs 50,000 (Rs. Fifty Thousand only) through online tender portals mode only.
- 4) The Earnest Money Deposit of unsuccessful bidder shall be promptly refunded but not before one month after the expiration of the Proposal validity period or within 60 days of issue of letter of award (LoA) to the preferred bidder, whichever is earlier.
- 5) The proposed validity period of Earnest Money Deposit of the successful bidder shall be extended till the date on which contract agreement is signed and performance security is submitted by the bidder.
- 6) The Earnest Money Deposit shall be forfeited by authority, in any of the following case:
 - 10.5.1 The Bidder withdraws its bid after the Proposal Due Date
 - 10.5.2 Successful Bidder fails to accept Letter of award
 - 10.5.3 Successful Bidder fails to submit the Performance Security
 - 10.5.4 Successful Bidder fails to enter into contract agreement within the time prescribed.
 - 10.5.5 If the bidder conceals any factual information or makes incorrect and misleading statements.
 - 10.5.6 If the bidder tries to influence MP MFP Federation/ MFP-PARC or any of its officials in relation to the evaluation and award of Bids; the authority shall have right to black list bidders along with forfeiture of the Earnest Money Deposit (EMD) in any of the above cases.

10.6 Payment Schedule

The payment to the Applicant shall be made within 45 days.

11 BID SUBMISSION

Tenders are invited through MP Govt online portal <https://mptenders.gov.in> from any Individual/ Limited Company/ Firms who have experience of Industrial Deep Cleaning & Hygiene Management.

- 11.1 Tender documents can be downloaded from the website at <https://mptenders.gov.in> before Due Date and time. The bidders are requested to submit the Tender Fees and Earnest Money Deposit (EMD) through E-payment at <https://mptenders.gov.in>
- 11.2 All bidders are required to follow the bidding process as mentioned in the document.
- 11.3 Tender notification/ Corrigendum/ addendum etc. can be viewed on the website at <https://mptenders.gov.in>
- 11.4 Tender bid for RFP shall be submitted only online mode. Bid in response to the RFP is to be submitted in two step bidding procedure or envelopes viz.: Technical Bid & Financial Bid.
- 11.5 Technical Bid and Financial bid shall be submitted through ONLINE MODE ONLY at <https://mptenders.gov.in>
- 11.6 Online Bid Submission: All the supporting documents and Annexures related to this tender shall be properly signed and stamped before the scanning. The documents for Technical and Financial Bid shall be clearly scanned and uploaded through <https://mptenders.gov.in> on or before 02/12/2025 up to 11.30 AM.
- 11.7 All Proposals must be submitted, duly signed by the Authorised Signatory of the Bidder under the “Covering Letter for Proposal Submission” as per the format in Annexure V.
- 11.8 The Bidder shall submit the financial Bid through ONLINE mode only.
- 11.9 The documents of Technical Bid shall also be submitted in the formats specified as Annexure.
- 11.10 Bids not in the prescribed forms/formats will be summarily rejected.
- 11.11 The application shall be submitted only as per the enclosed application format(s) along with Annexure- I to VI and Self-attested documentary proof(s) in respect of the details furnished in the application form shall also be submitted along with the application.

11.12 Bids shall be accepted on or before the Proposed Due Date.

11.13 In the event if a Bidder withdraws the Bid after proposal due date, the EMD security of such Bidder shall be forfeited.

11.14 Bidders are advised to fill all information clearly and legibly in prescribed format.

12 Format and Signing of Bid

- 12.1 The Bidder would provide all the information as per this RFP. Authority reserves the right to evaluate only those Proposals which are received in the required format, complete in all respects and in line with the instructions contained in this RFP.
- 12.2 The pages and volumes of each part of the Proposal shall be clearly numbered and stamped and the contents of the Proposal shall be duly indexed.
- 12.3 All documents should be submitted online mode only.
- 12.4 The Proposal shall be typed or printed. The Proposal shall be signed on each page of the Proposal by a person or persons duly authorized to sign on behalf of the Bidder and holding the Power of Attorney.
- 12.5 The numbers and words for the quoted Purchase Price contained in the financial bid shall be quote online only, do not need to submit financial bid offline.
- 12.6 The Proposals (online) shall contain no alterations or additions, except those to comply with instructions issued by Authority or as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the Proposal.

