



सीएमपीडीआई
cmpdi

A Mini Ratna Company

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TENDER DOCUMENT

FOR

**Annual Maintenance Contract of 48 nos
2.0/1.5 Te Voltas make window/split AC
at CMPDI(HQ) complex, Ranchi.**



SEPTEMBER, 2015

Central Mine Planning And Design Institute Ltd.

(A Subsidiary of Coal India Ltd.)

Gondwana Place, Kanke Road,
Ranchi - 834031 (Jharkhand)

e - TENDER NOTICE

FOR THE WORK

Annual Maintenance Contract of 48 nos 2.0/1.5 Te Voltas make window/split AC at CMPDI(HQ) complex, Ranchi.

TENDER NOTICE NO. : 23 of 2015-16

dated 03.09.2015

1. Tenders are invited on-line on the website <http://mcltenders.gov.in> from the authorized service centre of Air Conditioners of Voltas Ltd having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India **and which can be traced up to the chain of trust to the Root Certificate of CCA for the following work :**

Description of work	Estimated Cost of Work (In Rs.)	Earnest Money (In Rs.)	Application fee (In Rs.)	Period of Completion (In Days)
Annual Maintenance Contract of 48 nos 2.0/1.5 Te Voltas make window/split AC at CMPDI(HQ) complex, Ranchi.	254247.00	2542.00	0.00	365

2. **Time Schedule of Tender** :

Sl.No.	Particulars	Date	Time
a.	Tender Publication date	03.09.2015	17.00 Hours
b.	Document download start date	04.09.2015	10.00 Hours
c..	Document download end date	21.09.2015	17.00 Hours
d.	Bid Submission start date	04.09.2015	11.00 Hours
e.	Bid submission end date	21.09.2015	17.00 Hours
f.	Start date for seeking Clarification on-line	04.09.2015	11.00 Hours
g.	Last date for seeking Clarification on-line	11.09.2015	11.00 Hours
h.	Date of Pre-bid Meeting	NA	NA
i.	Part-I Opening date	22.09.2015	11.00 Hours

For details of qualification requirements, bid security and complete tender document, visit our website www.cmpdi.co.in, <http://eprocure.gov.in/cppp> and <https://mcltenders.gov.in> Detailed tender notice is available at <https://mcltenders.gov.in>

NOTE : End user portal agreement of MCL is applicable for CMPDI also.

CENTRAL MINE PLANNING AND DESIGN INSTITUTE LIMITED
 (A Subsidiary of Coal India Limited)
 Gondwana Place, Kanke road, Ranchi-834031
 Jharkhand INDIA

DETAILED E -TENDER NOTICE

FOR THE WORK

Annual Maintenance Contract of 48 nos 2.0/1.5 Te Voltas make window/split AC at CMPDI(HQ) complex, Ranchi.

Contact No: Ph.: 91-651-2792006, FAX: 91-651-2232627

TENDER NOTICE NO. : 23 of 2015-16

dated 03.09.2015

1. Tenders are invited on-line on the website <http://mcltenders.gov.in> from the authorized service centre of Air Conditioners of Voltas Ltd having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India **and which can be traced up to the chain of trust to the Root Certificate of CCA for the following work:**

Brief Scope of Work:

Description of work	Estimated Cost of Work (In Rs.)	Earnest Money (In Rs.)	Application fee (In Rs.)	Period of Completion (In days)
Annual Maintenance Contract of 48 nos 2.0/1.5 Te Voltas make window/split AC at CMPDI(HQ) complex, Ranchi.	254247.00	2542.00	0.00	365

2. **Deposit of Earnest Money: ₹ 2542.00 (INR Two thousand five hundred forty two only)** as Earnest Money can be deposited online on e-Procurement portal of MCL by following mode :

- a) Online fund transfer from Axis Bank.
- b) NEFT from any Scheduled Bank.

(EMD through NEFT has to be paid strictly as per the challan generated by the respective bidder on e-procurement portal of MCL. The EMD payment through NEFT mode should be made well ahead of time to ensure that the EMD amount is transferred to MCL account (Pool Account) before bid submission).

II. Alternatively, bidders can also deposit EMD in the form of irrevocable Bank Guarantee (BG) from any scheduled Bank, in the format given in the bid document. The validity of such BG should be minimum 28 days beyond the validity of the bid.

Note : The BG against EMD shall be taken only for the tenders where EMD is amounting to Rs. 5 lakhs or more. In tenders with EMD less than Rs. Five lakh, only online mode of payment shall be enabled.

In case of offline submission of EMD through BG, the bidder has to furnish the BG Number, date of issue, expiry date, amount and name of issuing bank, while submitting the tender online. The bidder has to deposit the original BG against EMD in person or by postal means, which must be received in the office of the General Manager (TE & CM), Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi Pin-834031, (JHARKHAND), INDIA. (Complete Address of Tender Inviting Authority) on any working day after e-publication of NIT and upto three working days after the last date of submission of bid. The Company shall not be responsible for any postal delay in receipt of EMD. In case the EMD is not received within the aforesaid period, the bid will be out rightly rejected.

III. In case of online payment of EMD, the bid submission can be made only when the EMD is received by MCL (Pool Account).

IV. In case of online payment of EMD, if the payment is made by the bidder within the last date & time of bid submission but not received by MCL (Pool Account) within the specified period due to any reason then the bid will not be accepted. However, the EMD will be refunded back to the bidder.

(Note : In tenders where BG is not applicable Clause-II (above) shall not be applicable and should not be included).

3. The bidders should submit MANDATE FORM on line for e-Payment along with EMD, if not submitted earlier, as per the format given in the bid document at section 3.

The bidders have to accept the on-line user portal agreement which contains the acceptance of all the Terms and Conditions of NIT and tender document, undertakings and the e-Procurement system through <https://mcltenders.gov.in> in order to become an eligible bidder. This will be a part of the agreement.

4. Clarification of Bid: The bidder may seek clarification on-line within the specified period. However, the management will clarify as far as possible to the relevant queries.

5. Availability of tender documents: Detailed tender notice & Tender documents including terms and conditions of works shall be available on e-tendering portal <https://mcltenders.gov.in> and Tender Notice shall be available at websites www.cmpdi.co.in, or <http://eprocure.gov.in/cppp>.

6. General Instructions for Submission of Tender: A bidder should strictly comply with the following instructions:

(a) Bidders are required to submit offers on line giving reference to this Tender Notice No. and date, containing offers in two parts.

(b) Two Parts of the bid should contain the details as follows: -

Part-I –

- i) Letter of Bid,
- ii) Details of Earnest Money Deposit.
- iii) Information regarding Eligibility criteria.

- a) Maximum three nos. of completed work of similar nature with value during the last seven years
- b) Financial turnover of the bidder in the last three years
- c) General technical evaluation (GTE) is to be agreed as mandatory

Part-II - Prices only in the Excel format as indicated in the tender document.

7. Eligible Bidders:

The invitation for bid is open to all bidders including an individual, proprietorship firm, partnership firm, company or a Joint Venture having eligibility to participate as per eligibility criteria stipulated in clause No.8 of NIT and having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India **and which can be traced up to the chain of trust to the Root Certificate of CCA.**

Note: Joint Venture: Two or three companies/contractors may jointly undertake contract/contracts. Each entity will be jointly and severally responsible for completing the task as per the contract (applicable for bids having estimated cost above Rs.2 Crores).

Joint Venture details:

Name of all partners of a joint venture(not more than 3):

1. Lead partner
2. Partner
3. Partner

Joint Venture must comply the following requirements :

i) Following are the minimum qualification requirements for Joint Venture

a) The qualifying criteria parameter e.g. experience of the individual partners of the J.V will be as deliberated under clause No 8 (A) towards fulfillment of qualification criteria related to experience.

b) The qualifying criteria parameter e.g. financial resources (Turnover and Net Worth)of the individual partners of the J.V. will be added together, for the relevant period, and the total criteria should not be less than as deliberated under clause No. 8 (B) towards fulfillment of qualification criteria related to financial turnover and net worth.

ii) The formation of joint venture or change in the Joint Venture character/ partners after submission of the bid and any change in the bidding regarding Joint Venture will not be permitted.

iii) The bid, and in case of a successful bid, the agreement, shall be signed so as to legally bind all partners jointly and severally and any bid shall be submitted with a copy of the Joint Venture Agreement providing the joint and several liabilities with respect to the contract.

iv) The pre-qualification of a Joint Venture does not necessarily pre-qualify any of its partners individually or as a partner in any other Joint Venture or association. In case of dissolution of a Joint Venture, each one of the constituent firms may pre-qualify if they meet all the pre-qualification requirements, subject to written approval of the employer.

v) The bid submission must include documentary evidence to the relationship between Joint Venture partners in the form of JV Agreement to legally bind all partners jointly and severally for the proposed agreement which should set out the principles for the constitution, operation, responsibilities regarding work and financial arrangements, participation (percentage share in the total) and liabilities (joint and several) in respect of each and all of the firms in the Joint Venture. Such JV Agreement must evidence the commitment of the parties to bid for the facilities applied for (if pre-qualified) and to execute the contract for the facilities if their bid is successful.

