



Ref.: CMPDI/RI-1/E&M/2015/107

Date :21/04/2015

### NOTICE INVITING TENDER

**Sub. :** Annual Rate Contract for repairing of fans & accessories of Office & Colony Complex of CMPDI,RI-1,ASANSOL

Sealed quotations are invited from Bonafide / Enlisted / Reputed /Working contractors for “Annual rate Contract for repairing of fans & accessories of Office & Colony Complex of CMPDI, RI-1, ASANSOL”as per **SCHEDULE (ANNEXURE-I)** and **TERMS & CONDITIONS** given below:-

- a) Earnest Money : ₹ 450.00/- (Rupees four hundred fifty only)
- b) Date of Commencement of sale of Tender Documents : 21-April-15 (from 10.30 AM to 12.00 Noon)
- c) Last date of sale of Tender Documents : 29-April-15 up to 12.00 Noon
- d) Last date & time for submission of offers : 30-April-15 up to 01:00 PM.
- e) Due date & time of opening of Offers : 30-April -15 at 03.30 PM.
- f) Place of Opening of offers : **At SR.Manager’s Office, CMPDI, RI-1, ASANSOL.**
- h) Type of Tender : **Single BID**

**NOTE:**

- 1. IF THE TENDER IS NOT OPENED ON THE ABOVE DATE, DUE TO UNFORESEEN CIRCUMSTANCES, THEN IT WILL BE OPENED ON THE NEXT WORKING DATE.**
- 2. BIDDER OR THEIR AUTHORIZED REPRESENTATIVES MAY ATTEND THE OPENING OF THE TENDER. AUTHORISED REPRESENTATIVE MUST PRODUCE A POWER OF ATTORNEY IN HIS FAVOUR.**
- 3. CONDITIONAL BID WILL NOT BE ACCEPTED.**

Tender Document can be obtained from the office of **SR. MANAGER (E&M)**, CMPDI, RI-1, Asansol during **10.30 AM to 12.00 Noon** on all working days from **21-April-2015 free** of cost.

Tender documents can also be downloaded from CMPDI’S website [www.cmpdi.co.in](http://www.cmpdi.co.in) during the period from **21-April-2015 to 29-April-2015.**

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

**SR. MANAGER (E&M)**

Signature of the Tenderer with Seal

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**DISTRIBUTION:-**

1. RD, RI-1, Asansol.
2. Committee Member, RI-1, Asansol.
3. HOD (Fin), RI-1, Asansol.
4. OIC (P&A), CMPDI, RI-1, Asansol, with a request to arrange for display in the NOTICE BOARD.
5. CGM (E&M), ECL, Sanctoria with a request to arrange for display in the NOTICE BOARD.
6. Office Copy
7. Guard File

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Signature of the Tenderer with Seal

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## TERMS & CONDITIONS:

### 1. MODE & METHOD OF SUBMISSION OF QUOTATION

Quotation must be submitted in sealed covers super-scribing "Annual rate Contract for repairing of fans & accessories of Office & Colony Complex of CMPDI,RI-1,ASANSOL","Quotation Number, Date & Time of Opening" and should be dropped in the nominated '**TENDER BOX**' kept in the office of the **SR. MANAGER (E&M)**, CMPDI, RI-1, Asansol. Last date of submission of offer will be 30-April -15 up to 01:00 PM.

Sealed quotation shall be opened on 30-April-15 **at 03.30 PM** in presence of the bidders or their Authorised Representatives. Authorized Representative must produce power of attorney in his favour.

### 2. PAYMENT OF EMD

EMD should be either in the form of Bank Draft or deposit of cash. Bank Draft should be drawn in favour of CMPDI LTD.,RI-1,Asansol on any scheduled Bank payable at Asansol preferably on "State Bank of India"/for cash deposit towards Earnest Money, cash will be accepted by cash office of CMPDI,RI-1,Asansol on all working days from 10-30 AM to 12.00 Noon from 21-April-15 to 30-April-15

In case Earnest Money is not submitted, the offer shall be **out-rightly rejected** without any reference on this subject. EMD shall be refunded to the unsuccessful bidder on request and on production of original money receipt immediately after finalization and award of the tender.

For successful bidder EMD will be refunded after successful completion of **1 (one) Year (from the date of agreement)**. The deposits like Earnest Money will not carry any interest during its period of retention.

### THE DEPOSITS LIKE EARNEST MONEY MAY BE FORFEITED:-

- i) If any bidder withdraws their offer after tender opening during the period of tender validity.
- ii) If the bidder fails to execute the order job after acceptance of order within the specified time limit or does not fulfill any of the terms & conditions.

