

**CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED
REGIONAL INSTITUTE - VI, P.O. JAYANT
DISTT. SINGRAULI (MP) - 486890.**

TENDER DOCUMENT FOR

**CLEANING AND UP KEEPING OF CMPDI RI-VI OFFICE
AND ITS PREMISES**

Tender Notice No. CMPDI/RI-VI/Civil/16-17/7065	:	Dated : 11.03.2016
DATE AND TIME OF SUBMISSION OF TENDER	:	UPTO 1.00 P.M. OF 21.03.2016
DATE AND TIME OF OPENING TENDER	:	21.03.2016 AT 3.30 P.M.
DATE OF ISSUE OF TENDER DOCUMENT	:	BEGINS ON 11.03.2016 CLOSES ON 20.03.2016

SL. NO.

NO. OF PAGES : 15

TO

**M/S
.....
.....
.....**

Signature of the issuing Authority



पो.- जयंत कोलियरी, जिला - सिंगरौली पिन-486890 (मध्य प्रदेश)

No. : CMPDI/RI-VI/Civil/16-17/7065

Date : 11.03.2016

NOTICE INVITING TENDER

Sealed Percentage rate Tenders in two parts system are invited from eligible contractors on behalf of Regional director, CMPDI, Ltd, RI-VI, Jayant, Singrauli for the following works:

Name of work	Estimated Cost in Rs.	E.M.D. In Rs.	Application fee for tender document	Period of completion
CLEANING AND UP KEEPING OF CMPDI RI-VI OFFICE AND ITS PREMISES	2,38,052.00	2380.00	0.00	Twelve (06) Months

1. Issue of Tender Document:-

Tender documents will be issued individually on requisition in writing from the intending contractors or their accredited representative. Tender documents can be obtained from the office of the HOD (C), RI-VI at the above address on payment of the prescribed application fee between 10.00 hours to 13.00 hours on any working day as per the dates mentioned below:-

BEGINS ON : 11.03.2016

CLOSES ON : 20.03.2016

Application fee should be paid with the Cashier, RI-VI, CMPDI, Jayant from 10.00 hours to 13.00 hours and cash receipt obtained should be produced for obtaining the tender document or in the form of Bank Draft drawn in favour of " CMPDI Ltd, Regional Institute , Singrauli".

2. SUBMISSION OF TENDERS

- i) Date & Time of submission of tender : 21.03.2016 up to 1.00 PM.
(Envelope – I II & III)- **(Part-I & Part-II)**
- ii) Location/ Place of submission of Tender: In the Office of HOD(C)
RI-VI, Jayant.
- ii) a) Earnest money should be enclosed in a separate envelope
(Envelope-III)

b) **First cover:** The first cover of the tender will contain the following:

Papers relating to technical aspects of the bid along with copies of all credentials / certificates related to the technical qualification of the bidder (duly authenticated by the bidder).

The original bid document issued to the bidder duly signed by the authorized 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.

Full name address of the bidder shall be written on the bottom left corner of the Sealed cover / envelope. The tender document shall be property of the company and shall not be returned to the bidder.

c) **Second cover:** Part –II of the bid to be submitted in second sealed envelope comprising bill of quantities. All envelope should be properly sealed.

The tender shall be submitted in three envelopes. Envelope should be marked as Part-I and part-II as the case may be with name and address of the tenderer with tender NIT reference no.

Second envelope containing the duly filled in Bill of Quantities and the third envelope containing only EMD. Envelope /cover should be clearly mentioned as Envelope / cover I,II & III as per requirement.

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

Envelope/ cover I & III (Part-I) (To be marked) : Date and time of opening of Envelope I & III
21.03.2016 at 3.30 PM.

Envelope /cover II (Part-II) (To be marked) : The date of opening of second envelope shall be communicated in due course after consideration of envelope I &III

4. The **basic minimum eligibility criteria** for the purpose of evaluation of offers will be as under:-

a) The intending tenderer must have in its name as a prime contractor experience of having successfully completed similar works during last 7 (seven) years **i.e upto 29th February 2016** should be either of the following:-

- i)Three similar complete works each costing not less than 40 % of the estimated amount i.e Rs.95221.00 only. Or
- ii)Two similar complete works each costing not less than 50 % of the estimated amount i.e Rs 119026.00 only. Or
- iii)One similar complete works each costing not less than 80 % of the estimated amount

i.e Rs.190442.00 only.