vi) One of the partners shall be nominated for being in charge of the contract and shall be designated as Lead Partner. This authorization shall be evidenced by submitting with the bid a Power of Attorney signed by legally authorized signatories of all the partners.

vii) The JV Agreement must provide that the Lead Partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture and the entire execution of the contract shall be done with active participation of the Lead Partner.

viii) The contract agreement should be signed by each Joint Venture Partners. Subsequent declarations/ letters/ documents shall be signed by lead partner authorised to sign on behalf of joint venture or authorised signatory on behalf of JV.

ix) The bid should be signed by all the partners of the Joint Venture.

x) An entity can be a partner in only one Joint Venture. Bid submitted by Joint Venture including the same entity as partner will be rejected.

xi) The JV agreement may specify the share of each individual partner for the purpose of execution of this contract. This is required to fulfill eligibility and also for the purpose of apportioning the value of the contract to that extent to individual partner for subsequent submission in other bids if he intends to do so for the purpose of the qualification in that Bid.

xii) The earnest money / bids security bank guarantee can be submitted by the Joint Venture / one or more partners of the joint venture.

xiii) The JV agreement must specifically state that it is valid for the project for which bidding is done. If JV breaks up mid-way before award of work and during bid validity period bid will be rejected. If JV breaks up midway before award of work and during bid validity/after award of work/during pendency of contract, in addition to normal penalties as per provision of bid document, all the partners of the JV shall be debarred from participating in future bids for a minimum period of 12 months.

xiv) JV agreement shall be registered in accordance with law so as to be legally valid and binding on the members before making any payment.

xv) JV shall open a bank account in the name of JV and all payments due to the JV shall be credited by employer to that account only. To facilitate statutory deductions all statutory documents like PAN/TIN etc shall be submitted by JV before making any payment.

8. Eligibility Criteria :

A. Work Experience : The intending tenderer must have in its name as a prime contractor experience of having successfully completed similar works during last 7 (seven) years ending last day of month previous to the one in which bid applications are invited (i.e. eligibility period) should be either of the following:-

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.

Or

Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.

Or

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

(In case the bidder is not a prime contractor but a sub-contractor, the bidder's experience as sub-contractor will be taken into account if the contract in support of qualification is a sub-contract in compliance with the provision of such sub-contract in the original contract awarded to prime contractor.)

The work experience of the bidder for those works only shall be considered for evaluation purposes, which are completed on or before the last day of month previous to one in which e-Tender has been invited (i.e. e-Publication date of NIT). The experience of incomplete/ongoing works as on the last date of eligibility period will not be considered for evaluation.

While considering the value of completed works, the full value of completed works will be considered whether or not the date of commencement is within the said 7 (seven) years period.

The cost of completed works shall be given a weight age to bring them at current price level by adding 5% for each completed year (total number of days/365) after the end date of experience (date of completion of work) till one year before the last day of month previous to one in which e-Tender has been invited.

The definition of Similar work shall be as follows :

Annual Maintenance Contract of Air Conditioners.

In respect of the above eligibility criteria the bidders are required to furnish the following information online:

- i). Start date & end date of each qualifying experience (similar work)
- ii). Agreement Number/Work Order Number of each experience
- iii). Work Order Issuing authority of each experience
- iv). Percentage (%) share of each experience (100% in case of an individual/proprietorship firm or a partner in a partnership firm and the actual % of share in case of a Joint Venture)
- v). Executed Value of work against each experience
- vi). Confirmation in the form of Yes/No regarding submission of similar work experience as defined in the NIT.

Note : Joint Venture, shall be allowed for participation in the bid with estimated cost above Rs. 2.0 Crores.

The above qualification criteria shall be fulfilled by JV in the following manner.

The qualifying criteria parameter e.g. experience of the individual partners of the J.V will be as deliberated hereinafter towards fulfillment of qualification criteria related to experience.

a) In case of completion of single work of similar nature costing, not less than the amount equal to 80% of the estimated cost put to tender:-

i) Any of the JV partner shall have the experience of having completed successfully a single work of similar nature equal to 80% of the estimated cost put to tender.

Or

b) In case of completion of two works of similar nature each costing not less than the amount equal to 50% of the estimated cost put to tender :-

i) Any one partner can match the above requirement.

Or

ii) At least two partners should each have completed at least one work of similar nature each costing not less than the amount equal to 50% of the estimated cost put to tender.

Or

c) In case of completion of three works of similar nature, each costing not less than the amount equal 40% of the estimated cost put to tender:-

i) Any one partner can match the above requirement.

Or

ii) Any two partners shall match the above requirement through completion of at least one work of similar nature each costing not less than the amount equal 40% of the estimated cost put to tender:-

Or

iii) All the three partners shall match the above requirement through completion of at least one work of similar nature each costing not less than the amount equal 40% of the estimated cost put to tender.

