

TENDER DOCUMENT(Part-I)



**Central Mine Planning & Design Institute Limited
Regional Institute-V, Seepat Road, BILASPUR (C.G.)-495006
Office of the Regional Director**

Under Jurisdiction of Bilaspur Court Only

1. Name of work - Hiring of air coolers during the year 2016 (1st April to 30th June 2016) in CMPDI, RI-V, Bilaspur.
2. Place of work - CMPDI OFFICE, RI-V, Bilaspur
3. NIT No. - CMPDI/RV/E&M/Cooler Hiring /2016/3571 Dt.01.02.2016
4. Date & time of receipt of Tender - 11.02.2016 upto 3.00 PM
5. Date & time of opening of Tender - 11.02.2016 at 3:30 PM
6. Date of issue of Tender Document - 01.02.2016 to 11.02.2016 upto 1.30 PM
7. Money receipt/DD No. towards Cost of Tender Document -
8. Tender document issued to _____

SIGNATURE OF ISSUING AUTHORITY



cmpdi

A Mini Ratna
and ISO
9001
Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.

कोल इंडिया लिमिटेड की अनुषंगी कंम्पनी/भारत सरकार का एक लोक उपक्रम
क्षेत्रीय संस्थान-5, एसईसीएल काम्पलेक्स, सीपत रोड, बिलासपुर 495006 (छ.ग)



Central Mine Planning & Design Institute Limited

A Subsidiary of Coal India Ltd/ A Govt. of India Public sector Undertaking

CIN:U14292JH1975GO100123

RI-V, SECL Complex, Seepat Road, Bilaspur (CG)- 495006

ई-मेल / e-mail: ri5@cmpdi.co.in / cmpdi5@rediffmail.com

Tel: 07752-246481-492

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क्रमांक CMPDI/RV/E&M/Cooler Hiring /2016/3571

दिनांक- 01.02.2016

निविदा आमंत्रण सूचना

Sealed percentage rate tenders in two parts system are invited for taking up the following work:-

Name of Work	Estimated Cost (In lakh Rs.)	E.M.D. (Rs.)	Application fee for tender document
Hiring of air coolers during the year 2016(1 st April to 30 th June 2016) in CMPDI, RI-V, Bilaspur.	47756/-	500/-	Rs.100/- Per set

1. Issue of Tender Documents :

Tender documents will be issued individually on requisition in writing from the intending contractors or their accredited representatives. Tender documents can be obtained from the office of the HOD(E&M), RI:V, CMPDIL, Bilaspur (CG) at the above address on payment of the prescribed application fee during working hours on any working day as per the dates mentioned below :-

(i) **BEGINS ON** : 01.02.2016 (ii) **CLOSES ON** : 11.02.2016 (1.30 PM)

Application fee may be paid with the Cashier RI-V, CMPDIL, Bilaspur from 11.00 am to 1.00 pm from Monday to Friday and from 11.00 am to 12.00 Noon on Saturday and cash receipt obtained should be produced for obtaining tender document.

Alternatively

The full document is available on our website www.cmpdi.co.in and can be downloaded during the period of sale of tenders. However, the bidders who will download the tender documents from the website of the company will be required to pay the cost of tender documents by Bank Draft in favor of CMPDIL, Regional Institute-V, Bilaspur, as per NIT at the time of submission of tenders.

The company shall not be responsible for any delay/difficulties/inaccessibility of the downloading facility for any reason whatsoever.

2. SUBMISSION OF TENDERS

(i) Date and Time for submission of tender(Envelope-I & II)— 11.02.2016 Upto 3.00 PM

(ii) Location/Place for submission of tenders : O/o the HOD(E&M), RI-V, CMPDIL, Bilaspur

(iii) (a) Earnest money should be enclosed in a separate envelope and not with the Part-I of the bid

(b) **Part-I:** The part-I of the tender will contain the following :-

- Papers relating to technical aspects of the bid alongwith copies of all credentials/certificate related to the technical qualifications of the bidder (duly authenticated by the bidder)
- Proof of ST Registration, Experience & PAN etc. (duly authenticated by the bidder).
- The original bid document issued to the bidder duly signed by the authorised signatory of the bidder on all pages as proof of accepting the conditions of the contract (excluding the price bid)
- The intending tenderer will have to submit an affidavit as per sample format in the tender document as a declaration in support of authenticity of the credentials/certificates submitted by him/them.

