

# PART –I

# GENERAL



**cmpdi**

*A Mini-Ratna Company*

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्सटीच्यूट लिमिटेड  
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)  
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)  
**क्षेत्रीय निदेशक का कार्यालय**  
क्षेत्रीय संस्थान-४, कस्तुरबा नगर, जरीपटका, नागपुर-४४००१४

**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Hq:- Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
**Office of the Regional Director**  
Regional Institute -IV, Kasturba Nagar, Jaripatka, Nagpur-440014

CIN: U14292JH1975GO1001223

Website: www.cmpdi.co.in

Ph: 0712-2642134/242028 Fax No: 0712-2643231/2633234 Email: ri4@cmpdi.co.in

**Ref. No. CMPDI:RI-IV:E&M:AC AMC:2015-16:705-11**

**Date:18.02.2016**

### **TENDER NOTICE**

Sealed quotation are invited for the work of “ **Comprehensive Annual Maintenance Contract of Air Conditioners at CMPDI, RI-IV, Nagpur**”

Quotation Notice No.	Quotation Notice No. 03 / 2015-16
Estimated cost for one year	Rs. 59,600.00 ( excluding service tax )
Tender Fee	Nil
Earnest money deposit (EMD)	Rs. 596.00
Issue of tender document	18.02.2016 to 01.03.2016
Last date for submission on	02.03.2016 up to 3.00 PM
Due for opening on	02.03.2016 at 3.30 PM
Quotation document can be obtained from HOD (E&M), CMPDI, Regional Institute-IV, Nagpur on any working day between 11.00 AM to 4.00 PM from Monday to Friday and 11.00 AM to 12.00 Noon on Saturday.	
The company reserves the right to reject any or all quotations or to accept completely or partly any of the quotation without assigning any reason thereof.	

Sd/-  
HOD (E&M)  
CMPDI, RI-IV, Nagpur

Distribution:

1. Secy. to R.D.: for kind information of RD
2. HOD (Finance), CMPDI, RI-IV, Nagpur
3. **GM (E&M), WCL, Coal Estate )**
4. **S.O. (E&M), WCL, Nagpur Area ) with a request to display on Notice Board**
5. **Dy.GM (GSD), WCL, Coal Estate )**
6. All Notice Boards CMPDI, RI-IV, Nagpur
7. All committee members



cmpdi

A Mini-Ratna Company

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गोन्दवाना प्लेस, काँके रोड, राँची - 834 031, झारखंड (भारत)  
**क्षेत्रीय निदेशक का कार्यालय**  
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Email: ri4@cmpdi.co.in

Ref. No. CMPDI:RI-IV:E&M:AC AMC:2015-16 :

Date:

To,

.....

.....

**Sub: Submission of sealed quotation in two parts in respect of “Comprehensive Annual Maintenance Contract of Air Conditioners at CMPDI RI-IV Nagpur”**

Dear Sirs,

Sealed quotations in two parts are invited for the work of “**Comprehensive Annual Maintenance Contract of Air Conditioners at CMPDI, RI-IV, Nagpur**” as per Scope of Work and Quantity given in Annexure-II. The offer shall be submitted in the prescribed format as given in Annexure-III. The terms and conditions for comprehensive AMC of ACs are given in Annexure-I. In case of any deviations, bidder shall clearly indicate the same in his offer. **The quotation document can be obtained from the office of H.O.D (E&M) on any working day from 11 AM to 4 PM and on Saturdays from 11 AM to 12 Noon from 18.02.2016 to 01.03. 2016. The offers will be received in the office of the undersigned upto 3.00 PM on 02.03.2016 and will be opened on the same day at 3.30 PM in the presence of attending Bidders.**

The Part II of the offer containing Price Bid in i.e., Annexure-III shall be submitted in a separate sealed envelope superscribed as Price Bid which shall be opened on a later date and it will be duly informed to the qualified tenderer. Part I of the tender i.e. Tender Notice & Annexure – I and Annexure – II and documentary proofs shall be submitted in separate sealed envelope superscribed as Part I. The envelopes containing EMD, Part I and Part II shall be put in another sealed envelope and submitted to HOD (E&M), CMPDI, Jaripatka, Nagpur on due date and time as explained above.

Encl: Annexure-I, II & III

Yours faithfully,

**HOD (E&M)**

**Annexure - I**

**TERMS AND CONDITIONS**

1. The quotation shall be addressed to The H.O.D. (E&M), CMPDI, Nagpur and superscribed with **“Comprehensive Annual Maintenance Contract of Air Conditioners at CMPDI, RI-IV, Nagpur”** on left hand corner of the envelope.
2. **Eligibility Criteria**
  - a) **At least two self attested work order copy of similar types of works, within last seven years ending January’2016 from Govt. Organisation / Deptt., Public Sector Undertaking or reputed Private firm as a proof of experience.**

**Note : Similar type of works means maintenance/repairing contract of ACs or supply and/or installation of ACs.**

- b) **Copy of self attested Permanent Account Number (PAN) card,**
  - c) **Copy of self attested Service Tax Registration Certificate (not applicable for small service provider). In case of small service provider a declaration is to be given certifying that the bidder is a small service provider and is exempted from service tax registration.**
3. **Earnest Money :** This is to be deposited in any of the following forms:-  
Cash at the office of H.O.D(Finance) ,CMPDI, RI-IV, Nagpur.  
Or  
Banker's Cheques/ Demand Drafts drawn in favour of CMPDIL, RI-IV, Nagpur on any scheduled Bank payable at its branch at Nagpur.  
  
