

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD**  
**REGIONAL INSTITUTE-II, KOYLA BHAWAN COMPLEX, KOYLANAGAR**  
**DHANBAD – 826005**

No. CMPDI/RI-II/Binding/15-16/ 1899-1910

Date: 31.07.2015

**TENDER DOCUMENT**

**PART-I**  
**TECHNO COMMERCIAL BID**

Name of work : Annual Rate Contract for Binding work with supply of materials required for binding

Cost of tender : **Rs.100/-**  
document

Date of sale of tender : From **01.08.15** to **10.08.15** (10.AM to 1 PM on any working day)  
paper

Last Date and Time of Submission : Upto **3.30 PM** on **11.08.15**

Date and Time of Opening : At **4.00 PM** on **11.08.15** at the Office of HOD (E&M), CMPDI, RI-II

Place of Submission : Office of the HOD (E&M), CMPDI, RI-II

Down loading : The tender document can be down loaded from the CMPDI, website <http://www.cmpdi.co.in>. In case of down loading the tender document, the tender document cost shall be made in the form of a crossed demand draft drawn in favour of **CMPDI, Regional Institute, Dhanbad** on any scheduled bank payable at Dhanbad. This shall be kept in separate envelope mentioning, "The Cost of tender". 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.

Mrs. L.G. Biswas  
विभागाध्यक्ष (वि एवं यां)

Copy to: -

1. The Regional Director, RI-II for kind information.
2. HOD (Mining), CMPDI, RI-II, Dhanbad.
3. The Convener, Tender Committee, RI – II.
4. Shri S. Surin, CM (Geology), RI- II, Member of Tender Committee.
5. Shri A.K.Verma, HOD (F), RI- II, Member of Tender Committee.
6. HOD (P&A), RI- II - with a request to arrange to display on CMPDI Notice Board.
7. GM (Civil), BCCL, Koyla Nagar, Dhanbad – With a request to arrange to display on Notice Board.
8. GM (E&M), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
9. GM (TA), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
10. GM (MM), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
11. Cash Section, RI-II
12. Office copy (Shri P.K. Shrivastav, O.S)

## **TENDER NOTICE**

**1.** Sealed quotation is invited from reputed parties for Annual Rate Contract for Binding work with supply of materials required for binding as mentioned below:

Sl. No.	Description of work	Cost of tender document	Estimated cost	EMD	Date and time of opening of tender	Duration of ARC
1.	Annual Rate Contract for Binding work with supply of materials required for binding	Rs. 100.00	Rs. 90000/-	Rs. 900/-	At <b>4.00 PM</b> on 11.08.2015	12 months from date of issue of work order

**2. Issue of tender document :-**

Tender documents shall be issued individually on requisition in writing from the intending supplier/Agencies or their accredited representative. Tender documents can be obtained from the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad - 826005 on payment of requisite Application Fee either in cash at the cash counter of CMPDI, RI-II or in form of Bank Draft drawn in favor of "**CMPDI, Regional Institute, Dhanbad**" **between 10AM to 1 PM on any working day** as per the dates mentioned below:

**Begins on: 01.08.2015**

**Closes on: 10.08.2015**

The intending bidder must submit the documentary evidence in support of their eligibility for taking up the work, along with their offer, failing which the tender will be rejected. In the event of the specified date for submission /opening of bids being declared a holiday the bids will be received /opened on the appointed time on the next working day.

**3. Eligibility criteria for taking up the work:**

1. The tenderer has to fulfill the following eligibility criteria (documentary evidence to be submitted in Part-1 i.e. techno-commercial bid of the tender).
  - a) Average annual financial turnover during the last 3 years ending 31<sup>st</sup> March (i.e. during (2012-13, 2013-14, 2014-15) of the previous financial year should be at least 30 % of the estimated cost i.e. Rs.27000/-.
  - b) Experience of having done printing/binding work during last 3 years ending last day of month Previous to the one in which application is invited.

In addition to this the intending bidder must submit the following: -

1. Self attested copy of PAN
2. Sales tax Registration number/TIN
3. Status of firm -
  - I. If an individual: Full Name, Postal address, Place of Business
  - II. If proprietary firm: Name of the proprietor, full postal address of firm/proprietors
  - III. If a partnership firm: Full name of partners, full postal address of the registered office of the firm, and the partners, registered partnership deed
  - IV. In case of company : Date and place of registration, Memorandum, & articles of association, name of all the directors, full postal address of the registered office & all the director.