13 EVALUATIONS OF BID

The Authority has adopted a single stage two-step process (referred to as the "Bidding Process") for selection of the bidder for award of the bid. All applicants shall submit their technical bid & Financial bid against this RFP in a single bid. The Bid in response to the RFP is to be submitted in following manner:

- 13.1 The Authority will examine and evaluate the Bids in accordance with the provisions set out in this RFP, Subject to the terms of this RFP. The Bids received shall be evaluated sequentially in the following three steps:

13.1.1 Stage I: Checking of EMD and tender fees receipt

The proposals first of all will be examined for EMD and tender fees receipt as required in the proposal. The proposals without requisite EMD or tender fees will not be considered for technical evaluation.

The Authority shall open the Technical Bids of qualified bidders on the date, place and time mentioned in the schedule of bidding process of this tender document and in the presence of the Bidders, who may choose to attend.

13.1.2 **Stage II: Evaluation of Technical Bids**

The proposals with necessary EMD fee and tender fee along with other necessary documents should be submitted by bidder.

Stage III: Evaluation of Financial Bid

The evaluation criteria for Financial Bid shall be on Lowest quoted price for the deliverables mentioned in the scope.

13.1.3 Authority reserves the right to withdraw the entire bid process at any time without liability till the execution of the Contract Agreement.

Opening of Financial Bid:

The Financial Bids of the “Technically Qualified” Tenderer only will be opened.

The Successful Bidder:

L-1 Bidder will be invited for executing the agreement as per Annexure-6.

14. Confidentiality

- 14.1 Information relating to examination, evaluation, comparison and recommendation of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until final decision on the bid.
- 14.2 Any attempt by a bidder to influence the authority in the evaluation of the bids or contract award decisions may result in the rejection of its bid

15 Award of Contract

As per evaluation process mentioned in this RFP, the authority will intimate the successful Bidder regarding acceptance of his/her bid and inform him/her to execute the agreement, by way of an Award of Contract (AoC) along with one duplicate copy of the Contract Agreement (CA), through email, inviting to sign on fulfilling conditions precedent, including payment of performance guarantee within 30 days from the date of issuing Award of Contract (AoC)

- 15.1 The contract agreement means and includes signed contract agreement, signed RFP along with all the annexure, schedules and documents/papers attached in bid proposal, the letter of award issued by the authority, the written clarification(s), addendums, amendments, etc. to RFP.
- 15.2 Within Seven (7) days from the date of issue of the Award of Contract (AoC), the Successful Bidder shall accept the Award of Contract (AoC) and return the duplicate copy of the Award of Contract (AoC) duly signed as a token of acceptance to the Authority. The Successful Bidder shall take necessary steps so as to ensure execution of the Contract Agreement with Authority within Seven (7) days of the issue of Award of Contract (AoC)
- 15.3 Within 7 days from the date of issue of Letter of Award, the successful Bidder shall sign the Contract Agreement with Authority failing which the Letter of Award shall stand withdrawn without any liability on Authority and the Bid Security of such Bidder shall stand forfeited.
- 15.4 The Successful Bidder shall be liable to fulfil the following obligations as a precondition of signing of Contract Agreement:
 - Submission of signed duplicate copy of the Award of Contract (AoC)

15.4.1 Deposit Performance Security of 3% of Quoted value.

15.5 The successful Bidder shall have to execute contract agreement with the Authority. The agreement will be executed on non-judicial stamp paper of Rs. 100/- the cost of which shall be borne by the Bidder. This RFP and the bid submitted by the Agency shall be the part of Contract Agreement.

