



सीएमपीडीआई
cmpdi
A Mini-Ratna Company

TENDER NOTICE

E-Tender-notice

Tenders are invited on-line on the website <http://coalindiatenders.gov.in> from the eligible bidders having - Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA, for the following work.

| Description of work | Estimated Cost of Work (Rs.) | Earnest Money (Rs.) | Application fee (Rs.) | Period of Completion |
|--|------------------------------|---------------------|-----------------------|---|
| <p>Printing of CMPDI's in-house Magazines titled 'Minetech'(to be printed mostly in English) & 'Deshkal Sampada'(to be printed in Hindi). The number of copies to be printed will be 2000 for each issue of 'Minetech' and 1500 copies for each issue of 'Deshkal Sampada' and total four issues of each magazine will be printed during the Financial Year 2016-17 (i.e. Apr-Jun'16, Jul-Sep'16, Oct-Dec'16 & Jan-Mar'17 issues).</p> <p><i>Note: Contract may be extended for printing of further 4 issues of magazines subject to decision of CMPDI management on the same rate/terms & conditions.</i></p> | 7,56,000.00 | 7,600.00 | 00.00 | 45 days after providing soft copy of printing materials for each issue of both magazines. The total time for printing and delivery of four issues of each magazine complete in all respect should not exceed 9 months reckoned from 7 days after issue of work order. |

| Tender Inviting Authority | Contact Person(s)/Tender Dealing Officer(s) |
|---|---|
| HOD(IMS) CMPDI(HQ), Gondwana Place, Kanke Road, Ranchi-834031 | Kumar Shashi Bhushan |

2. Time Schedule of Activities

| Sl. No. | Particulars | Time Schedule |
|---------|--|----------------------|
| a. | Tender e-Publication date | 14.7.2016; 10.00 Hrs |
| b. | Document download start date | 15.7.2016; 11.00 Hrs |
| c. | Document download end date | 26.7.2016;15.00 Hrs |
| d. | Bid Submission start date | 15.7.2016; 11.30 Hrs |
| e. | Bid submission end date | 26.7.2016; 17.00.Hrs |
| f. | Start date for seeking Clarification on-line | 15.7.2016;11.00 Hrs |
| g. | Last date for seeking Clarification on-line | 22.7.2016; 17.00 Hrs |
| h. | Bid Opening date | 27.7.2016; 17.00 Hrs |

3. Availability of Tender Documents

Detailed Tender Notice and Tender Documents including terms and conditions of works shall be available on e tendering portal <http://coalindiatenders.gov.in> and Tender Notice shall be available at website www.cmpdi.co.in & <http://eprocure.gov.in/cppp>. The Tender document can be downloaded by any prospective bidder from the e-procurement portal free of cost. The download of tender document may start immediately after e-publication of NIT and continue till the last date and time of bid submission.

NOTE : (Important)

- (i) If the due date of opening falls on a holiday, the Tender will be opened on the next working day.
- (ii) In case minimum 03 (three) bids are not received within originally stipulated time, the tender submission date will be extended initially for 02 (two) days and if still less than 03 bids are received, the tender submission date will be extended by another 05 (five) days automatically by the system.
- (iii) There will be no physical / manual sale of the Tender Document.
- (iv) There is no tender fee and the bidders can download the Tender Document free of cost.
- (v) Bidders are advised to download the complete set of the Tender Document, including the tender details.

4. Deposit of Bid Security (EMD):

- The bidder will have an option to submit EMD through either ONLINE or OFFLINE mode {only through Bank Guarantee (BG)}.
- In online mode the bidder can make payment of EMD either through net-banking from designated Bank(s) or through NEFT/RTGS from any Scheduled Bank. In case of payment through net banking the money will be immediately transferred to the designated bank account of CMPDIL. In case of NEFT/RTGS the bidder will have to make payment as per challans generated by the system on e-Procurement portal and will have to furnish online the UTR Numbers before submission of the bid. Bidder will be allowed to submit his/her bid only when the EMD is successfully received in CMPDIL Bank Account and the information flows from the bank to e-Procurement system.

The qualification in bid will also be subject to receipt and acceptance of EMD within schedule date and time mentioned in the NIT. CMPDIL shall not be responsible for any postal delay in receipt of EMD.

5. Clarification of Bid

The bidder may seek clarification on-line within the specified period. However, the management will clarify, as far as possible, only the relevant queries.

6. User Portal Agreement

The bidders have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including General and Special Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be accepted.

7. Eligible Bidders

In order to submit the bid, the bidders have to get themselves registered online on e-Procurement portal of CIL (<https://coalindiatenders.gov.in>) with valid Digital Signature Certificate (DSC). The bidders should have a Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA. The invitation for bid is open to all bidders including an individual, proprietorship firm, partnership firm, company registered under company's act having eligibility to participate as per eligibility criteria stipulated in clause No: 8 of the NIT.

8. Eligibility Criteria:

8.1 Work Experience : The intending tenderer in its name or as a member of a Joint Venture (to the tune of its proportionate share), having experience of successfully completed similar works, as a prime contractor during last 7 (seven) years ending last day of month previous to the one in which bid applications are invited (i.e. eligibility period) should be either of the following:-

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.

Or

Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.

Or

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

(In case the bidder is not a prime contractor but a sub-contractor, the bidder's experience as sub- contractor will be taken into account, against suitable document, that the contract in support of qualification is a sub-contract in compliance with the provision of such sub-contract in the original contract awarded to the prime contractor). The document may be issued by the Owner/Govt department on behalf of the Owner.

The work experience of only those works shall be considered for evaluation purpose, which are completed on or before the last day of the month previous to one in which e-Tender has been invited . **The experience of incomplete/ ongoing works as on the last date of eligibility period will not be considered for evaluation.**

While considering the value of completed works, the full value of completed works will be considered whether or not the date of commencement is within the said 7 (seven) years period.

The cost of previous completed works shall be given a weightage to bring them at current price level by adding 5% for each completed year (total number of days/365 considering 365 days per year).This weightage will be applicable after the end date of experience (date of completion of work) before the last day of month previous to one in which e- tender has been invited.

The definition of similar work shall be as follows:

The Bidder should have capability /facilities for the printing of books and magazines. The bidder should have required experience in the printing of books and magazines inclusive of binding, cutting to size etc. complete in all respect.

In respect of the above eligibility criteria the bidders are required to furnish the following information online:

- i). Start date & end date of each qualifying experience (similar work)
- ii). Agreement Number/Work Order Number of each experience
- iii). Work Order Issuing authority of each experience
- iv). Percentage (%) share of each experience (100% in case of an individual/proprietorship firm or a partner in a partnership firm)
- v). Executed Value of work against each experience
- vi). *Confirmation in the form of Yes/No regarding submission of similar work experience as defined in the NIT.*

8.2. Financial-Turnover : Average annual financial turnover during the last 03(three) years ending 31st March of previous financial year should be at least 30% of the estimated cost put to tender.

(The “Previous Financial Year” shall be computed with respect to the e-Publication date of NIT).

If any bidder does not furnish the turnover value for any financial year out of the last 3 financial years, the turnover for that financial year shall be taken as ‘Zero’ and the average annual financial turnover shall be calculated accordingly.

The intending bidder must submit documentary evidence in support of above in the form of certificate from chartered accountant or audited balance sheet or suitable acceptable documents.

If the audited balance sheet for the immediately preceding year is not available in case of tender notified before 30th September, audited balance sheet/ profit and loss statement and other financial statement of the three financial years immediately preceding the previous financial year may be adopted for evaluating the credentials of the bidder.

Financial turnover shall be given a simple weightage of 5% per year to bring them at current price level while evaluating the qualification requirement of the bidder. Such weightage shall be considered from the end date of financial year. Updating will be considered for full or part of the year (total no. of days/365) i.e. considering 365 days in a year, till the last day of month previous to one in which bid has been invited.

In respect of the above eligibility criteria the bidders are required to furnish the following information on-line:

- i) Annual financial turnover of each of the last 3 years (last three years shall be considered as stated above).
- ii) Name of the Chartered Accountant issuing the Profit and Loss A/c or the Turnover- certificate
- iii) Membership-Number of the Chartered Accountant (CA).
- iv) Date of issue of financial turnover certificate by the CA.