The Earnest Money/ Bid Security of the unsuccessful bidder shall be refunded as promptly as possible and shall bear no interest.  
No bid will be accepted unless accompanied with the requisite Earnest Money Deposit.
4. The Bid Security / Earnest Money may be forfeited if the successful Bidder fails to (i) deposit the Performance Security Deposit and (ii) commence the awarded work.  
  
Additionally the Bidder will not be allowed to participate in the re-tender. The company reserves the right to debar such defaulting contractor from participating in future bids for a minimum period of 12 months.
5. EMD is to be submitted along with the Part I of the Bid document. Part I will be considered as valid only when earnest money is submitted.
6. The Part-I & Part-II should also be put into separate sealed envelopes clearly superscribing as Part I & Part II on the respective envelopes (Name of the work shall be superscribed on the left hand side of the covers). Thereafter all the two three envelopes (1. Envelope containing EMD, 2. Envelope containing Part-I and 3. Envelope containing Part-II ) should be submitted in a sealed envelope superscribing name of the work and Quotation Notice.

7. On the date of opening of Bid, the envelope containing EMD and envelope containing Part- I will be opened. This Part-I will be considered as valid, for further consideration, only when Earnest Money is submitted, in appropriate form and as required, as per NIT.
8. Part II envelope will be opened in respect of such Bidders as found valid after scrutiny of Part-I.
9. **Each page of the tender document should be signed by the tenderer. This will not contain any alternative items or suggestions, comments or conditions.**
10. 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.
11. The rates for the work should be inclusive of all incidentals, overheads, all taxes (**excluding service tax**), octroi's, duties, leads, lifts, carriage, tools & plant etc. as required for execution and completion of the work. It shall be deemed that the tenderer has visited the site/area and got fully acquainted with the working conditions and other prevalent conditions and fluctuations thereto whether they actually visited the site/area or not and have taken all the above factors into account while quoting his rates.  
The rate should cover all the items mentioned in the scope of work.
12. The overall lowest tenderer shall be considered for award of work.
13. The offer shall be written in English. If there are any corrections or overwriting on the offer, these shall be countersigned by the person who is signing the offer.
14. **PERFORMANCE SECURITY / SECURITY DEPOSIT**  
Security Deposit shall consist of two parts;
  - (i) Performance Security to be submitted at award of work, and
  - (ii) Retention Money to be recovered from running bills
  - (iii) The security deposit shall bear no interest.
  - (iv) Performance security should be 5% of contract amount and should be submitted by the successful bidders in any of the form given below:  
  
Demand Draft drawn in favour of CMPDIL, RI-IV, Nagpur on any scheduled nationalised Bank payable at its Branch at Nagpur.
  - (v) Failure of the successful bidder to comply with the requirement as above shall constitute sufficient ground for cancellation of the award of work and forfeiture of the bid security
  - (vi) The bid security deposited in the form of Demand draft/cash shall be adjusted against the security deposit.

(vii) All running on account bills shall be paid at 95% (ninety five percent) of work value. This 5% (five percent) deduction towards Retention Money will be the second part of security deposit.

(viii) 5% Performance Security & 5% deduction towards Retention Money will be refunded after completion of entire work .

(ix) The refund of security deposit shall be subject to company's right to deduct or appropriate its dues against the contractor under this contract or under any other contract.

15. The CAMC ( Comprehensive Annual Maintenance Contract) shall be valid for a period of one year from the date of commencement of work (i.e., from or after 20.03.2016) after finalization of tender.

16. The offer shall be valid for 4 (four ) months from the date of opening of tender.

17. 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.

18. In the event of any discrepancy between the description in words and figures, the descriptions in words shall prevail.

19. You will carry out servicing of all ACs falling under the contract as per the schedule given by the CMPDI, RI-IV, Nagpur with a minimum four visits per year.

20. **Emergency visit** : You will attend for repair and service of Air Conditioners whenever called for by our office for which you will not be paid any allowance and the travelling expenses .

21. It will be at the discretion of CMPDI to increase or decrease nos. of AC during the CAMC period at the same rate & terms and conditions of the contract. The payment for increased no. of AC or reduced nos. of AC will be done on quarterly services completed.

