

TENDER NOTICE

e - TENDER NOTICE

FOR THE WORK

Printing of CMPDI's Magazines "*Deshkal Sampada & Minetech*"

TENDER NOTICE NO. : CMPDI/PUB/052/5865

Dated 26.10.2015

1. Tenders are invited on-line on the website <http://mcltenders.gov.in> from the eligible bidders 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)
Printing of CMPDI's in-house Magazines titled ' Minetech ' (to be printed mostly in English) & ' Deshkal Sampada ' (to be printed in Hindi). The number of copies to be printed will be 2000 for each issue of both the magazines and total four issues of each magazine will be printed during the Financial Year 2015-16 (i.e. Apr-Jun'15, Jul-Sep'15, Oct-Dec'15 & Jan-Mar'16 issues).	7,56,000	7,600	0.00	40 days after providing soft copy of printing materials for each issue of both magazines. The total time for printing and delivery of four issues of each magazine complete in all respect will be 10 months reckoned from 10 days after issue of work order.

2. Time Schedule of Tender :

Sl.No.	Particulars	Date	Time
a.	Tender Publication date	4.11.2015	3.00 P.M.
b.	Document download start date	5.11.2015	11.00 A.M.
c..	Document download end date	19.11.2015	3.00 P.M.
d.	Bid Submission start date	5.11.2015	12.00 P.M.
e.	Bid submission end date	19.11.2015	5.00 P.M.
f.	Start date for seeking Clarification on-line	5.11.2015	11.00 A.M.
g.	Last date for seeking Clarification on-line	12.11.2015	5.00 P.M.
h.	Date of Pre-bid Meeting	NIL	
i.	Part-I Opening date	20.11.2015	11.00 A.M.

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

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

DETAILED TENDER NOTICE

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

Printing of CMPDI's Magazines “ *Deshkal Sampada & Minetech*”

Contact No: Ph.: 91-651-2792363, FAX: 91-651-2232627

TENDER NOTICE NO. : CMPDI/PUB/052/5865

Dated 26.10.2015

1. Tenders are invited on-line on the website <http://mcltenders.gov.in> from the eligible bidders 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)
Printing of CMPDI's in-house Magazines titled 'Minetech'(to be printed mostly in English) & 'Deshkal Sampada'(to be printed in Hindi). The number of copies to be printed will be 2000 for each issue of both the magazines and total four issues of each magazine will be printed for the Financial Year 2015-16 (i.e. Apr-Jun'15, Jul-Sep'15, Oct-Dec'15 & Jan-Mar'16 issues).	7,56,000	7,600	0.00	40 days after providing soft copy of printing materials for each issue of both magazines. The total time for printing and delivery of four issues of each magazine complete in all respect will be 10 months reckoned from 10 days after issue of work order.

2. Deposit of Earnest Money:

I) ₹ 7,600 (INR Seven thousand six hundred 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) In use of online payment of EMD, the bid submission can be made only when the EMD is received by MCL (Pool Account).

III) In use 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.

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 or company 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.**

8. Eligibility Criteria:

A. Work Experience : The intending tenderer must have in its name 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 simple weightage 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 the last day of month previous to one in which e-Tender has been invited.

The definition of Similar work shall be as follows:

The Bidder should have capability /facilities for the printing of books and magazines. The bidder should have required experience in the printing of books and magazines inclusive of binding, cutting to size etc. complete in all respect.

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)
- 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.

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.

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) 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.
- 3) The system shall calculate the average of the financial turnover of 3 years furnished by the bidder by adding 5% for each completed year (total number of days/365) after the end of respective Financial Year (i.e.31st March) till the last day of month previous to one in which e-Tender has been invited.

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

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

E. Service Tax Registration Certificate: The bidder should possess a Service Tax Registration Certificate issued by Govt. Dept of any Indian State, if applicable in the instant case.

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. License of Printing: A valid license of printing/declaration under Press & Registration Books Act, 1867, from/before Competent Authority.

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

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

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 / 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 and tender document, undertakings and the e-Procurement system through [https:// mcltenders.gov.in](https://mcltenders.gov.in) in order to become an eligible bidder. This will be a part of the agreement.

Further the bidder has to accept 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.

If there is any change in the contents of Letter of Bid uploaded by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the bid will be rejected.

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.

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 in the NIT will be specified on-line by Evaluator indicating the start date and end date allowing 7 days (7 x 24 hours) 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 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. However, the affidavit may be scanned and uploaded as it is, without any additional attestation by Notary public.

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.
3	Permanent Account Number [Ref. Clause No 8 (C) of NIT]	PAN card issued by Income Tax department, Govt. of India
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
5	License of Printing [Ref. Clause No 8 (F) of NIT]	Under Press & Registration Books Act, 1867
6	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.
7.	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

8.	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
9	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
10	Service Tax (Ref. Clause No 9 (E) of NIT)	Service Tax Registration Certificate issued by Govt. Dept of any Indian State
11	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 L1 bidder within the stipulated period then the same will be specified online by Evaluator clearly indicating the omissions/shortcomings in the uploaded documents and indicating start date and end date allowing 7 days (7 X 24 hours) time for online re-submission by L1 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 email 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 attested by **Notary Public** of all the specified documents within the specified period of 7 days. 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.

The Penal action of debarring the bidder in Retender will be restricted to first Retender only. If the first Retender is not finalized and there is second time Retender, then this penal action will not be applicable.

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.

d. It is responsibility of L-1 Bidder to upload legible/ clearly readable scanned copy of all the required documents as mentioned above.

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. In exceptional circumstances, prior to expiry of the original time limit, the Employer may request the bidders to extend the period of validity for a specified additional period. The employer's request and the bidder's responses shall be made in writing. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid but will be required to extend the validity of his bid security/EMD (if submitted in the form of BG) for a period of 28 days beyond the extended validity of the bid.

The tenderer shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or alter the tender or any terms/conditions thereof without consent in writing of the company. In case the tenderer violates to abide by this, the Company will be entitled to take action as per clause No. 27 (Modification and Withdrawal of Bid) of NIT.

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).
- 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) This will be refunded in case of unsuccessful bidder. However for the successful bidder, this will be retained by CMPDI and will be refunded after completion of printing of both the issues. EMD will not attract any interest.

19. Every tenderer is expected, before quoting his rates, to go through the requirements of materials/workmanship under specification/requirements and conditions of NIT at his own cost.

20. All Duties taxes (excluding Service tax) and other levies, payable by the bidder 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 300 days and the date of commencement of the work will be reckoned from 10 days after issue of work order.

25. 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.

26. 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 personalized dash-board on-line.

27. 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.)

28. 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.

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

30. 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.

31. 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.

32. 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.

General Terms & Conditions:

- i. Soft copy of printable material after DTP/layout will be provided by CMPDI in PDF/MS Word / Adobe In-Design software format. Initially soft copy of Apr- June 2015 issue of both magazines will be provided and after printing of this issue, soft copy of subsequent quarterly issues will be provided as per schedule. However printing of four issues of the two magazine should be completed and supplied to CMPDI as per schedule from date of issue of work order.
- ii. The finished material should be supplied on FOR destination i.e. office of the HOD (IMS), CMPDI, Ranchi.
- iii. Payment 100% within 21 working days of receipt of bill and acceptance of the finished magazines.
- iv. Inspecting authority- HOD (IMS) or his authorized representative.
- v. Paying authority- GM (F), CMPDI (HQ), Ranchi.
- vi. **Submission of bill-** Printer will submit the bill in triplicate duly stamped and pre-receipted to the consignee for arranging payment after delivery and acceptance of the printed magazines quarterly basis or on the basis of delivery schedule.
- vii. Rate should be quoted as per Price Schedule format.
- viii. Validity of offer-120 days from date of bid submission.
- ix. LD Clause- In case of delay in delivery as per the delivery terms above, a sum not less than 0.5% (half percent) of the value of the contract for each week or part of a week, limited to 10% of the total value of the contract will be imposed on the printer as penalty. This will be applicable for each issue separately. The LD penalty, if any, will be recovered from bill of each issue of both magazines.
- x. The financial bids of printers who are not qualified technically will be returned unopened.

Additional terms & conditions

- i. **Executive of Publication department, CMPDI have all rights to enter in to the press premises where the printing of magazines will be carried out during working hours and day for inspection as regards quality of printing going on.**
- ii. **Printing Infrastructure** - The bidders should also fulfill the following conditions and submit documentary evidences/confirmation in support of fulfilling the conditions while submitting the technical bid.
 - a. Availability of at least two sheet fed/web offset four colour machines
 - b. The bidder should have complete magazine/book binding unit i.e. folding machines stitching machines and cutting machines.

- c. The bidder should have complete plate making unit along pasting table and printing down frames.
- d. It shall be the sole responsibility of the printer to ensure the quality of Printing Paper as specified above. Any deviation in quality or GSM may lead to cancellation of the job at printer's cost. (IMPORTANT- Art papers to be used should be of reputed Brand like Ballarpur/JK/ Sirpur/West Coast/Andhra or equivalent)

iii. Printing Ink Quality: -

The ink should be of a good quality, adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through".

- iv. **Binding: -** The magazines should be of perfect binding. Stitching may also be done, if required.
- v. **Printing of extra copies:-** The printer will not print any extra copies without the permission of the CMPDI. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.
- vi. **In case of increase/decrease in number of black &white/colored pages, increase/decrease in printing cost will be calculated as follows:**

Cost of cover pages will be considered to be 20% of total printing cost for the magazine with 60 pages as standard and cost for inner pages will be taken as 80% of total cost. Cost of increase/decrease in inner pages (in multiple of 4 pages) will be calculated and regulated on prorated basis.

- vii. The printers should quote the rates for the printing and supply of Magazines as per their capacity and capability. The work awarded should be completed within the stipulated time schedule. No extension of time shall be allowed for any reason except force majeure.
- viii. The printer shall have to carry out the work of final composing for quality layout, corrections, cover design, positive making, plate making etc. from his own resources at his risk & cost.
- ix. Utmost confidentiality of the data provided shall be maintained.

TECHNICAL SPECIFICATIONS

Approximately 16000 (4x4000) copies of about 60 pages per quarter of Minetech & Sampada quarterly magazine for duration of one year (FY2015-16) consisting the following items as per the specifications given below to be printed and supplied FOR destination to the HOD (IMS), CMPDI, Kanke Road, Ranchi.

The Specifications of the magazines to be printed will be as follows:

Sl.No.	Description	Minetech Magazine	Sampada Magazine
1	Size	As per sample (nearing to A4 size)	As per sample(nearing to A4 size)
2	Language	Mostly in English	Hindi
3	Periodicity	Quarterly	Quarterly
4	No. of pages - a. Cover pages - b. Inner pages -	60 Multicolored 20 pages(may vary) will contain colored photographs/charts/graphs etc. Text will be b/w /mono colour.	60 Multicolored Multicolored
5	Paper to be used	Inner Pages : Art paper 100 GSM Cover Pages : Art Board 250 GSM	Inner Pages : Art paper 100 GSM o Cover Pages : Art Board 250 GSM
6	Quantity of printing	Quarterly 2,000 copies (per issue)	Quarterly 2,000 copies (per issue)
7	Issues to be printed	Total 4 issues (April 2015 to March 2016)	Total 4 issues (April 2015 to March 2016)
8	Packing	Bundles of 50/100 books to be made and to be delivered at the Office of HOD(IMS), Ranchi	Bundles of 50/100 books to be made and to be delivered at the Office of HOD(IMS), Ranchi
9	Binding/cutting	Glue binding and cutting to size	Glue binding and cutting to size

Note : CMPDI reserves the right either to increase or decrease the number pages of magazines or number of magazines to be printed and supplied.

Price Bid

Sl.No.	Description of Item	Quantity	Rate Per copy (complete consisting of a,b,c) (₹)	Total Amount (₹)
1	2	3	4	5(3x4)
01.	a. Offset printing of Minetech Magazine, Nearing A4 size (as per sample), 60 pages, 100 GSM Art paper with 20 pages multicolour printing, text (b/w)/mono-colour (all complete inclusive of cost of paper and other material). b. Designing, composing of cover pages on 250 GSM Art paper, multicolour (front & back pages both sides) and laminated (all complete inclusive of cost of paper and other material). c. Glue binding & cutting to size.	8000 copies (in four lots of 2000 copies each)		
02.	a. Offset printing of Deshkal Sampada, Nearing A4 size (as per sample), 60 pages, 100 GSM Art paper multicolour printing, text (b/w)/mono colour (all complete inclusive of cost of paper and other material). b. Designing, composing of cover pages on 250 GSM Art paper, multicolour (front & back pages both sides) and laminated (all complete inclusive of cost of paper and other material). c. Glue binding & cutting to size.	8000 copies (in four lots of 2000 copies each)		
Grand Total				

Note: Change in final printing cost due to increase/decrease in inner pages (from standard 60 multicolored pages for Deshkal Sampada and 40 b/w & 20 colored pages for Minetech) will be calculated and regulated according to Clause vi of the additional terms and conditions.

Date:

Name & signature of the authorized signatory of the

Place:

Firm/Partner of the Firm/ Director/ Proprietor
with rubber stamp

Implementation schedule for printing and delivery of Magazines

S.No.	Detail of Schedule	Day schedule
1st (Apr-June 2014) issue		
1	Handing over of manuscript softcopy	Within 10 days of award of work.
2	Submission of proof of the manuscript.	Within 10 days from receipt of soft copy
3	Collection of proof read material from the office of HOD (IMS)	Within 7 working days
4	Submission of final hard copies and CD's to HOD (IMS)., CMPDI.	Within 20 days from receipt of soft copy
2nd (July-Sept 2014) issue		
5	Handing over of manuscript softcopy	Within 45 days of receipt of hard copies of Apr-June 2014 issues
6	Other activities	Same as above
3rd (Oct-Dec 2014) issue		
6	Handing over of manuscript softcopy	Within 45 days from receipt of hard copies of July-Sept 2014 issue
7	Other activities	Same as above
4th (Jan-March 2015) issue		
8	Handing over of manuscript softcopy	Within 45 days from receipt of hard copies of July-Sept 2014 issue
9	Other activities	Same as above

The bidder should give their acceptance to the implementation schedule in the prescribed form enclosed with the technical bid. Any deviation in the implementation schedule shall make the tender liable for rejection.

MANDATE FORM FOR ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT

To

**Central Mine Planning & Design Institute Limited,
Gondwana Place, Kanke Road, Ranchi – 8340 31**

Sub. : Authorization for release of payment due from **Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi** through Electronic Fund transfer / Internet Banking.
(SBI-NET)

Ref. : Order No. _____ Date _____ and / or Tender / Enquiry / Letter
No. _____ Date _____
(Please fill in the information in CAPITAL LETTERS, Please TICK wherever it is applicable).

1. **Name of the Party** : _____
2. **Address of the Party** : _____

City _____ PIN Code _____
E- Mail Id _____
Permanent Account Number _____

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
RTGS CODE			
Account Type	Savings	Current	Cash Credit
Account Number (as appearing in the Cheque Book)			

4. Date from which the mandate should be effective.

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information. I shall not hold Central Mine Planning & Design Institute Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through SBI Net.

Place:

Date:

Signature of the party / Authorized Signatory.

Certified that the particulars furnished above are correct as per our records.

Banker's Stamp:

Date :

(Signature of the Authorized official from the Banks)

PROFORMA FOR DETAILS OF MACHINES

1. No. of Four Colour Web Offset/Sheet Fed Machines with specification:

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2. Details of plate making unit :

a) Pasting Table:

b) Printing down frames :

3. Magazine binding unit within the premises

a) No. of folding machines :

b) No. of Stitching machines :

c) No. of cutting machines :

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists at my press at the following address (es) and as per the technical specifications.

Address 1. _____

Address 2. _____

Date:

Place:

Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor
with rubber stamp

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER AND VALIDITY OF RATES

I/We hereby undertake that all the terms & conditions mentioned in this document or any changed conditions prior to the dead line for uploading of bids shall be acceptable to us and I/We shall abide by the same fully and the rates quoted shall remain effective including extended orders up to 31.03.2016.

Date:

Place:

Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor
with rubber stamp

DECLARATION REGARDING FINANCIAL BID

I/We declare that the financial bid has been submitted without any condition and strictly as per the conditions of the tender documents and I/We aware that the financial bid is liable to be rejected if it contains any other condition.

Date:

Name & signature of the authorized signatory of the

Place:

Firm/Partner of the Firm/ Director/ Proprietor
with rubber stamp

