



cmpdi

A Mini Ratna
and ISO 9001
Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.
कोल इंडिया लिमिटेड की अनुषंगी कम्पनी/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:U14292JH1975GO1001223

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

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



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**NOTICE INVITING TENDER FOR PROCUREMENT OF WHITE PLOTTER PAPER ROLL AT
CMPDI, RI-V, BILASPUR (C.G.).**

Tender Enquiry No: RV/PMS/NIT/03/16-17/18

Dated: 16.04.2016

1. Name of the work : Sealed tenders in two parts are invited from manufacturers/authorized agents/dealers/suppliers for supply of White Plotter Paper Roll at CMPDI, RI-V, Bilaspur (C.G)
2. Issue of tender forms: **11am to 4.00 pm** on all working days and Saturday from **11.00 am to 1.00 pm** from **18.04.2016 to 04.05.2016** from the office of HOD (PMS), RI-V, Seepat Road, Old SECL Building, Bilaspur, (C.G.) on payment of the prescribed cost of tender document.
4. Cost of Tender Document: The cost of Tender document is Rs 1,000.00. Payment can be made to the above tender issuing office by paying in the form of a crossed Demand Draft drawn in favour of “CMPDI, Regional Institute, Bilaspur” on any schedule bank payable at Bilaspur, (CG). Cost of Tender Documents is not refundable.
5. Last date of submission of offers: **Up to 3.00 pm on 05.05.2016**
6. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
7. Due date of opening of part I offer: **At 3.30 pm on 05.05.2016**
8. Place of opening of tender: Office of the HOD (UG), CMPDI, RI-V, Bilaspur.
9. Down loading from web site: The tender document can be down loaded from our web site www.cmpdi.co.in. In case the document is down loaded from Website, the tender document cost shall be paid through a demand draft in favour of “CMPDI, Regional Institute, Bilaspur” payable at any schedule bank at Bilaspur. This shall be kept in Part-I of NIT along with ANNEXURE – VI, of the NIT.

Yours faithfully,

HOD (PMS)
CMPDI, RI-V, Bilaspur

CENTRAL MINE PLANNING AND DESIGN INSTITUTE
REGIONAL INSTITUTE-V, BILASPUR
TENDER DOCUMENT

Sealed tenders in two parts are invited from manufacturers/authorized agents/dealers/suppliers for supply of White Plotter paper Roll at CMPDI, RI-V, Bilaspur (CG)

Technical Specifications:

SL	Item	Specification
1	White Plotter Paper Roll	As per Annexure –I

1. Mode & Method of Submission of Tender

Tender must be submitted in sealed main envelope cover containing two separate sealed covers Part- I and Part- II. On the main envelope cover, the tenderer must be super scribed with the Tender name, Tender enquiry number and the date of opening at top of envelope and tenderer name & address at bottom left of envelope. All envelopes containing the tenders shall be properly sealed.

The Tender is to be submitted in two parts viz. Part – I and Part –II in separate sealed envelope super scribed by part –I and Part –II

Part- I: Consisting of technical offer and commercial Terms & Conditions, along with Demand Draft towards Tender documents and certificate of down loading as per Annexure –VI should be included in the Part – I. Bids without cost of tender documents and certificate of down loading as per Annexure –VI, will be out rightly rejected.

Part- II: The second part of the tender shall consist of details of Prices only. The price bids of only those tenderers whose offer in Part –I is found to be techno – commercially acceptable will be opened.

2. Validity Period of Tenders:

The rates, terms and conditions offered shall be valid **for a period of 120 days** from the date of opening of the tender and shall be valid throughout the delivery period.

3. Submission of Tenders:

Tenders will be received in sealed covers at following address:-

Office of the HOD (PMS), CMPDI, RI-V, SECL Office Complex, Seepat Road, Bilaspur 495 006

4. Opening of Tender:

The tender shall be opened at the office of HOD(UG), CMPDI, RI-V, SECL Office Complex, Seepat Road, Bilaspur 495 006. **at the time and date as given in the NIT.**

(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working date.)

5. (a) The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.
5. (b) Printed terms and conditions of the vendor shall not be considered. Tenderers are requested to submit their offer complete in all respects maintaining serial number of items, terms and conditions as per the tender documents along with all supporting documents failing which offer may not be considered and no further clarification on technical commercial aspects may be entertained.
5. (c) Normally no deviation is acceptable to our tender documents & Terms and Conditions. Tenders which have deviations are liable for rejection without making any back reference to the tenderers. Tenders asked for must be submitted complete in all respects.
- 5.(d) All disputes are subject to Bilaspur (CG) Court Jurisdiction only.

- 5.(e) The bidder shall be either a manufacturer / authorized agents/dealers/supplier of a principle manufacturer of the tendered items. Documentary evidence regarding manufacturer / authorized dealer / distributor shall be enclosed with the Part- I of the offer. Authenticated technical catalogue and company price list shall also be submitted with Part-I of the offer.

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF OFFERS

- a. The complete offer should be typed/hand written on the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate technical and pricing details, preferably bigger papers should be used, such sheets along with other pages of the offer should be signed and stamped by company's authorized representative/official.
- b. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- c. CIL/Subsidiary reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof. Tenderers are advised to carefully note that the deviation in these terms will not be entertained.
- d. Bid evaluation: - Parties are required to submit their offers as per Price Bid format (Annexure-II). However bids shall be evaluated on individual item wise lowest (L-1) rate basis.
- e. **Parties are required to submit notarized Affidavit with Part-I of as per Annexure –III.**
- f. **Security Deposit:-** In case the ordered value is more than Rs.1,00,000/- a security deposit of 10% of the ordered value after adjustment of EMD deposited shall be given. The value of Security Money to be deposited by the successful tenderer in the form of Bank Draft of any scheduled Bank in favour of CMPDI, Regional Institute, Bilaspur (CG) The security deposit will be returned after successful supply of the material and on application. Security deposit will not carry any interest.

If any State / Central Govt. Organization /PSU & valid DGS&D / NSIC registered (for the tendered items) firm can produce the following documentary evidence issued by Govt. authorities for according exemption towards submission of Tender Cost, EMD and Security Deposit, they may be considered for exemption from submission of Tender Cost, EMD and Security Deposit.

Sl.No.	Category of bidders	Documents against exemption of EMD
1	State/ Central Government Organisations/PSU :	Self-declaration
2	DGS&D/NSIC registered Firms	Valid and Complete DGS&D/NSIC Registration certificate for the tendered items Self Certified and attested by Notary Public
3	Micro / Small Enterprises [MSE]	Valid and Complete Micro / Small Enterprises [MSE] Registration certificate for the tendered item issued by District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

OTHER TERMS AND CONDITIONS

1. **Prices:** - Rates shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery at CMPDI, RI-V, Bilaspur (CG).
2. **Payment:-** 100% payment will be made within 21 days after supply and submission of bill and acceptance of material by the consignee.
3. **Delivery Schedule:** - The delivery schedule shall be within 30 days from the date of issue of supply order.
4. **Inspection:-** Inspection of material will be carried out at Stores, RI-V, CMPDI Bilaspur after receipt of materials. If material is not as per our specifications the same will be rejected and supplier shall replace material at their own cost.
5. **Guarantee / Warranty:** - The guarantee / warranty assurance should be given for quality of paper.
6. **Paying Authority:** HOD (Finance), Regional Institute-V, Bilaspur (CG)
7. **Consignee: Regional Director,**
CMPDI, RI-V,
SECL Complex, Seepat road,
Bilaspur (CG)
8. **Liquidated Damage:** - In case material is not supplied within the stipulated period, an LD of 0.5% per week and part thereof subject to a ceiling of 10% will be deducted from the bill.
9. To indicate VAT and TIN registration No. (Photocopy of registration enclosed)
10. To indicate PAN No (Photocopy of PAN card enclosed)

HOD (PMS)
CMPDI, RI-V, Bilaspur

PART-I
COMMERCIAL & TECHNICAL
(To be submitted by the bidder in his own letter head)

Sl. No.	Description	Specification	No. of Roll Req.	Make / Model
1	WHITE PLOTTER PAPER ROLL	Width-36'' x 90GSM x Length-50Mtrs.	60 Rolls	

Place:

Signature & Seal of the Bidder:

Date:

Part -II**FORMAT OF PRICE BID****(To be submitted by the bidder in his own letter head)**

Sl. No.	Description	Basic Price Ex-Works	Packing & Forwarding	Excise Duty	VAT/CST	Other Charges (if any)	Total Unit Cost (FOR Destination)	Quantity	Total Cost (₹)
1	WHITE PLOTTER PAPER ROLL							60 Rolls	

Place:

Date:-

Signature & Seal of the Bidder:

PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY BIDDER WITH PART-I
On Non Judicial Stamp Paper (minimum value of Rs.10).

