

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD.**  
**REGIONAL INSTITUTE - 6, CWS COLONY, JAYANT**  
**DIST: SINGRAULI (M.P) PIN - 486890**

***TENDER DOCUMENT***  
***FOR***

***Repairing/Maintenance of HP Design jet 500 plotter, T610  
Plotter, supply and installation of Fuser unit in HL-5350DN  
Brother make printers of CMPDI, RI-VI, Singrauli***

Tender No: CMPDI/RI-6/E&M/2016-17/ 03

Date: 02-04-2016

No. of pages: 09 (Nine)

To

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

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Signature of issuing officer

**CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED**  
**REGIONAL INSTITUTE-6,**  
**POST: JAYANT, DIST: - SINGRAULI**

Tender No. CMPDI/RI-6/E&M/ 2016-17/ 03

Date: 02.04.2016

**NOTICE INVITING TENDERS**

- 1.0 Sealed tenders in TWO PART SYSTEM are invited from experienced contractors having required experience of similar work for the Repairing/Maintenance of HP Design jet 500 plotter, T610 Plotter, supply and installation of Fuser unit in HL-5350DN Brother make printers of CMPDI, RI-VI, Singrauli with any Central Govt./PSU/State Govt units or for authorized organization:

Description of work	Repairing/Maintenance of HP Design jet 500 plotter, T610 Plotter, supply and installation of Fuser unit in HL-5350DN Brother make printers of CMPDI, RI-VI, Singrauli as per details given at Annexure-III
Estimated cost	Rs. 45897.50 ( Inclusive of all taxes and duties except service tax)
Issue of Tender Documents	Begins on 05-04-2016 Closes on 16-04-2016 at 1.00 P.M
Cost of Tender Documents	Rs.100/-
Earnest Money Deposit (EMD)	Rs.918/-
Last date of submission of sealed tenders	on 16-04-2016 up to 3.00 PM
Schedule date and time of opening of Envelope-I	on 16-04-2016 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 E&M department CMPDI, RI-6 on any working day between 10.00 Hrs to 13.00 Hrs after payment of tender document fee at the cash office of RI-6, Jayant. Earnest money has to be deposited either in cash at Cash office or in the form of Demand draft on a Scheduled Bank in favour of "CMPDI Ltd., Regional Institute , Singrauli", payable at 'Morwa/ Dudhichua/Jayant'.

- 2.2 Tenders downloaded from websites :-

Complete Tender Document can also be downloaded from CMPDI's web site <http://www.cmpdi.co.in> or Government of India web site [www.tenders.gov.in](http://www.tenders.gov.in).

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

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 document/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 Bank Draft towards the cost of tender document (Application Fee) and 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 award of the contract shall include the following:-

- 3.1 Only those tenderers shall be eligible, who have experiences of carrying out similar nature of work as detailed below.
- 3.2 The Tenderer must submit documentary evidence in support of 3.1 in the form of certified copy of work order/payment certificate/vouchers for which the payment has been made.
- 3.3 The intending Tenderer must have experience in similar type of works having completed successfully during last 7 (seven) years ending March 2015 with supporting evidence/certified copy of bill for supply of materials and should be either of the following:
  - i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost ie; Rs. 18359.00 only.
  - ii) Two similar complete works each costing not less than the amount equal to 50% of the estimated cost i.e Rs 22949.00 only.
  - iii) One similar complete work costing not less than the amount equal to 80% of the estimated cost i.e Rs. 36718.00 only.
  - iv) Average annual turnover for similar type of work during the last three years ending 31<sup>st</sup> March 2015 should be at least 30% of the estimated cost ie Rs 13769.00

**Definition of similar work:-** “Any electrical work” completion certificate/ passed copy of final bill giving detail of work order/ agreement reference, period of work done, value of work executed in any central govt. / state govt / quasi govt / public under taking companies and supported by detailed work order along with BOQ shall be considered for deciding eligibility criteria.

3.4 In addition, the bidder has to submit the following:

3.4.1 Photocopy of Permanent Account Number Card (PAN).

3.4.2 Photocopy of TIN/Sales tax Registration Certificate.

3.4.3 An affidavit on judicial stamp paper (Format enclosed as Annexure – II) that all the Documents/information submitted by them are correct and they do not have any relationship with any CMPDI employee.

### **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**

**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.**

### Envelope- I (Commercial) -

- i) Tender document, duly signed in all pages by the tenderer, as issued by department or as downloaded from website.
- ii) Cost of tender document is not required, if downloaded from websites.
- iii) EMD
- iv) All the requisite documents mentioned above at Sl. No. 3.0 (minimum eligibility criteria).
- v) Copy of registration with appropriate sale tax authorities / TIN of MP.
- vi) A declaration that they have not been banned or delisted by any govt. or quasi govt. agencies or PSU's.

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

## 5.0 Opening of Offers

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 (Price bid) 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.