If the bidder does not submit turnover value and certificate of any financial year, out of the 3 years system will not disqualify him and instead shall consider all three financial years for computing the average by assuming a value of zero for that financial year/year(s) for which no information is given by the bidder.

8.3 Permanent Account Number (PAN): The bidder should possess Permanent Account Number (PAN) issued by Income tax department, Govt. of India.In

respect of the said eligibility criteria the bidders are required to furnish the following information on-line:

Confirmation regarding possessing of Permanent Account Number(PAN) issued by Income Tax department, Govt. of India in the form of Yes / No.

8.4 VAT/Sales Tax Registration on Works Contract: The bidder should have a VAT/ Sales Tax Registration applicable for works contract issued by the Sales Tax department of any Indian State. In respect of the said eligibility criteria the bidders are required to furnish the following information on-line:

Confirmation regarding possession of VAT/Sales Tax Registration on Works - Contract issued by Sales Tax department of any Indian State in the form of Yes / No.

Note: In case the bidder is a Joint Venture, each individual partner of JV should possess a VAT/Sales Tax Registration on works contract issued by Sales Tax Department of any Indian State.

8.5 Service-Tax: (If applicable):

The bidder should be either a small service provider and exempted for Service Tax registration and/or exempted from payment of service tax but a Body Corporate,

Or, Small Service Provider and /or exempted from payment of service tax but not a Body Corporate,

Or, A Body Corporate,

Or, other than above three categories,

In respect of the above eligibility criteria, the bidder is required to furnish the following information on line:

Confirmation in form of Yes/No regarding possessing of the required document as enlisted in NIT with respect to Service tax status of the bidder.

Scanned copy of documents attested by a Notary Public to be uploaded by L-1 bidder in support of information /declaration furnished online by the bidder against the eligibility criteria as confirmatory document.

Any one of the following documents depending upon the status with regard to Service tax as declared by the bidder in the BOQ sheet:

a. Status: Small Service Provider and /or exempted from payment of service tax but a Body Corporate:

i. Required to submit a certificate from a practicing Chartered Accountant having membership no, that the bidder is a Small Service Provider and /or exempted for Service Tax Registration and /or exempted from payment of service tax and

ii. The Certificate of Incorporation.

OR

A suitable document must be submitted regarding non-applicability of Service tax.

b. Status: Small Service Provider and /or exempted from payment of service tax but not a Body Corporate:

Required to submit a certificate from a practicing Chartered Accountant having membership no, that the bidder is a Small Service Provider and /or exempted for Service Tax Registration and /or exempted from payment of service tax.

OR

A suitable document must be submitted regarding non-applicability of Service tax.

c. Status: A Body Corporate:

Required to submit Service Tax Registration Certificate issued by Central Excise and Custom Department, Govt. of India.

d. Status: Other than above three categories:

Other than Body Corporate and Small Service Provider not availing exemption of Service Tax i.e. Individual, Proprietorship and Partnership-Required to submit Service Tax Registration Certificate issued by Central Excise and Custom Department, Govt. of India.

8.6 License of Printing: The bidder should possess valid license for printing works issued from competent authority or should have valid registration before competent authority for printing works.

8.7 Banning: The bidders would give a declaration that they have not been banned or delisted by any Govt. or Quasi Govt. agencies or PSUs. If a bidder has been banned or delisted by any Govt. or Quasi Govt. agencies or PSUs, this fact must be clearly stated and it may not necessarily be a cause for disqualification. If the declaration is not given, the bid will be rejected as non-responsive.

8.8 Affidavit: An Affidavit on a non-judicial stamp paper of appropriate value regarding genuineness of the information furnished by him on-line and authenticity of the scanned copy of documents uploaded by him on the line in support of his eligibility, as per the format given in the bid document at Annexure-II.

9. Submission of Bid:

- A. i) In order to submit the Bid, the bidder have to get themselves registered online on the e-Procurement portal of CIL (<https://coalindiatenders.gov.in>) with valid Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA. The online Registration of the Bidders on the portal will be free of cost and one time activity only. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person. All the bids are to be submitted online and on the website <https://coalindiatenders.gov.in>. No bid shall be accepted offline.
- ii) The bidders have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including General and Special Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be accepted.

The bidder should strictly comply with following instructions:

- i. The bidders are requested to submit offers online giving reference to this tender notice number and date containing offers in two parts in the links cover-I, OID and cover-II.

ii. Two parts of the bid should contain the details as follows:

Part-I/Cover-I and OID:

- i) Letter of bid
- ii) Details of Earnest Money
- iii) Information on Eligibility/Qualifying criteria as detailed at Clause No.8 including necessary scanned documents as elaborated there.

Part II/Cover-II:

- a. Prices only in the Excel format as indicated in the Bid document.

B. Confirmatory Documents:

All the confirmatory documents as enlisted in the NIT in support of online information furnished by the bidder are to be uploaded in Cover-I & OID by the bidder while submitting the bid online.

All the bidders are to submit the information in objective manner confirmed by the uploaded documents. The documents related to the furnished online information, based on which the auto evaluation takes place will be considered. If the bidder uploads any other document, it will be given no cognizance.

The scanned copy of following documents will be submitted by the bidder online while submitting bid under Cover-I and OID (Part-I).

| SI No | Documents related to Eligibility Criteria | Scanned copy of documents to be uploaded by bidder in support of information/declaration furnished online by the bidder against Eligibility Criteria(confirmatory documents) |
|-------|---|--|
| 1 | Letter of Bid (LoB) | Letter of Bid (LoB) on the bidder's letter head, in prescribed format (Annexure- I) |
| 2 | Earnest Money Deposit (Ref: clause: 4 of NIT) | 1. Demand draft/ Banker's cheque/ BPO 2. Date of Issue 3. Name of issuing bank. 4. Amount 5. Valid upto OR Online UTR number (Copy of Demand draft / Banker's cheque). |
| 3 | Work Experience (Ref: clause: 8.1 of NIT) | For work experience bidders required to submit Satisfactory Work Completion Certificate issued by the employer against the Experience of similar work containing all the information as sought on-line. In case of Sub-contractor suitable document as per provision of eligibility, if applicable. Work order, BOQ and/or TDS may be sought during clarification or along with deficient documents. |
| 4 | Financial Turnover (Ref: clause: 8.2 of NIT) | Financial Turnover certificate for last 3 (three) financial years issued by a Practicing Chartered Accountant having a membership number with Institute of Chartered Accountants of India. |
| 6 | Authorization for Digital Signature Certificate | If the bidder himself is the DSC holder bidding on-line then no document is required. However, if the DSC holder is bidding online on behalf of the bidder then the Power of Attorney or any sort of legally acceptable document for the authority to bid on behalf of the bidder |

| | | |
|---|--|---|
| 7 | Mandate Form for Electronic Fund Transfer. | Conformation in form of Yes/No. Copy of Mandate form duly filled in as per Performa. (As per Annexure- III). |
| 8 | Undertaking | A commitment is to be uploaded in the form of UNDERTAKING on Bidder's letter head as per the format given in the bid document (Annexure-IV) . Undertaking is about the genuineness of information furnished online, authenticity of scanned copy of documents uploaded and about other commitments. |
| Note: Only one file in .pdf format can be uploaded against each eligibility criteria. Any additional/ other relevant documents to support the information/declaration furnished by bidder online against eligibility criteria may also be attached by the bidder in the same file to be uploaded against respective eligibility criteria. | | |

Cover-I - Other Important Documents (OID):

| SI. No. | Submission Documents related to Eligibility Criteria | Scanned copy of documents to be uploaded by bidder in support of information/ declaration furnished online by the bidder against Eligibility Criteria (CONFIRMATORY DOCUMENT) |
|---------|---|---|
| 1. | Legal Status of the bidder | Any one of the following document : i. Affidavit or any other document to prove Proprietorship/Individual status of the bidder. ii. Partnership deed containing name of partners iii. Memorandum & Article of Association with certificate of incorporation containing name of bidder. |
| 2. | Valid Permanent Account Number (PAN) (Ref: clause 8.3 of NIT) | Copy of PAN card issued by Income Tax department, Govt. of India. |
| 3. | Sales Tax/VAT Registration. (Ref: clause 8.4 of NIT) | Certificate of registration issued by VAT/Sales Tax authority of any Indian state/UT |
| 4. | SERVICE TAX (Not Applicable for Exempted Services).The bidder should be either a Small Service Provider and exempted for service tax registration and/or exempted from payment of service tax but a Body Corporate OR Small Service Provider and exempted for service tax registration and/or exempted from payment of service tax but not a Body Corporate OR A Body Corporate OR Other than above three categories. (Ref: clause 8.5 of NIT) | Any one of the following documents depending upon the status w.r.t. Service Tax as declared by Bidder in the BOQ sheet: a). Small Service Provider and exempted from Service Tax Registration and/or exempted from payment of Service Tax but a Body Corporate : A Certificate from a practicing Chartered Accountant having a membership number that the bidder is a Small Service Provider and exempted for Service Tax Registration and/or exempted from payment of Service Tax and Certificate of Incorporation. OR A suitable document must be submitted regarding non-applicability of Service tax. b). Small Service Provider and exempted from Service Tax Registration and/or exempted from payment of Service Tax but not a Body Corporate: Document: A Certificate from a practicing Chartered Accountant having membership number that the bidder is a Small Service Provider and exempted for Service Tax Registration and/or exempted from payment of Service Tax. |

| | | |
|----|---|---|
| | | OR A suitable document must be submitted regarding non-applicability of Service tax. c) A Body Corporate: Document: Service Tax Registration Certificate issued by Central Excise and Custom Department, Govt. of India. d) Status: Other than above three categories: Document: Service Tax Registration Certificate issued by Central Excise and Custom Department, Govt. of India |
| 5. | Banning (Refer clause 8.7 of NIT) | The bidder would give a declaration that they have not been banned or delisted by any Govt. or Quasi Govt. agencies or PSUs. If a bidder has been banned or delisted by any Govt. or Quasi Govt. agencies or PSUs, this fact must be clearly stated and it may not necessarily be a cause for disqualification. If the declaration is not given, the bid will be rejected as non-responsive. |
| 6. | Affidavit (Refer clause 8.8 of NIT) | An Affidavit on a non-judicial stamp paper of appropriate value regarding genuineness of the information furnished by him on-line and authenticity of the scanned copy of documents uploaded by him on the line in support of his eligibility, as per the format given in the bid document at Annexure-II. |

C. Letter of Bid: The format of Letter of Bid (as given 'ANNEXURE-I) will be downloaded by the bidder and will be printed/ typed on his letter head. This document will be signed by the bidder or any authorized person of bidder or a DSC holder, bidding online with authorization from the bidder and the scanned copy of the same will be uploaded during bid submission in cover-I. This will be the covering letter of the bidder for his submitted bid. The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information, which contradicts the content and spirit of the original format of LoB.

The Letter of bid will be digitally signed by DSC holder submitting bid online and it does not require any physical signature. However, if the Letter of Bid (LoB) bears the physical signature in addition to the digital signature of DSC holder, it will be accepted without questioning the identity of person signing the Letter of Bid.

If there is any change in the contents of Letter of Bid uploaded by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the LoB shall be requested under the head Confirmatory documents and subsequently accepted or rejected as applicable.

D. Price- Bid:

The Price bid containing the Bill of Quantity will be in .xls format (password protected) and will be uploaded during tender creation. This will be downloaded by the bidder and he will quote the rates for all items on this Excel file. Thereafter, the bidder will upload the same Excel file during bid submission in Cover-II. The Price-bid will be in Item Rate or Percentage Rate BOQ format and the bidder will have to quote for all the tendered items and the L-1 will be decided on overall quoted value(i.e. Cost to company). The Price-bids of the tenderers will have no condition. The Price Bid which is incomplete and not submitted as per instruction given above will be rejected. Any alteration/modification in the Excel format may lead to rejection of bid.

(While quoting the rates for individual items, the bidders must ensure that particulars of the item within the cell is clearly visible to them by expanding it wherever required and any rate quoted by the bidder will be considered for the complete item put to tender)

The rates quoted by bidder shall be inclusive of all Taxes but excluding Service Tax. The excel sheet will compute the Service Tax (Total Service Tax, component of Service Tax payable by the bidder and component Service Tax payable by department) as per predefined logic.

The L-1 will be decided based on cost to the Company. Prior to quoting the rates in the BOQ file, the bidder will select the appropriate Service Tax Status from the following list given in the BOQ:-

The bidder should be either a Small Service Provider and exempted for service tax registration and/or exempted from payment of service tax but a Body Corporate,

OR, Small Service Provider and exempted for service tax registration and/or exempted from payment of service tax but not a Body Corporate,

OR, A Body Corporate,

OR, Other than above three categories.

NOTE:

(i) A Small Service Provider is one whose aggregate value of taxable service rendered by a provider of taxable service from one or more premises, does not exceed Rupees Ten Lakhs in the preceding financial year.

(ii) Body Corporate i.e. a Company registered under Companies Act, 1956.

(iii) Other than Body Corporate and Small Service Provider not availing exemption of Service Tax i.e. Individual, Proprietorship and Partnership.

(iv) OR any other category with non-applicability of service tax.

(iv) When L-1 bidder has been awarded the work on the basis of being a Small Service Provider getting exemption from payment of Service Tax(as per status chosen by the bidder), no Service Tax will be reimbursed to them in the event of bidder's total turnover of taxable services from all sources exceeding the threshold limit of exemption during the tenure of this contract.

The Price bid file will be digitally signed and uploaded by the bidder in Part-II/Cover-II.

SYSTEM FOR DECISION OF L-1:

The L1 bidder will be decided based on Overall Quoted Value (i.e. Cost to the Company). The system for decision of L1 bidder will be as per following 02 (two) cases:-

Case – 1: Works / Services for which CENVAT CREDIT is not available to the Company.

For calculation of Overall Bid Value, share of Service Tax including Swachchh Bharat Cess (SBC) required to be paid by the Bidder as well as by the CMPDIL (as per reverse charge Mechanism & status of the Bidder effective from 01.07.2012), taken by the system will be added to decide the L1, i.e. the ranking of the Bidders will be decided based on rates quoted by the

bidders plus Service Tax including Swachchh Bharat Cess (SBC). This value of the bidder will be "the cost to Company". Then share of Service Tax including Swachchh Bharat Cess (SBC) to be deposited by CMPDIL will be deducted to arrive at the Contract value. The Price-bids of the tenderers shall have no condition. The Price Bid which is incomplete and not submitted as per instruction given above will be rejected.

Case – 2: Works / Services for which CENVAT CREDIT is available to the Company.

For calculation of Overall Bid Value, share of Service Tax required to be paid by the Bidder as well as by the CMPDIL (as per reverse charge mechanism & status of the Bidder effective from 01.07.2012), taken by the system will be ignored excluding Swachchh Bharat Cess (SBC) to decide the L1 i.e. the ranking of the Bidders will be decided based on rates quoted by the bidders including Swachchh Bharat Cess (SBC) but excluding Service Tax. This value of the bidder will be "the cost to Company". Then share of Service Tax to be deposited by bidder will be added with Overall Bid Value and Swachchh Bharat Cess (SBC) to be paid by CMPDIL shall be deducted to arrive at the Contract value. The Price-bids of the tenderers shall have no condition. The Price Bid which is incomplete and not submitted as per instruction given above will be rejected.

The applicable share of Service Tax (under reverse charge mechanism w.e.f. 01.07.2012, amended vide Notification No.14/2015-Service Tax, dated 19th May, 2015 and amended vide Notification No.22/2015-ST dated 6th November, 2015 regarding Swacch Bharat Cess) and Krishi Kalyan Cess vide Circular no 194/4/2016-ST dt May 26, 2016 is given below [IF APPLICABLE]:

