



**cmpdi**  
*A Mini-Ratna Company*

फोन Phone: (07805) 222806, फैक्स FAX: (07805) 222330: ई- मेल :[ri6@cmpdi.co.in](mailto:ri6@cmpdi.co.in)  
CMPDI Ltd. Registered Office : Gondwana Place, Kanke Road, Ranchi – 834031

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड  
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी/भारत सरकार का एक लोक उपक्रम)  
क्षेत्रीय संस्थान-6, जयन्त कोलियरी- 486 890, सिंगरौली (म.प्र.)  
**Central Mine Planning & Design Institute Ltd.**  
(A Subsidiary of Coal India Limited/ Govt. of India Public Sector ( U/t.)  
Regional Institute-6, P.O.-Jayant, Colliery, Dist. Singrauli  
PIN-486 890 (M.P.)  
Corporate Identity Number : U14292JH1975GOI001223

**TENDER DOCUMENT**  
**FOR**  
**RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS FOR ONE**  
**YEAR AT CMPDI, RI-6, JAYANT.**

**Tender No: CMPDI/RI-6/ Expl/ Purchase/2016-17/ 10**

**Date: 19-05-2016**

No. of pages: 9 (Nine)

To,

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

\_\_\_\_\_  
\_\_\_\_\_

Signature of issuing officer



Tender No. CMPDI/RI-6/ Expl/ Purchase/2016-17/ 10

Date: 19-05-2016

### **NOTICE INVITING TENDERS**

1 Sealed tenders (quotations) in TWO PART SYSTEM are invited from eligible suppliers/ authorized dealers/ agencies for following item(s) as per specifications and details mentioned below:

Description of work	Rate contract for Supply of stationery items for one year at CMPDI, RI-6, Jayant, as listed in bill of quantity (BOQ).
Estimated cost	Rs. <b>2,96,414.00</b>
Tender Document Fee	Rs. <b>100.00</b>
Earnest money deposit	Rs. <b>5928.00</b>
Issue of Tender Documents	Begins on 20.05.2016 & Closes on 06.06.2016.
Last date of submission of sealed tenders	<b>08.06.2016</b> up to 3.00 PM.
Schedule date and time of opening of Envelope-I (Technical bid)	<b>08.06.2016</b> at 4.00 PM.
Date and time of opening of Envelope –II (Price bid)	Shall be communicated in due course of time to the qualified bidders after scrutiny of all the requisite documents submitted in Envelope-I.

#### **2.0 Availability of Tender Document**

2.1 Tender Documents can be obtained from the office of the **Purchase Officer, CMPDI RI-6, Jayant** on any working day between **10.00 hrs. to 13.00 hrs.** against cash receipt on payment of tender document fee at the cash counter, CMPDI RI-6, Jayant.

2.2 Tenders **downloaded** from websites: - Complete Tender Document will also be available on CMPDI's web site <http://www.cmpdi.co.in> or Government web site [www.tenders.gov.in](http://www.tenders.gov.in). The 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 the form of **Demand Draft/ Banker's cheque** drawn on any nationalized/scheduled bank in favour of '**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 documents.

The bidders who have downloaded the tender document from the websites will be required to submit an **Declaration (as per 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 at the time of opening of tender.

The **Bank Draft/ Banker's cheque** towards the cost of tender documents (downloaded) and the **Declaration** by the tenderer as per **Annexure-II** shall be **submitted in Envelope-I** along with other documents as specified in Sl. No. 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 tenderer has to submit following certificates regarding minimum basic eligibility criteria for consideration as a qualified bidder:-

3.1 Manufacturer of the products      Or

Sole Selling Agent / Authorized Dealer / Authorized Distributor /Sub Dealer for the products of reputed manufacturer      Or

Work orders/ Supply orders for supply of similar items to government office or PSU office should be enclosed with the offer to submitted.

3.2 Photocopy of Permanent Account Number (PAN) Card, if PAN is not printed on quotation/ bill.

3.3 Photocopy of TIN/Sales tax Registration Certificate, if it is not printed on quotation/ bill.

3.4 Requisite DD/Banker's cheque for **EMD** in favour of **CMPDI Ltd. Regional Institute Singrauli** payable at **Morwa/ Duhichua/ Jayant**.

### **4.0 Submission of Offer**

**Tenderers are required to submit their offers properly sealed in a single 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 with Tender Notice No. and date respectively.**

**All the envelopes must be properly sealed. Envelopes only stapled shall not be accepted.**

**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.**

Two envelopes should contain the details of the offer as follows:

**a) Envelope- I (Technical Bid) -**

Should contain the following –

- i) Tender document issued by department or downloaded from the website duly signed with seal in all pages by the tenderer.,
- ii) All the requisite documents mentioned above at Sl. No. 3.0 (minimum eligibility criteria) duly signed with seal by the tenderer.
- iii) Tender document fee in the form of **cash receipt/ demand draft/ Banker's cheque** (as applicable).
- iv) Earnest money deposit (**EMD**) in the form of requisite **Demand Draft/Banker's cheque** in favour of '**CMPDI Ltd. Regional Institute Singrauli**' payable at **Morwa/ Duhichua/ Jayant**.
- v) Duly filled in make/ model in the format as indicated in this tender document **Annexure –I**.
- vi) **Declaration** as per **Annexure – II**, duly signed with seal, in case, tender documents have

been downloaded.

vii) **Bank details: Photocopy of passbook showing** Name of the beneficiary, Bank account number, Name of the bank, Bank IFSC code.

**b) Envelope- II (Price Bid) -**

Should contain **rate(s)/ amount** in the format as indicated **in Annexure –III** of this tender document

Rate(s) /amount quoted must be inclusive of all taxes, duties, logistics, TOT, VAT, etc, i.e. Net price **FOR Destination at CMPDI, RI-6, PO. - Jayant, Dist. - Singrauli, MP. Pin-486890.**

**5.0 Location/ Place of submission of Tender:** In the **Office of Purchase Officer**, Exploration department, CMPDI, RI-6, Jayant, Singrauli (M.P).-486890

**6.0 Opening of tenders-**

a) **Envelope – I (Technical bid)** will be opened by the purchase committee on **08.06.2016** at 4.00 pm in the office of the Purchase Officer, CMPDI, Jayant, Singrauli.

b) **Envelope – II (Price bid)** of the offers shall be opened by the purchase committee only in respect of tenders as are found valid/technically qualified after scrutiny of documents submitted in **Envelope – I.**

**Date and time of opening of Envelope – II (Price Bid) of qualified tenderers will be communicated by the Purchase officer in due course.**

**7.0** 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.

Purchase Officer / Senior Manager (Geol.)  
CMPDI, RI-6, Jayant.

Distribution:

- 1) RD, CMPDI, RI-6: for kind information.
- 2) Secretary to RD - with a request to display on the notice boards.
- 3) HOD (Finance), CMPDI, RI-6.
- 4) HOD (P&A) - Total 12 copies for distribution as under:
  - 11 copies for Secretaries to CGM - Jayant/ Dudhichua/ CWS/ Nigahi/ Amlohri/ Khadia/ Kakri/ Bina/ Jhingurda/ Block B/ Krishnashila projects.
  - 1 copy for OIC, Drilling Camp, Singrauli.
- 5) OIC (Stores), CMPDI, RI-6.
- 6) Vigilance Officer, CMPDI, RI-6.
- 7) HOD (E-Procurement & contract management cell), CMPDI, HQ, Ranchi.
- 8) Members, Purchase Committee:
  - i) Shri P.K.Gupta, CM (E&M),
  - ii) Shri K. Nigam, AM (E&M),
  - iii) Shri Prateesh V. Pirolkar, AM (Env.).

## **Terms & Conditions**

1. **Consignee: Purchase Officer**, CMPDI, RI-6, Jayant.
2. **Bill accepting authority: HOD (E&M)**, RI-6, Jayant.
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 at CMPDI, RI-6, PO.- Jayant, Dist. Singrauli (M.P.)-486890.
5. **The offer must be firm for the entire contract period of one year from the date of award of rate contract order.**
6. The supply shall be completed within 30 days from the date of receipt of Supply Order on as and when required.
7. The lowest bidder will be decided on the basis of **lowest price bid against individual item**.
8. 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.
9. 100% payment will be made within **30** days made through **Electronic Fund Transfer System** after satisfactory supply, inspection, installation & acceptance of the supplied material against supply order on submission of bill(s).
10. In case of late supply by the supplier –
  - i) Penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed.
  - ii) However in case of emergency, if the ordered material is not supplied, within scheduled time period of 4 weeks, the Supply Order will be cancelled and material shall be procured in full or part by CMPDI from other sources, and excess cost, if any, shall be recovered from the pending bills of the defaulting supplier.
11. **Security Deposit.**  
The Successful Tenderer will be required to Deposit Security money amounting to **10%** of the awarded value (based on estimated **annual consumption and item-wise finalized rates**) 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 letter of Intent. EMD deposited by the tenderer will be converted to Security money. Security money will be refunded to the tenderer within 30 days of satisfactory execution of contract.
12. In case, the tenderer fails to deposit Security money within the stipulated period, the order shall be cancelled and EMD money will be forfeited.
13. Security Deposit will be forfeited in case of the failure of contract.
14. EMD will be refunded to the unsuccessful tenderers after finalization of the tender/ contract.
15. **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, plans, programs, specifications, techniques, processes, software, inventions and other material, both written and oral, of a secret, confidential or proprietary nature, including without limitations any and all information relating to finance, invention, research, design or developments 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 any 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 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 and (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.

Purchase Officer /Senior Manager (Geol.)  
CMPDI, RI-6, Jayant.