However, during fulfillment of any of the above criteria one of the partner, who is the lead partner shall have :-

i) More than 50 (fifty)% share in J.V.

and

ii) Experience of having completed successfully a single work of similar nature equal to at least 40% of estimated cost put to tender

In case the bidder is a Joint Venture, the work experience of any one, two or three of the individual partners of JV may be furnished as the work experience of the bidder.

B. Financial Turnover: Average annual financial turnover during the last 3 (three) years ending 31st March of the previous financial year should be at least 30% of the estimated cost.

(The "Previous Financial Year" shall be computed with respect to the e-Publication date of NIT).

If any bidder does not furnish the turnover value for any financial year out of the last 3 financial years, the turnover for that financial year shall be taken as 'Zero' and the average annual financial turnover shall be calculated accordingly.

The intending bidder must submit documentary evidence in support of above in the form of certificate from Chartered Accountant or audited balance sheet or suitable acceptable documents.

If the audited balance sheet for the immediately preceding year is not available in case of tender notified before 30th September, audited balance sheet/ profit and loss statement and other financial statement of the three financial years immediately preceding the previous financial year may be adopted for evaluating the credentials of the bidder.

Financial turnover shall be given simple weightage of 5% per year to bring them at current price level, While evaluating the qualification requirement of the bidder. Such weightage shall be considered from the end date of financial year. Updating will be considered for full or part of the year (total no. of days / 365) i.e. considering 365 days in a year, till the last day of month previous to one in which bid has been invited.

Joint Ventures shall meet the above eligibility requirement, in the following manner:

The qualifying criteria parameter e.g. financial resources (Turnover) of the individual partners of the J.V. will be added together, for the relevant financial year, and the total should not be less than as spelt out above.

C. The Net Worth of the bidder based on latest audited annual accounts as on 31st March 2014 (e.g. for tenders floated in the financial year 2015-16, this will beas on 31st March 2014) shall not be negative.

The Net Worth shall be equal to: - Aggregate of the Capital + Free Reserve $\pm$ Accumulated Profit/Losses. Offer of the bidder showing Negative Net Worth will be rejected (Net Worth provision applicable for tendered works with estimated cost above 100 lakhs).

The intending bidder must submit documentary evidence in support of above in the form of certificate from Chartered Accountant based on latest audited Balance Sheet.

Joint Ventures shall meet the above eligibility requirement, in the following manner:

The qualifying criteria parameter e.g. net worth (Turnover) of the individual partners of the J.V. will be added together, for the relevant financial year, and the total should not be negative.

If the bidder is a subsidiary of a company, the experience and resources of the holding company or its other subsidiaries will not be taken into account. However, if the bidder is a holding company, the experience and resources of its wholly owned subsidiaries will be taken into consideration.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified:-

(i) if they have made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification requirements.

(ii) if they have record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, or financial failure etc.

Notes : (Not a part of bid document)

1) The qualification criteria shown above are to be considered as a standard for normal works.

2) For specialized works, based on requirement, the subsidiary may add or modify with the approval of competent authority.

3) The documents to be furnished by the bidder to prove that he is satisfying the qualification criteria laid down should all be in the bidders name except in cases where though the name has changed, owners continued to remain the same and in cases of amalgamation of entities and when a holding company relies on the credential of its wholly owned subsidiaries.

In respect of the above eligibility criteria the bidders are required to furnish the following information online:

i). Annual financial turnover of each of the last 3 years ending 31st March of the previous financial year.

ii). Name of the Chartered Accountant issuing the Profit and Loss A/c or the Turnover certificate

iii). Membership Number of the Chartered Accountant

iv). Date of issue of financial turnover certificate by CA

C. Permanent Account Number(PAN) : The bidder should possess Permanent Account Number (PAN) issued by Income Tax department, Govt. of India.

In respect of the above eligibility criteria the bidders are required to furnish the following information online :

i). Confirmation regarding possessing of Permanent Account Number (PAN) issued by Income Tax department, Govt. of India in the form of Yes / No

Note: In case the bidder is a Joint Venture, the PAN Number of each individual partner of JV will be furnished.

D. VAT/Sales Tax Registration on Works Contract : The bidder should possess a VAT/ Sales Tax Registration on works contract issued by Sales Tax department of any Indian State.

In respect of the above eligibility criteria the bidders are required to furnish the following information online:

i). Confirmation regarding possessing of VAT/ Sales Tax Registration on Works Contract issued by Sales Tax department of any Indian State in the form of Yes / No

Note : In case the bidder is a Joint Venture, the TIN/Sales Tax Registration Number of each individual partner of JV will be furnished.

E. Service Tax Registration Certificate : The bidder should possess a Service Tax Registration Certificate issued by Govt. Dept of any Indian State.

i). Confirmation regarding possessing of Service Tax Registration Certificate issued by Sales Govt. Dept. of any Indian State in the form of Yes / No

F. Provident Fund : The bidder should possess a Provident Fund Registration Certificate issued by Govt. Dept of any Indian State. Or Submit undertaking that bidder shall take appropriate steps for registration as relevant under EPF authorities, if applicable.

i). Confirmation regarding possessing of Provident Fund Registration Certificate issued by Govt. Dept of any Indian State in the form of Yes / No

G. An Affidavit on a non-judicial stamp paper of minimum value of Rs.5 regarding genuineness of the information furnished by him on-line and authenticity of the scanned copy of documents uploaded by him on line in support of his eligibility, as per the format given in the bid document at Section - 3

H. Legal Status of the bidder:

Any one of the following document:

1. Affidavit or any other document to prove proprietorship/individual status of the bidder.
2. Partnership deed containing name of partners.
3. Memorandum & Article of Association with certificate of incorporation containing name of bidder
4. Joint Venture agreement containing name of partners and lead partner, Power of Attorney to the Lead Partner and share of each partner.

I. Digital Signature Certificate (DSC): If the bidder himself is the DSC holder bidding on-line then no document is required. However, if the DSC holder is bidding online on behalf of the bidder then the Power of Attorney or any sort of legally acceptable document for the authority to bid on behalf of the bidder.

J. Banning: Declaration by the bidders that they have not been banned or delisted by any govt. or quasi-govt. agencies or PSU, as per the Affidavit format given in the bid document at Section 3

K. Copy of authorized service center certificate of Air Conditioners of Voltas Ltd.

9. Submission of Bid:

a. In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal (<https://mcltenders.gov.in>) with valid Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA. The

online Registration of the Bidders on the portal will be free of cost and one time activity only. If the bidder is an individual person then he should register himself under “Individual” category and if the bidder is a proprietorship firm/partnership firm/Joint Venture/ Company then registration should be under “Corporate” category. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

b. The bidders have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including General and Special Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be accepted.

NOTE : End user portal agreement of MCL is applicable for CMPDI also.

c. Letter of Bid: The format of Letter OF BID (as given in the NIT at section 3 will be downloaded by the bidder and will be printed/typed on their letter head. This document will be signed by the bidder or authorized person of bidder or DSC holder bidding online with authorization from bidder and the scanned copy of the same will be uploaded during bid submission in Cover-I. The content of the “Letter of Bid” uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information.

d. Price Bid (Part-II): The Price Bid is containing the Excel formats The bidder will download the same and will quote item rate in Excel format Thereafter, the bidder will upload the Excel format during bid submission in cover-II. L-1 will be decided on overall quoted value of specified schedule of quantities /BOQ mentioned in Excel format.

“In cases where the system does not read the values of any of the BOQs submitted against a tender while generating BOQ comparative chart, a manual comparative statement will be prepared based on the data available in the BOQs uploaded by the bidders and the same shall be considered for evaluation and uploaded on the system for viewing by the public”.

The Price Bids of the bidders will have no condition. The Price Bid which is incomplete and not submitted as per instruction given above (and also online) will be rejected. Any alteration/ modification in the excel format may lead to rejection of the bid.

Service-Tax will be paid extra as applicable..

In case of any default / delay in payment of Service Taxes, wrong claim of CENVAT credit etc. by the Contractor / Service Provider, the CMPDI would not be responsible and in no case any such claim of the Contractor / Service Provider will be entertained by the CMPDI.

10. All bids are to be submitted on-line on the website <https://mcltenders.gov.in>. No bid shall be accepted off-line.

11. It is the bidder’s responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder’s premises to access the e-tender portal. Under any circumstances, CMPDIL shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-tender system or internet connectivity failures.

12. The part I will be opened on-line, on the scheduled date and after the prescheduled time by the Bid Openers with their Digital Signature Certificate (DSC). The bidder can view bid opening remotely on their personalized dash board under “Bid Opening (Live)” link. Part –I shall be evaluated by the system online based on the information furnished by bidders on-

line in accordance with clause No 8 of NIT (Eligibility Criteria). This on-line evaluation will be validated by CMPDIL.

13. After evaluation of Part I, all the bidders will get the information regarding their eligibility on website. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders communicating the date and time of opening of Price bid (Part II).

14. The Price-bid of the successful bidders (qualified in Technical-bid) will be opened on-line, on the scheduled date and after the prescheduled time by the Bid Openers with their Digital Signature Certificate (DSC). The bidder can view bid opening remotely on their personalized dash board under “Bid Opening (Live)” link. The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.

15. After opening of Price-bid, the list of documents required to be submitted by L-1 bidder as enlisted below along with the qualification information as per format given below will be specified on-line by Evaluator indicating the start date and end date giving 7 days time for on-line submission by bidder. The L-1 bidder will get this information on their personalized dash board under “Upload confirmatory document” link. Additionally, information shall also be sent by system generated e-mail and SMS, but it will be the bidder’s responsibility to check the updated status/ information on their personalized dash board at least once daily after opening of Price bid. No separate communication will be required in this regard. Non-receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The bidder will upload the scanned copy of self certified and attested by notary public of all the specified documents in support of the information /declarations furnished by them on-line within the specified period of 7 days and simultaneously will submit the original Affidavit (As per Sl. No. 7 below) either in person or by post to the Tender Inviting Authority within 10 days of last date of online submission of documents.

Sl. No.	Eligibility Criteria	Scanned copy of documents (self certified and attested by Notary Public) to be uploaded by L-1 bidder in support of information/ declaration furnished online by the bidder against Eligibility Criteria (CONFIRMATORY DOCUMENT)
1.	Work Experience (Ref. Clause No 8 (A) of NIT)	Satisfactory Work Completion Certificate issued by the employer against the experience of similar work containing all the information furnished by bidder on-line
2.	Financial Turnover (Ref. Clause No 8 (B) of NIT)	Financial Turnover certificate for last 3 (three) financial years issued by a Practicing Chartered Accountant having a membership number with Institute of Chartered Accountants of India. (In case of JV, turnover certificate for each individual partner of JV)
3	Permanent Account Number (Ref. Clause No 8 (C) of NIT)	PAN card issued by Income Tax department, Govt. of India (In case of JV, PAN card for each individual partner of JV)
4	VAT/Sales Tax Registration (Ref. Clause No 8 (D) of NIT)	VAT/Sales Tax Registration Certificate issued by Sales Tax Department of any Indian State (In case of JV, VAT/Sales Tax Registration Certificate for each individual partner of JV)
5	Service Tax (Ref. Clause No 8 (E) of NIT)	Service Tax Registration Certificate issued by Govt. Dept of any Indian State
6	Provident Fund (Ref. Clause No 8 (F) of NIT)	Provident Fund Registration Certificate issued by Govt. Dept of any Indian State or Submit undertaking that bidder shall take appropriate steps for registration as relevant under EPF authorities, if applicable

7	Affidavit (Ref. Clause No 8 (G) of NIT)	An Affidavit on a non-judicial stamp paper of minimum value of Rs.5 regarding genuineness of the information furnished by him on-line and authenticity of the scanned copy of documents uploaded by him on-line in support of his eligibility, as per the format given in the bid document at Section 3.
8.	Legal Status of the bidder (Ref. Clause No 8 (H) of NIT)	Any one of the following document : 1.Affidavit or any other document to prove proprietorship/Individual status of the bidder. 2.Partnership deed containing name of partners 3.Memorandum & Article of Association with certificate of incorporation containing name of bidder 4. Joint Venture agreement containing name of partners and lead partner, Power of Attorney to the Lead Partner and share of each partner.
9.	Digital Signature Certificate (DSC) (Ref. Clause No 8 (I) of NIT)	If the bidder himself is the DSC holder bidding on-line then no document is required .However, if the DSC holder is bidding online on behalf of the bidder then the Power of Attorney or any sort of legally acceptable document for the authority to bid on behalf of the bidder
10	Banning (Ref. Clause No 8 (J) of NIT)	Declaration by the bidders that they have not been/have been banned or delisted by any govt. or quasi-govt. agencies or PSU, as per the Affidavit format given in the bid document at Section 3
11	Authorized service center (Ref. Clause No 8 (K) of NIT)	Copy of authorized service center certificate of Air Conditioners of Voltas Ltd.
12	Any other document to support the qualification information as submitted by bidder on-line.	
Note: Only one file in .pdf format can be uploaded against each eligibility criteria. Any additional/other relevant documents to support the information/declaration furnished by bidder online against eligibility criteria may also be attached by the bidder in the same file to be uploaded against respective eligibility criteria.		

The Tender Committee will examine the uploaded documents against information/ declarations furnished by the L-1 bidder online. If it confirms to all of the information /declarations furnished by the bidder online and do not change the eligibility status of the bidder then the bidder will be considered eligible for award of Contract.

