

**QUOTATION DOCUMENT**

**CMPDIL RI-1 ASANSOL**

Name of work:-	<b>Watering and occasional nurturing of flower saplings/plants for summer months.</b>
Last Date and time of submission :-	<b>Upto15.00 Hours on 06.06.2016</b>
Date and time of opening :-	<b>At 15.30 Hours on 06.06.2016</b>
Place of Submission:-	Civil Engineering Department

Document issued to:-

Name of Party	
Address	
Phone No	

Sd/-

Signature of Issuing Authority

**Dy.G.M.(Civil)**



*cmpdi*

A Mini-Ratna Company

सेंट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट  
ल मटेड रिजनल इन्स्टीच्यूट-१ जी.टि.रोड (वेस्ट)  
आसनसोल-७ ३३०४

CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED

Regional Institute – 1, G. t. Road (w), Asansol – 713304  
Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R),  
EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935  
Email: [cmpdi1@sancharnet.in](mailto:cmpdi1@sancharnet.in), [cmpdi\\_asl@dataone.in](mailto:cmpdi_asl@dataone.in)



SO 9001:2000  
Cert No.CI/8656

संख्या: CMPDI/RI-1/Civil/2016-17/ 279

दिनांक 27.05.2016

## QUOTATION NOTICE

Sealed quotations are invited on **overall percentage basis of given Bill of quantity** from registered / eligible experienced contractors enlisted/ approved or having experience of similar nature of work at the appropriate category of Govt. Dept. or Public Sector Undertaking, Municipalities, Statutory Authorities etc for the following work in Campus of CMPDI, RI-1, Asansol

Sl. No	Name of work	Estimated Amount (Rs.)	Earnest Money(Rs)	Application Fee (Rs.)	Completion Period
1.	<b>Watering and occasional nurturing of flower saplings/plants for summer months.</b>	15,345.00	155.00	Nil	3 (Three ) Months.

**Last Date and time of submission of Quotation: On 06.06.2016 upto 15.00 Hours.**

**Date and time of opening of Quotation: On 06.06.2016 at 15.30 Hours.**

### Issue of quotation document:-

Quotation paper will be available from this office on any working day (excluding Sundays & Holidays) during Office working hours from **27.06.2016 to 05.06.2016**.

**The Quotation Document may be seen and down loaded from the web site**  
**<http://www.cmpdi.co.in>**

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.

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. In case of any discrepancy between the tender documents downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on the bidders. No claim on this account will be entertained.

**Attention: Parties who will be down loading the Q. Document from web site:**

The Bank Draft towards Earnest money and the **Undertaking** of the bidder shall be submitted in a separate envelop marked "**Earnest Money and the Undertaking**", so that this envelope can be opened first.

Sealed quotations should be submitted in the prescribed form **on or before 15.00 hours on 06.06.2016 in the tender box kept in the Civil Engg. Dept.** of CMPDI, RI-I, Asansol – 713304.

Any bid received after the stipulated date & time will not be accepted.

**Quotation Notice No. & Name of the Work shall be written at top of envelope. Full name & address of the bidder shall be written on the bottom left corner of the same envelope.** The quotation papers must accompany credentials / proof of experience.

Quotation papers thus submitted shall become property of the Company and shall not be returned to the bidder.

**Validity of the offer shall be 4 months from date of opening.**

The Earnest Money (E/M) may be deposited in cash at the cash counter of CMPDI, RI-I, Asansol, between 11-00 hrs and 15-00 hrs. on any working day or in the form of Demand Draft along with quotation papers. Demand Draft is to be prepared in favor of "**CMPDI Ltd, Regional Institute, Asansol**"

The E/Money will be retained in case of successful bidder and refunded to the unsuccessful bidder(s) in due course and it will not carry any interest. The E/Money of the successful bidder will be dealt with as part of Security Deposit and shall not carry any interest also.

Security Deposit will be refunded after **Defect Liability Period of 1(one) month from the date of completion of the work** as certified by the Engineer – in – Charge for the work. The Security Deposit (S/D) shall not carry any interest amount.

**The condition of Abnormally High Rate (AHR) and Abnormally Low Rate (ALR) of + /- 20% respectively** (in comparison to the updated estimated rate / amount) as laid down in the Manual for Civil Engineering Works (MCEW) of Coal India Limited shall be applicable.

**“Service Tax”** as applicable shall be deposited by the contractor, as per Service Tax Rules.

The Tender Committee reserves the right to accept / reject any quotation without assigning any reason whatsoever and its decision will be final as well as binding.