15.6 In case, the Contract Agreement does not get executed within seven (7) days of the date of issue of the AoC, Authority reserves the right to take any such measure as it may deem fit including offer to next highest bidder and so on, following above procedure or annulment of the bidding process and may invite fresh Proposal for the Project. In such a case the entire Bid Security submitted by the Successful Bidder(s) shall be forfeited. However, the Authority on receiving a request from the Successful Bidder may at its discretion, permit extension of time of not more than 15 days for execution of the Contract Agreement.

15.7 The successful bidder shall have to start commercial operation of the awarded work within a period from the date of signing of agreement, failing which authority shall forfeit the performance security of the bidder and terminate the Contract Agreement.

15.8 The currency for the purpose of the Proposal shall be the Indian Rupee (INR).

16 CONTRACT PERIOD

The contract period will be for 60 days from the date of Agreement.

The contract period can be further extended to another 15 days or till completion of work, which is subject to fulfilment of conditions.

17 Performance Security Deposit

17.1 The Agency shall for due and faithful performance of its obligations during the contract agreement and as a pre-condition for signing of the Contract agreement, shall be required to deposit 'Performance Security' of 3% of Quoted value in the form of Bank Guarantee in favour of Authority before signing the contract agreement. The Agency shall provide the Performance Security within the period mentioned in the AoC issued by authority.

17.2 No interest shall be paid for performance security deposit.

17.3 The Performance Security should be 3% of Quoted value and shall remain in force and effect from the date of signing of agreement till completion of the work. Till such time the Agency provides the Performance Security, the Bid Security shall remain in full force and effect.

17.4 The performance security shall be released after the contract period provided the Agency is not in breach of this agreement. Any amount due

from Agency to authority and shall be adjusted before release of performance security.

17.5 Bid is invited for the proposal on the basis of the lowest quoted price to be mentioned in the financial bid valid for the agreement period. The lowest quoted bid by technically qualified bidders shall constitute the sole criteria for the evaluation of bids. The bid will be awarded to the lowest quoting. The term "Lowest Bidder" (the "Lowest Bidder") shall mean the technically qualified bidder who is offering the lowest price for the deliverables quoted in the scope.

18 Limited Liability

18.1 The Parties agree to use their best efforts for resolving all Disputes arising in case, due to any event or situation arises during execution, it is realized that any component of the general conditions of the contract agreement cannot be implemented or there is delay in completion of the same, the MFP-PARC may delete or differ such component. However, the remaining part of the content shall remain unaffected.

19 Termination of Agreement

In case of any unavoidable circumstances or change in government policies which may prevent to go ahead with the project, authority may terminate the entire agreement or any part of the agreement without paying any compensation to the Bidder.

Either party may terminate the contract in case of breach of contract or violations of general conditions and/or other conditions of this RFP. However, party claiming the breach shall first issue a notice in writing to the other party specifying the breach. If the party to whom such notice is sent fails to rectify the breach within 7 days of such notice, the contract can be terminated by the party which has issued the notice.

Without prejudice to any other rights or remedies of the Authority under this Agreement, upon occurrence of an Agency Default in case of breach of contract or violations of general conditions and/or other conditions of this RFP the Authority can terminate the contract agreement giving Agency notice of 7 days. On such termination authority shall have right to have deemed to be taken possession and control of the work allotted to the Agency and any person claiming through or under the Agency from operating the business from the date of termination, forfeit the performance security, blacklist the

Agency and shall have right to recover any dues payable to authority by Agency and other actions as it finds suitable.

20 Dispute Resolution

- 20.1 Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the “Dispute”) shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure.
- 20.2 Under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

21 Conciliation

In the event of any Dispute between the Parties, either Party may call upon a mediator to mediate and assist the Parties in arriving at an amicable settlement thereof. Failing mediation by the mediator or without the intervention of the mediator, either Party may require such Dispute to be referred to the MD, MP State MFP Federation, Bhopal for amicable settlement, and upon such reference, the said persons shall meet no later than 3 (three) days from the date of reference to discuss and attempt to amicably resolve the Dispute. If such meeting does not take place within the 3 (three) days period or the Dispute is not amicably settled within 3 (three) days of the meeting or the Dispute is not resolved as evidenced by the signing of written terms of settlement within 3 (three) days of the notice in writing or such longer period as may be mutually agreed by the Parties, either Party may refer the Dispute to arbitration.

