



सी.एम.पी.डी.आई/आर.आई-2/ वि एवं यां/ए.म.सी ऑफ इ.मे./15-16 /2365-76,

Date: 31/08/2015

## TENDER DOCUMENT

### PART-I TECHNO COMMERCIAL BID

CMPDI, RI-II, DHANBAD

Name of work : Annual Electrical maintenance contract of CMPDI office complex and residential quarters at Koyla Nagar & Karmic Nagar.

Last Date and : Up to 15.30 Hours on 14.09.2015  
Time of  
Submission

Date and Time of : At 16.00 Hours on 14.09.2015  
Opening

Place of : E&M Department  
Submission

Document issued to:

Name of Party :

Signature of issuing authority

(ए.एम.सिंह)

वरीय प्रबन्धक (वि एवं यां)

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**Tender Doc** Annual Electrical maintenance contract of CMPDI office complex and residential quarters at koyla nagar & karmic nagar.



सी.एम.पी.डी.आई/आर.आई-2/वि एवं यां/ए.म..सी ऑफ इ.मे./15-16/2365-76,

Date: 31/08/2015

### TENDER NOTICE

Sealed quotation is invited from reputed parties for Annual Electrical maintenance contract of CMPDI office complex and residential quarters at Koyla Nagar & Karmic Nagar as mentioned below:

S.N .	Description of work	E.M.D.	Cost of tender document	Estimated cost for 1 (One) year.	Date and time of opening of tender	Time of completion
1.	Annual Electrical maintenance contract of CMPDI office complex and residential quarters at Koyla Nagar & Karmic Nagar under administrative control of CMPDI, RI-II. Total no of Qtrs.(Approx) Koyla Nagar: A Type-22, B Type-42, C1/C2 Type-21, D Type-18 (Total 103 nos approx.) Karmic Nagar: A Type-06, B Type-08, CIII Type-07, (Total 21 nos approx )	₹ 3770.00	₹ 250	₹ 3.77 lacs	At 16.00 Hours on 14.09.2015	1(One) year.

**Last Date and Time of Submission of Tender: 14.09.2015 upto 15.30 Hours.**

**Date and Time of Opening of Tender: At 16.00 Hours on 14.09.2015.**

#### Issue of tender document:-

Tender paper will be available from this office on any working day during Office working hours from **01.09.15 to 11.09.15** on payment of requisite Application Fees (cost of tender document) for each set, between 10.00 to 13.00 hrs. Only, 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”.

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.

The Tender Document may be seen and downloaded from the web sites <http://www.cmpdi.co.in> or [www.tenders.gov.in](http://www.tenders.gov.in)

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.

The bidders, who will download the tender documents from the website of the company, will be required to pay “Application Fee” by **Bank Draft** at the time of submission of tenders, separately.

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 tender.

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 the bidders. No claim on this account will be entertained.

#### **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 31st 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. ₹.1,13,100/-

b) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application is invited should be either of the following

i) Three similar completed works costing not less than the amount equal to 40 % of the estimated cost i.e. ₹.1,50,800/- or

ii) Two similar completed works costing not less than the amount equal to 50 % of the estimated cost i.e. ₹.1,88,500/- or



iii) One similar completed work costing not less than the amount equal to 80 % of the estimated cost i.e. ₹.3,01,600/-

Similar work means maintenance, repair and installation of electrical items.

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

1. PAN,
2. Valid Electrical supervisory license issued by state government.
3. Valid Electrical contractor license.
4. Status of firm-firm registration /or partnership deed & power of attorney/ affidavit Regarding Proprietorship/Article of association etc. (if applicable)
5. Service Tax registration No.

Copies of all the certificates to be submitted along with the tender shall be duly authenticated by the bidder.

#### **Submission of Tender:-**

Sealed Tender should be submitted in the prescribed form on or before 15.30 hours of **14.09.2015**, in tender box in E&M Engineering Department, CMPDI, RI- II, Koyla Bhawan Complex, Koyla Nagar, Dhanbad. Postal tenders will not be accepted. Any bid received after the time will not be accepted.