#### **4. Mode & Method of Submission of Tender**

Tender must be submitted in sealed cover which must be super scribed with the Tender Enquiry Number and the date of opening. The outer cover should bear the Full Name and address of the purchaser only.

All envelopes containing the tenders shall be properly sealed. Envelopes stapled shall not be accepted. The tenders shall be submitted in three envelopes (Envelope- I, Envelope- II & Envelope-III). All the three envelopes shall be kept in one envelope and properly sealed. **The Envelope- I containing Part-I, Envelope- II containing Part-II and Envelope -III containing Demand Draft of EMD should be inside one outer cover.** The outer cover should bear the address of the purchaser, Tender enquiry no. & date of opening.

##### **Part – I**

Following documents to be submitted in **Envelope-I**

- 1) Documents to fulfill basic eligibility criteria
- 2) Duly signed and stamped tender document
- 3) Annexure-I of tender document
- 4) Annexure-II (if downloaded from website)

##### **Part – II**

The second part of the tender shall consist of Price Bid in PRICE BID FORMAT. The price bid of only those bidders will be opened, whose offer in Part-I is found to be techno – commercially acceptable .

#### **5. Validity Period of Tenders:**

The rates, terms and conditions offered shall be valid for a period of 180 days from the date of opening of the tender and shall be valid through out the delivery period.

#### **6. Receipt of Tenders :**

**Date and time of submission of tender: 11.08.2015 upto 3.30PM (Envelope-I &II)**

Location /Place of submission of tender: In tender box provided at the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad -826005

Any bid received after the date and time mentioned above shall not be accepted. Late tender / incomplete tenders / telegraph tenders, tenders received through Post/ courier services shall not be accepted. Tenders must be submitted in the tender box within the stipulated date and time. **Postal tender shall not be accepted.**

#### **7. Opening of Tender**

The tender shall be opened at the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad -826005 Office Complex, at the time and date as given in the NIT.

**Date and time of opening of Part- I: Dt. 11/08/15 .at 4.00 PM.**

All the bidders requested to be present on the scheduled date and time of opening. However, their absence will not stop opening. In the event of the specified date for submission/opening of bids being declared a holiday, the bids will be received/opened on the appointed time on the next working day.

**The offer for the successful bidder shall be firm for entire duration of ARC.**

The date and time of opening of Price bid or Part- II of the tender shall be communicated telephonically to technically qualified bidders in due course of time after consideration of (first Envelope) Part -I.

The rate for the work should be inclusive of all incidentals, overheads, taxes, octroi, duties, leads, lifts, carriage, etc. as required for completion of work. The work shall have to be done in premises of successful bidder or in the office premises with minimum disturbance to office activities.

**Evaluation** of bid shall be based on total value of the entire job including supplies of materials required for binding mentioned in schedule of price and not on individual items.

**All the bidders requested to be present on the scheduled date and time of opening. However their absence will not stop opening.**

**Bidders may see the sample of binding report before bidding.**

The tender committee reserves the right to accept / reject any tender fully or partly or split up the work without assigning any reason whatsoever and its decision will be final as well as binding.

Mrs. L.G. Biswas  
विभागाध्यक्ष (वि एवं यां)

**ANNEXURE-I**

**UNDERTAKING BY TENDERER(S)**  
**(In the form of affidavit on Non Judicial Stamp paper of Rs. 10/-)**

I, ..... proprietor/ partner/ accredited representative of  
M/s ....., solemnly declare that:

1. We are submitting tender for the work "**ANNUAL RATE CONTRACT FOR BINDING**  
**WORK WITH SUPPLY OF MATERIALS REQUIRED FOR BINDING**"

against tender notice no. CMPDI/RI-II/ Binding/E&M/15-16/ , dated

2. I/We partners of the firm am/ are not related to any employee of CIL and it's  
subsidiaries.

3. All information furnished by me/us in respect of fulfillment of eligibility criteria &  
qualification information of this tender is complete, true & correct.

4. All documents/ credentials submitted through this tender are genuine, authentic, true &  
valid.

5. I / we have not been banned / de-listed by any Govt. / PSU organization.

6. If any information & document submitted is found to be false/ incorrect anytime,  
department may cancel my tender & action as deemed fit may be taken against me/ us,  
including termination of the contract, forfeiture of all dues including EMD & banning/ de-  
listing of my/our firm.