- 21.1 The arbitrators shall make a reasoned award (the “Award”). Any Award made in any arbitration held pursuant to this shall be final and binding on the Parties as from the date it is made, and the Agency and the Authority agree and undertake to carry out such Award without delay.
- 21.2 The Agency and the Authority agree that an Award may be enforced against the Agency and/or the Authority, as the case may be, and their respective assets wherever situated.
- 21.3 The Agency shall have to continue obligations under this agreement with

due diligence notwithstanding pendency of a dispute before any authority or forum.

21.4 Governing Law and Jurisdiction; the contract shall be governed by and construed in accordance with laws and rules of India and Madhya Pradesh. Subject to any dispute arising out of this contract or services shall be subject to the exclusive jurisdiction of the courts of Bhopal, Madhya Pradesh.

22 FRAUD AND CORRUPT PRACTICES

22.1 For the purposes of this Clause 26, the following terms shall have the meaning hereinafter respectively assigned to them:

22.1.1 “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the contract Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted herein, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the AoC or after the execution of the contract Agreement, as the case may be, any person in respect of any matter relating to the Project or the AoC or the Contract Agreement, who at any time has been or is a legal, financial or technical adviser of Authority in relation to any matter concerning the Project;

22.1.2 “Fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

22.1.3 “Coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;

22.1.4 “Undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by Authority with the objective of

canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

23 Force Majeure

An event of “Force Majeure” shall mean the following events or circumstances, to the extent that they delay or otherwise adversely affect the performance beyond the reasonable control of the selected agency, or its Agencies and contractors, or their duties and obligations under the Agreement, or the performance by MFP-PARC of their respective duties and obligations under this Agreement:

- a. Acts of God, tornadoes, hurricanes, floods, sinkholes, fires, earthquake, epidemics and other casualties, landslides,
- b. Acts of a public enemy, acts of war, terrorism, effects of nuclear radiation, blockages, insurrections, riots, civil disturbances, or national or international calamities; and
- c. Any temporary restraining order, preliminary injunction or permanent injunction, unless based in whole or in part on the actions or failure to act of Agency.

**DETAILS OF TENDER FORM FEE AND EMD
(To be filled by Bidder)**

I/we hereby submit the tender form fees and EMD Fees paid through online as per the details given below:

S.N	Particular	Amount	Receipt / No.	Date	Remark if any
1	Tender Form Fees				
2	Earnest Money Deposit				

The above receipts attached herewith

Seal and Signature of Bidder

NOTE: The Bidders should attach tender form fees receipt and Earnest Money Deposit Receipt with Technical Bid.

“ANNUAL TURNOVER”

(ELIGIBILITY ASSESSMENT)

**The bidder should have an average annual turnover of minimum INR 80 Lakh
in the preceding last three audited financial years
(FY 2022-23, 2023-24 and 2024-25)**

**FORMAT OF CA CERTIFICATE FOR ANNUAL TURNOVER
(On the Letter Head of the Chartered Accountant)**

**Certificate
To whomsoever it may concern**

We statutory auditor of M/s /Mr./Mrs hereby
certify that the annual turnover of M/s / Mr. /Mrs
..... (Address)
Individual/firm/company M/s.....
..... for the each 03 years are given below:-

S.No	Financial Year	Annual Turnover (Rs. In lakh)
1	2022-23	
2	2023-24	
3	2024-25	

The above Annual Turnover certificate is issued on the basis of books of
accounts and documents produced before us.

Name, Seal and Signature
of the Chartered Accountant

Place:

Date:

COVERING LETTER

To,

**CEO, MFP- PARC,
Barkheda Pathani,
Bhopal- 462022, Madhya Pradesh**

Subject: Request for Proposal regarding Industrial Deep Cleaning & Hygiene Management For: Vindhya Herbals, Barkheda, Bhopal

Dear Sir,

In response to the Request for Proposal regarding Request for Proposal regarding Industrial Deep Cleaning & Hygiene Management For: Vindhya Herbals, Barkheda, Bhopal After going through all the information and terms and Conditions given in the RFP document including addendums, we are submitting our Bid for being shortlisted for the Assignment.