- (c) **Part-II:-**Part-II of the bid to be submitted in the second sealed envelope comprising of priced bill of quantities
- Late tenders/incomplete tenders/telegraphic tenders, tenders received through Post/courier services or tenders received after due date and time of tender submission shall not be accepted.

3. **OPENING OF TENDERS**

Part-I

- i) Date & Time - 11.02.2016 at 3.30 pm
- ii) Place -O/o the HOD(E&M), RI-V, CMPDIL, Bilaspur in presence of the attending tenderers or their authorised representatives

Part-II

Shall be communicated after scrutiny of part-I (Preferably within 30 days of opening of part-I of tender)

4. **THE QUALIFYING CRITERIA FOR THE WORK IS AS FOLLOWS:**

- a) The intending tenderers must have its name as a prime contractor experience of having successfully completed similar works during last 7 years ending last day of month previous to the month in which bid applications are invited i.e. (eligibility period) should be either of the following –
 - i) 3 similar completed works each costing not less than 40% of estimated value i.e. Rs 19103.00 OR
 - ii) 2 similar completed works each costing not less than 50% of estimated value i.e. Rs 23878.00. OR
 - iii) 1 similar completed work costing not less than 80% of estimated value i. e. Rs 38205.00.
 In case the bidder is not a prime contractor but a sub-contractor, the bidder 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.
- b) Average annual financial turn over of electrical works during the last three years, ending 31st March of the previous financial year should be at least 30% of the estimated cost i. e. Rs 14327.00
- c) Similar nature of work- Similar nature of works means repair and maintenance of coolers.

5. **EARNEST MONEY DEPOSIT (EMD)**

Earnest money can be deposited in cash with HOD(F) ,CMPDI,RI-V,Bilaspur or by demand draft drawn in favour of CMPDIL, Regional Institute, Bilaspur (CG) on any Scheduled Bank payable at Bilaspur (CG). No tender shall be considered unless accompanied by the requisite earnest money.

- 6. All the documents submitted by the tenderer must be self attested with bidder's official seal
- 7. Mere issuance of tender documents will not make the tenderers eligible for consideration of opening of their price bid. CMPDIL reserves its right to reject or accept any tender without assigning any reason whatsoever.
- 8. **Service tax:** Tenderers should quote their rates excluding the impact of service tax. Applicable service tax payable by the tenderer/service provider will be reimbursed on production of documentary evidence towards payment of such service tax to the appropriate authority. The successful tenderer/service provider will have to raise separate bill for claiming the reimbursable amount paid by him/them. Such bills shall necessarily contain contractor's service tax registration no. with details of range/division/commissionerate address with documentary evidence of payment of service tax to the Government Exchequer. Separate chalans shall have to be submitted for separate services with specific mention of the services rendered to the CMPDI. In case of any default/delay of payment in service taxes , wrong claim of CENVAT credit etc. by the service provider , CMPDI would not be responsible and in no case any such claim of the service provider will be entertained by CMPDI

महा-प्रबन्धक/विभागाध्यक्ष (ई. & एम.)

Copy to :

1. CGM (E&M) SECL, Hq, Bilaspur Notice boards
2. All Notice Boards in RI-V,Bilaspur.

} With a request to
Display in notice board

DETAILED TENDER DOCUMENT

1. Sealed tenders in prescribed forms with the name of works super scribed as "**Hiring of air coolers during the year 2016(1st April to 30th June 2016) in CMPDI, RI-V, Bilaspur.**" on the envelope are invited from experienced contractors and will be received at the office HOD (E&M), CMPDI Ltd., CMPDI Complex, Seepat Road, Bilaspur, upto 3.00 PM on 11.02.2016. All tenders will be opened at 3.30 PM on 11.02.2016 in the presence of the attending tenderers or their authorized representatives who wish to be present.

2(a) Tenders should be submitted in the prescribed form in time. These forms together with the proposed contract document including specifications and tender drawings (if available) may be obtained from the above office during normal working hours on payment of Rs.100/- (non-refundable) (Rupees Two hundred fifty only) as Application fee for each set. The payment may be made either in cash or by Bank Draft drawn in favour of CMPDI, Bilaspur on any Nationalized Bank payable at Bilaspur. General specification and description of work is enclosed with the tender document.

2(b) Any Bids received after the deadline prescribed at Clause-1 above due to any reasons whatsoever will not be accepted.

In the event of the specified date for the submission of bids being declared a holiday by the employer, the bids will be received up to the appointed time on the next working day.

2(c) Tenders thus submitted shall consist of the following:

- i) Tenderers are requested to submit their offer with a covering letter on their letterhead duly mentioning tender enquiry Number, Name of the work and Date of opening of Tender along with complete set of tender documents as sold, duly filled in and signed on all pages and at different places as required of the tender documents.
- ii) Self attested Photo copy of sales tax registration/VAT/TIN registration No
- iii) Tender document fee receipt / Demand draft.
- iv) Self attested Photo copy of pan card (Permanent Income Tax Account Number)
- v) Earnest money deposit receipt / Demand draft.
- vi) Copy of the work order received for similar jobs as described in Tender notice
- vii) Power of Attorney in the case the tender is signed by an authorised representative of the tenderer.

Full name and address of the tenderer, **tender enquiry Number, Name of the work and Date of opening of Tender** shall be written on the bottom left hand corner of the sealed cover.

2(d) The tender document in which the tender is submitted by the tenderer shall become the property of the Company and the Company shall have no obligation to return the same to the tenderer.

3. Earnest Money/Bid Security @ 1% of the estimated cost (rounded off to nearest hundred rupees) subject to maximum of Rs.50 lakhs, is to be deposited, in the form of demand drafts drawn in favour of CMPDI Ltd. on any scheduled Bank payable at its branch at BILASPUR. The earnest money may be deposited in cash. Cash receipt is to be submitted in a separate envelope along with the tender. Earnest Money/Bid security of the unsuccessful bidder shall be refunded as promptly as possible after opening of Price Bid and finalisation of the tender and shall bear no interest.

4. No tender shall be considered unless accompanied by the said earnest money.

5. The earnest money will be retained in the case of successful tenderer and refunded to the unsuccessful tenderer in due course and will not carry any interest. The earnest money deposited by the successful tenderer will be dealt with as provided elsewhere in the tender documents.

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

7(a) Corrections where unavoidable, shall be made by crossing out and rewriting duly authenticated with full signature and date by the tenderer. Erasing or over-writing in the tender documents may disqualify the tender.

7(b) the tender shall be submitted in English

7(C) Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of his bid and the CMPDI employer will in no case be responsible and liable for those cost.

8. The tenderer shall closely study all specification in detail, which governs the rates for which he is tendering.
9. **Service tax:** Tenderers should quote their rates excluding the impact of service tax. Applicable service tax payable by the tenderer/service provider will be reimbursed on production of documentary evidence towards payment of such service tax to the appropriate authority. The successful tenderer/service provider will have to raise separate bill for claiming the reimbursable amount paid by him/them. Such bills shall necessarily contain contractor's service tax registration no. with details of range/division/commissionarate address with documentary evidence of payment of service tax to the Government Exchequer. Separate chalans shall have to be submitted for separate services with specific mention of the services rendered to the CMPDI. In case of any default/delay of payment in service taxes, wrong claim of CENVAT credit etc. by the service provider, CMPDI would not be responsible and in no case any such claim of the service provider will be entertained by CMPDI
10. **Security deposit :**
 - a). Performance security should be 5% of Contract value and should be submitted within 28 days of receipt of LOI by the successful bidder in the form of Demand Draft drawn in favour of 'CMPDI, RI-V, Bilaspur' on any Scheduled bank payable at its branch at Bilaspur.
 - b). Further 5% of security deposit is towards retention money and shall be deducted equally from all running on account bills.
 - c). the security deposit will be refunded after completion of Contract Period on application if the performance of the work found satisfactory during this period. The security deposit will not carry any interest.
11. On completion of the work all rubbish, debris, brick bats etc. shall be removed by the contractor(s) at his/their own expense and the site cleaned and handed over to the in company in and he/they shall intimate officially of having completed the work as per contract.
12. 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 entirety.
13. 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.
14. If a tenderer deliberately provides wrong information or submits false credentials in support of his qualifications, the Company reserves the right to terminate/rescind the contract and forfeit the EMD and other dues of the contractor and to take any other action as may be deemed fit.
15. An intending tenderer, after obtaining tender documents on payment of Application Fee, having doubts as to the meaning of any part of the tender documents may submit to the official inviting tender a written request for interpretation or clarification thereof. Any interpretation or clarification of the tender documents by formal addendums if issued by the official inviting tender, shall be final and valid and binding on the company and the tenderers.
16. On receipt of letter for acceptance of the tender issued by the Company, the successful tenderer shall execute/accept contract agreement/work order in the company's prescribed form for the due fulfilment of the contract. Failure to enter into the required contract/accept the work order issued by the company within the specified period in the work order shall entail cancellation of letter of acceptance of tender/work order and forfeiture of the earnest money. The written contract/work order to be entered into between the contractor and the company shall be the foundation of the rights of both the parties and the contract shall not be deemed to be executed until the contract/ work order is signed/accepted by both the parties i.e. Contractor and the Company.
17. The validity period of the tenders shall be 4 (four) months from the date of opening of price bid or revised price bid, if any.
18. This detailed Tender Notice shall be deemed to be part of the Contract Agreement/Work Order.

