

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD.**

**REGIONAL INSTITUTE - VI, P.O. JAYANT**

**DIST: SINGRAULI (M.P) PIN - 486890**

***TENDER DOCUMENT***

***FOR***

***Procurement of 29 Nos. Raincoats***

**Tender No: CMPDI/RI-VI/E&M/2015-16/349**

**Date: 13/01/2016**

No. of pages: 9 (Nine)

To

M/s. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of issuing officer

# CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED

REGIONAL INSTITUTE-VI,  
POST: JAYANT, DIST: - SINGRAULI

Tender No. CMPDI/RI-VI/E&M/2015-16/349

Date: 13/01/2016

## **NOTICE INVITING TENDERS**

- 1.0 Sealed tenders in TWO PART SYSTEM are invited from eligible suppliers for supplying following items as per below mentioned specifications and details :

Description of work	Supply of 29 nos. Raincoat
Estimated cost	Rs. 24940.00
Tender Document Fee	Rs. 100.00
Earnest money deposit	NIL
Issue of Tender Documents	Begins on 18.01.2016 Closes on 29.01.2016 at 1:00 PM
Last date of submission of sealed tenders	30.01.2016 up to 3:00 PM
Schedule date and time of opening of Envelope-I	30.01.2016 at 3:30 PM
Date and time of opening of Envelope -II	Shall be communicated in due course of time to the qualified bidders after scrutiny of all the requisite documents submitted by the individual tenderers in Envelope-I.

## **2.0 Availability of Tender Document**

- 2.1 Tender Documents can be obtained from the office of the General Manager (E&M), CMPDI RI-VI, Jayant on any working day between 10.00 Hrs to 13.00 Hrs. on payment of tender document fee.

### **2.2 Tenders downloaded from websites :-**

Complete Tender Document can also be available on CMPDI's web site <http://www.cmpdi.co.in> or Government web site [www.tenders.gov.in](http://www.tenders.gov.in). may do so subject to the condition that they have to deposit the cost of tender document in form of Demand Draft drawn on any nationalized/scheduled bank payable to 'CMPDI Ltd., Regional Institute - Singrauli' Payable at 'Morwa/Dudhichua/Jayant'..

Any tenderer, who desires to download the tender document from website and submit the tender on due date and time, may do so.

The company shall not be responsible for any delay/difficulty/inaccessibility of the downloading facility or any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

The bidders who have downloaded the document from the websites will be required to submit an undertaking (Annexure-I) that they will accept the tender document as available in the website and their tenders shall be rejected, if any tampering in the tender document is found to be done, at the time of opening of tender.

The undertaking of the tenderer as per Annexure-I shall be submitted in Envelope-I along with the other documents as specified in Sl. Nos. 3.0 (Minimum eligibility criteria) and 4.0 (Submission of offer).

In case of any discrepancy between the tender document downloaded from the website and the master copy available in the office, the latter shall prevail & will be binding on the tenderers. No claim on this account shall be entertained.

### **3.0 Minimum eligibility criteria**

The minimum eligibility criteria for tenderer shall be as follows:-

#### **3.1 Manufacturer of the products Or**

Sole Selling Agent / Authorized Dealer / Authorized Distributor /Sub Dealer/Suppliers for the products of reputed manufacturer

#### **3.2 In addition, the bidder has to submit the following:**

3.2.1 Photocopy of Permanent Account Number Card (PAN).

3.2.2 Photocopy of TIN/Sales tax Registration Certificate.

### **4.0 Submission of Offer**

**Tenderers are required to submit their offers in a single sealed envelope giving reference to the Tender Notice No. and date. The single sealed envelope shall contain offers in separate two envelopes properly sealed and superscribed as Envelope - I and Envelope - II respectively. Both envelopes as well as the single envelope containing the two envelopes must be properly sealed. Envelopes sealed only by stapled shall not be accepted.**

**The tenderers should sign with seal on all pages of tender document including all enclosures submitted with the tender. Offers received without signature and seal on all pages shall be rejected.**

Two envelopes should contain the details of the offer as follows:

#### **Envelope- I (Technical) -**

Should contain the following –

- i) Tender document, duly signed in all pages by the tenderer, issued by department.
- ii) All the requisite documents mentioned above at Sl. No. 3.0 (minimum eligibility criteria).
- iii) Tender document fee in the form of demand draft/cashreceipt.

#### **Envelope- II (Price) -**

Should contain rates only in the format as indicated in this tender document (Annexure –II)

Location/ Place of submission of Tender: In the Office of GM(E&M)/Purchase Officer, CMPDI, RI-VI, Jayant Singrauli (M.P).-486890

### **5.0 Opening of Offers**

Envelope – I (Commercial bid) will be opened by the tender committee on 30/01/2016 at 3:30 PM in the office of the GM (E&M)/Purchase Officer, CMPDI, Jayant, Singrauli.

Envelope – II (Price bid) of the offers shall be opened by the tender committee only in respect of such tenders as are found valid after scrutiny of Envelope – I.

Date and time of opening of Envelope – II of successful tenderers will be communicated by the tender committee in due course.

CMPDI does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders at any stage without assigning any reason whatsoever.

General Manager (E&M)/HOD (E&M)  
CMPDI RI-VI

Distribution:

- 1) RD, CMPDI, RI-VI: for kind information.
- 2) Secretary to RD - with a request to display on the notice boards.
- 3) HOD (Finance), CMPDI, RI-VI.
- 4) Purchase Committee members- 1 copy
- 5) HOD (P&A) - Total 12 copies for distribution as under:
  - 11 copies for Secretaries to CGM - Jayant/Dudhichua/CWS/Nigahi/Amlohri/.Khadia/Kakri/Bina/Jhingurda/Block B/ Krishnashila
  - 1 copy for OIC, Drilling Camp, Singrauli.
- 6) OIC (Stores), CMPDI, RI-VI.
- 7) Vigilance Officer, CMPDI, RI-VI.
- 8) HOD (E-Procurement & contract management cell), CMPDI, HQ, Ranchi

## **Terms & Conditions**

1. Consignee: Regional Director, CMPDI, RI-VI.
2. Bill accepting authority: RD, CMPDI, RI-VI or his authorized representative.
3. Paying authority: HOD (Finance), CMPDI, RI-VI.
4. Rate quoted must be inclusive of all taxes, duties, TOT, VAT, etc i.e. net price FOR Destination i.e. CMPDI, RI-VI., P.O. Jayant, Dist. Singrauli (M.P.)-486890.
5. The offer must be firm for six months after opening of price bid.
6. The Supply shall be completed within 20 days from the date of receipt of Supply Order.
7. The lowest bidder will be decided on the basis of lowest bids.
8. The Tenderers should sign with seal on all pages of Tender Document including all enclosures submitted with the Tender. Offers received without signature and seal on all pages shall be rejected.
9. 100% payment will be made within **30** days after satisfactory supply, inspection & acceptance of the supplied materials.
10. In case of late supply by the supplier, penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed.
11. In case of late supply by the supplier –
  - i) Penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed.
  - ii) However in case of emergency, if the ordered materials are not supplied, within scheduled time period of 4 weeks, the Supply Order will be cancelled and materials shall be procured in full & part by CMPDI from other sources, and excess cost, if any, shall be recovered from the pending bills of the defaulting supplier.

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

The bidder will not any time during the pendency of contract or afterwards, disclose to any person any information as to documents, components, parts, information, drawings, data, sketches, plan, programs, Specifications, techniques, processes, software, inventions and other material, both written and oral, of a secret , confidential or propriety nature, including without limitations any and all information relating to finance, invention, research, design or developments of information system and any supportive or incidental subsystems, and any all subject matter claimed in or disclosed by any patent application prepared or filed by or on behalf of CMPDIL, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.

CMPDIL also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit 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 (ii) are bound in writing to protect the confidentiality of such Proprietary Information. This clause shall survive and continue after any expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.

General Manager (E&M)/HOD (E&M)

**Annexure - I**

**TENDERER THOSE WHO HAVE DOWN LOADED THIS TENDER DOCUMENT FROM  
CMPDIL/GOVT. WEBSITE**

This is to certify that I/we have downloaded this tender document from CMPDIL/Govt. Website and I/we am/are submitting the same without tampering at any page. Further, I/we understood that in the event of such tampering is detected at any stage or any time CMPDIL have got right to reject/terminate my/our offer/work, forfeit the EMD/Security deposit submitted by me/us and my/our firm can be blacklisted.

Signature of the Bidder  
with seal and date

**Annexure-II**

**PRICE BID**

**(To be submitted in Envelope – II)**

Sl.No.	Particulars	Quantity (In Nos.)	Rate (in Rs).with Make/ Model	Amount(in Rs)
1	Raincoat (Size-XXL, two piece - lower and upper)	6Nos.		
2	Raincoat (Size-XL, two piece - Lower and upper)	23 Nos.		

All the terms & condition of NIT

dated:

is acceptable to us.

Signature:

For & on Behalf of

M/S.....

(Firm's name & rubber-stamp)

Note:-Any cutting or correction should be duly signed.

## DECLARATION

(For e-Payment)

(TO BE FILLED IN BY THE TENDERER)

I / We, hereby authorize CMPDI Limited Regional Institute-VI 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 payment are given below:

**(TO BE FILLED IN CAPITAL LETTERS)**

1) NAME OF THE BENEFICIARY :

2) ADDRESS (WITH PIN CODE) :

3) TELEPHONE NO. :  
(WITH STD CODE)

4) BANK PARTICULARS

(A) BANK NAME :

(B) BANK TELEPHONE NO :  
(WITH STD CODE)

(C) BRANCH NAME :

(D) BANK BRANCH CODE :

(E) BRANCH ADDRESS :  
(WITH PIN CODE)

(F) BANK FAX NO. :  
(WITH STD CODE)

(G) 9 DIGIT MICR CODE OF :  
THE BANK BRANCH  
(ENCLOSED COPY OF  
A CANCELLED CHEQUE

(H) 11 DIGIT IFSC CODE OF :  
BENEFICIARY BRANCH



(I) BANK ACCOUNT NUMBER :

(J) BANK ACCOUNT TYPE (TICK ONE):      SAVING  
CURRENT  
LOAN  
CASH CREDIT  
OTHERS  
IF OTHERS, SPECIFY

5) PERMANENT ACCOUNT NUMBER:  
(PAN)

6) E-MAIL ADDRESS FOR  
INTIMATION REGARDING RELEASE:  
OF PAYMENTS

I / we hereby declare that the particulars given above are correct and complete. If the transaction is delayed nor credit is not effected at all for reasons of incomplete or incorrect information, I /we would not hold the Company responsible. I /we also agree to bear the bank charges, if any for enabling such transfer.

SIGNATURE  
(AUTHORISED 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.**

SIGNATURE  
(AUTHORISED SIGNATORY)  
Name:  
Date:  
Official Stamp