The required general information and details along with supporting documents are enclosed along with this Bid. The undersigned declares that the statements made and the information provided herein is complete, true, and correct in all aspects. This Bid shall be valid for 60 days from the Bid Due Date.

We acknowledge that authority will be relying on the information provided in this Bid and the documents accompanying such Bid for pre-qualification of the Applicants for the aforesaid project, and we certify that all information provided in the Bid and in the Annexure are true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Bid are true copies of their respective originals. All the required documents as per format provided in the RFP document, duly signed, are enclosed.

I/We hereby irrevocably waive any right which we may have at any stage at law or however otherwise arising to challenge or question any decision taken by MFP-PARC / Authority in connection with the selection of Bidders, or in connection with the selection Process itself, in respect of the above- mentioned Proposal.

I/we agree and undertake to abide by all the terms and conditions of the RFP document.

We also understand that: -

This Bid is only for short listing of the bidders; Authority is not bound to accept the Bid of any Bidder, either in part or in full. If authority rejects any Bid or does not shortlist any Bidder, it may do so without assigning any reasons thereof.

This does not entitle us to receive any documents or to be invited for Financial Bid for the Project; Authority has the right to change or alter the details of the Project or scope of work; Authority reserves the right, in its absolute discretion, at any stage without prior notice and without giving any reasons, to terminate further participation in the Bidding process by any party, change the structure, procedures and timing of the Bidding process, alter the terms of participation in the Bid process at any stage of the Bid process and to suspend or terminate the Bid process.

Date

Seal and Signature of Bidder

Bidder's details are as follow:

1	Name & Address of the Bidder
	Contact Person	
	Contact No /email	
	Authorized Representative of Applicant	
	Contact No /email	
2	If Proprietorship
	a) Name of Proprietor
	b) Full Address
	c) PAN /TIN (Enclose copy)
3	If Partnership	
	a) Name of partners and their address	1. 2. 3.
	b) Is partnership deed registered If yes then date of registration (attach copy of deed)	Yes / No Date..... .
4	Is Limited or Pvt. Limited Company under Indian Companies Act 1956	Yes / No Please state the following.
	Limited or Private Limited	
	Registered Office Address	
	Date of Certificate of in Corporation (Attach Memorandum & article of Association)	
5	Year of Establishment of the units.	

Check list of Attached documents.

S. No	Description	Yes/ No
1	Detail of tender fee and bid security- Annexure – I	
2	Proof of tender fees receipt - Annexure – I	
3	Proof of EMD payment receipt- Annexure – I	
4	Format of CA certificate of Annual turnover – Annexure– II (TECH-I) (FY 2022-23, 2023-24 and 2024-25)	
5	Bid Submission of Covering letter/ Application form - Annexure-III	
6	Data sheet – As per Annexure-IV along with necessary documents	
7	Affidavit undertaking - Annexure- V	
8	Vendor details - Annexure- VI	
9	Eligible experience of 03 years - Annexure- VII (FY 2022-23, 2023-24 and 2024-25)	
10	Copy of PAN/TIN	
11	In Case of partnership firm, partnership deed	
12	In case of limited or private company, certificate of incorporation	
13	All Tax registration	
14	Documents related work completion letter/orders in the field of Industrial Deep Cleaning & Hygiene Management work. (Annexure- VIII)	
15	Certified true copy of identity proof	
16	Copy of the Partnership/ Pvt. Ltd / Public Ltd/ Others.	
17	Copy of the Aadhar Card	
18	Copy of the GST registration	
19	Copy of the last income tax return (AY 2023-24, 2024-25 & 2025-26)	
20	Copy of QMS must be uploaded.	

Documentary proofs for above mentioned details are attached herewith after self-certification. I hereby confirm that all the above information is true to the best of my knowledge & belief. All the documents as required in the tender are enclosed.