19. No subletting of work as a whole by the contractor is permissible.
20. In case the contractor enters into any litigation such action should have to be taken in a court of law with jurisdiction over the place where the subject work is to be executed.

Format of affidavit to be submitted by the bidders

Non-Judicial Stamp

AFFIDAVIT

I, _____ partner/legal attorney/accredited representative of _____ M/s.
____ solemnly declare that -

1. I/we am/are submitting tender for the work against tender Notice
No. _____ dated _____.

2. None of the partners of our firm is relative of employee of CMPDIL.

3. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information this tender is complete, correct and true.

4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5. If any information and document submitted is found to be false/incorrect at any time, department may cancel my tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including earnest money and banning/de-listing of our firm and all partners of the firm etc.

6. Certified that I/we have not been banned or de-listed by any Government or Quasi Government agencies or PSUs.

Signature of the Tenderer

Dated _____

Seal of Notary

GENERAL TERMS AND CONDITIONS:-

1. The work shall be completed within a period of 10 days from the date of commencement of work.
2. The date of commencement of work reckoned from the 5th day of issue of work order or actual date of commencement whichever is earlier.
3. All the materials for the work as mentioned in "BILL OF QUANTITY" shall be supplied and installed by the contractor.
4. The total quantity of work mentioned in "BILL OF QUANTITY" is tentative and may vary at the time of execution.
5. All the installations shall conform to Indian Electricity rule 1956 (amended updated) and relevant Indian Standard.
6. The work shall be executed strictly to Scope of work as mentioned in tender document. The contractor is advised to visit the site, if required.
7. The materials supplied at site shall be under contractor's custody and CMPDI will not take any responsibility for stores, pilferage and loss.
8. The Contractor has to ensure all safety aspects of electrical installations/personnel working for the job as per Indian Electricity Act/Rule.
9. The instruments, tools, tackles required for the work shall be arranged by the contractor.
10. The work shall be completed within stipulated time and no escalation shall be payable.
11. CMPDI does not bind them selves to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason, what so ever and also to split up and distribute the work among the tenders.
12. The tender will be valid for 4 (four) months from the date of opening of price bid.

SPECIAL TERMS AND CONDITIONS FOR AIR COOLERS IN SUMMER 2016

- 1) Air coolers shall be required for period three months in summer season of 2016. After receiving the work order contractor should start the installation work sufficiently in advance, so as to the coolers are fully functional normally from 01.04.2016
- 2) Air coolers supplied by you must be withdrawn within a period of 10 days from the expiry of contract period.
- 3) Before installation of Air Coolers in our premises, it should be got pre-checked at your site in all respect and shall be supplied in perfectly working condition.
- 4) The rates quoted should be inclusive of cost of transportation to and fro, installation at sites and smooth operation of the coolers throughout the entire contract period.
- 5) All coolers must be installed and be in proper working conditions by normally from 01.04.2016.
- 6) Your Electrician/Supervisor must visit CMPDI, RI-V, Bilaspur daily during the period of contract of the coolers at 10.00 A.M., so as to promptly attend to repairs /replacement at your cost, if any spares must be kept at CMPDI Complex, so as to ensure prompt servicing in the event of breakdown of the coolers.
- 7) The coolers sent by you must have proper identification marks & serial numbers painted on them for proper recording.
- 8) In case of non-availability of Coolers in satisfactory conditions, the company will be at liberty to procure the same from other agency at BILASPUR and any additional amount/expenditure incurred for the same will be payable by you.
- 9) In case of cooler remain idle due to defect/non-attendance by you, Company will deduct pro-rate charges from your bills at the end of the contract.
- 10) Payment Terms: - The monthly running account bill payment may be made once in a month on the basis of certification by concerned officer by the department the contractor shall submit the monthly running account bill in triplicate to the HOD (E&M), CMPDI, BILASPUR.
- 11) Payment Authority:- HOD (Finance), CMPDI, RI-V, BILASPUR
- 12) The company will be at liberty to terminate the contract partially or wholly without assigning any reasons what so ever.

