

**QUOTATION DOCUMENT**

**CMPDIL RI-1 ASANSOL**

Name of work:-	Development and Maintenance of Garden at CMPDI, RI – I Office Premises.
Last Date and time of submission :-	<b>Upto 15.00 Hours on 30.09.2015</b>
Date and time of opening :-	<b>At 15.30 Hours on 30.09.2015</b>
Place of Submission:-	Civil Engineering Department

Document issued to:-

Name of Party	
Address	
Phone No	

Signature of Issuing Authority

**Sd/-**

**Dy.G.M./H.O.D.(Civil)**

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Sd/-

**A.Kumar**

**Dy G.M./H.O.D.(Civil)**

		<p>सेंट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड रिजनल इन्स्टीच्यूट-१ जी.टि.रोड (वेस्ट) आसनसोल-७१३३०४</p> <p><b>CENTRAL MINE PLANNING &amp; DESIGN INSTITUTE LIMITED</b></p> <p>Regional Institute – 1, G. t. Road (w), Asansol – 713304 Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R), EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935 Email: cmpdi1@sancharnet.in, cmpdi_asl@dataone.in</p>	
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संख्या: CMPDI/RI-1/Civil/Garden/2015-16/1029

दिनांक 22-09-2015

## QUOTATION NOTICE

Sealed quotations are invited on overall monthly rate basis from registered and eligible experienced contractors enlisted/ approved or having experience of similar nature of work at the appropriate category of Govt. Dept. or Public Sector Undertaking for the following work at CMPDI, RI-I office premises at Asansol- 713 304.

Sl. No	Name of work	Estimated Amount	Earnest Money(Rs)	Application Fee (Rs.)	Duration of Contract
1.	Development and Maintenance of Garden at CMPDI, RI – I Office Premises.	100443.00	1005.00	Nil	7 (seven) months

**Last Date and time of submission of Quotation: On 30.09.2015 up to 15.00 Hours.**

**Date and time of opening of Quotation: At 30.09.2015 on 15.30 Hours.**

### Issue of quotation document:-

Quotation paper will be available from this office on any working day (excluding Sundays & Holidays) during Office working hours from **22.09.2015 to 29.09.2015**.

**The Quotation Document may be seen and down loaded from the web site <http://www.cmpdi.co.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 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.

### **Attention: Parties who will be down loading the T. Document from web site:**

The Undertaking of the bidder shall be submitted in a separate envelop marked “**Undertaking**” and not with Quotation, so that this envelope can be opened first.

Sealed quotations should be submitted in the prescribed form **on or before 15.00 hours on 30.09.2015 in the tender box kept in the Civil Engg. Dept. of CMPDI, RI-I, Asansol – 713304.**

Any bid received after the stipulated date & time will not be accepted.

**Quotation Notice No. & Name of the Work shall be written at top of each envelope. Full name & address of the bidder shall be written on the bottom left corner of the same envelope.** The quotation papers must accompany credentials / proof of experience.

Quotation papers thus submitted shall become property of the Company and shall not be returned to the bidder.

**Validity of the offer shall be 4 months from date of opening.**

The Earnest Money (E/M) may be deposited in cash at the cash counter of CMPDI, RI-I, Asansol, between 11-00 hrs. and 15-00 hrs. on any working day or in the form of Demand Draft along with quotation papers. Demand Draft is to be prepared in favor of “**CMPDI Ltd, Regional Institute, Asansol**”

The E/Money will be retained in case of successful bidder and refunded to the unsuccessful bidder(s) in due course and it will not carry any interest. The E/Money of the successful bidder will be dealt with as part of Security Deposit and shall not carry any interest also.

Security Deposit will be refunded after successful completion of the work and one month additional observation period.

The condition of Abnormally High Rate (AHR) and Abnormally Low Rate (ALR) of +/- 20% shall be applicable.

The Tender Committee reserves the right to accept / reject any quotation without assigning any reason whatsoever and its decision will be final as well as binding.

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

**(A.Kumar)**

**H.O.D./Dy.G.M.(Civil)**

**Copy to:**

1. The Regional Director, RI-I.
2. The Chairman, Tender Committee [(Mr. D.Ghosh, Chief Manager (Geology)], R I – I.
3. The General Manager (Civil), CMPDIL, Gondwana House, Ranchi- 834 031. -  
With request to arrange to display the notice.
4. The G M (civil), ECL, Sanctoria, -do-
5. The Executive Engineer, PWD, Court Road, Asansol – 713 304, -do-
6. The HOD (Civil), RI – II, III, IV, V, VI and VII, -do-
7. The HOD (Finance), RI-I
8. The Officer-in-Charge P&A Dept., RI-I,
9. All the Drilling Camps, [Through GM.(Geology) (3copies)]. (One copy for each Camp). ---  
With request to arrange to display the notice.
10. Cash Section, RI – I.
11. Notice Board, RI-I.