**Annexure-I**

**Technical Format**  
**(To be submitted in Envelope – I duly filled in)**

S. No.	Description of items with Specifications	Unit	Required Quantity for the year	Make Offered
1	2	3	4	6
1	A-4 Photocopy paper, JK RED or equivalent, 75GSM, 500 sheets per Ream	Ream	700	
2	A-3 Photocopy paper, JK RED or equivalent, 75GSM, 500 sheets per Ream	Ream	5	
3	36" with, 45m length , 80 GSM, Plotter paper Oddy or equivalent	Roll	60	
4	42" with, 45m length , 80 GSM, Plotter paper Oddy or equivalent	Roll	25	
5	Spiral comb 10mm, GBC	No.	300	
6	Spiral comb 12mm, GBC	No.	300	
7	Spiral comb 16mm, GBC	No.	300	
8	Spiral comb 22mm, GBC	No.	300	
9	Spiral comb 25/28mm, GBC	No.	200	
10	Sketch pen (set of 12 pens) - luxor or equivalent	Dozen	5	
11	Drafting Pad Big - Galaxy or equivalent	No.	250	
12	Flat file (printed on cover page as per sample)	No.	600	
13	Tag file (printed on cover page as sample)	No.	600	
14	Plastic file	No.	80	
15	Bond register , Big size 5qr, 16x26	No.	60	
16	Bond register , Medium size 2qr, 16x26	No.	80	
17	File Board	No.	400	
18	Dak Pad (Big)	No.	30	
19	Clutch pencil (Camel/Reynolds), Novel 0.5 or equivalent	No.	40	
20	Pencil Eraser (non-dust) Natraj or equivalent	No.	50	
21	Glue Stick, 08 gms Fevistick/Faber Castle or equivalent	No.	100	
22	Punching m/c (Double), Kangroo DP 481 or equivalent	No.	15	
23	Stapler Big size 24/6, Kangroo or equivalent	No.	10	
24	Stapler Pin 24/6, Kangroo or equivalent, make,bigsize	Packet.	40	
25	Stapler small, Kangroo or equivalent	No.	35	
26	Stapler Pin 10, Kangroo, make, small	Packet	70	
27	White Fluid ( Correcting Pen)	No.	50	
28	Cello tape (Coloured), 38mm x36 mtr	No.	20	

S. No.	Description of items with Specifications	Unit	Required Quantity for the year	Make Offered
1	2	3	4	6
29	Cello tape (Ordinary), 25mm x36 mtr	No.	30	
30	Cotton Duster, 18"x18"	No.	150	
31	Envelop 4"x9" (packet of 100)	Packet.	80	
32	Envelope, 10"x12" Plastic coated	No.	200	
33	Ball point pen ,standard (pkt of 10)	Packet	35	
34	Triangular scale	No.	3	
35	Transparent sheet, 100 micron	Packet	10	
36	Highlighter, Fabre castle (packet of 5) or equivalent	Packet	20	
37	Tag 6" long	Bundle	20	
38	Dust bin	No.	20	
39	Punching m/c (Single ), Kangroo / equivalent	No.	10	
40	Envelop File A3 Size, Plastic coated (Packet of 50)	Packet	10	
41	Envelop File (11"x5") Size, Plastic coated (Packet of 50)	Packet	10	
42	Stamp Pad	No.	10	
43	Stamp Ink	No.	5	
44	James clip ,standard	No.	30	
45	Natraj pencil (ordinary)/ equivalent (Packet of 10)	Packet	10	
46	Paper Weight square shape medium	No.	10	
47	Flat scale (12")	No.	15	
48	Rea Stick Flag	Packet	10	

All the terms & condition of NIT ref. CMPDI/RI-6/Expl./Purchase/2016-17/10  
dated: 19.05.2016 is acceptable to us.

Signature of Bidder

For & on Behalf of  
M/S.....  
(Firm's name & stamp)

Note:-Any cutting or correction should be duly signed.

**DECLARATION**  
**(To be submitted in Envelope – I)**

**TENDERERS, WHO HAVE DOWNLOADED 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

**PRICE BID**  
**(To be submitted in Envelope – II duly filled in)**

**BILL OF QUANTITY (BOQ) FOR RATE CONTRACT OF SUPPLY OF STATIONERY  
ITEMS AT CMPDI RI-6, JAYANT**

<b>S.no</b>	<b>Description of items</b>	<b>Unit</b>	<b>Required Quantity for the year</b>	<b>Unit Rate in (Rs.)</b>	<b>Make Offered</b>
1	2	3	4	5	6
1	A-4 Photocopy paper, JK RED or equivalent, 75GSM, 500 sheets per Ream	Ream	700		
2	A-3 Photocopy paper, JK RED or equivalent, 75GSM, 500 sheets per Ream	Ream	5		
3	36" with, 45m length ,80 GSM, Plotter paper Oddy or equivalent	Roll	60		
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