Date

Seal and Signature of Bidder

Note: 1. Separate sheet may be used if necessary.

2. Covering letter should be submitted on the letter head of the organization of the bidder.

Annexure–IV

DATA SHEET

1	Name of the Organization	
2	Name of the authorized person	
3	Address & contact Numbers	
4	Year of establishment	
5	Whether registered for GST –mention number and date. Also furnish copies of GST number allotted	Upload necessary documents
6	Mention PAN/TIN furnish copy of last income tax return (AY 2023-24, 2024-25 & 2025-26)	Upload necessary documents
7	Whether empaneled with other Government organizations. If so, give names of organizations with the details of empanelment.	Upload necessary documents
8	Last 03 years average annual turnover (FY 2022-23, 2023-24 and 2024-25)	Attach necessary documents as per Annexure II

Signature:

Name:-----

Designation:-----

Affix Company seal

FORMAT FOR AFFIDAVIT /UNDERTAKING

To,

**Chief Executive Officer,
MFP-PARC, Barkheda Pathani
Bhopal – 462022**

I Aged.....having permanent residence at solemnly affirm that I as the..... (Post of the Signing Authority) of the (Name of the Company) and the person duly authorized to submit the bid state that the information and documents submitted by me in the Technical Bid are true and correct and complete to the best of my knowledge and I shall be responsible in law for any misrepresentation and wrong information.

I also confirmed that neither me nor the firm/company represented by me has been debarred and/or blacklisted by any department/ PSUs/Semi government organization/ Board etc. of Central and State government in last 5 years and no such debarment and blacklisting is in effect at the time of submission of this bid.

Solemnly affirmed on this day of.....

Yours Faithfully

Seal and Name

Note: This should be on Rs. 100 Non-Judicial Stamp Paper / Franking and to be Notarized and signed by the authorized signatory.

Annexure-VI

FORMAT OF VENDOR DETAILS

Detail of Bank and Service Provider (For RTGS/NEFT Payment)

Name of Service Provider: _____

Type of Business: _____

(Company, Proprietor, Partnership)

Postal Address: _____

Pin No. _____

Telephone no: _____ Mobile No. _____

Email Id: _____

PAN No. : _____

Tin No and Date: _____

GST No. and date: _____

P.F. No.: _____

Name of Account Holder _____

Bank Account No: _____

Type of Account _____

Bank IFSC Code: _____ MICR Code _____

Name of Bank: _____ Branch Name _____

Bank Address: _____

Pin No. _____

Contact Person Name: _____ Mobile No. _____

Signature of Authority

Name _____

Address _____

Contact no. _____

Schedule - 1

FORMAT FOR FINANCIAL BID (ONLINE ONLY)

(Do not submit in Hardcopy)

In response to the RFP document, I/We hereby quote the **'Financial Bid'** through online portal; <https://mptenders.gov.in>

<u>PRICE SCHEDULE</u>		
(This 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 this tender. Bidders are allowed to enter the Bidder Name and Values only)		
NUMBE R #	TEXT #	NUMBER #
Sl. No.	Work Description	Quoted Amount in Rs.
1	Request for Proposal regarding Industrial Deep Cleaning & Hygiene Management For Vindhya Herbals, Barkheda, Bhopal	
Total in Figures		
Quoted Rate in Words		

Schedule – 2

Bank Guarantee

To

[Name of Authority]

[Address of Agency].....

WHEREAS

.....

..... [Name and address of Agency] (Hereinafter called "the Contractor") has undertaken, in pursuance of Letter of Acceptance No.

.....dated to

Execute.....name of Contract and brief description of Works] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total

of..... [amount of guarantee]*

..... (in words),

such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [Amount of guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This Performance Security shall be INR.....Lakh (Rupees) valid up to (6 months following the Contract Period.)

Signature, Name and Seal of the guarantor

.....

Name of Bank

Address

.....

.....

Phone No., Fax No., E-mail Address, of Signing Authority

.....

Date

(Till such time the Designing Agency provides the Performance Security, the EMD shall remain in full force and effect.)