



# सेंट्रल मार्ईन प्लानिंग एण्ड डिज़ाइन इन्स्टीच्युट लिमिटेड

क्षेत्रीय संस्थान -6, पोस्ट: जयन्त, ज़िला-सिंगरौली (म.प्र.)-486 890

## Central Mine Planning & Design Institute Limited

Regional Institute-VI, P.O.-Jayant, Dist.-Singrauli (M.P.)-486 890



NO. CMPDI/RI-VI/E&M/Tender/2015-16/21

Dt 14-04-2015

### NOTICE INVITING TENDER

Sealed tenders in *TWO PART SYSTEM* are invited from contractors having valid Electrical contractor's license and having sufficient experience of undertaking similar nature of work.

Sl no.	Name of work	Estimated cost	Earnest Money	Cost of Tender document
1	Annual maintenance & upkeep of electrical installations at CMPDI, RI-VI Camp and Township at Singrauli	Rs.265615/-	Rs.2656/-	Rs.100/-

**Date and Time Of Issue Of Tender Document :**

**From 17-04-2015 To 06-05-2015**

**From 9.30 AM to 12.30 PM During Working Days.**

**Date & Time of Submission of Tender :**

**Up To 07-05-2015 Till 3.00 PM**

**Date & Time of Opening of Tender :**

**07/05/2015 at 3.30 PM**

Tender document will be issued individually on requisition in writing from the intending tenderers or their accredited representatives. Tender Documents can be obtained from the above address on any working day between **9.30 hrs. to 12.30hrs** on payment of prescribed application fee. Application fee should be paid in cash in the Cash Office of RI- VI office. EMD can be deposited in the form of bank draft on a scheduled bank in favour of "CMPDI Ltd., Regional Institute, Singrauli" on any Nationalized/ scheduled bank payable at Dudhichua/Jayant/ Morwa. EMD will be refunded after satisfactory completion of the work.

The Tender Notice will also be available at CMPDI website <http://www.cmpdi.co.in> and [www.tenders.gov.in](http://www.tenders.gov.in) from **17-04-2015 to 06-05-2015**. The bidders can download Tender Document from this website and in such case the tenderer has to submit the application fee for tender document in the form of Bank Draft from scheduled/ Nationalized Bank along with duly signed undertaking as per Annexure-A in a separate envelope super scribbling "Cost of tender document". However, the bidders shall be responsible for the accuracy of the downloading of the tender documents and CMPDI shall not be responsible for any error committed by the bidder in this respect.

### Eligibility Criteria

The basic minimum eligibility criteria for the bidders will be as under:

- The tenderer must have valid Electrical Contractor's license.
- The intending tenderer must have experience of similar nature work ie. Carrying out maintenance and upkeep of electrical installation during last seven years ending on 31/03/2015 should be either of following:-

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost of the item/items tenderer intends to participate OR



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Two similar completed works each costing not less than the amount equal to 50% of the estimated cost of the item/items tenderer intends to participate OR

One similar completed works each costing not less than the amount equal to 80% of the estimated cost of the item/items tenderer intends to participate.

- c) Average annual financial turnover of electrical work during the last three years ending 31<sup>st</sup> March'15 should be at least 30% of the estimated cost of the item/items tenderer intends to participate.
- d) MPST/ TIN registration certificate.
- e) Permanent Account Number of Income Tax
- f) Service Tax registration certificate if applicable or give Affidavit if annual turnover is less than ₹10 lakhs.
- g) The tenderer should ensure implementation of Minimum Wages Act, CMPF and Miscellaneous Provision Act. 1948 and allied scheme. The tenderer should submit an **affidavit** (as per format provided in Annexure-III) in this regard duly authenticated by Notary.

The tender must be submitted in two envelopes, properly sealed and secured with the first envelope containing credentials (duly authenticated by the bidder) in support of his qualification in accordance with the eligibility criteria along with the EMD and tender documents clearly indicating for the item the tenderer intending to participate and the second envelope containing the duly filled in tender document in respect of price bid. The tender shall be submitted in two separate sealed envelopes super-scribing clearly on the cover of the envelope, envelope number, name of the work, tender notice number & correct name & address of the tenderer. No tender will be considered eligible unless accompanied with EMD & the entire requisite credentials in support of tenderers' qualification. All the pages of the tender document shall be signed by the bidder or his authorized representative with a power of Attorney.

Mere issuance of tender documents shall not make the tenderers eligible for consideration for opening of Price Bid. The company (CMPDI) reserves the right to accept or reject any or all of the tenders or to postpone the date of receipt and opening of tender without assigning any reason whatsoever.