..... (Seal of Notary)

Signature of Tenderer

.....  
Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm (proprietor/partner/legal representative etc): .....

...

Date: .....

Place: .....

Official Seal (Stamp):

## **ANNEXURE- II**

**UNDERTAKING BY TENDERER(S) \***

\* (ONLY FOR THOSE WHO HAS (HAVE) DOWNLOADED THROUGH WEBSITE)

I/We, ..... , proprietor/partner/Legal  
Attorney/accredited representative of M/s ....., solemnly  
declare that:

1. I/we accept the Tender Document as (I/we have) downloaded the same from the website <http://www.cmpdi.co.in> unconditionally.

And

- 2 I/we understand and fully accept that the Tender Document thus obtained by me/us will be rejected if found incomplete and/or if any tampering and/or discrepancy is found therein in comparison to the Master Copy or Office Copy of the said Tender Document.
3. I/we further assure and accept that I/we shall accept the Office Copy version of the Tender Document and shall not raise any objection in any form or shall not make any hindrance to the tendering process in case of such rejection.

**Signature of Tenderer**

Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm: (proprietor/partner/legal representative etc): .....

Date: .....

Place: \_\_\_\_\_

Official Seal (Stamp):

## **SCOPE OF WORK**

**Ref:** Annual Rate Contract for binding work with supply of material required for binding

1. It covers binding of reports, books etc. with supply of all necessary material required for binding as per quoted price in the schedule of price. The job may be done at bidder premises or in RI-II office. For doing the job at his/their premises, the party is to receive the printed material from respective department of RI-II office, Koyla Bhawan and deliver them after binding to concerned department at RI-II office, Koyla Bhawan at his/their own risk within stipulated time period. No instrument/machine shall be provided by the company for the said work.
2. The job shall be assigned to the party as and when required throughout the period of one year from the date of issue of work order. The quantum of job for each phase shall be determined by the concerned departmental head. Total volume of work in the year may vary at the discretion of the competent authority and the payment shall be made accordingly at the quoted rates.
3. Entire job of binding shall be done as per the instruction by concerned department and is subject to changes if felt necessary by the concerned department.
4. Payment shall be made separately for each phase of work after satisfactory completion of the job.

## **MAJOR TERMS AND CONDITIONS**

1. Competent authority reserves the right to cancel the tender, postpone the date of receipt and opening the tender or redefine the volume of work without assigning any reason what-so-ever or any clarification or notification to the parties. Competent authority reserves the right to reduce the volume of work even after the award of job and payment shall be made according to the actual volume of work executed and as per quoted rate.
2. Competent authority reserves the right to cancel/terminate the work order in between, in case the quality of job being done are not satisfactory within seven days notice either verbally or in writing. No payment shall be made in that case for part supply or part completion of the job done.
3. **The payment will made by Electronic Fund Transfer (EFT) mode only.** Successful bidder shall submit the details as per format to be collected from the Finance department and to be submitted along with the bill with original Signature and stamp.
4. Conditional/ incomplete tenders will not be accepted and shall be outright rejected.
5. Issuance of tender documents does not mean that the parties are considered qualified.
6. The experience as given in the eligibility criteria should be in the name & style in which tender is filled. The experience in the name of some other firm / company will not be considered for this purpose.
7. No offloading or sub-contracting is permissible. If it is reported or found in any stage after opening the offer or even after issuing the work order, the same shall be treated as cancelled and terminated. The bidder shall closely study all specifications in details, which governs the rates for which he/she/they is/are tendering.