Tender must be submitted in sealed cover which must be super scribed with the Tender Enquiry Number and the date of opening. Full Name and address of the bidder shall be written on the bottom left corner of the sealed cover. The tender document shall become the property of the Company and shall not be returned to the bidder.

All envelopes containing the tenders shall be properly sealed. The Tender is to be submitted in two parts viz. Part – I and Part –II in separate sealed envelope super scribed by Part –I and Part –II. The Envelope- I containing Part-I & Envelope- II containing Part-II should be inside one outer cover. The outer cover shall bear the address of the purchaser and full Name and address of the bidder shall be written on the bottom left corner.

**The Tender should be submitted in two parts in two Envelope systems and shall be in one outer cover.** The first envelope shall contain credentials (duly authenticated by the bidder) in support of his qualification in accordance with Eligibility criteria along with the Earnest Money Receipt/ Demand Draft (in a separate envelope, then put inside first envelope) i.e., Part I of the tender document. The second envelope shall contain duly filled in Price Bid



(Part – II). Super scribe envelopes as Part-I (Techno Commercial Bid) and Part II (Price bid). Then, both the PART- I and PART- II shall be put inside a third overall envelope and sealed & secured and submitted.

**Attention: For the parties who will be down loading the Tender Document from web site:**

The Bank Draft towards the Application Fee(s) / cost of tender document and the Undertaking of the bidder shall be submitted in a separate envelop marked “Application fee and the Undertaking” and not with Part-I/EMD, so that this envelope can be opened first (before PART-I).

Validity of the offer shall be 120 days from opening of Price Bid/Revised Price Bid (if any).

The Earnest Money may be deposited in cash at the cash counter of CMPDI, RI- II or in form of Bank Draft drawn in favor of “CMPDI, Regional Institute, Dhanbad” from any Nationalized Bank.

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

No tender shall be considered unless accompanied by the said Earnest Money.

Each page of the tender document should be signed by the tenderer. This will not contain any alternative items or suggestions, comments, or conditions. Late tender / incomplete tenders / telegraph tenders, tenders received through Post/ courier services or tenders received after due date and time of tender submission shall not be accepted.

The Earnest Money will be retained in case of successful bidder and refunded to the unsuccessful bidders in due course and it will not carry any interest. The EMD of the successful bidder will be dealt with as provided elsewhere in the tender document.

The rate for the work should be inclusive of all incidentals, overheads, taxes, octroi, duties, leads, lifts, carriage, etc as required for supply, execution and completion of work. It shall be deemed that the bidder(s) has/have visited the site/ area and got fully acquainted with the working and other prevalent conditions thereof and fluctuations thereto whether he/she/they actually visited the site /area or not, and have taken all the above factors into account while quoting rates. The work to be done in office with minimum disturbance to office activities.

**Evaluation of bidders shall be based on total value quoted for each month.**

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



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.

(ए.एम.सिंह)

वरीय प्रबन्धक (वि एवं यां)

Copy to: -

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

(ए.एम.सिंह)

वरीय प्रबन्धक (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 Electrical maintenance contract of CMPDI office complex and residential quarters at koyla nagar & karmic nagar”** against tender notice no. सी.एम.पी.डी.आई/आर.आई-2/वि एवं यां/ए.म..सी औफ इ.मे./15-16/2365-76, Date:31.08.2015
2. I/We partners/proprietor of the firm am/ are not related to any employee of CIL and its 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> or, [www.tenders.gov.in](http://www.tenders.gov.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 Tendere (IN BLOCK CAPITAL)

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

Date: .....

Place: .....

Official Seal (Stamp):



**ANNEXUR - III**

**Form for e- Payment**

To

The Regional Director,  
Regional Institute-II, CMPDI,  
Koyla Bhawan Complex, Koyla Nagar,  
Dhanbad-826005.