**Chief Manager (E&M)**

### Distribution:

1. RD, RI- VI - for kind information.
2. Secretary to RD, with a request to display on the notice boards - 2 copies.
3. Tender Committee members
4. HOD (Finance), CMPDI, RI- VI, Jayant
5. Personnel Manager - 9 copies for distribution as under:
  - 7 copies for GM (E&M)/ CM (E&M) - Jayant/ Duhichua/ CWS/ Nigahi,/Bina/Kakri/Khadia
  - 1 copy for OIC, Drilling Camp, Singrauli &
  - 1 copy for CGM (E&M), NCL, Singrauli.
6. Cashier, CMPDI, RI- VI, Jayant.



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### TERMS AND CONDITIONS

- 1) The contractor is to carry out maintenance and upkeep of electrical installations at CMPDI, RI-VI camp at Singrauli on daily basis for all the days of the contract period including Sundays & holidays. The workmen deployed by the contractor shall have proper license from state Govt./ relevant license of electricity boards/ ITI certificate in electrician trade to work in M.P.state. These persons should also be capable of maintenance of telephone lines installed in office/ township.
- 2) The contractor shall ensure without fail, for smooth maintenance and upkeep of the work.
- 3) The contractor has to deploy a team of workmen at camp from 8:00 a.m to 6.00pm. on all days including Sundays & holidays .
- 4) The timings of duties of workmen may be changed by the Engineer-in-Charge depending on requirement in the office & township, season or any other reason/reasons. However, the duration of duty hours shall remain unchanged.
- 5) Attendance Register will be kept with the Engineer-in-charge or his authorized representative and the Electricians/ helpers are to mark their attendance in the Register. In case of absence of any person (if equivalent replacement is not provided by the contractor) a penalty will be imposed equal to double the wages (as per minimum wages act) of the Electrician (skilled) / Helper (semi-skilled) as the case may be.
- 6) Monthly bills claimed for payment must be complete with required revenue stamp and signature of workmen acknowledging full receipt of wages of the related month(s) according to Minimum Wages Act.
- 7) 90% payment towards monthly charges for carrying out the job of maintenance and upkeep, shall be paid every month after satisfactory completion of work and compliance of other terms and conditions and balance 10% inclusive EMD shall be kept as security deposit and shall be released after satisfactory completion of the contract period and completion of other formalities.
- 8) The responsibilities of safety, compensation etc in case of any accident of contractor's workers shall be contractor's responsibility.
- 9) Workers employed should be well trained / qualified and well mannered. In case of any complaint, the contractor has to change his staff within 7 days notice.
- 10) Though the contract period is for one year, the management has right to terminate the contract with one month notice at any time during the contract period.
- 11) Contractor shall provide all safety gears and tools for properly carrying out the work and shall ensure that the same are used by their workmen.
- 12) All consumables for maintenance purposes shall be provided by CMPDI as and when required.
- 13) The safety of the workmen engaged by the contractor shall be the sole responsibility of the contractor .The contractor shall make all possible measures for safety as per statutory provisions. Any compensation on account of damage of person or properties of CMPDI, has to be borne by the contractor.
- 14) Transport to workmen shall not be provided by CMPDI. However a room may be provided in the township, subject to availability of such room, for workmen in case of their stay in the colony in the late hours of night.



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- 15) Maintenance services shall be carried out under direction of the Engineer-in-charge or his representative.
- 16) One room in the service building shall be provided for keeping tools, tackles, Complaint registers. Attendance register, record of works carried out by contractor workmen shall be provided by the contractor.
- 17) Registers shall be maintained by contractor for complaints, material consumption and Attendance registers & other records.
- 18) ***The nature / volume of maintenance work is enclosed in Annexure -I The tenderers are also requested to visit the maintenance sites before submitting their offer.***
- 19) The contractor shall have an office in Singrauli preferably with Telephone connection so that they can be contacted at the odd hours.
- 20) The contractor shall pay wages to his/ their workers as per minimum wages Act of the State Govt. and all the legal procedures are to be strictly followed by the contractor.
- 21) The contractor, at his own cost, shall arrange and maintain insurance as may be necessary to protect his workmen till completion of the job.
- 22) The offer should be valid for a period of 3 months from the date of opening the tender.
- 23) The rates of the contract once finalized, will remain firm throughout the contract period, and no escalation whatsoever shall be admissible.
- 24) The rate quoted should be inclusive of all taxes excluding service tax.
- 25) **Non-disclosure/Confidentiality Clause:** The bidder will not at any time during pendency of contract or afterwards disclose to any person any information as to documents, components, parts, information, drawing, data ,sketches, plans, programs, specifications, techniques, process ,software, inventions and other material, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance, invention, research, design or development of information system and any supportive or incidental subsystem and any and all subject matter claimed in or disclosed by any patent application prepared or filled 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 or for the 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 and (ii) are bound in writing to protect the confidentiality of such Proprietary Information. This Clause shall survive and continue after and expiration or termination of the contract and shall bind the contractor, its employees, agents, representative, successors, heirs and assigns.