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Distribution:

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

## Terms & Conditions

1. Consignee: Regional Director, CMPDI, RI-6.
2. Bill accepting authority: RD, CMPDI, RI-6 or his authorized representative.
3. Paying authority: HOD (Finance), CMPDI, RI-6.
4. Rate quoted must be inclusive of all taxes, duties, TOT, VAT, etc i.e. net price FOR Destination i.e. CMPDI, RI-6, P.O. Jayant, Dist. Singrauli (M.P.)-486890.
5. Service Tax may be quoted separately and it shall be payable extra as applicable.
6. The offer must be firm for the entire Contract work Period of two months from the date of receipt of work order.
7. The work shall be completed within two months from the date of receipt of work Order.
8. The lowest bidder will be decided on the basis of lowest bids against items.
9. 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.
10. 100% payment will be made within 30 days after satisfactory work , inspection of executed work & acceptance of the executed work against work order on submission of bill(s).
11. The offer must be valid for four months from the date of opening of the Tender (i.e Envelope II Price bid).
12. The successful Tenderer will be required to Deposit Security money amounting to 10% of the awarded value in the form of Bank Draft (in favour of “**CMPDI Ltd., Regional Institute, Singrauli**” on any Nationalized Bank Payable at Jayant/Dudhichua/Morwa) within 15 days from the date of issuing of work order. EMD deposited by the tenderer will be converted to Security money which will be refunded to the tenderer after 6 months ie; warranty period of the work, from the date of satisfactory execution of the work.
13. The EMD will be refunded to the unsuccessful tenderers immediately after finalization of the Tender.
14. In case the Tenderer fails to Deposit Security money within the stipulated period the order shall be cancelled and the EMD Deposited against the Tender shall be forfeited.
15. Security Deposit will be forfeited in case of contractual failure.
16. In case of late execution of work by the tenderer –
  - i) Penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed.
17. The contractor and his workers shall work as per guidelines of Engineer-in-charge CMPDI,RI-6,who shall be appointed by the Regional Director CMPDI, RI-6.
18. The workmen employed by the contractor shall be well versed with the type of equipment to be handled and shall have adequate knowledge in line. The contractor shall generate best working condition and wage structure to attract such workmen.
19. The contractor shall insure the correct discipline of the workmen deployed by him.
20. The contractor has to provide necessary tool and tackles.

21. Any sort of mis-happening or damage to the CMPDI equipment cost by contractor commission and omission is the responsibility of contractor and shall be made good by him at no extra cost.
22. All the work shall be executed at various location of CMPDI, RI-6 office as directed by Engineer-in-charge CMPDI, RI-6 Jayant.
23. Old material should be returned to the E&M department CMPDI, RI-6, Jayant, Singrauli.

24. **Warranty / Guarantee:-**

The work shall be guaranteed for a period of 6 months from the date of completion of work. The guarantee of supplied items will be as per manufacturer's norms or 6 month whichever is more.

25. **Contractor's Responsibility:-**

Contractor must insure the safety of all the workers / labours engaged by him. The worker/ labours engaged must be equipped with required safety gadget and provided proper training by contractor.

26. **Rate of materials and workmanship:-**

The rates quoted shall be for finished work inclusive all material of construction.

The company will have full and final authority to reject any material or work due to defect there in and the contractor shall forthwith remedy the defect at his / their own expenses and no further work shall be done in this connection till such time as defect is remove to the entire satisfaction of engineer-in-charge.

If at any time a material of construction is declared unsuitable by the company such material shall be forthwith removed from site and shall not be offered again for inspection or inclusion in construction. The contractor should have an accurate record of material if supplied by the company and the records shall be open to check by engineer-in-charge or his authorized representative.

The account of material shall also be maintained in a register which shall be signed both by the authorized representative of the engineer-in-charge and contractor. All materials, tools and plants brought shall be deemed to be held in line by the company and contractor shall not have the right to remove the same from the site without the return permission of the engineer-in-charge. However, the company shall not be liable for any loss, or damage due to fire of other causes sustained during period of contract.

The contractor shall be responsible for correct and complete execution of the work in work men like manner with the material as per specification which shall be subject to the approval of the company at all stages of work.

All work under or in course of execution or executed in pursuance of the contract shall at all times be for inspection by the engineer-in-charge or his authorized representative and the contractor shall allow the same and shall implement all instruction that may be given by the company from time to time.

27. **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

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.

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**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



**(NON-JUDICIAL STAMP PAPER OF Rs. 10/-)  
AFFIDAVIT**

I, ..... Partner/  
Legal Attorney/Proprietor/Accredited Representative of M/s .....  
..... Solemnly declare that -

1. I/We am/are submitting Tender for the work .....  
..... Against Tender Notice  
No. ....
2. Myself or our partners do not have any relative working in CMPDI. I do not have any relative working in CMPDI.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this Tender is complete, correct and true.
4. All Documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
5. The Price-Bid submitted by me/us in Envelope - II is "WITHOUT ANY CONDITION"
6. If any information or Document submitted is found to be false/incorrect, department may cancel my/our Tender and action as deemed fit may be taken against me/us including termination of the contract. All dues including Earnest money may be forfeited and my/our firm and all partners of the firm may be blacklisted.

Seal of Notary.

Signature of the Tenderer.  
Date:

**Annexure-III**

**Repairing/Maintenance of HP Design jet 500 plotter, T610 Plotter, supply and installation of Fuser unit in HL-5350DN Brother make printers of CMPDI,RI-VI, Singrauli**

<b>SI No.</b>	<b>Description of item</b>	<b>Qty</b>	<b>Unit Rate in Rs Except service tax</b>	<b>Total Amount in Rs Except service tax</b>
<b>01</b>	I.S.S Station for HP Design jet 500 Plotter	01		
<b>02</b>	Star wheel motor for HP Design jet T6100 Plotter	01		
<b>03</b>	Incoder strip for HP Design jet T610 Plotter	01		
<b>04</b>	Fittings charges/service charge for above	lot		
<b>05</b>	Fuser unit for Brother make HL5240 LaserJet printer	01		
<b>06</b>	Installation of Fuser unit@5% of total cost	01		
	Total Amount in(₹)			

**Signature of bidder**

Note- (Quoted rate should be inclusive all taxes, Duties, TOT, VAT, etc. Service tax to be quoted separately)