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 details for facilitating the payments are given below:

(TO BE FILLED IN CAPITAL LETTERS)

1. Name of the beneficiary .....
2. Address.....  
.....  
City ..... PINCODE.....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 any other,  
pl. 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 to bear the bank charges, if any for enabling such transfer effected at  
all for reasons of incomplete or incorrect information, I/We would not hold the company  
responsible. We also agree.

(AUTORISED 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

(AUTORISED SIGNATORY)

Name.....  
Date.....  
(Official stamp)



### SCOPE OF WORK

**Ref:** Annual Electrical maintenance contract of CMPDI Office complex and residential quarters at Koyla Nagar & Karmic Nagar under Administrative control of CMPDI RI-II.Dhanbad.

The electrical Contractor engaged would be responsible for the daily supervision and maintenance works of CMPDI, RI-II, as noted below.

1. He will be responsible for proper and safe electrical maintenance of all power supply installations, power distribution lines, lights and fans, pumps (electrical portion only), power line of air conditioners, water coolers, MCB, Main switches and their associated allied work etc. Installed in the office building, residential quarters, Transit house, club building, pump house, etc. and keep them in proper working conditions. He may have to carry out Electrical Work for efficient energy management if situation so demands as per the directive of the Management.
2. Restoring power supply under break down conditions, ensuring safety of man and Materials/equipment and safe use of electrical energy by proper rehabilitation / rectification of internal supply system if felt necessary.

The Electrical Supervisor having valid Electrical Supervisor's Certificate of Competency shall be responsible for overall supervision of above Electrical Installations as per Rules

### 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 terminate the contract in between, in case the quality of job being done are not satisfactory.
3. Conditional/ incomplete tenders will not be accepted and shall be outright rejected.
4. Issuance of tender documents does not mean that the parties are considered to be qualified.



5. 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.
6. 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 violation of contract and shall be cancelled and terminated. The bidder shall closely study all terms and conditions in details, which governs the rates for which he/she/they is/are tendering.
7. 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.
8. The rates, terms and conditions offered shall be valid for a period of 120 days from the date of opening of Price Bid / Revised Price Bid (if any) .
9. The maintenance personnel shall report to Engineer-in-charge at CMPDI Colony Complex/Office every morning. The Contractor or his authorized representative shall take instruction from the Engineer in charge every day at 9.00 A.M. The maintenance work will have to be carried out under the supervision of contractor's competent electrical supervisor. The Contractor shall also be available over phone and/or on call to attend any Electrical complain. Failure to attend the repair job within the stipulated time period (as given by the Engineer in charge) will attract penalty at double of the normal rate per day.
10. In case of emergency / major break down the service is to be extended beyond this period without any additional cost till the normally is restored. The successful bidder has to provide contact numbers to be intimated to EIC/ office management for any emergency / urgent work.
11. The material required for repairing/maintenance will be provided by CMPDI, RI-II but no tools & tackles will be provided to the contractor to carry out the repair/ maintenance work.
12. It is the onus of the contractor to have the liability for any compensation to self and his engaged worker / labour in case of eventuality. CMPDI, RI-II will have no liability in any case and in any manner.



13. The validity of service contract will be for One year from the date of commencement of work order.
14. In case of failure to provide services, deduction will be made on double of the normal rate per day.
15. If the service provider (successful bidder)/agency fail to provide services consecutive three days and remain absent consecutive three days without any information & without any substitute competent agency, CMPDI, RI-II will have the right to get the services for remaining service contract period through other agency without any notice. The security money already deducted will be forfeited.
16. No charges of service contract value will be acceptable within the contract period other than Govt. statutory taxes if the statutory taxes are imposed only after the date of issuance of work order.
17. While executing the electrical maintenance job, the successful bidder must ensure that work is being carried out abiding Indian Electricity (IE) Rules and the bidder will remain responsible for any violation of IE rule, if any. The successful bidder will be whole and sole responsible for any adverse consequences occurred during the contract period.
18. The Contractor shall employ only competent, skillful and orderly man to do the work. The company shall have the right to ask the Contractor to remove from the work site any man of the Contractor who in their opinion is undesirable and Contractor will have to remove him within 3 (three) hours of such order.
19. **The payment will be made by Electronic Fund Transfer (EFT) mode only.** Bidder shall submit the details as per format given in Annexure – III. and to be submitted along with the offer with original Signature and stamp.
20. The earnest money deposited by the contractor will be treated as security deposit (S/D). Balance amount of 4% shall be deposited within 28 days of receipt of work order, towards a total **Performance security deposit** of 5% of the work order value which will be released (without interest) after the expiry of AMC period.
21. 95% Payment will be released by the paying authority after successful completion of each month. 5 % payment will be held back with us in the nature of **Retention Money** from running bills. Which will be released (without interest) after expiry of AMC period on satisfactory performance of your work.