22. **Delivery** : In case of major repair, air conditioner will be sent to you workshop at Nagpur and the same should be repaired and delivered to us within three days.

23. **Transport of ACs** : To and fro transport will be arranged in Nagpur city only by CMPDI, RI-IV, Nagpur.

24. All the air conditioners will be handed over to you in working conditions.

25. **Terms of payment** : Payment will be made quarterly after satisfactory completion of work in every scheduled visit on pro-rata basis and no advance will be paid for the maintenance contract.

26. **Paying authority**: Payment will be made by H.O.D. (Fin.), CMPDI, RI-IV, Nagpur within 21 days after submission and acceptance of the bill.

27. **Rejection of offer:** - The company reserves the right to accept or reject the offer or consider part of the offer without assigning any reason whatsoever.
28. **Late receipt:** - Offers received after the due date and time will not be accepted.
29. **Jurisdiction:** The courts of the place from where the contract has been executed alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
30. In the event of the tenderer remaining silent on any terms and conditions of NIT, it will be presumed that the tenderer(s) have accepted such terms and conditions in the event of any order on them.
31. **Penalty clause :** In case of breakdown of an Air Conditioner and after reporting complaint to the CAMC holding Party, three days (excluding holidays) time will be given for attending and rectification of the breakdown. Overall breakdown including major breakdown should be rectified within one week (7 days) failing which a penalty of Rs. 200/- per day per AC will be imposed over the party and will be deducted from the forthcoming bill. However, if party provides any alternative arrangement for breakdown AC, then that period will not be counted as breakdown period.
32. The company shall, in addition to other remedial steps to be taken as provided in the conditions of contract be entitled to cancel the contract in full or in part, and whether the date of completion has or has not elapsed, by notice in writing if the contractor –
- commits default / breach in complying with any of the terms and conditions of the contract and does not remedy it or fails to take effective steps for the remedy to the satisfaction of company, then on the expiry of period as may be specified in a notice in writing.
33. **Non-discloser / Confidentiality Clause:**  
The bidder will not at any time during the pendency of contract or afterwards, disclose to any person any information as to documents, components, parts, information, drawings, data, sketches, plans, programs, specifications, techniques, processes, software, inventions and other materials, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance, invention, research, design or development of information system and any supportive or incidental subsystems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed by or on behalf of CMPDIL, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that 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 or for the benefit of others, 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 expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.



**CENTRAL MINE PLANNING & DESIGN INSTITUTE LTD  
REGIONAL INSTITUTE-IV  
KASTURBA NAGAR, JARIPATKA  
NAGPUR-440014**

**Name of work: - Comprehensive Annual Maintenance contract of Air  
Conditioners at CMPDI, RI-IV, Nagpur**

**SCOPE OF WORK AND QUANTITY**

<b>Sl.No.</b>	<b>Scope of work</b>	<b>Quantity</b>
(1)	<p><b><u>WINDOW AC 1.5 Te. CAPACITY</u></b></p> <p>Maintenance and free servicing 4 (four) times in a year. Free replacement/ repair of all spares including compressor, but excluding outer housing, condensing grill, evaporating coil, grill knobs for AC's of all types.</p>	19 Nos.
(2)	<p><b><u>SPLIT AC 1.5 Te. CAPACITY</u></b></p> <p>Maintenance and free servicing 4 (four) times in a year. Free replacement/ repair of all spares including compressor, but excluding outer housing, condensing grill, evaporating coil, grill knobs, copper piping and insulation material for AC's of all types.</p>	5 Nos.

# PART –II

## PRICE BID

**Annexure-III**

**CENTRAL MINE PLANNING & DESIGN INSTITUTE LTD.  
REGIONAL INSTITUTE-IV  
JARIPATKA, NAGPUR-440014**

Quotation Notice No.:03/2015-16

**Name of work: - Comprehensive Annual Maintenance contract of Air Conditioners at CMPDI, RI-IV, Nagpur**

**BILL OF QUANTITY**

<b>S.No.</b>	<b>Scope of work</b>	<b>Quantity</b>	<b>Rate per AC per year</b>	<b>AMOUNT</b>
(1)	<b><u>WINDOW AC 1.5 Te CAPACITY</u></b> Maintenance and free servicing 4 (four) times in a year. Free replacement/ repair of all spares including compressor but excluding outer housing, condensing grill, evaporating coil, grill knobs for AC's of all types.	19 Nos.		
(2)	<b><u>SPLIT AC 1.5 Te CAPACITY</u></b> Maintenance and free servicing 4 (four) times in a year. Free replacement/ repair of all spares including compressor but excluding outer housing, condensing grill, evaporating coil, grill knobs, copper piping and insulation material for AC's of all types.	5 Nos.		
<b>TOTAL</b>				

**Total Amount in words: .....**

**Note: Service tax shall be applicable separately as per Govt. rules**

**Name & Address**

**Sign. of tenderer  
with seal**