Sd/-

**(A.Kumar)**

**H.O.D./Dy.G.M.(Civil)**

		<p>सेंट्रल माइन प्लानिंग एण्ड डिजाइन इंस्टीच्यूट लिमिटेड  रिजनल इंस्टीच्यूट-१ जी.टि.रोड (वेस्ट)  आसनसोल-७१३३०४</p> <p><b>CENTRAL MINE PLANNING &amp; DESIGN INSTITUTE LIMITED</b>  Regional Institute – 1, G. t. Road (w), Asansol – 713304  Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R),  EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935  Email: cmpdi1@sancharnet.in, cmpdi_asl@dataone.in</p>	 <p>ISO 9001:2000  Cert No.CI/8656</p>
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**UNDERTAKING BY TENDERER(S) / BIDDERS.**

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

1. We are submitting Quotation (tender) for the work “Development and Maintenance of Garden at CMPDI, RI – I Office Premises.” against tender notice no. CMPDI/RI-1/Civil/2015-16/1029 , Dated 22.09.2015. 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.

.....  
Signature of Tenderer

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

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

Date: .....

Place: .....

Official Seal (Stamp):

		<p>सेंट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड  रिजनल इन्स्टीच्यूट-१ जी.टि.रोड (वेस्ट)  आसनसोल-७१३३०४</p> <p><b>CENTRAL MINE PLANNING &amp; DESIGN INSTITUTE LIMITED</b>  Regional Institute – 1, G. t. Road (w), Asansol – 713304  Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R),  EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935  Email: cmpdi1@sancharnet.in, cmpdi_asl@dataone.in</p>	 <p>ISO 9001:2000  Cert No.CI/8656</p>
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**UNDERTAKING BY TENDERER(S) / BIDDERS.\***

**(\*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 Quotation 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 Quotation 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 Quotation Document.

3.I/we further assure and accept that I/we shall accept the Office Copy version of the Quotation 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):

## **General terms & Conditions**

1. The contractor(s) will have to deposit security money of 10% of the award value including Earnest Money already deposited and the same shall be deducted from first two Running on Account (R/A) bills at equal installments or at a time from final bill **whichever is earlier**. This shall not carry any interest and shall be refunded after two months from the date of Completion of work as certified by the Engineer – in –Charge. The security deposit shall not carry any interest.
2. The contractor(s) will have to make his/their own arrangement for materials, tools, labor etc required for successful completion of the work.
3. The contractor(s) should pay his/their workers according to the Minimum Wage Ach and other State / Central Govt. legislation / statutes or award in force during the contract period.
5. The work should be started within 10(ten) days from the issuance of the work order or handing over of clear site whichever is latter..
6. In case of any disputes or interpretation of any clause or item of work the decision of Regional Director, RI-I, shall be final & binding.
7. The contractor(s) have to follow the CMPF act / scheme for your employees.
8. The contractor(s) will maintain statutory registers as required under Labour Rules and CMPF Rules.
9. Bills shall be submitted in bill form in triplicate.
10. The amount shall be quoted on at par with/ % above/below the estimated cost as given in Bill of Quantity and shall be written both in figure and words, In case of any discrepancy between figures & words, the rate written in words shall prevail.
11. The entire work should be to the satisfaction of Engineer-in-Charge / Controlling Authority and his / their views shall be final and binding.
12. The amount quoted shall be inclusive all taxes, cess & incidentals etc. but including “Service Tax” which shall be dealt as noted below/as noted in Tender Notice/Quotation Notice.
13. The condition of Abnormally High Rate (AHR) and Abnormally Low Rate (ALR) of +/- 20% (in comparison to updated estimated rate) as laid down in the Manual for Civil Engineering Works (MCEW) of Coal India Ltd shall be applicable.
14. A penalty at the rate of half percent (1/2 %) of the awarded value per week of delay shall be applicable as compensation (Liquidated Damage). The aggregate of such compensation/compensations shall not exceed ten percent (10%) of the total awarded value.
15. If the contractor without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, the company shall without prejudice to any other right or remedy, be at liberty, by giving 15 days notice in writing to the contractor to commence the work, to forfeit the Earnest Money deposited by him and to rescind the Letter of Acceptance of Tender/Work Order. Additionally, the Company will reserve the right to debar such defaulting Contractors from participating in future Tenders for a minimum period of 1(one) year.
16. The Company , if satisfied that the works can be completed by the contractor within a reasonable time after the specified time of completion ,may allow further extension of time at its discretion. With or without the levy of LD. In the event of extension granted with the LD, The company will be entitled without prejudice to any other right or remedy available in that behalf, to recover from the contractor as

agreed damages equivalent to half percent (1/2%) of the value of the work for each week (or the part of the week) of delay subject to a ceiling of 10%(ten percent) of the contract price/awarded value..

**17.** The Company , if not satisfied that the work can be completed by the contractor, and in the event of failure on the part of the contractor to complete the work within further extension of time allowed as aforesaid, shall be entitled without prejudice to any other right , or remedy available in that behalf, to rescind the contract.

**18** The Company, if not satisfied with the progress of the contract and in the event of failure on the part contractor to recoup the delays in the mutually agreed time frame, shall be entitled to terminate the contract.

**19** in the event of such termination of the contract as described in clauses 18 or 19 or both, the company, shall be entitled to recover L.D. up to 10%(ten percent) of the contract value and forfeit the security deposit made by the contractor besides getting the work completed by other means at the risk and cost of the contractor

**20** the Company may at its sole desertion, waive the payment of compensation on request received from the contractor indicating valid and acceptable reasons if the entire work is completed within the date as specified in the contract/ Work Order or as validly extended date without stipulating any compensation for delay.

## **21. Service Tax**

**21.1** Service tax if applicable shall be extra. Prima facie it is contractor's responsibility to deposit "Service Tax" on the applicable Value of services and can be claimed /reimbursed on submission of an affidavit on non-judicial stamp paper duty, attested by notary with regard to Payment of service tax that " Payment of service tax of the preceding month has been made by me vide challan no. .... Dated ....."

**22.** Tenderer will employ laborers as per prevailing reservation system of SC, ST & OBC to the rule applicable to the area of the work site.

## **23. Non-disclosure / Confidentiality Clause:**

**23.1** 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.

**23.2** 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.

Sd/-

**(A.Kumar)**

**H.O.D./Dy.G.M.(Civil)**

## **Scope of Work**

**1.** The work involves creation, including basic preparation of ground, of garden / lawn in different locations / patches within the Office premises which includes the following:

- (i) The long & narrow central verge of the main (straight) entry road in front of office.
- (ii) Quarter of a circle like space created between the east-side wall of RI-I store and back side of old office building (which actually is in front of the present office building).
- (iii) Gardening space in front of rest house and east side of the rest house.
- (iv) Around "Flag Stand".

The location mentioned above may be changed afterwards without any extra cost

**2.** The total area is approximately 900 Sqm.

**3.** The following works have to be done:

- (i) Preparation of ground / soil.
- (ii) Supplying and applying cow dung / organic manure.
- (iii) Supplying and planting saplings.
- (iv) Supplying and applying chemical fertilizers.
- (v) Supplying and applying bone mill/bone dust.
- (vi) Regular watering, weeding out grass, cleaning, etc and overall maintenance of the plants & garden.
- (vii) Supplying and applying / spraying pesticides (for plants) as and when required.
- (viii) Disposing off dried/dead plants after each season and planting fresh saplings for next season etc.
- (ix) Thus developing and maintaining the gardens in different spots / patches within the office area, as directed by Engineer-in-Charge (EiC) for seven months.

**4.** The contractor/s has/have to prepare the ground by uprooting rank vegetation, weeds and grass through digging, forking repeatedly, breaking clods, rough dressing, uprooting fresh growth after some days and fine dressing for planting flower plant saplings and / or specified grass (to create grass lawns) and / or decorative all season plants (where sunlight is not sufficient).

**5.** The work also includes supplying & applying cow dung / organic manure, supplying & planting saplings, supplying & applying chemical fertilizers and bone mill / bone dust, including regular watering, weeding out grass, cleaning etc and overall maintenance of the plants & garden.

6. The work also includes supplying and applying / spraying pesticide (for plants and termites) as and when required, disposing off dried / dead plants and planting new saplings instead of those and thorough cleaning after each season and planting fresh saplings for the next season.
7. The contractor have to arrange 'Mali'/'Skilled Gardener' initially on daily basis (except Sundays & National holidays etc) for initial one month after basic ground preparation time and at least @ ten days in a month during rest of the contract period. Along with this they have to ensure working by 'Gardening Helper' daily (except Sundays and National holidays etc) after basic ground preparation time.
8. At least 500 and 400 saplings should be planted and grown in winter and summer seasons respectively for the available two seasons within this contract period.
9. The entire work should be to the satisfaction of Engineer-in-Charge / Controlling Authority and his / their views shall be final and binding.
10. The rate quoted shall be inclusive all taxes, cess & incidentals etc.
11. No fruit trees or valued plants / trees shall be felled down, destroyed or damaged.

Sd/-

**(A.Kumar)**

**H.O.D./Dy.G.M.(Civil)**



**QUOTATION FORM**  
**(QUOTATION BY THE BIDDER / AGENCY)**

I/We have gone through the Quotation Document, terms & conditions and specifications for the work **“Development and Maintenance of Garden at CMPDI, RI - I Office Premises”**. I/We have visited the site also. I/We agree to all the terms and conditions and specifications. Accordingly my/our quoted rate & respective amount, for the works, is noted below:

[illegible]

Signature of Proprietor / Authorized Person

(NAME OF THE SIGNATORY IN BLOCK CAPITAL)

Address:-

(OFFICIAL SEAL)

Telephone No: (If any): ....., Mobile phone No (If any): .....

**Note: i) For authorized person enclose letter of authorization in original on non- judicial stamp paper of at least Rs 10.00 (Rs. ten only). This is mandatory. ii)\*Strike off, which is not applicable.**