### 3. The offer shall be accompanied with the copies of:-

- a) Valid Trade license
- b) Electrical Contractor's License
- c) Electrical supervisor's certificate of competency
- d) Electrical workmen's permit
- e) VAT Registration Certificate
- f) PAN No.
- g) Credentials for experience with supporting documents.

### 4. The offer should indicate rate per unit, discount, if any, total price and delivery terms. The rates of taxes and duties applicable should be quoted.

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Signature of the Tenderer with Seal

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5. The price quoted must be firm and offers must remain open for acceptance for six months from the due date of opening of the quotation.

**6. CONSIGNEE**

The Regional Director, CMPDI, RI-1, Asansol – 713 304.

**7. PAYING AUTHORITY**

HOD (F) or his authorized representative.

**8. PAYMENT TERM**

**90%** Payment of the billed amount shall be made after successful completion of job at site.

**9. SECURITY DEPOSIT**

Rest 10% payment of the total billed amount shall be kept with us as security deposit, which will be released after expiry of Guarantee Period on satisfactory performance of the repairing job.

**10. SUBMISSION OF BILL**

Pre-receipted bill in duplicate along with Warranty Certificate are to be submitted to **SR. MANAGER (E&M)**, the payment shall be made by A/C payee cheque only.

**11. COMPLETION**

The job should be completed within 15 days from the date of issue of work order, which will be communicated through email / Post.

**12. WARRANTY**

You have to provide 6 (six) months Warranty w.e.f. date of completion of job against trouble free operation of the System.

**13. PENALTY**

A sum not exceeding 2% per month of the job value which have not been completed for each month or part of the month during the execution of the work subject to maximum of 10% of work value will be recovered from the bill of the party unless subsequent extension of time of completion of work is granted by the Company in writing.

**14. CMPDI, RI-1 reserves the right to accept or reject partly / fully or split-up any or all offers without assigning any reason thereof. No dispute of any kind can be raised against this right of the buyer in any court of law or elsewhere. No correspondence will be entertained in this regard.**

**15. All disputes are subject to Asansol Court Jurisdiction Only.**

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**ANNEXURE – I**

The job covers Annual Rate Contract for repair & maintenance of fans & accessories of the Office & Colony Complex of RI-1, CMPDI, Asansol. The fans are of the following make:

**Ceiling Fan : ORIENT/USHA/INDIA/CALCUTTA/ORTEM/CG**

**Pedestal/Cabin Fan : ORIENT/USHA/INDIA/CALCUTTA/ORTEM/CG**

S.N.	Description of Work	Rate (Rs.)
1	Supply and replacement of one ball bearing in the fan with NBC/TATA make bearing for 1200mm/1400mm ceiling fan	
2	-do- for ceiling fan (old model)	
3	-do- in Pedestal/Cabin fan	
4	Supply and replacement of two ball bearings in the fan with NBC/TATA make bearing for 1200mm/1400mm ceiling fan	
5	Supply and replacement of one bush bearing (machine made) in the fan (ceiling/old model ceiling/pedestal/cabin)	
6	Supply and replacement of two nos. bush bearing (machine made) in pedestal/cabin fan	
7	Supply and replacement of one NBC/TATA make ball bearing and one bush bearing machine made in the ceiling fan	
8	-do- in the ceiling fan (old model)	
9	Repairing of fan regulator (coil type)	
10	Repairing of fan regulator (resistance type)	
11	Overhauling of ceiling fan/pedestal fan/cabin fan	
12	Mechanical work for changing of housing from bush bearing to ball bearing in ceiling fan	
13	Change of shaft for ceiling fan	
14	Change of shaft for pedestal fan/cabin fan	
15	Rewinding of ceiling fan 1200/1400mm without returning of old coil	
16	Rewinding of ceiling fans (old model) without returning of old coil	
17	Rewinding of pedestal fan without returning of old coil	
18	Rewinding of cabin fan without returning of old coil	
19	Supply & replacement of oscillating mechanism for pedestal fan	
20	Supply & replacement of regulator for pedestal fan	

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Signature of the Tenderer with Seal

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## ARTICLES OF AGREEMENT

THIS AGREEMENT is made on this day of \_\_\_\_\_ between THE CENTRAL MINE PLANNING & DESIGN INSTITUTE LTD. (CMPDIL), a subsidiary of Coal India Limited constituted under Coal Mines (Conservation & Development) Act, 1974 and Registered under Gondwana place, Kanke Road, Ranchi in the State of Bihar and its Regional Institute No.1 at Asansol (hereinafter shall be called the INSTITUTE which expression shall, unless excluded by or repugnant to the subject or context shall include its successors and permittee assigns) of the ONE PART

### AND

M/s. \_\_\_\_\_, Licensed Electrical Contractor Registered with West Bengal Small Scale Industries having its office at \_\_\_\_\_ in the State of West Bengal of the OTHER PART (hereinafter shall be called the Contractor which expression shall unless excluded by or repugnant to the subject or context shall include his successors in Office and permitted assigns of the OTHER PART.