**All the parties are requested to be present on the scheduled date and time of opening. However their absence will not stop opening.**

Sd/-

**A.Kumar**

**Dy.G.M.(Civil)**

 <b>cmpdi</b> <i>A Mini-Ratna Company</i>	सेंट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट ल मटेड रिजनल इन्स्टीच्यूट-१ जी.टि.रोड (वेस्ट) आसनसोल-७५ ३३०४	<b>CENTRAL MINE PLANNING &amp; DESIGN INSTITUTE LIMITED</b> Regional Institute – 1, G. t. Road (w), Asansol – 713304 Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R), EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935 Email: cmpdi1@sancharnet.in, cmpdi_asl@dataone.in	 ISO 9001:2000 Cert No.CI/8656
--	---	---	---

### UNDERTAKING BY TENDERER(S) / BIDDERS.

I, ..... proprietor/ partner/ accredited representative of M/s ..... solemnly declare that:

1. We are submitting Quotation (tender) for the work "**Watering and occasional nurturing of flower saplings/plants for summer months.**" against tender notice no. CMPDI/RI-1/Civil/2016-17/279 , Dated 27.05.2016. I/We - partners of the firm am/ are not related to any employee of CIL and it's subsidiaries.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria & qualification information of this tender is complete, true & correct.
4. All documents/ credentials submitted through this tender are genuine, authentic, true & valid.
5. I/ we have not been banned/ de-listed by any Govt./ PSU organization.
6. If any information & document submitted is found to be false/ incorrect anytime, department may cancel my tender & action as deemed fit may be taken against me/ us, including termination of the contract, forfeiture of all dues including EMD & banning/ de-listing of my/our firm.

.....  
Signature of Tenderer

.....  
Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm (proprietor/partner/legal representative etc): .....

Date: .....

Place: .....

Official Seal (Stamp):

	<p><b>cmpdi</b> A Mini-Ratna Company</p>	<p>सेंट्रल माइन प्लानिंग एण्ड डजाइन इन्स्टीच्यूट ल मटेड रिजनल इन्स्टीच्यूट-१ जी.टि.रोड (वेस्ट) आसनसोल-७९ ३३०४ <b>CENTRAL MINE PLANNING &amp; DESIGN INSTITUTE LIMITED</b> Regional Institute – 1, G. t. Road (w), Asansol – 713304 Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R), EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935 Email: cmpdi1@sancharnet.in, cmpdi_asl@dataone.in</p>	 <p>ISO 9001:2000 Cert No.CI/8656</p>
---	--	---	--

**UNDERTAKING BY TENDERER(S) / BIDDERS.\***

**(\*ONLY FOR THOSE WHO HAS (HAVE) DOWNLOADED THROUGH WEBSITE)**

I/We, ..... proprietor/ partner/Legal Attorney/ accredited representative of M/s ..... solemnly declare that:

1.I/we accept the Quotation Document as (I/we have) downloaded the same from the website <http://www.cmpdi.co.in> unconditionally.

And

2.I/we understand and fully accept that the Quotation Document thus obtained by me/us will be rejected if found incomplete and/or if any tampering and/or discrepancy is found therein in comparison to the Master Copy or Office Copy of the said Quotation Document.

3.I/we further assure and accept that I/we shall accept the Office Copy version of the Quotation Document and shall not raise any objection in any form or shall not make any hindrance to the tendering process in case of such rejection.

.....  
Signature of Tenderer

.....  
Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm: (proprietor/partner/legal representative etc): .....

Date: .....

Place: .....

Official Seal (Stamp):

## **General terms & Conditions**

1. The contractor(s) will have to deposit security money of 10% of the award value including Earnest Money already deposited and the same shall be deducted from first two Running on Account (R/A) bills at equal installments or at a time from final bill **whichever is earlier**. This shall not carry any interest and shall be refunded after defect liability period of one month from the date of Completion of work as certified by the Engineer – in –Charge. The security deposit shall not carry any interest.
2. The contractor(s) will have to make his/their own arrangement for materials, tools, labour etc required for successful completion of the work.
3. The contractor(s) should pay his/their workers according to the Minimum Wage Act and other State / Central Govt. legislation / statutes or award in force during the contract period.
5. The work should be started from the day of issuance of the work order or handing over of clear site whichever is latter..
6. In case of any disputes or interpretation of any clause or item of work the decision of Regional Director, RI-I, shall be final & binding.
7. The contractor(s) have to follow the CMPF act / scheme for your employees.
8. The contractor(s) will maintain statutory registers as required under Labour Rules and CMPF Rules.
9. Bills shall be submitted on monthly basis.
10. The amount shall be quoted on at par with/ % above/below the estimated cost and shall be written both in figure and words, In case of any discrepancy between figures & words, the rate written in words shall prevail.
11. The entire work should be to the satisfaction of Engineer-in-Charge / Controlling Authority and his / their views shall be final and binding.
12. The amount quoted shall be inclusive all taxes, cess & incidentals etc. including "Service Tax" as may be applicable.
13. The condition of Abnormally High Rate (AHR) and Abnormally Low Rate (ALR) of +/- 20% (in comparison to updated estimated rate) as laid down in the Manual for Civil Engineering Works (MCEW) of Coal India Ltd shall be applicable.
14. A penalty at the rate of half percent (1/2 %) of the awarded value per week of delay shall be applicable as compensation (Liquidated Damage). The aggregate of such compensation/compensations shall not exceed ten percent (10%) of the total awarded value.
15. If the contractor without reasonable cause or valid reasons, commits default in commencing the work within the aforesaid time limit, the company shall without prejudice to any other right or remedy, be at liberty, by giving 15 days notice in writing to the contractor to commence the work, to forfeit the Earnest Money deposited by him and to rescind the Letter of Acceptance of Tender/Work Order.

Additionally, the Company will reserve the right to debar such defaulting Contractors from participating in future Tenders for a minimum period of 1(one) year.

**16.** The Company , if satisfied that the works can be completed by the contractor within a reasonable time after the specified time of completion ,may allow further extension of time at its discretion. With or without the levy of LD. In the event of extension granted with the LD, The company will be entitled without prejudice to any other right or remedy available in that behalf, to recover from the contractor as agreed damages equivalent to half percent (1/2%) of the value of the work for each week (or the part of the week) of delay subject to a ceiling of 10%(ten percent) of the contract price/awarded value..

**17.** The Company , if not satisfied that the work can be completed by the contractor, and in the event of failure on the part of the contractor to complete the work within further extension of time allowed as aforesaid, shall be entitled without prejudice to any other right , or remedy available in that behalf, to rescind the contract.

**18** The Company, if not satisfied with the progress of the contract and in the event of failure on the part contractor to recoup the delays in the mutually agreed time frame, shall be entitled to terminate the contract.

**19** In the event of such termination of the contract as described in clauses 18 or 19 or both, the company, shall be entitled to recover L.D. up to 10%(ten percent) of the contract value and forfeit the security deposit made by the contractor besides getting the work completed by other means at the risk and cost of the contractor

**20** The Company may at its sole discretion, waive the payment of compensation on request received from the contractor indicating valid and acceptable reasons if the entire work is completed within the date as specified in the contract/ Work Order or as validly extended date without stipulating any compensation for delay.

**21** The contractor/contractors will employ labourers as per prevailing reservation system of SC,ST & OBC to the rule applicable to the area of the work site.

**Sd/-**

**A.Kumar**

**Dy.G.M.(Civil)**

## **Scope of Work**

The work involves Watering on daily basis and occasional nurturing of flower saplings/plants for a period of 3 (three ) months or for the period mentioned in the Work Order (w/o) from the date of w/o at following location of CMPDI, RI-I Office Premises.

- (i) The long & narrow central verge of the main (straight) entry road in front of office.
- (ii) Quarter of a circle like space created between the east-side wall of RI-I store and back side of old office building (which actually is in front of the present office building).
- (iii) Gardening space in front of rest house and east side of the rest house.
- (iv) Around “Flag Stand”.

The work may be discontinued or terminated any time within the said period mentioned in w/o from the date of Work Order if it is felt that no more watering is required for the saplings and payment will only be made for period of watering done at the quoted rate on prorata basis. The contractor cannot claim to continue till the end of period mentioned in Work Order.

**Sd/-**  
**A.Kumar**  
**Dy.G.M.(Civil)**



**cmpdi**  
A Mini-Ratna Company

सेंट्रल माइन प्लानिंग एण्ड डजाइन इन्स्टीच्यूट  
ल मटेड रिजनल इन्स्टीच्यूट-१ जी.टि.रोड (वेस्ट)  
आसनसोल-७५३३०४

**CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED**  
Regional Institute – 1, G. t. Road (w), Asansol – 713304  
Gram: MINEPLAN; Phone: RD 225-3504 (O), 225-4133 (R),  
EPABX : (0341) 225 2086/2916/2001/2654, Fax –(0341) 225 0935  
Email: [cmpdi1@sancharnet.in](mailto:cmpdi1@sancharnet.in), [cmpdi\\_asl@dataone.in](mailto:cmpdi_asl@dataone.in)



**QUOTATION FORM**  
**(QUOTATION BY THE BIDDER / AGENCY)**

We have gone through the quotation document, terms & conditions and specifications for the work. **“Watering and occasional nurturing of flower saplings/plants for summer months”** We have visited the site also. We agree to all the terms and conditions and technical specifications. Accordingly my/our quoted percentage rates & respective amount, for the works, are noted below:

Sl. No.	Ref. of Schedules	Respective Estimated Amount (Rs)	Respective Quoted Rates. (%below/ above/ at-par etc)	Respective Amounts arrived at (by the quoted % in previous column). <b>(Both in fig. and words). (Rs)</b>
1.	<b>“Watering and occasional nurturing of flower saplings/plants for summer months”</b>	<b>5115.00 per month</b>		Rs. (Rupees..... .....)

Date:.....

Place:.....

Signature of Proprietor/ Authorized Person

.....  
**(NAME OF THE SIGNATORY IN BLOCK CAPITAL)**

Address:-

(OFFICIAL SEAL)

Telephone No: (If any): .....

Mobile phone No: (If any): .....

**Note:-** For authorized person enclose letter of authorization in original on non-judicial stamp paper of at least Rs 10.00 (ten). This is mandatory.