

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD.
REGIONAL INSTITUTE - VI, P.O. JAYANT
DIST: SINGRAULI (M.P) PIN - 486890**

**TENDER DOCUMENT
FOR
RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS
FOR ONE YEAR FOR CMPDI RI-VI, JAYANT.**

Tender No: CMPDI/RI-VI/E&M/STORE/2015-16/09

Date: 07-04-2015

No. of pages: 8 (Eight)

To,

M/s. _____

Signature of Issuing officer

CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED.
REGIONAL INSTITUTE-VI
PO: JAYANT, DIST:- SINGRAULI (M.P.)

No. CMPDI/RI-VI/E&M/STORE/2015-16/09

Date 07-04-2015

NOTICE INVITING TENDERS

Sealed tenders in TWO PART SYSTEM are invited from experienced Supplier having got required experiences of supplying following items to any Central Govt./PSU/State Govt units or an authorized dealer of the items:

Description of supply : Rate contract for Supply of Reputed makes of Stationery items at CMPDI RI-VI, office Jayant for one year as per the listed items in bill of quantity (BOQ) (Page no. 5 & 6).

Estimated cost is **Rs.2,25,469.00**

Issue of Tender Documents : Begins on 10/04/2015 , Closes on 24/04/2015

Cost of Tender Documents : Rs. 250/-

Earnest Money Deposit (EMD) Rs. 4510/-

Last date of submission of sealed tenders : 25/04/2015 upto 3:00 PM

Schedule date and time of opening Envelope – I **(Part-I)** : 25/04/2015 at 3:30 PM

Date and time of opening Envelope –II **(Part-II)** : Shall be communicated in due course of time to the qualified bidders after scrutiny of all the requisite documents submitted by the individual bidders in Envelope-I .

Tender Documents can be obtained from the office of the GM (E&M) on any working day between 9.30 Hrs to 12.30 Hrs after payment of tender document fee at the cash office of RI-VI, Jayant. Earnest money has to be deposited in the form of Demand draft on a schedule Bank in favour of **“CMPDI Ltd, Regional Institute, Singrauli”**, payable at Morwa/Dudhichua/Jayant

The minimum eligibility criteria for award of the contract shall include the following:-

- i) Documentary evidence in support of having experience of supplying similar materials to any Central Govt/PSU/State Govt units. Or, authorized dealer of the items.
- ii) Photocopy of Permanent Account Number Card (PAN).
- iii) Photocopy of TIN/Sales tax Registration Certificate.

Tender should be submitted in two separate sealed envelopes super-scribing clearly Envelope no, Name of the work, Tender notice no. "Envelope-I" should contain the tender document issued by department duly signed with seal on all pages by tenderer, all the requisite documents mentioned above at (i) to (iii) as per minimum

eligibility criteria and EMD. "Envelope-II: (Price Bid)" should contain item wise quoted price of the bidder in the Price bid enclosed with the tender document,

All the envelopes containing the tenders must be properly sealed. Envelopes stapled shall not be accepted.

Location/Place of submission of tender: In the office of GM (E&M), CMPDI RI-VI, Jayant, Singrauli-486890 (MP)

For further details, please log on CMPDI's web page <http://www.cmpdi.co> and Government web site www.tenders.gov.in. Any tenderer, who desires to download the tender document from website and submit the tender on due date and time, may do so subject to the condition that they have to deposit the cost of tender document in form of Demand Draft drawn on any nationalized/scheduled bank payable to 'CMPDI Ltd., Regional Institute, Singrauli' Payable at 'Morwa/ Dudhichua/Jayant'.

The company shall not be responsible for any delay/difficulty/inaccessibility of the downloading facility or any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

The bidders will be required to submit an undertaking (Appendix-1) that they will accept the tender document as available in the website and their tenders shall be rejected, if any tampering in the tender document is found to be done, at the time of opening of tender.

The Bank Draft towards the cost of tender documents (Application Fee) and the undertaking of the tenderers as above shall be submitted in a separate envelope marked "cost of Tender documents and the Undertaking" and not with Part-I.

In case of any discrepancy between the tender document downloaded from the website and the master copy available in the office, the later shall prevail & will be binding on the tenderers. No claim on this account shall be entertained.

CMPDI does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders at any stage without assigning any reason whatsoever.

HOD (E&M)

Distribution:

- 1) RD, CMPDI, RI-VI: for kind information.
- 2) Secretary to RD - with a request to display on all the Notice boards.
- 3) HOD (Finance), CMPDI, RI-VI.
- 4) Purchase Committee members.
- 5) HOD(P&A) - Total 10 copies for distribution as under:
 - 9 copies for Secretaries to GM/
CGM:Jayant/Dudhichua/CWS/Nigahi/Amlohri/Khadia/Kakri/Bina/Jhingurda.
 - 1 copy for OIC, Drilling Camp, Singrauli.
- 6) Vigilance officer, CMPDI, RI-VI, Jayant.
- 7) HOD (E-Procurement & contract management cell), CMPDI, HQ, Ranchi

Terms & Conditions:

- 1) Consignee: Regional Director, CMPDI, RI-VI. PO-Jayant, Singrauli-486890
- 2) Accepting authority: RD. CMPDI, RI-VI or his authorized representative.
- 3) Paying authority: HOD (Finance), CMPDI RI-VI, Jayant
- 4) Rate quoted must be inclusive of all taxes, duties, TOT, VAT, etc i.e. net price for Destination i.e. CMPDI, RI-VI., P.O. Jayant, Dist. Singrauli (M.P.)-486890.
- 5) The offer must be firm for the entire Contract period of one year.
- 6) The supply shall be completed within 30 days from the date of receipt of Supply Order which shall be placed on the party on as and when required basis in the year.
- 7) The lowest bidder will be decided on the basis of lowest bids against individual items.
- 8) The tenderers should sign with seal on all pages of tender document including all enclosures submitted with the tender. Offers received without signature and seal on all pages shall be rejected.
- 9) 90% payment will be made within 30 days after satisfactory supply, inspection & acceptance of the supplied materials against each supply order on submission of bill(s). Balance 10% will be kept as security deposit and shall be released after expiry of 3 months from date of each supply.
- 10) In case of late supply by the supplier, penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed.
- 11) The offer must be valid for six months from the date of opening of the Tender.
- 12) The EMD will be refunded to the unsuccessful tenderer immediately after finalization of the Tender.
- 13) In case of late supply by the supplier –
 - i) Penalty @ 0.5 % per week or part thereof subject to a maximum of 10% shall be imposed.
 - ii) However in case of emergency , If the ordered materials are not supplied, within scheduled period of 4 weeks , the supply order will be cancelled and materials shall be procured in full & part by CMPDI from other sources, and excess cost, if any cost shall be recovered from the EMD/pending bills from the defaulting supplier.
- 14) The rate contract period for the stationery items will be for one year from the date of issue of rate contract supply order.
- 15) **Non- disclosure/Confidentiality Clause:**

The bidder will not any time during the pendency of contract or afterwards, disclose to any person any information as to documents, components, parts, information, drawings, data, sketches, plan, programs, Specifications, techniques, processes, software, inventions and other material, both written and oral, of a secret , confidential or propriety nature, including without limitations any and all information relating to finance, invention, research, design or developments of information system and any supportive or incidental subsystems, and any all subject matter claimed in or disclosed by any patent application prepared or filed by or on behalf of CMPDIL, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.

CMPDIL also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit of other, any Proprietary Information which is disclosed to the bidder by CMPDIL at any time during the agreement/

award of work/ execution of work and thereafter. The bidder shall disclose Proprietary Information received under the contract to person within its organization only if such persons (i) have a need to know (ii) are bound in writing to protect the confidentiality of such Proprietary Information. This clause shall survive and continue after any expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.

HOD (E&M)

**BILL OF QUANTITY FOR RATE CONTRACT OF SUPPLY OF STATIONERY ITEMS
AT CMPDI RI-VI, JAYANT**

| S.no | Description of items | Unit | Required quantity for the year | Unit Rate in | Make offered |
|-------------|--|-------------|---------------------------------------|---------------------|---------------------|
| 1 | A-4 Photocopy paper, JK RED or equivalent,75GSM, 500 sheets per Ream | Ream | 600 | | |
| 2 | A-3 Photocopy paper, JK RED or equivalent,75GSM, 500 sheets per Ream | Ream | 5 | | |
| 3 | 36" width,45m length ,80 GSM, Plotter paper Oddy or equivalent | Roll | 60 | | |
| 4 | 42" width,45m length ,80 GSM, Plotter paper Oddy or equivalent | Roll | 10 | | |
| 5 | Spiral comb 10mm,GBC | No. | 300 | | |
| 6 | Spiral comb 12mm,GBC | No. | 300 | | |
| 7 | Spiral comb 16mm,GBC | No. | 300 | | |
| 8 | Spiral comb 22mm,GBC | No. | 300 | | |
| 9 | Spiral comb 28/25mm,GBC, | No. | 200 | | |
| 10 | Sketch pen (set of 12 pens) –luxor or equivalent | Dozen | 5 | | |
| 11 | Drafting Pad Big – Galaxy or equivalent | No. | 250 | | |
| 12 | Flat file (printed on cover page as per sample) | No. | 500 | | |
| 13 | Tag file (printed on cover page as sample) | No. | 500 | | |
| 14 | Plastic file | No. | 50 | | |
| 15 | Bond register , Big size 5qr, 16x26 | No. | 50 | | |
| 16 | Bond register , Medium size 2qr, 16x26 | No. | 75 | | |
| 17 | File Board | No. | 100 | | |
| 18 | Dak Pad (Big) | No. | 30 | | |
| 19 | Clutch pencil (Camel/Reynolds), Novel 0.5 or equivalent | No. | 30 | | |
| 20 | Pencil Eraser (non-dust) Natraj or equivalent | No. | 50 | | |
| 21 | Glue Stick,08 gms Fevistick/Faber Castle or equivalent | No. | 80 | | |
| 22 | Punching m/c (Double), Kangaroo DP 481 or equivalent | No. | 15 | | |

| | | | | | |
|----|--|---------|-----|--|--|
| 23 | Stapler Big size 24/6, Kangaroo or equivalent | No. | 10 | | |
| 24 | Stapler Pin 24/6, Kangaroo or equivalent ,make,bigsize | Packet. | 10 | | |
| 25 | Stapler small, Kangaroo or equivalent | No. | 20 | | |
| 26 | Stapler Pin 10, Kangaroo or equivalent ,make,small | Packet | 50 | | |
| 27 | White Fluid (Correcting Pen) | No. | 40 | | |
| 28 | Cello tape (Coloured), 38mm x36 mtr | No. | 20 | | |
| 29 | Cello tape (Ordinary), 25mm x36 mtr | No. | 20 | | |
| 30 | Cotton Duster, 18"x18" | No. | 150 | | |
| 31 | Envelop 4"x9" (packet of 100) | Packet. | 40 | | |
| 33 | Envelope, 10"x12" Plastic coated | No. | 200 | | |
| 34 | Ball point pen ,standard (pkt of 10) | Packet | 25 | | |
| 35 | Triangular scale | No. | 3 | | |
| 36 | Transparent sheet, 100 micron , | Packet | 10 | | |
| 37 | Highlighter, Fabre castle (packet of 5) or equivalent | Packet | 10 | | |
| 38 | Tag 6" long | Bundle | 30 | | |
| 39 | Dust bin | No. | 15 | | |

Signature of Bidder

**TENDERER THOSE WHO HAVE DOWN LOADED THIS TENDER DOCUMENT
FROM CMPDIL WEBSITE**

This is to certify that I/ we have downloaded this tender document from CMPDIL Website is being submitted without tampering at any page. Further, we understood that in the event of such tampering is detected at any stage or any time CMPDIL have got right to terminate this work, forfeit the EMD/ Security deposit submitted by us and our firm can be blacklisted.

Signature of the Bidder.