AFFIDAVIT

I/We, -----, Partner/Legal Attorney/ Accredited Representative of
M/s -----, solemnly declare that:

1. I/We am/are submitting Tender for the supply of White Plotter Paper Roll against Tender No RV/PMS/NIT/03/16-17/18, Dated: 16.04.2016
2. All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. None of the partners of our firm is relative of employee of Central Mine Planning & Design Institute.
4. If any information furnished by me/us in support of the information furnished by me/us is found to be false/incorrect at any time, the department may cancel my Tender and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of Earnest Money and banning/ delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.
5. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
6. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.

Signature of the Tenderer

Dated-----

Signature & Seal of Notary

Note: - This affidavit is to be given in non-judicial stamp paper of Rs. 10/- only

(To be filled and submitted with the tender)

Ref.:-

Dated: -//

To,
The HOD (PMS)
CMPDI, RI-V, SECL Complex
Seepat Road,
Bilaspur (CG)

Ref.:- Your NIT No.:- RV/PMS/NIT/03/16-17/18, Dated: 16.04.2016

Dear Sir,

With reference to the above referred NIT we are pleased to offer you our lowest quotation with the following details.

- 1 Name and full address of the tenderer:-
2. I have submitted schedule of requirement & technical Bid as per Annexure – I
- 3 I have submitted signed and stamped copy of all the pages of NIT terms and conditions as token of acceptance of commercial & general terms and conditions of NIT.
- 4 My TIN No is..... (Photo copy proof attached)
- 5 My PAN No is (Photocopy of PAN card enclosed)
- 6 I have submitted Price Bid as per PRICE BID FORMAT- Annexure-II
7. I have submitted e-payment FORMAT- Annexure- V
8. I have submitted Notarized Affidavit - Annexure- III
9. I have submitted certificate of downloading - Annexure- VI

Signature & Seal of the tenderer

Name:-

Address:-

Form for e-Payment

To
The Regional Director,
Regional Institute, CMPDI
Seepat Road, SECL Complex
Bilaspur (CG)

Ref: - Authorization of all our payment through electronic fund transfer system/RTGS/CBS/Intra Bank Transfer.

We, hereby authorize CMPDI Limited 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 detail for facilitating the payments are given below.

(TO BE FILLED IN CAPITAL LETTERS)

1. Name of the Beneficiary:

2, Address:

.....

City PIN CODE e-mail ID

Telephone No. (with STD Code)

3. Bank Particulars:-

Bank Name :- Branch Name Bank Branch Code

Branch Address

..... PIN CODE

Telephone No. (With STD Code) FAX No. (With STD Code)

4. 9 Digit MICR Code of the Bank Branch (Enclosed copy of a cancelled cheque):

5. 11 Digit IFSC Code of beneficiary Branch:

6. Bank Account Number:

7. Bank Account Type (Tick One): SAVING /CURRENT/ LOAN/ CASH CREDIT/ OTHERS (If Other, Specify)

8. Permanent Account Number (PAN):

9. CMPDI Vendor Code:

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information, I/we would not hold the Company responsible. 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)

**CERTIFICATE FROM THE TENDERER THOSE WHO DOWN LOADED TENDER DOCUMENT
FROM WEBSITE**

This is to certify that I/We have downloaded this tender document from CMPDIL website and is being submitted without tempering at any page. Further we understand that in the event of such tempering being detected at any stage or time, CMPDIL has the right to terminate this work and our firm can be black listed

The cost of tender document in the form of Demand Draft is to be submitted in separate envelop with this certificate.

Amount:

DD no. and date...

Issuing bank & branch...

(Signature of Bidder with Seal & Date)