In case the Tender Committee finds that there is some deficiency in uploaded documents or documents have not been uploaded by L-1 bidder within the stipulated period then the same will be specified online by Tender Committee clearly indicating the omissions/shortcomings in the uploaded documents and indicating start date and end date giving 7 days time for online re-submission by L-1 bidder. The L-1 bidder will get this information on their personalized dash board under "Upload confirmatory document" link. Additionally, information shall also be sent by system generated e-mail and SMS, but it will be the bidder's responsibility to check the updated status/ information on their personalized dash board at least once daily after opening of Price-bid. No separate communication will be required in this regard. Non-receipt of email and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The bidder will upload the scanned copy of self certified and attested by notary public of those specified documents within the specified period of 7 days and in case of Affidavit, will simultaneously submit the original Affidavit (As per Sl.No.11 above) either in person or by post to the Tender Inviting Authority within 10 days of last date of online submission of documents. No additional time will be allowed to the bidder for on-line submission of documents.

a. In case the L-1 bidder submits requisite documents online as per NIT, then the bidder will be considered eligible for award of Contract.

b. In case the L-1 bidder fails to submit requisite documents online as per NIT or if any of the information/declaration furnished by L-1 bidder online is found to be wrong by Tender Committee during evaluation of scanned documents uploaded by bidder, which changes the eligibility status of the bidder (for the first time), then the EMD of L-1 bidder will be forfeited and re-tender will be

done. In this retender, offer from this bidder will not be accepted. This penal action will be enforced from the date of issue of such order.

c. If the L-1 bidder fails to submit the requisite documents online as per NIT or if any of the information/declaration furnished by L-1 bidder online is found to be wrong by Tender Committee during evaluation of scanned documents uploaded by bidder, which changes the eligibility status of the bidder, in two tenders, floated by the same tender inviting authority, within a span of one year (to be counted with respect to date of e-publication of NIT), then the EMD of L-1 bidder will be forfeited and this bidder will be debarred for one year from participating in tenders in CMPDI and re-tender will be done. This penal action will be enforced from the date of issue of such order.

16. Validity of offer: The rates offered in part II shall be valid for 120 (one hundred twenty) days from the End date of bid submission.

17. One Bid per Bidder : Each Bidder shall submit only one Bid, either individually, or as a partner in a partnership firm or a partner in a Joint Venture or a public limited firm. A Bidder who submits or participates in more than one Bid (other than as a sub-contractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

18. Refund of EMD :

- a) If EMD is paid by the bidder in online mode (Direct Debit / NEFT) then the EMD of rejected bidders will be refunded directly to the account from where it had been received (except the cases where EMD is to be forfeited). However, if the EMD is received through BG then it will be returned by registered / speed post on rejection of bid (except the cases where EMD is to be forfeited).
- b) No claim from the bidders will be entertained for non-receipt of the refund in any account other than the one from where the money is received.
- c) If the refund of EMD is not received by the bidder in the account from which the EMD has been made due to any technical reason then it will be paid through conventional system of e-payment. For this purpose, if required, Tender Inviting Authority will be obtain the Mandate Form from the Bidder.
- d) In case the tender is cancelled then EMD of all the participating bidders will be refunded unless it is forfeited by the department.
- e) If the bidder withdraws his/her bid online (i.e. before the end date of submission of tender) then his/her EMD will be refunded automatically after the opening of Part I tender.
- f) The EMD of successful bidder (on Award of Contract) will be retained by CMPDIL and will be adjusted to Performance Security Deposit. However, EMD deposited by the L-1 bidder in the form of BG will be discharged when the bidder furnishes the required Performance Security Deposit (PSD) and signs the agreement.

19. Every tenderer is expected, before quoting his rates, to go through the requirements of materials/workmanship under specification/requirements and conditions of contract and to inspect the site/area of the proposed work at his own cost.

It shall be deemed that the tenderer has visited the site/area and got fully acquainted with the working conditions and other prevalent conditions and fluctuations thereto whether they actually visited the site/area or not and have taken all the above factors into account while quoting his rates.

20. All Duties taxes (excluding Service tax) and other levies, payable by the contractor under the contract or for any other cause as applicable on the last date of submission of tender shall be included in the rates, prices and the total bid price submitted by the bidder. All incidentals, overheads etc. as may be attendant upon execution and completion of works shall also be included in the rates, prices and total bid price submitted by the bidder

However, such duties, taxes, levies etc. which is notified after the last date of submission of tender and / or any increase over the rate existing on the last date of submission of tender shall be reimbursed by the company on production of documentary evidence in support of payment actually made to the concerned authorities.

The company reserves the right to deduct/withhold any amount towards taxes, levies, etc. and to deal with such amount in terms of the provisions of the Statute or in terms of the direction of any Statutory authority and the company shall only provide with certificate towards such deduction and shall not be responsible for any reason whatsoever.