(The terms similar nature means civil maintenance of colony / office, colony upkeeping / water supply work)

- b) The intending tenderer must have average annual financial turnover of civil work during the last 3 (three) years ending 31st. March-2015 (i.e during 20012-13, , 2013-14, and 2014-15) should be at least 30 % of the estimated amount i.e Rs.71416.00 only.
- c) Permanent Income Tax Account Number / (PAN).
- d) Sales tax Registration Number /(TIN.)
- e) **“Service Tax” as applicable shall be deposited by the eligible contractor, as per Service Tax Rules. The contractor(s) whose annual turnover of all works (in CMPDIL and elsewhere taken together) is Rs 10.00 lakhs or more shall have to furnish Service Tax Registration Number (For new cases copy of Service Tax Registration Document). This is ‘MUST’. Others have to submit an affidavit, with ‘Notary’ certification , that their total annual turnover of all the works are less than Rs. 10.00 lakhs and they do not come under “Service Tax” Regulation.**
- f) Full information should be given by the tenderer in respect of an individual / Proprietary firm / Partnership firm / company. Ie Name & address, place of business, Registration No. etc.
- g) Particulars of Registration / clearance from the appropriate Provident Fund authorities if applicable. The tenderer should ensure implementation of CMPF and Misc. Provision ACT 1948 and allied scheme or EPF scheme. The tenderer should submit EPF/CMPF registration no. At least two labours must be covered under EPF/CMPF.
- h) Power of attorney in the case the tender is signed by an authorized representative of the tenderer.

5. The tenderer should submit an affidavit as at Annexure – I of the tender document as a declaration in support of credentials / certificates submitted by him from the Notary.

6. Earnest Money can be deposited in the form of Bank Draft drawn in favour of CMPDI Ltd, Regional Institute, Singrauli" on any Nationalized Bank Payable at Jayant/ Dudhichhua / Morwa. EMD money deposit for the work should be from his A/C with bankers certificate as per Annexure-III. No tender shall be considered unless accompanied by requisite earnest money.

7. The tender notice can be seen in CMPDI website **<http://www.cmpdi.co.in> & <http://tenders.gov.in>**. The tender document can be down loaded from this website and in such case the tenderer has to submit the undertaking as per Annexure -II. **The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.**

8. Declaration by tenderer for not banning or delisted and acceptance of Terms and conditions of specifications of the work vide Annexure-IV are to be submitted..

9 Mere issuance of tender documents will not make the tenders eligible for considering of opening of price bid. The company (CMPDI) reserves the right to accept or to reject any or all of the tenders or to postpone the date of receipt and opening of tender without assigning any reason whatsoever.

HOD(Civil)

Distribution:-

1. RD, RI- VI-for kind information
2. ES to RD (2 Copies) - For display on notice board of RI-VI Office and notice board of maintenance office at colony.
3. GM(C), CMPDI, GM (Civil), NCL, Singrauli }
4. Staff officer (Civil) - Nigahi/ Jayant/ } With a request to kindly CWS/ Dudhichua } display the tender notice
5. OIC, CMPDI Drilling Camp Singrauli. }
6. HOD(C), RI- I,II,III,IV,V,VII
7. Members - Tender Committee
8. Vigilance officer, CMPDI-RI-VI
9. ashier, RI-VI

SPECIAL TERMS AND CONDITIONS

1. General Terms and Conditions of Civil Engg. Manual of Coal India Limited shall form a part of this tender document which will be available in Civil Engg. Deptt. of CMPDI, RI-VI office./ coal India website Tenderers are requested to read it carefully before quoting their rates.
2. Bidders should visit the work site before quoting the rates.
3. Water, if required and if possible, shall be supplied to the contractor on request free of charge as no cost towards water charge has been considered in the estimate. No deduction towards water charge shall be made.
4. The bidders should quote in terms of overall percentage (%) (at par or below or above etc.) with respect to the B.O.Q./given schedule rates including CMPF benefits as per Act. Their rates shall be inclusive of all taxes except Service tax. The service tax paid by the contractor shall be reimbursed to the contractor on production of the receipt.
5. **Service Tax** : Service Tax Registration Number is to be submitted by the Tenderers who are a corporate Body / Limited company. Prima facie it is their responsibility to deposit 'Service Tax' on the applicable value of service and can be claimed / reimbursed on submission of receipt/challan etc.

Tenders who are not a corporate Body, that is, private individuals, partnership Firm, Association of persons etc. and if their annual turnover in the previous year and/ or as on date of submission of tender exceeds Rs. 10.00 Lakhs are required to **submit Service Tax Registration Number compulsorily**. Liability of "Service Tax" to be shared among the Tenderer and the department shall be as per Service Tax Act.

For those Tenderers who are exempted from " Service Tax" that is, their annual ' Turnover' is less than Rs. 10.00 Lakhs are required to submit an ' Affidavit' with 'Notary' certification to this effect (that is a self declaration conforming that their annual Turnovers is less than Rs. 10.00 Lakhs and therefore they are exempted from ' Sevice Tax'). The responsibility of such ' Declaration' completely lies with him/her/them.

6. The contractor shall pay wages to his/ their labourers as per the minimum wages Act, and observe guide lines of these acts properly. The payment to the labourers shall be made through bank only by the contractor. He / they shall also pay all statutory payments for his / their labourers as per the relevant act.
7. The contractor(s) shall be liable to make payments to his labourers and shall comply with labour laws prevalent from time to time during the execution of the contract. If the owner (CMPDI) is held liable as Principle Employer to pay contribution etc. under any act or any legislation of Government or Court decisions in respect of the labourers of the contractor then the contractor would reimburse the amount of such contribution so paid by the owner(CMPDI) notwithstanding the fact the payments made earlier or the amount so paid will be deducted from the next bill. / dues.
8. Any liabilities arising during performance of contract to any authorities shall be at the risk and cost of the contractor.

9. Contractor shall arrange for storage and security of materials at his own cost. CMPDI shall not provide any assistance in this regard. Work has to be performed with due safety and security.
10. Contractor shall clear the working site before and after the completion of the work without any extra cost.
11. The tenderer must fill the tender document carefully and properly providing honestly all informations sought for. They should avoid quoting absurd rates and avoid making too many corrections in the tender document. Tenderers must sign all the pages of the tender document before submission of the tender. All corrections are to be signed and authenticated by the tenderer. If any tenderer fails to comply with the requirement, this may lead to possible rejection of the tender.
12. This is a percentage rate tender. Tenderers are required to quote percentage rates above or below the quoted rates in figure and words. If any tender fails to comply with the requirement, this may lead to possible rejection of the tender.
13. Company reserves the right to terminate the contract in case of contractor's performance is not found satisfactory or any other reason whatsoever.
14. The company shall not be responsible for any delay/difficulties/ in accessibilities of the downloading facility for any reason whatsoever.
15. The bidders will be required to submit an undertaking that they will accept the tender documents as available in the website and their tender shall be rejected if any tampering in the tender document is found to be done at the time of opening of tender.
16. No escalation shall be payable for the work on any account.
17. All safety measures for the safety of the work men and existing structure/building shall be the sole responsibility of the contractor during construction period.
18. The work involves employment of 5 (Five) labours daily which must be ensured by the contractor. Short fall of a labour on a day shall be liable to a penalty of Rs 400/- per day per labour.
19. The contractor has to make his own arrangement for storage of materials.

Submission of AFFIDAVIT by the Bidders in the following format.

NON-JUDICIAL STAMP PAPER OF RS.10/-

AFFIDAVIT

1. I.....Partner /Legal attorney/
Proprietor Accredited Representative of M/S.....solemnly declare that
2. I/we are submitting tender for the work.....

Against Tender Notice No. dated

3. Myself or our partners do not have any relative working in CMPDI. I have /do not have any relative working in CMPDI.
4. All information furnished by me/us in respect of fulfillment of eligibility criteria and Qualification information of this tender is complete, correct and true.
5. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
6. I/We shall ensure implementation of CMPF and Misc. Provision Act 1948 and Allied Scheme OR I/We are registered under CMPF scheme and our employees covered under the said scheme shall continue to operate under the scheme. Our CMPF Registration no, is..... (Copy enclosed).
7. The Price-Bid submitted by me/us in Envelope no.2 is" WITHOUT ANY CONDITION".
8. If any information or document submitted is found to be false/incorrect at any time, department may cancel my/our Tender and action as deemed fit may be taken against me/us including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

Dated.....

Seal of Notary

Signature of Tenderer

DECLARATION-I

We have read the tender document and understood all provisions and specifications in totality. All terms and conditions are acceptable to us. We do not have any terms and conditions of our own.

Signature of the tenderer

Seal :

Date :

DECLARATION-II

I / We hereby declare that our firm (Name of the firm and address)

.....
.....
.....

.....have not been banned or de-listed by any State Govt. or Central Govt. or Quasi Govt. agencies or Public Sector Undertakings.

Signature of the tenderer

Seal :

Date :

ANNEXURE - IV

DECLARATION- III

**FOR THOSE WHO HAVE DOWNLOADED
THIS TENDER DOCUMENT
FROM CMPDI/GOVT WEBSITE**

This is to certify that I / WE have downloaded this tender document from CMPDI/GOVT website and is being submitted without tempering at any page. Further, we understood that in the event of such tempering is detected at any stage or any time, CMPDI have got right to reject / terminate this offer/work, forfeit the EMD / SECURITY DEPOSIT submitted by us and our firm can be black listed.

Signature of the tenderer

Seal

Date

BANKER'S CERTIFICATE

“Certified that the Demand Draft/Banker's cheque No. dated.....
amounting to Rs. has been issued by
..... (Name of the Bank & Branch)
after debiting the amount from A/c No. held by
Being operated by Sri.....

Sealed & Signed on behalf of the Bank

NON-JUDICIAL STAMP PAPER OF Rs.10/-

AFFIDAVIT

In front of Notary Public, Civil Court, Waidhan ,District- Singrauli (M.P.)

I.....S/O Sri.....

Village.....P/O.....Dist.....

Legal partner /proprietor of firm.....

Swear to state as follows:

1. That average annual turnover during the year 2012-13,2013-14,2014-15 was less than Rs.10,00,000/- (Rupees ten lakhs).
2. That my annual turnover during the year 2014-15 is expected to be less than Rs.10,00,000/- (Rupees ten lakhs)
3. That this affidavit has been done / prepared as a certificate for exemption from Service Tax.

Signature of the person

Executing the affidavit

Verification

I, further, declare that the details given in para Sl.No.1 to 3 are true and correct to the best of my knowledge and belief.

Attested:

Signature of the person

Notary seal

Executing the affidavit

BOQ for Cleaning and up keeping of CMPDI RI-VI office and its premises

S.N.	Description of Items	Unit	Qty.	Amount per month (Rs.)	Amount (Rs.)
1	Sweeping/cleaning of floors inside office building, collection and lifting of garbage/waste from floors and dustbin and dumping it in a waste land/dumping yard outside the office compound including collection, carriage and disposal of garbage manually or mechanically daily including providing brooms etc. as per instruction of EIC. (Approximate floor area-1175 m ²)	month	06	7514.25	45085.50
2	Mopping/washing of floors inside office building using detergent and phenyl as per requirement thrice a week including providing moppers, detergent, phenyl etc. as per instruction of EIC. (Approximate floor area-1175 m ²)	month	06	9768.53	58611.15
3	Dusting/cleaning of windows, almirahs, file cabinets, fans, tube light covers, switch boards, walls, false ceiling and cleaning of spider webs etc. including providing dusters etc. as per instruction of EIC.	month	06	2404.56	14427.36
4	Sweeping/cleaning of open floors/pavements outside office building, security post, garage etc. thrice a week including collection and disposal of garbage manually or mechanically to a suitable dumping area outside office as per instruction of EIC. (Approximate floor area-2250 m ²)	month	06	3907.41	23444.46
5	Cleaning/maintaining of open area (inside compound wall) including cutting/trimming of undesired plants, bushes, grasses etc. once in a month as per instruction of EIC. The waste so created has to be disposed off to dumping area as directed by EIC.	month	06	2404.56	14427.36
6	Cleaning of all types of drains and removal/disposal of sludge/garbage from these drains to a specified place once in a week as per instruction of EIC.	month	06	1502.85	9017.10
7	Cleaning/sweeping of sloping/flat roofs of the office buildings and removal of caves and dust once in a month as per instruction of EIC. (Approximate floor area-1550 m ²)	month	06	901.71	5410.26
8	Dusting/cleaning/wiping of all tables, chairs, computers etc. daily once in the morning as per instruction of EIC.	month	06	7514.25	45085.50

S.N.	Description of Items	Unit	Qty.	Amount per month (Rs.)	Amount (Rs.)
9	Watering/maintaining of flower beds, flower pots and grass lawns daily including providing seasonal plants, flower pots, manure, insecticides etc. as per instruction of EIC.	month	06	3757.13	22542.75
	Total on DSR'12	Total amount (Rs.)			238051.44
		Say			2,38,052.00

I/We agree to execute the work % (Percent) **ABOVE**

Or

I/We agree to execute the work % (Percent) **BELOW**

(Write in figures and words both)

Signature and seal of the tenderer