Chief Manager (E&M)



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### ANNEXURE-A

#### **Terms & Conditions for Downloaded forms from Website:**

1. The company shall not be responsible for any delay/ difficulties/ inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.
2. The bidders, who will download tender documents from the website of the company, will be required to pay the cost of tender documents (Application fee) by Bank Draft as per NIT at the time of submission of tender.
3. The bidders will be required to submit an undertaking that they will accept the tender documents as available in the website and their tender shall be rejected if any tampering in the tender document is found to be done at the time of opening of the tender.
4. The Bank Draft towards the cost of tender documents (Application fee) and the undertaking of the tenderer as at Sl. No. 3) shall be submitted in a separate envelope marked "Cost of Tender Documents and the Undertaking" and not with Part-I/ EMD.
5. In case any discrepancy between the tender documents downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on the tenderers. No claim of this account will be entertained.

The following is the undertaking required to be signed by the Bidder, downloading tender document from the Website, and submitted in a separate Envelope along with Demand Draft for Application form for tender document:

#### UNDERTAKING BY THE BIDDER

- i) I/WE accept the tender documents as available in the website and my/our tender shall be rejected if any tampering in the tender document is found to be done at the time of opening of the tender.
- ii) In case of any discrepancy between the tender documents downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on me/us. No claim of this account will be entertained by CMPDI.

Signaturer of the Tenderer, Applying through Website



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### Annexure-I

#### Nature, Volume & Scope of maintenance work at CMPDI Camp office and township at Singrauli :

- 1) Electrical Maintenance of all the 90 (Ninety) quarters of Type-II, Type-III and Type-SH (Staff Hutment) in CMPDI Exploration Camp colony.
- 2) Besides quarters; All Office Buildings in the campus, Club, Stores, Pump House, Sub-Station, Switch Room, etc. are there in the CMPDI Exploration Camp Colony Complex.
- 3) Power supply arrangement for all the pumps & Submersible Pump installed or to be installed in the Exploration Camp for water supply.
- 4) All Telephone Distribution Pillars, Incoming Line Structures comprising of Isolators, Insulators, Lightning Arrestors, Conductors, Safety guards, Cables, Panels, Transformers, O/H lines.
- 5) All Street Light Poles, Light fittings, Pole fittings, Junction Boxes etc. of Exploration Camp Colony and its Office Complex.
- 6) Electrical installations in entire Exploration Camp Office buildings are under the purview of this contract.
- 7) Maintenance of internal wiring system, power circuits, power supply system including incoming power supply to quarters / buildings.
- 8) Maintenance of power system from L.T. panels to Distribution Boards.
- 9) Maintenance of distribution system.
- 10) Replacement of electrical items / fittings to be provided by CMPDI.
- 11) Maintenance of street light network of Exploration Camp Colony & Office.
- 12) Power supply arrangement to garages sheds.
- 13) Maintenance of HT network and sub-station.
- 14) Any type of special decoration to be made in Exploration Camp colony, or CMPDI Office during any Official Function of CMPDI.
- 15) Any other work related to Electrical Maintenance.
- 16) All working tools & tackles especially One Complete Set of the following are to be provided to the workmen.



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## ANNEXURE – II

NO. CMPDI/RI-VI/E&M/Tender/2015-16/21

**FOLLOWING IS OUR LOWEST QUOTATION FOR THE  
SPECIFIED JOBS OF THE TENDER**

SN	Description	Rate per month Amount [Rs.]	Rate per month Amount ( in words) [Rs.]
1	To carry out Electrical Maintenance and upkeep of electrical installations at CMPDI Camp office and Township at Singrauli as per the terms, Conditions and Scope of work given elsewhere in this tender		

Service Tax extra ( if applicable) .....

Signature of Tenderer/  
Authorized Representative



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### ANNEXURE III

Submission of AFFIDAVIT by the Bidders in the following format.

NON-JUDICIAL STAMP PAPER OF RS.10/-

#### AFFIDAVIT

I.....Partner / Legal attorney/  
Proprietor Accredited Representative of M/S.....  
solemnly declare that

1. I/ we are submitting tender for the work  
.....Against Tender Notice No. .....dated .....
3. Myself or our partners do not have any relative working in CMPDIL. I have /do not have any relative working in CMPDIL.
4. All information furnished by me/ us in respect of fulfillment of eligibility criteria and Qualification information of this tender is complete, correct and true.
5. All documents/ credentials submitted along with this tender are genuine, authentic, true and valid.
6. I/ We shall ensure implementation of Minimum Wages Act, CMPF and Misc. Provision Act 1948 and Allied Scheme OR I/ We are registered under CMPF scheme and our employees covered under the said scheme shall continue to operate under the scheme. Our CMPF Registration no. is..... (Copy enclosed).
7. The Price-Bid submitted by me/ us in Envelope no.2 is " WITHOUT ANY CONDITION".
8. If any information or document submitted is found to be false/ incorrect at any time, department may cancel my/ our Tender and action as deemed fit may be taken against me/ us including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/ our firm and all partners of the firm etc.

Dated.....

Seal of Notary

Signature of Tenderer