WHEREAS it has been agreed between the Institute and the 'CONTRACTOR' that the 'CONTRACTOR' shall enter into a rate contract for repair of fan(s) of this INSTITUTE as per the rates quoted by the CONTRACTOR and accepted by the INSTITUTE, on the terms and conditions specified herein under and also enclosed vide Annexure A which relate to Tender Enquiry and nature of repairs along with accepted rates respectively. The terms and conditions as contained in the above Annexure(s) also form a part of the Agreement.

Witness and it is hereby agreed by and between the parties (i.e. Regional Institute and Contractor) hereto as follows.

1. The rate contract shall be operative for the period w.e.f. \_\_\_\_\_ to \_\_\_\_\_
2. Contractor shall be responsible for proper repair of the fan(s) as and when required, installed in the office building, substation, pump, house residential quarters, rest house, club and other installations of Office and colony complex of CMPDI, RI-I, Asansol to ensure its smooth and trouble free operation.

The contractor shall ensure that the workmen engaged by him for the above mentioned repair job are submissive, obedient and well behaved to the employees of the institute irrespective of rank and file during their duty period.

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Signature of the Tenderer with Seal

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3. The safe and secured delivery of the fan(s) shall be the entire responsibility of the Contractor. Any loss of material, damages caused, transit risk, if any involving both loss of materials, and damages if any shall be to the contractors account. The cost of damages will be deducted from the bill of the contractor and no appeal/request shall be acceptable.
  4. The rates of repairs as mentioned in the enclosed Annexure and inclusive of all taxes and duties, and also includes the cost of taking out the fan(s) from its place repairing it and fixing it back in its original place with rubber reels wherever necessary.
  5. Normal period allowed for the repair job will be as mentioned in the work order which may be extended at the discretion of the INSTITUTE). In the event of the failure to get the job done within the stipulated period, extension time shall have to be sought from the INSTITUTE who may consider the same on the merit of the case and other provisions of the Agreement.
  6. The INSTITUTE shall have the right to impose penalty for delay. If the Contractor shall fail to complete the repair works satisfactorily including performance test within the time prescribed in the work order as thereof extended time, then the INSTITUTE shall recover from the Contractor as liquidated damages, a sum not exceeding 2% of the value of work order for each week or part of the week subject to a maximum of 10%.
  7. A guarantee of six (6) months from the date of delivery of the fans after necessary repairs has to be given for satisfactory performance of the fans.
  8. All the bills to be drawn in triplicate, the original being stamped and pre-receipted shall be submitted to the INSTITUTE along with the copy of the following documents:
    - i) Copy of receipted challan/challans
    - ii) Institutes inspection/acceptance report
    - iii) Copy of work order
    - iv) All payment shall be made by A/c. Payee Cheques drawn on any scheduled BANK of India where the institute is having its own Account.
    - v) Bank charges/interest shall be borne by the INSTITUTE.
  9. 90% of the payment will be made on satisfactory completion of the job as well as its delivery and refitting as the case may be and on production of pre-receipted bill and remaining 10% will be made after six (6) months of satisfactory performance of the fans duly certified by the INSTITUTE.
  10. Contractor should abide by the prevalent provident fund rules as applicable. All the Payments to the employees should be made through bank.

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11. The above Agreement is entered into by and between the Institute and the Contractor defined in foregoing paragraphs for a period w.e.f. \_\_\_\_\_ to \_\_\_\_ and shall automatically be terminated on attaining the specified period unless renewed within 15 (fifteen) days of the expiry of the stipulated period if mutually agreed upon.

12. The Agreement is also terminable by giving one month's notice from either side.

IN WITNESS the parties to these presents have set their respective hands and seals on this day and month and year first above written.

Signed and delivered for and on behalf of the CMPDIL by its Regional Director and the duly authorized officers at Asansol.

In presence of

1.

2.

Signed for and on behalf of M/s. \_\_\_\_\_

Enclosure:

In presence of:

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Signature of the Tenderer with Seal