8. The company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever and split up the work between two or more tenders or accept the tender in part and not in entirety.
9. This tender notice shall be deemed to be part of the work order.
10. The rates, terms and conditions offered shall be valid for a period of one year from the date of opening of Price Bid / Revised Price Bid (if any) .
11. Security Deposit will be 5% of the Contract value. The Earnest Money deposited by the successful contractor will be converted into security deposit (S/D). Balance amount (i. e. 4% of contract value) shall be deposited within 28 days of receipt of work order, towards a total security deposit of 5% of the work order value which will be released (without interest) after the expiry of RC period.
12. 95% Payment will be released by the paying authority after successful completion of each consignment. 5 % payment will be held back with us in the nature of security which will be released (without interest) after expiry of RC period on satisfactory performance of your work during the period of ARC.
13. Paying authority: HOD (Finance), CMPDI, RI-II, Dhanbad.
14. The successful bidder will submit bill in triplicate duly stamped and pre-receipted to the Consignee for arranging payment in time along with all relevant documents(if required).
15. Penalty will be imposed for non completion of work in scheduled time as per General Terms and Conditions laid down in “Civil Engg Manual” of CIL.
16. All disputes are subject to Dhanbad Court Jurisdiction.
17. The contractor shall be wholly and solely responsible for full compliance with provisions under all labour laws and / or regulations, such as payment of wages act, minimum wages act , employees liability act , workman’s compensation act, Industrial dispute act, contract labour act and any modification thereof or any other law and rules under time to time.
18. The contractor shall at his own cost arrange for safety provisions stipulated by Government or local authorities or as required by the owner in respect of all labour directly employed for performance of the works and shall provide facilities in connection therewith. The contractor shall provide personal protective equipment and insulated tools to his personnel for carrying out the job. Responsibility of safety of all the persons engaged in the job shall be solely borne by the contractor.
19. The contractor shall not employ any labour under 18 years of age on the job.
20. Entry to our office building in Koyla Bhawan complex shall be the responsibility of the tenderer.

विभागाध्यक्ष (वि एवं यां)

Accepted:

Signature of the Contractor / bidder: ..... Dated: .....

NAME OF THE SIGNATORY IN BLOCK CAPITAL: .....

Official seal / stamp:

**PART-II**

**FORMAT OF PRICE BID**

## SCHEDULE OF PRICE

Sl.No.	Description of the Items	Rate/ unit	VAT (%)	Other taxes, if any (%)	Total cost (Rs.) inclusive of VAT & other taxes, if any
1	Soft cover binding including labour charges, cutting and stitching				
2	Card Board with rexin flap with lash				
3	Japanese art board of quarto size and printing charge for the same'				
4	Transparent plastic sheet (Plain) 300 x 240 transparent sheet				
5	Lamina Loose leaf file with print on top transparent sheet				
6	Project report file as per the size with foam, spine printing as per our matters with sorrow cutting and binding etc. complete in all respects				
7	Plastic transparent sheet covering on both sides of project report				
8	Project report plate cover box type, with velco tape etc.				
9	Plastic transparent drawing pocket (Bello type)				
10	Lamina project file with screen printing, spine printing with brass screw with cutting and binding etc. complete in all respects.				
11	Screen printing erasing the same date, month other matters				
12	Screen printing re-printing the same date, month other matters				
13	Belo type card board file (coloured), one transparent pocket front side and one plane pocket inside the back with printing our company name and other details as required by us				
14	Report cutting, binding, stitching and fitting with screw etc. (only labour charges and cost of two screws)				
15	White card board of quarto size (210 gsm)				
16	Pasting of top and bottom cover (supplied by us) with fevicol				
17	RATE FOR SPIRAL BINDING				
	ii) 1 to 25 pages				
	ii) 26 to 50 pages				
	iii) 51 to 75 pages				
	iv) 76 to 100 pages				
	v) 101 to 125 pages				
	vi) 126 to 150 pages				
	vii) 151 to 175 pages				
	viii) 176 to 200 pages				
	ix) 201 pages to above				
18	Cover printing				

Sl.No.	Description of the Items	Rate/ unit	VAT (%)	Other taxes, if any (%)	Total cost (Rs.) inclusive of VAT & other taxes, if any
19	RATE OF PAPER SORTING				
	I) 1 to 25 pages				
	ii) 26 to 50 pages				
	iii) 51 to 75 pages				
	iv) 76 to 100 pages				
	v) 101 to 125 pages				
	vi) 126 to 150 pages				
	vii) 151 to 175 pages				
	viii) 176 to 200 pages				
	ix) 201 pages to above				
<b>Total in figures</b>					
<b>Total in words :</b>					

**Note:** Total cost are inclusive of supply of all materials required for binding, labour charges, taxes, insurance, packing and forwarding, transport and delivery upto concerned department after binding at **CMPDI,RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005**

Signature of the Contractor/Bidder..... Dated.....  
NAME OF SIGNATORY IN BLOCK CAPITAL .....

Official seal/stamp: