

CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD.

(A SUBSIDIARY OF COAL INDIA LTD.)

REGIONAL INSTITUTE-I, G. T. ROAD (WEST), ASANSOL - 713304

NIT NO. CMPDI/RI-I/MINING/15-16/301

DATED: 02-11-15

TENDER DOCUMENT

FOR

**SUPPLY AND INSTALLATION OF 1 NO. B/W HEAVY DUTY DIGITAL PHOTOCOPIER
MACHINE AT CMPDI, RI-I, G. T. ROAD (WEST), ASANSOL-713304.**

ESTIMATED VALUE : Rs. 4,00,000 /-

EARNEST MONEY DEPOSIT : Rs. 8,000 /-

COST OF TENDER DOCUMENT : Rs. 200 /-

SALE OF TENDER DOCUMENT : FROM 2.11.2015 TO 20.11.2015

DUE DATE FOR SUBMISSION OF BIDS : 21/11/15 upto 3-30 PM

OPENING OF TENDER : 21/11/15 at 4.00 PM

**TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF
1 NO. B/W HEAVY DUTY DIGITAL PHOTOCOPIER MACHINE
AT CMPDI, RI-I, G.T. ROAD (WEST), ASANSOL-713304**



NOTICE INVITING TENDER FOR SUPPLY & INSTALLATION OF 1 NO. B/W HEAVY DUTY DIGITAL PHOTOCOPIER MACHINE AT CMPDI, RI-I, ASANSOL

Tender Enquiry No.: CMPDI/RI-I/MINING/15-16/301

Dated: 02-11-15

1.	Name of the work	Sealed tenders are invited from Manufacturers/Authorised Dealers in two parts for Supply and installation of 1 No. B/W Heavy Duty Digital Photocopier MACHINE at CMPDI, RI-I, G. T. Road (West), Asansol.
2.	Estimated cost	Rs. 4,00,000/-
3.	Earnest Money	Rs. 8000/- (Rs. Eight thousand and Eight Hundred only) as earnest money along with the tender is to be deposited in the form of A/c. Payee Bank demand Draft in favour of CMPDI, Regional Institute-I, Asansol on any scheduled bank payable at Asansol. This deposit will be converted into part of security money deposit for the successful tenderer. For all other unsuccessful tenderers the deposit (EMD) will be released (without interest) after finalization of work order at our end. EMD shall be forfeited if any tenderer withdraw their offer before finalization of the tender or fails to submit order acceptance within 15 days from the date of issue of work order.
4.	Cost of Tender Paper	Rs. 200.00 (Two Hundred & Fifty only) either in cash at the cash counter of CMPDI, RI-I or in the form of a crossed demand draft drawn in favour of CMPDI, Regional Institute-I, Asansol on any scheduled bank payable at Asansol (Non Refundable)
5.	Date of sale of tender paper	From 2/11/15 to 20/11/15 (10 AM to 1 PM on any working day).
6.	Due Date and time for submission of Bids	21/11/15 upto 3:30 PM.
7.	Date and Place of opening of tender	21/11/15 at 4:00 PM at the Office of HOD (Mining), CMPDI, RI-I.
8.	Place of sale and receipt of Tender document	Office of the HOD (Mining), CMPDI, RI-I.
9.	Downloading	The tender document can be downloaded from the CMPDI website http://www.cmpdi.co.in &

		<p>http://www.tenders.gov.in. In case of downloading the tender document, the tender document cost shall be made in the form of a crossed demand draft drawn in favour of CMPDI, Regional Institute, Asansol on any scheduled bank payable at Asansol. This shall be kept in separate envelope mentioning, "The Cost of tender". The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper</p>
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Yours faithfully,

(Irshad Ahmad)
HOD (Mining)

Copy to: -

1. The Regional Director, RI-I for kind information.
2. HOD (Exploration), - With a request to arrange to display on Notice Boards of Drilling camps.
3. Shri B Bhattacharya, HOD (S&P), Member of the purchase Committee.
4. Shri RK Singh, AM (F), RI- I, Member of purchase Committee.
5. Shri A.K Diwakar, HOD (Sys), RI-I, with a request to upload this NIT on the websites mentioned above.
6. HOD (P&A), RI- I - With a request to arrange for display on CMPDI Notice Board.
7. HOD (Fin), RI-I for information.
8. Cash Section, RI-I.

CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD.
REGIONAL INSTITUTE-I, G. T. ROAD (WEST),
ASANSOL – 713304

TENDER DOCUMENT

1. Sealed tenders are invited from Manufacturers/ Authorised Dealers for the Supply & Installation of 1 No. B/W Heavy Duty Digital Photocopier Machine at CMPDI, RI-I, G. T. Road (West), Asansol-713304.

1.	1 No. B/W Heavy Duty Digital Photocopier Machine.	Specifications of “ 1 No. B/W Heavy Duty Digital Photocopier Machine ” are enclosed in ANNEXURE-A	Estimated cost : Rs. 4,00,000/-
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2. **Issue of tender document**

Tender documents can be obtained from the office of HOD (Mining), CMPDI, RI-I, G.T. Road (West) Asansol-713304 **between 10:00 AM to 1:00 PM on any working day** as per the dates mentioned below:

Begins on: 2.11.2015

Closes on: 20.11.2015

3. **Basic eligibility criteria**

Bidders shall submit the self-attested photocopy of following documents:

- a) Permanent Income Tax Account Number (PAN)
- b) Sales Tax registration number/ TIN
- c) Manufacturers will have to submit **self-attested** copy of their Manufacturing License/ Certificate/ Complete photocopy of registration with Registrar of Companies, etc.

Authorised Dealers will submit **self-attested** copy of the current valid dealership certificate issued to them from their principal/manufacturer for the quoted reputed brand.

d) Experience of performing similar supply works containing Copies of work orders during last seven (7) financial years ending last day of month previous to the one in which bid applications are invited, should be either of the following :-

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

OR

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

OR

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

Here similar supply work means supply of digital photocopier machines.

e) The bidders have to submit self - attested declaration given in **ANNEXURE-IV**, certifying that they have not been banned or delisted by any Government or quasi - Government agencies or PSUs.

f) Self-attested documents of Service Tax registration mentioning Service Tax Number. In case of exemption from Service Tax, an affidavit duly signed by Notary for exemption from service tax by the individual/firm having income less than the taxable limit in the preceding financial year (as per enclosed format in **ANNEXURE-V**).

g) Self-attested documents mentioning successful operation of the bidder's service centre at Asansol/Dhanbad/Durgapur/Kolkata for after sales service of the photocopier machines.

h) The bidders have to submit self-attested declaration given in **ANNEXURE VII**, certifying that the prices quoted by them against this tender are not higher than rates quoted/prices charged by them for items of similar description, to other Government Departments/Undertakings/Other Organizations.

4. Mode & Method of Submission of Tender

Tenders must be submitted in sealed cover which must be super scribed with the **Tender Enquiry Number** and the **Date of Opening**. 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 envelopes 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 should bear the address of the purchaser.

Part – I

Following documents are to be submitted in Envelope-I:

- 1) Documents to fulfil basic eligibility criteria listed in Clause No.3 above.

- 2) Duly signed and stamped tender document - to confirm that all terms and conditions are acceptable to the bidder and the quoted product confirms the desired technical parameters
- 3) Annexure-I of tender document (if applicable).
- 4) Annexure-II of tender document.
- 5) Purchase order copies of supply of same/similar photocopier machines received from Govt. organizations/PSU/other reputed companies during last Seven (7) financial years.
- 6) Copy of the test certificates from the OEM (Original Equipment Manufacturer), if applicable.
- 7) Valid Copies of Catalogue of the products with Technical Specifications, quoted in the Bids.
- 8) Self-attested or notarized copy of the current valid dealership certificate issued to them from their manufacturer/dealer for the quoted reputed brand.

Part – II

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

Bidders are required to submit copies of valid and authenticated **Price Lists** of the products quoted, in Part-II of their bids, i.e. in **Envelope -II**.

5. Validity Period of Tenders:

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

6. Receipt of Tenders :

Date and time of submission of tender : **21.11.2015 up to 3:30 PM**
(Envelope-I & II).

Location / Place of submission of tender: Tenders shall be dropped in the tender box provided at the office of HOD (Mining), CMPDI, RI-I, G. T. Road (West), Asansol-713304. Postal tenders shall not be accepted.

All envelopes containing the tenders shall be properly sealed. Envelopes stapled shall not be accepted. The tenders shall be submitted in two sealed envelopes (Envelope-I & Envelope-II). Both the envelopes shall be kept in one envelope and properly sealed.

The Envelope-I containing Part-I & Envelope-II containing Part-II should be inside one outer cover. The outer cover should bear the address of the purchaser, Tender enquiry no. & date of opening.

7. Opening of Tender

The tender shall be opened at the office of HOD (Mining), CMPDI, RI-I, G. T. Road (West), Asansol-713304 Office Complex, at the time and date as given in the NIT.

Date and time of opening of Part- I: Date: 21.11.2015 at 4:00 PM.

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.

Date and time of opening of Part-II: The date and time of opening of Price bid or Part-II of the tender shall be communicated in due course of time after evaluation of Part-I.

The company (CMPDI) reserves the right to accept or to reject any or all of the tenders or to postpone the date of receipt and opening of tender without assigning any reason whatsoever.

- (a) The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.
- (b) Printed terms and conditions of the vendor shall not be considered. Tenderers are requested to submit their offers complete in all respects maintaining serial number of items, terms and conditions as per the tender documents along with all supporting documents failing which offer may not be considered and no further clarification on technical commercial aspects may be entertained.
- (c) Payment terms, as per general conditions of contract are enclosed with this tender notice.

The payment shall be made by Electronic Fund Transfer (EFT) mode only. Successful bidder shall submit the details as per format to be collected from the Finance department and to be submitted along with the bill with original Signature and stamp.

- (d) Supply Order, if placed, will be subject to the terms and conditions given separately.
- (e) Normally no deviation is acceptable to our tender documents & Terms and Conditions. Tenders which have deviations are liable for rejection without making any back reference to the tenderer. Tenders asked for must be submitted complete in all respects.

8. GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF OFFERS

- a. All the pages of the tender document should be duly signed and must have firm's seal. **This is a must.**
- b. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- c. Competent authority reserves the right to cancel the tender, postpone the date of receipt and opening the tender or redefine the quantity without assigning any reason what-so-ever or any clarification or notification to the parties. Competent authority reserves the right to reduce the quantity even after the award of job and payment shall be made according to the actual quantity supplied and as per quoted rate. Bidders are advised to carefully note that the deviation in these terms will not be entertained.
- d. Competent authority reserves the right to terminate the contract in between, in case the supplies of materials are not satisfactory within seven days' notice either verbally or in writing. No payment shall be made in that case for part supply of the job done. Further, all changes done in our existing system shall have to be re-modified to the original condition by the party free of cost.
- e. Bid evaluation: Bids shall be evaluated on overall lowest (L-1) rate basis of those bidders who will qualify on techno-commercial part (Part-I) of the offer.
- f. Competent authority 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.
- g. At any point of time during execution of contract, if it is found that the information/documents submitted by the bidder is/are manipulated or forged, competent authority reserves the right to forfeit EMD/SD and any other payment which is not paid.
- h. Correction of errors: Bids determined to be substantially responsive will be checked by the employer for any arithmetical errors. Errors will be corrected by the employer as follows:
 - (i) Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern.
 - (ii) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
 - (iii) Discrepancy in totalling or carry forward in the amount quoted by the contractor shall be corrected.

The tendered sum so corrected and altered shall be substituted for the sum originally tendered and considered for evaluation instead of the original sum quoted by the tenderer along with other tender / tenders. Rounding off to the nearest rupee should be done in the final summary of the amount instead of in totals of various sections of the offer.

The amount stated in the bid will be adjusted by the employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder.

OTHER TERMS AND CONDITIONS

1. PRICE:

Total cost shall include all taxes, duties, levies, insurance, packing and forwarding, transport, delivery and installation of the Photocopier machines at CMPDI, RI-I, G. T. Road (West), Asansol-713304 Office Complex.

2. SUBMISSION OF BILL:

The successful bidder will submit his/her bill in triplicate, duly stamped and pre-receipted along with the following documents to this office:

- a) Challan
- b) Guarantee / Warranty Certificate
- c) Performance Bank Guarantee
- d) Price Certification
- e) Bill of Installation Charges
- f) Duly completed and signed (with Seal) Annexure- IV.

3. PAYMENT :

80 % payment of the total Supply Order Value may be released within 21 days of submission of bill after delivery of Photocopier Machine followed by their acceptance after the inspection and receipt and acceptance of Performance Bank Guarantee by the consignee. Balance 20 % Payment shall be released within 21 days of submission of bill after successful installation of the Photocopier Machine, followed by the successful completion of training to operators of Photocopier Machine, as mentioned in Clause No. 15 of the NIT.

4. DELIVERY SCHEDULE :

The delivery schedule shall be at the stores of CMPDI, RI-I, G. T. Road (West), Asansol-713304, within one month from the date of issue of Supply Order.

5. PAYING AUTHORITY :

HOD (Finance), CMPDIL, Regional Institute-I, G. T. Road (West), Asansol-713304.

6. CONSIGNEE :

The Regional Director, CMPDIL, Regional Institute-I, G. T. Road (West), Asansol-713304.

7. INSPECTION :

Inspection of materials will be done after receipt of the equipment in good condition at Stores, CMPDI, RI-I by the authorized representative(s) of Regional Director. If the materials are not found in order, they will be totally rejected and the successful bidder will be liable to replace the defective material. If the successful bidder failed to do so, no payment will be made for the defective material and the bill will be processed on the basis of accepted materials only.

8. WARRANTY / GUARANTEE:

Standard manufacturer guarantee/warranty will be applicable for Photocopier machine. The bidder should be able to provide service support locally at Asansol during complete warranty period.

The successful bidder shall give a warranty of satisfactory performance of the machine for a period of 12 months (or Standard manufacturer guarantee/warranty as applicable) from the date of receipt, acceptance and installation of the machines.

As a warranty, the successful bidder shall render free maintenance service including free supply of all spares and all consumables.

The bidder shall be responsible for any defects that they develop under the conditions provided for by the contract and under proper use , arising from faulty materials, design or workmanship and shall remedy such defects at your own cost, when called upon to do so. If it becomes necessary for you to replace or renew any defective portion of the goods, such replacement or renewal should be made by the Bidder without any extra cost to CMPDI, RI-I. A Certificate in this regard shall be submitted by the successful bidder along with the bill.

9. QUANTITY VARIATION CLAUSE:

The management reserves the right to increase or decrease the quantity offered and accordingly the billed amount will be adjusted proportionately keeping the quoted unit rate unchanged.

10. LIQUIDATED DAMAGE:

In the event of failure to delivery or dispatch the stores within the stipulated date/period in accordance with the samples and/or specifications mentioned in the

supply order and in the event of breach of any of the terms and conditions mentioned in the supply order, CMPDI has the right :

- i) To recover as agreed liquidated damages, a sum not less than 0.5% (half percent) of the price of the stores which successful tenderer has not been able to supply (for this purpose part of a unit supplied will not be considered) as aforesaid for each week or part of a week during which the delivery of such stores may be in arrears limited to 10%. Where felt necessary the limit of 10% can be increased to 15% at the discretion of competent authority.
- ii) To purchase elsewhere, after due notice to the successful tenderer on the account and at the risk of the defaulting Bidder the stores not supplied or others of a similar description without cancelling the supply order in respect of the consignment not yet due for supply, or
- iii) To cancel the supply order or a portion there of, and if so desire to purchase the stores at the risk and cost of the defaulting Bidder and also
- iv) To extend the period of delivery with or without penalty as may be considered fit and proper, the penalty, if imposed shall not be more than the agreed liquidated damages referred to in clause (i) above.
- v) To encash any bank guarantee which is available for recovery of the penalty, or
- vi) To forfeit the security deposit full or in part
- vii) Whenever under the contract a sum of money is recoverable from any payable by the Bidder, CMPDI shall be entitled to recover such sum by appropriating, in part or in whole by deducting any sum or any other contract with CMPDI or any subsidiary of Coal India Limited should this sum be not sufficient to recover the full amount recoverable, the successful tenderer shall pay CMPDI on demand the remaining balance amount. The Bidder shall not be entitled to any gain under this clause.

11. FALL CLAUSE:

The price charged for the stores supplied under this contract by the Bidder shall in no event exceed the lowest price at which the Bidder sells the stores of identical description to any other organization during the period of the contract, if at any time, during the said period, the Bidder reduces the sale price of such stores, or sells such stores to any other organization at a price lower than the price chargeable under this contract the Bidder shall forthwith notify such reduction or sale to the consignee concerned under intimation to CMPDI, RI-I, G. T. Road (West), Asansol and the price payable under the contract for the materials supplied after the date of coming into force of such reduction of sale shall stand correspondingly reduced. The above stipulation, however, will not apply to exports by the Bidder.

12. PRICE CERTIFICATE:

The successful bidder is required to submit the following certificate on his letter head along with his bills:

“I/We certify that the stores of description identical to the stores supplied to the consignee concerned under the contract herein have not been sold by

me/us to any other organization including DGS&D at the commencement of the contract upto the period of completion of delivery at a price lower than the price charged to the consignee concerned of the contract.”

Failure in submission of this certificate by the contract holder may result in withholding of the payment of his bill.

13. INSTALLATION:

Installation of both the Photocopier Machine will be done by the successful bidder's authorized service engineer, free of cost at our site, i.e. CMPDI, RI-I, Asansol. The authorized representative will report for the job to Regional Director, CMPDI, RI-I, Asansol.

14. AFTER SALES SERVICE:

The bidder should be able to provide “After Sales Service” throughout the entire warranty/ guarantee period at CMPDI, RI-I, Asansol.

The after sales service will commence from the date of installation of the photocopier machine and will include the following:

- a) **The bidder will provide all spares, consumables (excluding paper, toner cartridges and power) viz. Drum kit, etc. and services, free of cost, during the complete warranty period.**
- b) **Secondly, the bidder shall also provide preventive maintenance of the machines fortnightly for the entire warranty period, without any extra charges.**

15. TRAINING :

The successful bidder shall provide free comprehensive training for operation of the Photocopier Machine on site to at least two CMPDI Personnel for minimum 3 days or till the time they are well versed with operating the machines on their own.

16. FULL SERVICE MAINTENANCE AGREEMENT [FSMA] :

The Photocopier Machine shall be under FSMA for 5,00,000 (Five Lakhs) copies or 5 years whichever is later. FSMA will start after the machines complete their standard Manufacturer's warranty / guarantee period.

Rates of FSMA (Full Service Maintenance Agreement) will be finalized before entering into the agreement with the successful bidder.

The FSMA shall include:

- a) Free Supply of all Spares.

- b) Free Supply of all Consumables (excluding paper, toner cartridges and power) viz., Drum kit, etc.
- c) Fortnightly preventive maintenance.
- d) Breakdown Maintenance Visit by the Service Engineer within 24 hours of notice by the user.
- e) **PENALTY:** If the machine remains under breakdown beyond 48 hours, the successful bidder will have to arrange making photocopy from their own sources as per the requirement of the user of CMPDI, RI-I, Asansol, payment for which will be made as per the AMC rate concluded with the Firm. Only photocopy paper for doing the job will be supplied by CMPDI, RI-I, Asansol. No additional payment for collection and delivery of photocopy material will be given. Alternatively they may provide suitable back up machine having similar facility till the machine starts operating satisfactorily. Failure to do all the above shall result in a per day penalty, which will be recovered from the AMC amount and will be calculated on the basis of daily average output copies taken from the machine during the previous three months multiplied by Re.1/- per copy. For the purpose of calculation of penalty amount, the down time will be calculated from the time the breakdown is reported over telephone. Sundays and Holidays will be excluded. In case the machine is down due to natural calamities like flood, fire, riot, etc. the penalty term for recovery will not be applicable.
- f) **PAYMENT:** FSMA will be paid quarterly by the Regional Director, CMPDI, RI-I, Asansol on quarterly submission of bills to the consignee.
- g) **SERVICE TAX:** Service Tax will be extra, if payable.

An affidavit should be obtained from the service provider(s) on a Non-Judicial Stamp Paper and the same should be duly notarized. Such notarized affidavit with regard to payment of service tax of the preceding month should be produced by the Service Provider every time while making claim for payment.

17. EARNEST MONEY DEPOSIT (EMD):

Earnest Money should be submitted along with Part-I of the offer i.e. (Techno-commercial Bid) in the form of Bank Draft drawn in favour of "CMPDI, RI-I, Asansol" payable at Asansol. In case Earnest Money is not submitted along with Part-I of the tender, the offer will be rightly rejected without any reference on this subject. EMD will be refunded to the unsuccessful tenderers immediately after finalization of the tender. For successful tenderer, EMD will be converted to Security Money which will be refunded to his firm within 30 days of the satisfactory execution of the contract.

However, if any tenderer withdraws his offer before finalization of the tender, his EMD will be forfeited.

18. SECURITY DEPOSIT:

10% of the Total Supply Order Value (which will be mentioned in the Work Order) shall be submitted by the successful tenderer as Security Money Deposit in the form of Demand Draft in favour of "CMPDI, Regional Institute-I, Asansol", payable at Asansol within 15 days of the issue of work order. Otherwise, the work order may be cancelled and the Earnest Money Deposit may be forfeited.

The Security Deposit will be forfeited in case of unsatisfactory performance and /or contractual failure.

The Security Deposit of the successful bidder will be released without any interest within 30 days of satisfactory execution of the contract with the approval of Competent Authority after **fulfilling the following conditions:**

- a) Satisfactory installation of Photocopier Machine has been completed.
- b) A valid Performance Bank Guarantee in the prescribed format has been submitted and accepted by the competent authority.
- c) A Written Request is obtained from the successful bidder for release of Security Deposit.

19. PERFORMANCE BANK GUARANTEE:

The successful bidder will submit Performance Bank Guarantee of 10 % value of the Work order, within 15 days from the date of issue of Work Order, to Finance Department of CMPDI, RI-I as follows:

A **BANK GUARANTEE** valid for entire warranty/guarantee period + claim period of 3 months from any Nationalized / Scheduled Bank.

The Bank Guarantee to be submitted should be on Non-Judicial Stamp Paper, as per the format enclosed in **ANNEXURE-VI** from any Nationalized/Scheduled Bank. Any Deviation in the Bank Guarantee from the prescribed format will not be accepted. The denomination of the stamp paper should be legally acceptable and as applicable in the State, from which it is issued.

- The bill for payment will be processed only after receipt of valid Performance Bank Guarantee.
- Proforma of **BANK GUARANTEE** has been enclosed in this NIT as **ANNEXURE – VI**. Any Deviation from the proforma given for Bank Guarantee is unacceptable.

The Bank Guarantee shall be released after the end of claim period, if no claim/dispute is pending.

20. CANCELLATION OF THE NIT:

Competent authority reserves the right to cancel the NIT (Notice Inviting Tender) at any point of time without showing any reason.

21. INSURANCE :

The dispatch of materials should be covered under insurance at your cost and risk. The consignee will intimate you in case any shortage or damage is found after receipt of materials at destination. Shortage/damage certificate will be obtained from transporter by consignee. However claim will be lodged by you on the carriers.

22. PACKING AND FORWARDING :

Please note that all the materials should be dispatched properly packed/and protected so that these are received in good condition, being free from any loss or damage on arrival at destination. You should obtain a clear receipt from the transport authorities specifying the complete list of goods dispatched. You should not book any consignment on a "SAID TO CONTAIN" basis. If you do so, it would be at your own responsibility.

23. NON DISCLOSURE/ 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 and expiration or termination of the contract and shall bind the contractor, its employee, agents, representative, successors, heirs and assigns.

24. ALL DISPUTES PERTAINING TO THIS NIT ARE SUBJECT TO ASANSOL COURT JURISDICTION ONLY.

(Irshad Ahmad)
HOD (Mining)

ANNEXURE-I

UNDERTAKING BY BIDDER(S)*

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

(To be submitted on letter head of the tenderer, signed and stamped by tenderer authorized representative/official in each page)

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 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 bidder

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

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

Date:

Place:

Official Seal (Stamp):

ANNEXURE-II

PART-I

SCHEDULE OF REQUIREMENT
(To be submitted in Envelope-I)

Sl. No.	Particulars of Items to be Supplied	Make/ quality	Unit	Qty. reqd.	Offered by the party Brand / model
1	B/W HEAVY DUTY DIGITAL PHOTOCOPIER MACHINE Specifications: AS MENTIONED IN ANNEXURE – A .	Reputed Make	No.	1	

Signature & seal of the bidder

Place:

Date:

TECHNICAL SPECIFICATIONS

A GENERAL:	
1	Type
	B/W Heavy Duty Multi Functional Device Photocopier Machine with RADF (Reversing Automatic Duplicating Feeder, ADF (Automatic Duplex Feeding)
2	Salient Function
	Copying, Printing, Sorting & Scanning
3	Copying Speed
	50 pages per minute (A4 size) or more
4	Scanning Speed
	70-80 ipm
5	Maximum input size
	A3
6	Paper weight
	60-300 g/m ²
7	Processor
	533 MHz
8	Memory
	2 GB RAM
9	Hard Disk Drive
	320 GB
10	Warm-up time
	Must be specified
11	First Copy out time
	Must be specified
12	Auto duplex unit
	Must be available for automatic back to back copy
13	Reversing Automatic Duplicating Feeder
	Must be available for automatic document feeding
14	Reduction/ Enlargement
	25% to 400%, in 1% step
B COPY SPECIFICATIONS	
1	Copying Process
	Twin laser beam scanning and electro-photographic printing or equivalent
2	Copy Resolution
	600 X 600 dpi or better
3	Multiple Copying
	upto 999 pages in continuous mode
4	Paper Input Capacity
	1100 sheets (min.) in min. 3 nos. of trays a) 2 trays, each of capacity 500 sheets (min.) for blank papers, b) 1 Bye-pass tray of capacity 100 sheets (min.)
5	Paper Input Size
	A3, A4, A5, A6, B4, B5, B6
6	Original Size
	A5, A4, A3
7	Copy Mode
	Text, Text/Photo, Photo, Custom
C RADF	
1	Original Capacity
	Minimum 80 sheets (A4, A3)
2	Original Size
	A5 to A3
3	Available Weight
	Must be specified
4	Stack Capacity
	Direct 500 sheets, Through Finisher 1000 sheets (min.)
D FINISHERS	
1	Electronic sorting
	Must be available for automatic set making
2	Tray
	2 nos. (min.) with bridge unit
3	Paper Size & weight
	A5 to A3, Paper weight must be specified
4	Stack Capacity
	1000 sheets (min.)
E PRINTING FEATURES	
	a) Direct Print Feature
	b) Network Protocol : TCP/IP/IPX/SPX
	c) Operating System Supported: Windows 8/ 7/ XP
	d) USB Memory Printing: Standard.

ANNEXURE-A Contd.

F	SCANNING FEATURES	a) File Format : TIFF, JPEG, PDF. b) Image Type Mode: Text, Photo, Text+Photo c) Transmission Type: i) Scan to USB ii) Scan to e-mail
G	ACCESSORIES	<ul style="list-style-type: none"> · AC power cable, · Min. 5 m long network printer cable, · Suitable stand to be provided if the height of the machine is not enough to operate the machine, · Moving trolley (for moving/keeping the machine).
H	DESIRABLE FEATURES	
1	The acceptable paper weight in GSM should be specified.	
2	The copying process & technology used in the machine should be specified.	
3	Directional magnification may be available.	
4	Back ground colour elimination during copying may be provided.	
5	The machine to be used as networking printer and scanner.	
6	Power supply & consumption of the machine should be governed by Indian standards.	
7	All the other standard features of digital copier should be indicated.	
8	Apart from above mentioned technical specifications, the bidders will also specify following with reference to the offered Photocopier Machines :	
	a) i) Power Consumption : ii) Dimensions : iii) Weight :	
	b) Minimum No. of Copies which can be printed /copied with each drum kit.....	
	c) Minimum No. of Copies which can be printed/ copied with each Toner Cartridge.	
	d) Spare drum & toner for the machine indicating life & model no. of the machine for which it is suitable, preferably in the following format :	
	i) Drum Model : Min. Copies Machine Model No. ii) Toner Model : Min. Copies Machine Model No.	
	e) Normal life of machine.	
9	Maintenance:	
	<ul style="list-style-type: none"> · Recommended Maintenance Kit for Copier/Printer/ scanner to be provided by the Manufacturer, · Any upgrades and updates available during the 5 years will be made available at no extra cost to the said product. 	

FORM FOR E-PAYMENT
(To be submitted in Envelope-I)

To

The Regional Director,
Regional Institute-I, CMPDI,
G. T. Road (West),
Asansol-713304

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

Name.....

Date.....

(Official stamp)

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF
1 NO. B/W HEAVY DUTY DIGITAL PHOTOCOPIER MACHINE
AT CMPDI, RI-I, G.T. ROAD (WEST), ASANSOL-713304

NON BANNING OR DELISTING CERTIFICATE

This is to certify that our firm has not been suspended, banned or de-listed by any Government or Quasi-Government agencies or PSU's.

Signature of Tenderer

Date:

Seal of the Firm

DETAILS OF SERVICE TAX

1.0 SERVICE TAX: Tax mechanism of service tax will be applicable as per Service Tax Act/Rules.

Status of the bidder like proprietorship/partnership/HUF/AOP/Group of persons/Body Corporate etc. should be indicated with documentary evidence.

2.0 STATUS OF SERVICE TAX

- 2.1 Service Tax Registration No.- Yes/No (Tick)
- 2.2 If yes, PAN based service Tax Reg. No. is to be furnished along with documentary evidence. Service Tax Reg. No. is.....
- 2.3 If the bidder is not registered with service Tax Dept. a self-attested notarized affidavit indicating reasons should be submitted along with the tender and later on as and when required.

Signature of the tenderer

Seal of the Firm

PERFORMANCE BANK GUARANTEE FORMAT

M/s. _____, a company having its office at _____ (hereinafter, called the seller) has entered into a contract No. _____ dated. _____ (hereinafter called the said contract) with CMPDI, RI-II (hereinafter called the purchaser) to supply stores/materials on the terms and conditions contained in the said Contract.

1. It has been agreed that hundred percent (100%) payment of the value of the order will be made to the Sellers in terms of the said contract on the Seller furnishing to the purchaser a Bank Guarantee for the sum of Rs. _____ equivalent to 10% value of the stores/materials supplied by the seller as security for the due and faithful performance of the terms of the said contract and against any loss or damage caused to or would be caused to or suffered by Purchaser by reason of any breach by the said seller of any of the terms and conditions contained in the said contract. The _____ Bank having its office at _____ has at the request of Seller agreed to give the guarantee hereinafter contained.
2. We _____ Bank Ltd., do hereby undertake to pay the Amounts due and payable under this guarantee without any demur, merely on a demand from the purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Purchaser by reason of any breach by the said Seller of any of the terms and conditions contained in the said contract or by reason of the Seller's failure to perform the said contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. We shall not withhold the payment on the ground that the Seller has disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between the Purchaser and the Seller regarding the claim. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.
3. We, _____ Bank Ltd., further agree that the guarantee herein contained shall come into force from the date hereof and shall remain in full force and effect, during the period that would be taken for the performance of the said contract and it shall continue to be enforceable till all the dues of the purchaser under or by virtue of the said contract have been fully paid and its claims satisfied or purchaser certifies that the terms and conditions of the said contract have been fully and properly carried out by the said seller and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ (date to be given) _____ and unless the guarantee is renewed or a claim is preferred against the Bank within _____ months from the date of the Bank Guarantee, we shall be discharged from all liability under this guarantee thereafter.

4. We, _____ Bank Limited, further agree with the purchaser, that the purchaser, shall have the fullest liberty, without our consent and without affecting in any manner out obligations hereunder to vary any of the terms and conditions of the said contract or to extend the time of performance of the said contract from time to time or to postpone for any time or from time to time any of the powers exercisable by the purchaser against the seller and to forbear on enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said seller or for any forbearance, act or omission on the part of the purchaser, or any forbearance, act or omission on the part of the purchaser, or any indulgence by the purchaser, to the seller or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank further agrees that in case this guarantee is required for a longer period and it is not extended by the Bank beyond then period specified above, the Bank shall pay to the purchaser the said sum of Rs. _____ (specify the amount) or such lesser sum as may then be due to the purchaser and as the purchaser may demand.

5. We, _____ Bank Limited, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the purchaser, in writing.

6. The bank has under its constitution, power to give this guarantee and Mr. _____ Manager, who has signed it on behalf of the Bank has authority to do so. This Bank Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

Dated _____ day of _____ for

Bank Limited.

Signature of the authorized person
For and on behalf of the Bank.
SEAL of the BANK

ANNEXURE – VII

PRICE CERTIFICATE

I/We do hereby certify that prices quoted by us against this tender are the lowest and are the same as applicable to other Government Departments/ Undertakings/ Other Organizations.

We also certify that the quoted rates are not higher than rates quoted / prices charged by us for items of identical description to other Customers.

Date

Signature of the Tenderer

Seal of the Firm

CHECK LIST OF ALL ESSENTIAL DOCUMENTS FOR PART-I
(TECHNO-COMMERCIAL PART)

SL. NO.	DOCUMENTS TO BE SUBMITTED FOR PART-I	INDICATE YES / NO
ELIGIBILITY	<p>PLEASE TICK THE APPROPRIATE BOX : ARE YOU A MANUFACTURER <input type="checkbox"/> OR AUTHORISED DEALER <input type="checkbox"/>?</p> <p>WHETHER DOCUMENTARY PROOF OF ABOVE SUBMITTED?</p>	
1	Permanent Income Tax Account Number (PAN)	
2	Sales Tax Registration Number/ TIN	
3	Purchase Order Copies of supply of similar items during last Seven (7) financial years.	
4	<p>a) For Manufacturers: Self-Attested Copy of Manufacturing License /Certificate/Complete photocopy of registration with Registrar of Companies, etc. with the list of items attached along with the offer.</p> <p style="text-align: center;">OR</p> <p>b) For Authorised Dealers: Self-Attested Copy of the current valid dealership certificate issued to them from their principal/manufacturer for the quoted reputed brand.</p>	
5	Experience of performing similar supply works containing Copies of work orders during last seven (7) financial years.	
6	Self - Attested declaration given in ANNEXURE- IV.	
7	<p>Self-Attested documents of Service Tax registration mentioning Service Tax Number.</p> <p style="text-align: center;">OR</p> <p>In case of exemption from Service Tax, an affidavit duly signed by Notary as per format in ANNEXURE-V.</p>	
8	Self -Attested documents mentioning successful operation of the bidder's service centre at Asansol/Dhanbad/Durgapur/Kolkata for after sales service of the photocopier machines.	

SL. NO.	DOCUMENTS TO BE SUBMITTED FOR PART-I	INDICATE YES / NO
9	Self -Attested declaration given in ANNEXURE VII.	
10	Duly signed and stamped tender document – to confirm that all terms and conditions are acceptable to the bidder and the quoted product confirms the desired technical parameters	
11	ANNEXURE -I of tender document (if applicable).	
12	ANNEXURE -II of tender document.	
13	ANNEXURE -A of tender document. (DULY FILLED)	
14	ANNEXURE -III of tender document.	
15	Copy of the Test Certificates from the OEM (Original Equipment Manufacturer), if applicable.	
16	Copies of valid & authenticated Catalogue of Products confirming that the quoted product confirms the desired technical parameters.	

NOTE:

1. THIS CHECK LIST MUST BE SUBMITTED IN PART-I OF THE BID.
2. **COPY OF VALID & AUTHENTICATED PRICE LIST OF PHOTOCOPIER MACHINE MUST BE SUBMITTED IN PART- II, i.e. PRICE BID.**

PART-II

FORMAT OF PRICE BID

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF
1 NO. B/W HEAVY DUTY DIGITAL PHOTOCOPIER MACHINE
AT CMPDI, RI-I, G.T. ROAD (WEST), ASANSOL-713304

FORMAT OF PRICE BID

(To be submitted in Envelope-II)

Sl. No.	Particulars of Items to be Supplied	Make/ Quality	Unit	Qty. reqd.	Total cost (Inclusive of all taxes, duties, levies, insurance, packing and forwarding, transport, delivery up to consignee's Store, installation and any other incidental charges)
	B/W HEAVY DUTY DIGITAL PHOTOCOPIER MACHINE Specifications: AS MENTIONED IN ANNEXURE – A.		No.	01	
Total in words					

Note: Total cost shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery upto Store, CMPDI, RI-I, G. T. Road (West) Asansol, (West Bengal)-713304.

Place:

Signature & seal of the bidder

COPY OF VALID & AUTHENTICATED PRICE LIST OF PHOTOCOPIER MACHINE MUST BE SUBMITTED IN PART- II, i.e. PRICE BID.