13) The Company reserves the right to increase/decrease the quantity on arrangement to a maximum of 10 % of the ordered quantity.

14) Exact place/Location for placement of Air Coolers will be conveyed afterwards.

15) The deployment of adequate No. of manpower & getting services from them shall be your responsibility. You must insure that the persons deployed for the purpose are well mannered and available on duty all times. Any losses/damages to the property or humane life on account your negligence, CMPDI management will in no way be responsible. (Any other clause not mentioned in this work order but given in the NIT and expressly accept in totality by your endorsement shall be applicable together with the conditions.)

16) The lower rate will be applicable, in case it is found/ established that the firm has supplied the above coolers to any other sister concern of CIL/ Govt. organization recently at a lower price.

17) On completion of the work all dismantled window glass shall be replaced and cleaned by the contractor(s) at his/their own expense.

COMMERCIAL TERMS AND CONDITIONS

1. No advance will be paid
2. Pre-receipted and signed bills for completed job shall be submitted for payment.
3. Paying authority will be HOD (F), CMPDI, RI-V, Bilaspur(CG)
4. Payment will be made through account payee cheque / through e-payment.
5. Payment will be made within 21 days from the date of submission of the bill.
6. If any sum found due and payable to employer from the contractor in connection with this contract or any other contract, the employer shall have the right to deduct the amount due from the bills of the present contract/security deposit.
7. In case of delay in completion of work (lot basis) a penalty @ 0.5% will be imposed for delay in every weeks or part thereof subject to a maximum ceiling of 10% of the contract value.

PRICE BID FORMAT: shall be filled by the contractor.

BILL OF QUANTITY

Name of work :-Hiring of air coolers during the year 2016(1st April to 30th June 2016) in CMPDI, RI-V, Bilaspur.

Sl No.	Description	Qty.	Rate (Rs.)/month	Amount (Rs.)/month	Amount (Rs.)
1.	Hiring charge of Window coolers for three months	14			
2.	Hiring charge of Room coolers for three months	8			
					Grand total(Rs)

Signature of Tenderer :
Name :
Address & Seal

TENDER DOCUMENT(Part-II)



**Central Mine Planning & Design Institute Limited
Regional Institute-V, Seepat Road, BILASPUR (C.G.)-495006
Office of the Regional Director**

Under Jurisdiction of Bilaspur Court Only

1. Name of work - Hiring of air coolers during the year 2016 (1st April to 30th June 2016) in CMPDI, RI-V, Bilaspur.
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4. Date & time of receipt of Tender - 11.02.2016 upto 3.00 PM
5. Date & time of opening of Tender - The date and time of opening will be intimated to the eligible tenderers
6. Date of issue of Tender Document - 01.02.2016 to 11.02.2016 upto 1.30 PM
7. Money receipt/DD No. towards cost of Tender Document -
8. Tender document issued to _____

Signature of Issuing Authority

Central Mine Planning & Design Institute Limited
Regional Institute-V, Seepat Road, BILASPUR (C.G.)-495006

PRICE BID

Name of work :-Hiring of air coolers during the year 2016(1st April to 30th June 2016) in CMPDI, RI-V, Bilaspur.

NIT No. -CMPDI/RV/E&M/Cooler Hiring /2016/ 3571 Dt.01.02.2016

SI No.	Description	Qty.	Rate (Rs.)/month	Amount (Rs.)/month	Amount (Rs.)
1.	Hiring charge of Window coolers for three months	14	742.61	10396.54	31189.62
2.	Hiring charge of Room coolers for three months	8	690.24	5521.92	16565.76
			Grand total(Rs)	47755.38	

My/Our rate will be _____% (_____) in words above/ below/ at par with the above shown estimated value. (Rates are inclusive of all taxes and duties & exclusive of service tax).

Signature of Tenderer :
Name :
Address & Seal :