21. Cost of Bidding : The bidder shall bear all costs associated with the preparation and submission of his bid and the Employer will in no case be responsible and liable for those costs.

22. The tenderer shall closely study all specifications in detail, which govern the rates for which he is tendering.

23. Currencies of Bid and Payment : The unit rates and prices shall be quoted by the Bidder entirely in Indian Rupees only.

24. The work should be completed within 365 days and the date of commencement of the work will be reckoned from the actual date of handing over the site for this purpose.

25. On completion of the work all rubbish, debris, brick bats etc. shall be removed by the contractor(s) at his/their own expense and the site cleaned and handed over to the company and he/they shall intimate officially of having completed the work as per contract.

26. The tenderer(s) will deploy sufficient number and size of equipments/machineries/vehicles and the technical/ supervisory personnel required for execution of the work.

27. Change in Constitution of the Contracting Agency : Prior approval in writing of the company shall be obtained before any change is made in the constitution of the contracting agency, otherwise it will be treated as a breach of Contract.

28. Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.

29. The Bidder, whose Bid has been accepted, will be notified of the award on-line and also by registered post by the employer prior to expiration of the bid validity period. The L-1 bidder will get the information regarding award of work on their personalised dash-board on-line. On receipt of Letter for Acceptance(LOA)/Work Order of the tender issued by the Company, the successful tenderer shall execute contract agreement in the company's prescribed form for the due fulfillment of the contract. Failure to enter into the required contract within the specified period in the work order shall entail cancellation of LOA/work order and forfeiture of the Earnest Money. The written contract to be entered into between the contractor and the company, shall be the foundation of the rights of both the parties and the contract shall not be deemed to be executed until the contract is signed by both the parties i.e. Contractor and the Company.

30. Modification and Withdrawal of Bid :

Modification of the submitted bid shall be allowed on-line only before the deadline of submission of tender and the bidder may modify and resubmit the bid on-line as many times as he may wish.

Bidders may withdraw their bids on-line within the end date of bid submission and their EMD will be refunded. However, if the bidder once withdraws his bid, he will not be able to resubmit the bid in this tender. No withdrawal/modification is allowed after end date and time of bid submission. For withdrawal of bid after the end date of bid submission, the bidder will have to make a request in

writing to the Tender Inviting Authority. Withdrawal of bid may be allowed till issue of work order / LOA with the following provision of penal action:

a. If the request of withdrawal is received before online notification for opening of price bid, the EMD will be forfeited and bidder will be debarred for 6 months from participating in tenders in CMPDI. The Price-bid of remaining bidders will be opened and the tender process shall go on.

b. If the request of withdrawal is received after online notification for opening of price bid, the EMD will be forfeited and the bidder will be debarred for 1 one year from participating in tenders in CMPDI. The Price-bid of all eligible bidders including this bidder will be opened and action will follow as under:

i) If the bidder withdrawing his bid is other than L-1, the tender process shall go on.

ii) If the bidder withdrawing his bid is L-1, then re-tendering will be done.

(The penal action against clause (a) & (b) above will be enforced from the date of issue of such order.)

31. The Company reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.

32. The Company reserves its right to allow Public Enterprises purchase preference facility as admissible under prevailing policy.

33. This Tender Notice shall be deemed to be part of the Contract Agreement. The “General Terms & Conditions”, Additional Terms & Conditions, Special Terms & Conditions (if any), Technical Specifications, drawings (if any) and any other document uploaded on portal as NIT document forms an integral part of this NIT and shall also form a part of the Contract agreement.

34. No subletting of work as a whole by the contractor is permissible. Subletting of work in piece rated jobs is permissible with the prior approval of the department.

The Contract Agreement will specify major items of supply or services for which the contractor proposes to engage sub-contractor/sub-vendor. The contractor may from time to time propose any addition or deletion from any such list and will submit proposals in this regard to the Engineer-in - Charge/Designated Officer-in-charge for approval well in advance so as not to impede the progress of work. Such approval of the Engineer-in-Charge/Designated Officer-in-Charge will not relieve the contractor from any of his obligations, duties and responsibilities under the contract.

35. If the tenderer gets the work order he will have to submit VAT Registration certificate on works contract from the state of Jharkhand, before execution of agreement.

36. The tenderer shall have to ensure implementation of CMPF/EPF, if applicable, in respect of the workers deployed by him as detailed in the tender document.

37. 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 reasons whatsoever and to split up the work between two or more tenderers or accept the tender in part and not in its entirety.

38. Matters relating to any dispute or difference arising out of this tender and subsequent contract awarded based on this tender shall be subject to the jurisdiction of District Court, where the subject work is to be executed.

GM (TE & CM)
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