



cmpdi

A Mini Ratna
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Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.
कोल इंडिया लिमिटेड की अनुषंगी कम्पनी/भारत सरकार का एक लोक उपक्रम
क्षेत्रीय संस्थान-5, एसईसीएल कॉम्प्लेक्स, सीपत रोड, बिलासपुर 495006 (छ.ग.)
Central Mine Planning & Design Institute Limited

A Subsidiary of Coal India Ltd/ A Govt. of India Public sector Undertaking

CIN:U14292JH1975GO1001223

RI-V, SECL Complex, Seepat Road, Bilaspur (CG)- 495006

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**NOTICE INVITING TENDER FOR SUPPLY OF CERTIFIED REFERENCE MATERIAL (CRM)
AT CMPDI, RI-V, BILASPUR (CG)**

Tender Enquiry No: RV/PMS/NIT/21/15-16/190

Dated: 06.07.2015

1. Name of the work : Sealed tenders in two parts are invited from agencies/suppliers for supply of Certified Reference Materials (CRM) at CMPDI, RI-V, Bilaspur (C.G.)
2. Issue of tender forms: **11am to 4.00 pm** on all working days and Saturday from **11.00 am to 1.00 pm** from **07.07.2015 to 28.07.2015** from the office of HOD (PMS), RI-V, Seepat Road, Old SECL Building, Bilaspur, (C.G.) on payment of the prescribed cost of tender document.
3. Cost of Tender Document: The cost of Tender document is Rs 1,000.00. Payment can be made to the above tender issuing office by paying in the form of a crossed Demand Draft drawn in favour of "CMPDI, Regional Institute, Bilaspur" on any schedule bank payable at Bilaspur, (CG).
4. Last date of submission of offers: **Up to 3.00 pm on 30.07.2015**
5. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
6. Due date of opening of part I offer: **At 3.30 pm on 30.07.2015**
7. Place of opening of tender: Office of the HOD (UG), CMPDI, RI-V, Bilaspur.
8. Down loading from web site: The tender document can be down loaded from our web site www.cmpdi.co.in. In case the document is down loaded from website, the tender document cost shall be paid through a demand draft in favour of "CMPDI, Regional Institute, Bilaspur" payable at any schedule bank at Bilaspur. This shall be kept in a separate envelope super scribing "Cost of tender document" and to be submitted along with ANNEXURE – V of the NIT

Copy to:-1.Notice Boards at CMPDI, RI-V, Bilaspur. 2. HOD (F)/Cash section. 3. HOD (Env.), RI-V, Bilaspur

Yours faithfully,

HOD (PMS)
CMPDI, RI-V, Bilaspur

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LIMITED
REGIONAL INSTITUTE-V, BILASPUR (CG)**

TENDER DOCUMENT

Sealed tenders in two parts are invited from agencies/suppliers for supply of Certified Reference Materials (CRM) at CMPDI, RI-V, Bilaspur (C.G)

Technical Specifications:

Sl. No.	Items	Specification
1	CERTIFIED REFERENCE MATERIAL (CRM)	Enclosed in Annexure -1

1 Mode & Method of Submission of Tenders

Tender must be submitted in sealed main envelope cover containing two separate sealed covers Part- I, Part- II. On the main envelope cover, the tenderer must be scribed with the Tender name, Tender enquiry number and the date of opening at top of envelope and tenderer name & address at bottom left of envelope. All envelopes containing the tenders shall be properly sealed.

The Tender is to be submitted in two envelopes viz. Part – I and Part –II in separate sealed envelope super scribed by part –I and Part –II

- (i) Part – I
- (ii) Part – II

Part- I: Consisting of technical offer and commercial Terms & Conditions.

Part- II: The second part of the tender shall consist of details of Prices only. The price bids of only those tenderers whose offer in Part –I is found to be techno – commercially acceptable will be opened.

2. Validity Period of Tenders:

The rates, terms and conditions offered shall be valid **for a period of 120 days** from the date of opening of the tender.

3. Submission of Tenders:

Tenders will be submitted in tender box in sealed covers at following address:-
Office of the HOD (PMS) CMPDI, RI-V, SECL Office Complex, Seepat Road, Bilaspur 495 006

4. Opening of Tender:

The tender shall be opened at the office of HOD(UG),CMPDI, RI-V, SECL Office Complex, Seepat Road, Bilaspur 495 006, **at the time and date as given in the NIT.**

(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working date.)

5. SPECIAL TERMS AND CONDITIONS

- 5 (a)** The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.
- 5 (b)** Printed terms and conditions of the vendor shall not be considered. Tenderers are requested to submit their offer complete in all respects maintaining serial number of items, terms and conditions as per the tender documents along with all supporting documents failing which offer may not be considered and no further clarification on technical commercial aspects may be entertained.
- 5 (c)** Delivery periods shall be 30 days from date of supply order.
- 5 (d)** Payment terms are as per general conditions of contract and are enclosed with this tender notice. CMPDI has the provision of making e- payment of supplier's bills through Electronic Fund Transfer (EFT), If bidders want to get this payment through EFT mode, they are requested to submit their mandate as per Annexure – IV in original Signature and stamp along with Part -I of the offer.

- 5 (e) Supply Order, if placed, will be subject to the terms and conditions given separately.
- 5 (f) Normally no deviation is acceptable to our tender documents & Terms and Conditions. Tenders which have deviations are liable for rejection without making any back reference to the tenderers. Tenders asked for must be submitted complete in all respects.
- 5 (g) Self-attested copies of order received from subsidiaries of CIL, if any, for the quoted items should be submitted along with the quotation in the Part -1 bid. List of past supplies with the details of order reference and the performance report, if any, should be furnished along with the offer.
- 5 (h) All disputes are subject to Bilaspur (CG) Court Jurisdiction only.

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF OFFERS

- 6 (a) The complete offer should be typed/hand written on the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate technical and pricing details, preferably bigger papers should be used, such sheets along with other pages of the offer should be signed and stamped by company's authorized representative/official.
- 6 (b) All pages of tender documents should be signed with seal. This is must and it should be attached with offer in Part –I.
- 6 © Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- 6 (d) CMPDI reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof. Tenderers are advised to carefully note that the deviation in these terms will not be entertained.
- 6(e) Parties are required to submit offer for all the items as envisaged in the schedule of requirement (Annexure –I)
- 6(f) Bid evaluation: - Parties are required to submit their offers as per Price Bid format (Annexure-II). However bids shall be evaluated on item wise lowest (L-1) rate basis.

7. OTHER TERMS AND CONDITIONS

- i. **Prices:** - Rates shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery at CMPDI, RI-V, Bilaspur (CG). If specifically not included in the offer, it will be assumed that these included in the offer.
- ii. **Payment:** - 100% payment will be made within 21 days after supply of materials & submission of bill and acceptance of materials by the consignee.
- iii. **Delivery Schedule:** - The delivery schedule shall be 30 days from date of supply order.
- iv. **Guarantee / Warranty:** - The guarantee / warranty as per the manufacturer's norms.
- v **Inspection:-** Inspection of material will be carried out at Stores, RI-V, CMPDI Bilaspur after receipt of materials. If material is not as per our specifications the same will be rejected and supplier shall replace material at their own cost.
- vi. **Paying authority:** The HOD (Finance), Regional Institute-V, Bilaspur (CG)
- vii **Consignee :** RD, CMPDI, RI-V, SECL Complex, Seepat road, Bilaspur (CG) 495 006
- viii. **Liquidated Damage:-** In case material is not supplied within the stipulated period, a LD of 0.5% per week up to a maximum of 10% will be deducted from the bill.
- ix. To indicate VAT Registration No.

HOD (PMS)
CMPDI, RI-V, Bilaspur

Part -I**COMMERCIAL & TECHNICAL BID****SCHEDULE OF REQUIREMENT****(To be submitted by the bidder in his own letter head)**

Sl. No.	Description	Technical Specification Required	Qty. per Unit pack	No. of Pack Req.	Make/ Model	Technical Specification Quoted
1	POTASSIUM HYDROGEN PHTHALATE (KPH) VOLUMETRIC STD., SECONDARY REFERENCE MATERIAL FOR ALKALIMETRY	<u>In Solid form, CRM Certificate traceable to NIST</u> (To be provided at the time of supply) Expiry: Not before 01 (one) year from date of supply.	80 gm.	03		
2	PHENOL STD. SOLN. IN H2O	<u>CRM Certificate indicating concentration of Phenol</u> in the solution and corresponding uncertainty / error accuracy (to be provided at the time of supply) Expiry: Not before 01 (one) year from date of supply.	100 ml	03		

NOTE: - Catalogue page indicating the quoted product should be included with offer

Place:

Date:

Signature & Seal of the Bidder:

Part -II**FORMAT OF PRICE BID**

(To be submitted by the bidder in his own letter head)

S.No.	Description	No. of Pack Required	Unit Cost (₹) (Inclusive taxes etc.)	Total Cost (₹) (Inclusive taxes etc.)
1	POTASSIUM HYDROGEN PHTHALATE (KPH) VOLUMETRIC STD., SECONDARY REFERENCE MATERIAL FOR ALKALIMETRY	03		
2	PHENOL STD. SOLN. IN H2O	03		

*Note: - The rate and amount is inclusive VAT/CST. Please specify the rate of taxes/ VAT etc.

- (i) The rate of VAT/CST - () %
(ii) Other taxes if any - () %
(iii) Packing, Forwarding & Freight charges - () %

Place:

Date:

Signature & Seal of the Bidder:

(To be filled and submitted with the tender)

Ref.:-

Dated: -//

To,
HOD(PMS)
CMPDI, RI-V, SECL Complex
Seepat Road,
Bilaspur(CG)

Ref.:- Your NIT No.:- RV/PMS/NIT/21/15-16/190

Dated: 06.07.2015

Dear Sir,

With reference to the above referred NIT we are pleased to offer you our lowest quotation with the following details.

- 1 Name and full address of the tenderer:-
2. Details of earnest money deposit (EMD). Submitted
Amount: - ₹.....
DD No and date: -
Issuing bank & branch: -
3. I have submitted schedule of requirement & technical Bid as per Annexure – I
- 4 I have submitted signed and stamped copy of all the pages of NIT terms and conditions as token of acceptance of commercial & general terms and conditions of NIT.
- 5 My TIN No is..... (Photo copy of proof attached)
- 6 My PAN No is (Photocopy of PAN card enclosed)
- 7 I have submitted Price Bid as per PRICE BID FORMAT- Annexure-II
8. I have submitted e-payment FORMAT- Annexure- IV

Signature & Seal of the tenderer

Name:-

Address:-

Format for e-Payment

To
 The Regional Director,
 Regional Institute, CMPDI
 Seepat Road, SECL Complex
 Bilaspur(CG)

Ref: - Authorization of all our payment through electronic fund transfer system/RTGS/CBS/Intra Bank Transfer.

We, hereby authorize CMPDI Limited to make all our payments against our bills, Refund of Earnest Money Deposit and Security Deposit, through Electronic Fund Transfer System/RTGS/CBS/Intra Bank Transfer. The detail for facilitating the payments are given below.

(TO BE FILLED IN CAPITAL LETTERS)

1. Name of the Beneficiary:

2. Address:

.....

City PIN CODE e-mail ID

Telephone No. (with STD Code)

3. Bank Particulars:-

Bank Name :- Branch Name Bank Branch Code

Branch Address

..... PIN CODE

Telephone No. (With STD Code) FAX No. (With STD Code)

4. 9 Digit MICR Code of the Bank Branch (Enclosed copy of a cancelled cheque) :

5. 11 Digit IFSC Code of beneficiary Branch :

6. Bank Account Number :

7. Bank Account Type (Tick One) : SAVING /CURRENT/ LOAN/ CASH CREDIT/ OTHERS (If Other, Specify)

8. Permanent Account Number (PAN) :

9. CMPDI Vendor Code :

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information, I/we would not hold the Company responsible. We also agree to bear the bank charges, if any for enabling such transfer.

SIGNATURE

(AUTHORISED SIGNATORY)

Name

Date

(Official Stamp)

BANK CERTIFICATION

It is certified that above mentioned beneficiary holds a Bank Account No. with our branch and the Bank Particulars mentioned above are correct.

SIGNATURE

(AUTHORISED SIGNATORY)

Name

Date

(Official Stamp)

**CERTIFICATE FROM THE TENDERER THOSE WHO DOWN LOADED TENDER
DOCUMENT FROM WEBSITE**

This is to certify that I/We have downloaded this tender document from CMPDIL website and is being submitted without tempering at any page. Further we understand that in the event of such tempering being detected at any stage or time, CMPDIL has the right to terminate this work, forfeit the EMD / Security Deposit submitted by us and our firm can be black listed

The cost of tender document in the form of Demand Draft is to be submitted in separate envelop.

Amount:

DD no. and date...

Issuing bank & branch...

(Signature of Bidder with Seal & Date)