

CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD.

**REGIONAL INSTITUTE - VI, JAYANT
DIST: SINGRAULI (M.P) PIN - 486890**

TENDER DOCUMENT
FOR
SUPPLY OF GLASS FIBER FILTER PAPER

Tender No: CMPDI/RI-VI/Env/2015-16/6/1587

Date: 01.06.2015

No. of pages: 08 (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/Env/2015-16/6/1587

Date: 01.06.2015

NOTICE INVITING TENDERS

I	Offers are invited from Manufacturers/ Sole Selling Agent / Authorized Dealer / Authorized Distributor /Stockist /Sub Dealer only, for the supply of Filter Papers as per the SCHEDULE OF REQUIREMENT/TECHNICAL SPECIFICATION, etc. (ANNEXURE – I), Terms & Conditions given below.	
a.	Where the offer is submitted by a Manufacturer, documentary evidence of being the same should be enclosed with the quotation.	
b.	Where offer is submitted by a Selling Agent / Authorized Dealer / Authorized Distributor/ Stockist /Sub Dealer, documentary evidence of being the same, viz. valid Authorisation certificate issued by the Principal, should be enclosed with the quotation.	
II	DETAILS OF TENDER :	
a	TENDER NO:	
b	TYPE OF TENDER	TWO BID
c	Estimated cost	Rs.37,050/-
d	Tender Document Fee	Rs. 100.00
e	Shelf-Life of Filter Paper	Minimum 1 year from date of delivery.
f	Issue of Tender Documents	Begins on 01.06.2015 Closes on 22.06.2015 at 1.00 P.M
g	Last date of submission of sealed tenders	22 - 06 - 2015 up to 3.30 PM
h	Schedule date and time of opening of Envelope-I	22 - 06 - 2015 at 4.00 PM
i	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.
NOTE:		
(i) The techno-commercial bids of Bidders who fail to submit the required Tender fee/ Tender Fee exemption documents will not be considered for opening.		

2.0 Availability of Tender Document

2.1 Tender Documents can be obtained from the office of the HOD (Environment), RI VI, Jayant on any working day between 10.00 Hrs to 13.00 Hrs.

2.2 Tenders downloaded from websites :-

Complete Tender Document is also available on CMPDI's web site <http://www.cmpdi.co.in> or Government web site www.tenders.gov.in . Tenderer may get the tender document from the websites, 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'..

Any tenderer, who desires to download the tender document from website and submit the tender on due date and time, he/she can do so.

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

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 tenderer shall be as follows:-

3.1 Manufacturer of the products

Or

Sole Selling Agent / Authorized Dealer / Authorized Distributor/ Stockist / Sub Dealer for the products of reputed manufacturer

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

3.2.1 Photocopy of Permanent Account Number Card (PAN).

3.2.2 Photocopy of TIN/Sales tax Registration Certificate.

3.2.3 Copy of technical specification of the items to be enclosed as per Annexure-III

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 superscripted as Envelope - I and Envelope - II respectively. Both envelopes as well as the single envelope containing the two envelopes must be properly sealed. Envelopes sealed only by stapler 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 (Technical) -

Should contain the following -

- i) Tender document, duly signed with seal on all pages by the tenderer, issued by department or downloaded from the website.
- ii) All the requisite documents mentioned above at Sl. No. 3.0 (minimum eligibility criteria).
- iii) Tender document fee in the form of demand draft/cash-receipt.
- iv) Technical Specification as per Annexure-III.

Envelope- II (Price) -

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

Location/ Place of submission of Tender: In the Office of HOD (Environment), CMPDI, RI-VI, Jayant Singrauli (M.P).-486890

5.0 Opening of Offers

Envelope – I (Commercial bid) will be opened by the Purchase committee on 22- 06- 2015 at 4.00 PM in the office of the HOD (Environment)/Purchase Officer, CMPDI, 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 documents submitted Envelope – I.

Date and time of opening of Envelope – II 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.

HOD (Environment)
CMPDI-RI-VI, Jayant

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 10 copies for distribution as under:
 - 9 copies for Secretaries to CGM - Jayant/Dudhichua/CWS/Nigahi/Amlohri/ Khadia/Kakri/ Bina/Jhingurda.
 - 1 copy for OIC, Drilling Camp, Singrauli.
- 6) OIC (Stores), CMPDI, RI-VI.
- 7) Vigilance Officer, CMPDI, RI-VI.

General Terms & Conditions

1. Consignee: Regional Director, CMPDI, RI-VI, Jayant, Singrauli, M.P
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.
6. The Supply shall be completed within 40 days from the date of receipt of Supply Order.
7. The lowest bidder will be decided on the basis of lowest bids against total items subject to technical suitability.
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 21 days after satisfactory supply, inspection, installation & acceptance of the supplied materials against supply order on submission of bill.
10. The offer must be valid for six months from the date of opening of the Tender.

11. 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 40 days, the Supply Order will be cancelled and materials shall be procured in full & part by CMPDI from other sources.

12. Guarantee/Warranty

The offered products should be genuine and shelf life of the same will not be less than One Year from the date of delivery.

If it becomes necessary for the supplier to replace or renew any defective portion of the goods, such replacement or renewal should be made by the supplier without any extra cost to CMPDI. The goods should properly fit in/on/to the machine for which the same are intended.

HOD (Environment)
CMPDI-RI-VI, Jayant

SCHEDULE OF REQUIREMENT**Filter Papers to be used in PM 2.5 sampler**

S.no	Name of Items	Unit Quantity	Quantity Indented
1	Filter Paper Material: Glass Fiber Filter Paper Size: 20.3cm x 25.4cm DOP retention @32 LPM/100cm ² : ≥ 99.97% (0.3 Micron particles) - (As Per ASTM2986) Tensile Strength, KGF : 0.50±0.02 (Minimum for 20mm wide Strip) Basic Weight:53±1 gms/m ² Thickness: 0.30 mm ± 0.02 mm Filter Paper Characteristic: Chemically resistant and low chemical background.	1 packet (Consisting of 100 filter papers)	13 Packets

**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***

Technical specifications to be enclosed in envelope-I

S.no	Tender Specifications	Compliance with Technical Specification (Yes/No)
1	<p>Filter Paper</p> <p>Material: Glass Fiber Filter Paper</p> <p>Size: 20.3cm x 25.4cm</p> <p>DOP retention @32 LPM/100cm² :≥ 99.97% (0.3 Micron particles) - (As Per ASTM2986)</p> <p>Tensile Strength, KGF : 0.50±0.02 (Minimum for 20mm wide Strip)</p> <p>Basic Weight: 53±1 gms/m²</p> <p>Thickness: 0.30 mm ± 0.02 mm</p> <p>Filter Paper Characteristic: Chemically resistant and low chemical background.</p>	

PRICE BID
SCHEDULE FOR FILLING THE RATES

(To be submitted in Envelope – II)

S.no	Name of Items	Make	Unit Quantity	Quantity Indented	Unit Price (in Rs)	Amount (in Rs)
1	Filter Paper Technical specifications as mentioned in Annexure –III		1 packet (Consisting of 100 filter papers)	13 Packets		
1.TOTAL						
2.REBATE ,IF ANY						
3.TAX						
4. EXCISE DUTY						
5. TOTAL – F.O.R CMPDI-RI-6						
Total Amount in words -----						
6. C.S.T. / M.P.S.T No. :						
7. Validity :						

All the terms & condition of Tender No: CMPDI/RI-VI/Env/2015-16/6/1587
 Date: 01.06.2015 is acceptable to us.

Signature:

For & on Behalf of
 M/S.....

(Firm's name & rubber-stamp)

Note:-Any cutting or correction should be duly signed.