22. Paying authority: HOD (Finance), CMPDI, RI-II, Dhanbad.

23. 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. Bills will be raised by the party monthly after the expiry of each month.

24. Proper condition of the site must be ensured by you after any maintenance / repairing work. Cost of any damage occurring to any existing equipment or the equipment during the work shall have to be borne by you and the company will not remain liable for that.

25. All disputes are subject to Dhanbad Court Jurisdiction.

26. 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. The contractors has to deposit EPF/CMPF contribution as per prevailing rate in concerned department (both for contribution from engaged worker and contribution from contractor as a employer) (proof may be asked).

27. 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.

28. The contractor shall not employ any labour under 18 years of age on the job.

29. Security of the entire site including storage of materials shall be the responsibility of the contractor. Security of the persons employed by the contractor shall be borne by the contractor.

30. Entry to our office building in Koyla Bhawan Complex for the workers shall be the responsibility of the contractor.

**31. 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, drawings, data, sketches, plans, programs, specifications, techniques, processes, software, inventions and other materials, 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 subsystems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed 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 any expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.

(ए.एम.सिंह)

वरीय प्रबन्धक (वि एवं यां)

Accepted:

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

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

Official seal / stamp:



सी.एम.पी.डी.आई/आर.आई-2/ वि एवं यां/ए.म.सी ऑफ इ.मे./15-16 /2365-76,

Date: 31/08/2015

## TENDER DOCUMENT

### PART-II PRICE BID CMPDI, RI-II, DHANBAD

Name of work : Annual Electrical maintenance contract of CMPDI office complex and residential quarters at koyla nagar & karmic nagar.

Last Date and : Up to 15.30 Hours on **14.09.15**  
Time of  
Submission

Date and Time of : At 16.00 Hours on **14.09.15**  
Opening

Place of : E&M Department  
Submission

Document issued to:

Name of Party :

Address. :

Phone No

Signature of issuing authority

(ए.एम.सिंह)

वरीय प्रबन्धक (वि एवं यां)

फोन नम्बर / Phone No. : +91 326 2230850, 2267693 फैक्स नम्बर / Fax No. : +91 326 2230500  
ई-मेल / e-mail: ri2@cmpdi.co.in; वेब साईट / Website Address: www.cmpdi.co.in



**Tender Doc** Annual Electrical maintenance contract of CMPDI office complex and residential quarters at koyla nagar & karmic nagar.



### SCHEDULE OF PRICE

S.N.	Description	Total cost per month in ₹
1	Electrical maintenance contract of CMPDI office complex and residential quarters at Koyla Nagar & Karmic Nagar under administrative control of CMPDI, RI-II Dhanbad. Total no of Qtrs. Koyla_Nagar: A Type-22, B Type-42, C1/C2 Type-21, D Type-18 (Total 103 nos approx.) Karmic Nagar: A Type-06, B Type-08, CIII Type-07, (Total 21 nos approx.)	
2	Service Tax	
3	Total charges :	
4	Total Charges for One Year :	

Signature of the Contractor/Bidder..... Dated.....

NAME OF SIGNATORY IN BLOCK CAPITAL .....

Official seal/stamp: