

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

TENDER DOCUMENT
FOR
RATE CONTRACT
FOR
COMPUTER CONSUMABLES
FOR CMPDI, RI-VI
FOR ONE YEAR

Tender No: CMPDI/RI-VI/E&M/COMP/2015-16/ 18

Date: 13-04-2015

No. of pages: 8 (Eight)

To

M/s. _____

Signature of issuing officer

CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED
REGIONAL INSTITUTE-VI,
POST: JAYANT, DIST:- SINGRAULI

Tender No. CMPDI/RI-VI/E&M/COMP/2015-16/18

Date: 13.04.2015

NOTICE INVITING TENDERS

- 1.0 Sealed tenders in TWO PART SYSTEM are invited from experienced Suppliers having required experience of supplying for the following items to any Central Govt./PSU/State Govt units or for authorized dealer:

Description of work	Rate Contract for Supply of Computer Consumables at CMPDI,RI-VI,Singrauli,office for one year (As per annexure-III)
Estimated cost	Rs. 1,00,400.00
Issue of Tender Documents	Begins on 14-04-2015 Closes on 29-04-2015 at 1.00 P.M
Cost of Tender Documents	Rs. 100/-
Earnest Money Deposit (EMD)	Rs.2008/-
Last date of submission of sealed tenders	30-04-2015 up to 3.00 PM
Schedule date and time of opening of Envelope-I	30-04-2015 at 3.30 PM
Date and time of opening of Envelope -II	Shall be communicated in due course of time to the qualified bidders after scrutiny of all the requisite documents submitted by the individual tenderers in Envelope-I.

2.0 Availability of Tender Document

- 2.1 Tender Documents can be obtained from the office of the E&M department CMPDI, RI-VI on any working day between 10.00 Hrs to 13.00 Hrs after payment of tender document fee at the cash office of RI-VI, Jayant. Earnest money has to be deposited either in cash at Cash office or in the form of Demand draft on a Scheduled Bank in favour of "CMPDI Ltd., Regional Institute , Singrauli", payable at 'Morwa/ Dudhichua/Jayant'.

- 2.2 Tenders downloaded from websites :-

Complete Tender Document can also be downloaded from CMPDI's web site <http://www.cmpdi.co.in> or Government of India 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 document/paper.

The bidders who have downloaded the document from the websites will be required to submit an undertaking (Annexure-I) 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 document (Application Fee) and the undertaking of the tenderer as per Annexure-I shall be submitted in Envelope-I along with the other documents as specified in Sl. Nos. 3.0 (Minimum eligibility criteria) and 4.0 (Submission of offer).

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

3.0 Minimum eligibility criteria

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

- 3.1 The Tenderer should be in a position to supply in specific delivery period at least 25% of the total quantity of the material for which the bid has been issued.
- 3.2 The Tenderer must submit documentary evidence in support of 3.1 in the form of certified copy of work order/payment certificate/vouchers for which the payment has been made.
- 3.3 The intending Tenderer must have experience in supply of similar materials having completed successfully during last 3 (three) years ending March 2015 with supporting evidence/certified copy of bill for supply of materials and should be either of the following:
 - i) Three complete works for supply of similar materials each costing not less than the amount equal to 40% of the estimated cost i.e Rs.40160.00 only.
 - ii) Two complete works for supply of similar materials each costing not less than the amount equal to 50% of the estimated cost i.e Rs 50200.00 only.
 - iii) One complete work for supply of similar materials costing not less than the amount equal to 80% of the estimated cost i.e Rs. 80320.00 only.
 - iv) Average annual turnover for supply of similar material during the last three years ending 31st March 2015 should be at least 30% of the estimated cost i.e Rs30120.00.

3.4 In addition, the bidder has to submit the following:

- 3.4.1 Photocopy of Permanent Account Number Card (PAN).
- 3.4.2 Photocopy of TIN/Sales tax Registration Certificate.
- 3.4.3 An affidavit on judicial stamp paper (Format enclosed as Annexure – II) that all the Documents/information submitted by them are correct and they do not have any relationship with any CMPDI employee.

4.0 Submission of Offer

Tenderers are required to submit their offers in a single sealed envelope giving reference to the Tender Notice No. and date. The single sealed envelope shall contain offers in separate two envelopes properly sealed and superscribed as Envelope - I and Envelope - II respectively. Both envelopes as well as the single envelope containing the two envelopes must be sealed & secured. Envelopes sealed only by gum or stapled shall not be accepted.

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.

Two envelopes should contain the details of the offer as follows:

Envelope- I (Commercial) -

Should contain the following –

- i) Tender document, duly signed in all pages by the tenderer, as issued by department or as downloaded from website.
- ii) Cost of tender document, if downloaded from websites.
- iii) EMD
- iv) All the requisite documents mentioned above at Sl. No. 3.0 (minimum eligibility criteria).

Envelope- II (Price) -

Should contain rates only in the format as indicated in this tender document (Annexure –III).

Location/ Place of submission of Tender: In tender box kept In the Office of GM(E&M)/Purchase Officer, CMPDI, RI-VI, Jayant Singrauli M.P.-486890

5.0 Opening of Offers

Envelope – I (Commercial bid) will be opened by the tender committee on 30-04-2015 at 3.30 PM in the office of the E&M Department, CMPDI,RI-VI Jayant, Singrauli.

Envelope – II (Price bid) of the offers shall be opened by the tender committee only in respect of such tenders as are found valid after scrutiny of Envelope – I.

Date and time of opening of Envelope – II(Price bid) of successful tenderers will be communicated by the tender committee in due course.

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.

Dy. Manager (Excv.)

Distribution:

- 1) RD, CMPDI, RI-VI: for kind information.
- 2) Secretary to RD - with a request to display on the notice boards.
- 3) HOD (Finance), CMPDI, RI-VI.
- 4) Purchase Committee members.
- 5) HOD (P&A) - Total 12 copies for distribution as under:
 - 11 copies for Secretaries to GM/CGM - Jayant/Dudhichua/CWS/Nigahi/Amlohri/ .Khadia/Kakri/Bina/Jhingurda/Block-B/ Krishnashila
 - 1 copy for OIC, Drilling Camp, Singrauli.
- 6) HOD EP&CM cell CMPDI (HQ), Ranchi.
- 7) Vigilance Officer, CMPDI, RI-VI.

Terms & Conditions

1. Consignee: Regional Director, CMPDI, RI-VI.
2. Bill accepting authority: RD, CMPDI, RI-VI or his authorized representative.
3. Paying authority: HOD (Finance), CMPDI, RI-VI.
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 from the date of award of rate contract order.
6. The Supply shall be completed within 30 days from the date of receipt of Supply Order.
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. 100% 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).
10. The offer must be valid for four months from the date of opening of the Tender (i.e Envelope II Price bid).
11. The successful Tenderer will be required to Deposit Security money amounting to 10% of the awarded value (value arrived based on the estimated annual consumption and item- wise finalized rates of successful Tenderer) in the form of Bank Draft (in favour of **"CMPDI Ltd., Regional Institute, Singrauli"** on any Nationalized Bank Payable at Jayant/Dudhichua/Morwa) within 15 days from the date of issuing order. EMD deposited by the tenderer will be converted to Security money which will be refunded to the tenderer within 30 days of satisfactory execution of the contract period.
12. The EMD will be refunded to the unsuccessful tenderers immediately after finalization of the Tender.
13. In case the Tenderer fails to Deposit Security money within the stipulated period the order shall be cancelled and the EMD Deposited against the Tender shall be forfeited.
14. Security Deposit will be forfeited in case of contractual failure.
15. 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 time 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, shall be recovered from the EMD/pending bills of the defaulting supplier.

16. **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.

Dy. Manager (Excv.)

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

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

Signature of the Bidder
with seal and date

**(NON-JUDICIAL STAMP PAPER OF Rs. 10/-)
AFFIDAVIT**

I, Partner/
Legal Attorney/Proprietor/Accredited Representative of M/s
..... Solemnly declare that -

1. I/We am/are submitting Tender for the work
..... against Tender Notice No.
.....
2. Myself or our partners do not have any relative working in CMPDI. I do not have any relative working in CMPDI.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this Tender is complete, correct and true.
4. All Documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
5. The Price-Bid submitted by me/us in Envelope - II is "WITHOUT ANY CONDITION"
6. If any information or Document submitted is found to be false/incorrect, department may cancel my/our Tender and action as deemed fit may be taken against me/us including termination of the contract. All dues including Earnest money may be forfeited and my/our firm and all partners of the firm may be blacklisted.

Seal of Notary.

Signature of the Tenderer.
Date:

**BILL OF QUANTITY/PRICE-BID FOR RATE CONTRACT OF SUPPLY OF
COMPUTER CONSUMABLE ITEMS AT CMPDI, RI-VI, JAYANT**

Annexure-III

Sl. No.	Printer/Plotter/ Photocopier details	Toner/Cartridge/Drum Unit	Qty	Unit Rate Rs.
1	BROTHER 5350DN	DR3217	5 Set	
2	BROTHER 3040CN	DR240 (Black, Cyan, Magnta, Yellow)	3 Set	
3	Samsung SL-M3320ND/XIP	MLT-D203S	7 Nos	
4	Compac Disk (CD)	CD	100 Nos	

Signature of bidder

Note-(Quoted rate should be inclusive all taxes and duties)