| Type of Works Contract | % value of work on which service tax is payable by both the bidder & Cmpdi. | STATUS OF THE BIDDER | | | | | | | |
|---|---|--|-----|---|-----|------------------------|-----|--|-----|
| | | I). Small Service Provider and exempted from Service Tax Registration and/or exempted from payment of Service Tax but a Body Corporate | | II). Small Service Provider and exempted from Service Tax Registration and/or exempted from payment of Service Tax but not a Body Corporate | | III). A Body Corporate | | IV). Other than 03(three) categories i.e. (I), (II) and (III) as mentioned in tabular format | |
| | | % Share of Service Tax | | % Share of Service Tax | | % Share of Service Tax | | % Share of Service Tax | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| a) Original works (i). all new constructions; (ii). All types of additions and alterations to abandoned or damaged structures on land that are required to make them workable. (iii). Erection, commissioning or installation of plant, machinery or equipment, or structures, whether pre-fabricated, or otherwise; | 40 | Nil | Nil | Nil | 7.5 | 15.00 | nil | 7.5 | 7.5 |
| b). Maintenance or | 70 | Nil | Nil | Nil | 7.5 | 15.00 | Nil | 7.5 | 7.5 |

| | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-------|-----|-------|-----|
| repair of reconditioning or restoration or servicing of any goods | | | | | | | | | |
| c. Other works contract [other than (a) and (b) above] including maintenance, repair, completion and finishing services such as glazing, plastering, floor and wall tiling, installation of electrical fitting of an immovable property | 70 | Nil | Nil | Nil | 7.5 | 15.00 | Nil | 7.5 | 7.5 |
| d. All Services other than Reverse Charge Mechanism Services including Works contract. | 100 | Nil | Nil | Nil | Nil | 15.00 | Nil | 15.00 | Nil |
| e). Services exempted from Service Tax | NIL | | | | | | | | |

Payment of Contractor's liability of Service Tax would be made to the contractor only on submission of Bill/Invoice in accordance with the provision of relevant Service Tax Rules. Payment/deposit of contractor's liability of Service Tax is the contractor's responsibility. The employer's liability of Service Tax will be deposited by CMPDIL directly to the concerned Service Tax Authorities.

10. Bid Submission: All bids are to be submitted on-line on the website <https://coalindiatenders.gov.in> No bid shall be accepted off-line unless otherwise specified.

11. System Requirement: It is the bidder's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder's premises to access the e-tender website. Under any circumstances, CMPDIL shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-tender system or Internet connectivity failures.

12. Opening of Bid:

i) Tenders [**Cover-I (Technical-bid)** and **Cover-II (Price-bid)**] will be decrypted and opened online by the Bid Openers with their Digital Signature Certificate (DSC) on the pre-scheduled date & time of tender opening. The bidder can view bid opening remotely on their personalized dash board under "Bid Opening (Live)" link.

ii) The e-Procurement/tender system will evaluate the Technical bids automatically on the basis of relevant data provided by the bidder, while submitting the bid online. If the parameters furnished by bidder online, in an objective and structured manner, does not confirm to the required eligibility criteria as specified in the NIT, the bid will be automatically rejected by the system and the Price-bid of such bidders shall not be opened by the system.

iii) After decryption and opening of bids, the system will show the lowest price (cost to Company) quoted by L-1 bidder without disclosing the identity of any bidder and the total number of bids received/opened.

13. Evaluation of Tender:

- i) After completion of process, the documents submitted by L-1 bidder in Cover-I will be downloaded by the Evaluator and shall be put up to the Tender Committee. The Tender Committee will examine the uploaded documents against information/declarations furnished by the L-1 bidder online. If it confirms to all of the information/ declarations furnished by the bidder online and does not change the eligibility status of the bidder then the bidder will be considered eligible for award of Contract.
- ii) In case the Tender Committee finds that there is some deficiency in uploaded documents by L-1 bidder then the same will be specified online by Evaluator, clearly indicating the omissions/shortcomings in the uploaded documents and indicating start date and end date, allowing 10 days (10 x 24 hours) time for online re-submission by L-1 bidder. The L-1 bidder will get this information on their personalized dash board under "Upload confirmatory document" link. Additionally, information shall also be sent by system generated email and SMS, but it will be the bidder's responsibility to check the updated status/information on their personalized dash board regularly after opening of bid. No separate communication will be made in this regard. Non-receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The bidder will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period of 10 days. If the L1 bidder fails to submit the specified document/s in 10 (ten) days' time or the uploaded documents still contain some deficiency, additional time of 10 days (10 x 24 hours) may be given to the L-1 bidder for re-submission, indicating start date and end date for re-submission of such document/s. It must be noted that maximum 2 chances, each of 10days x 24 hour duration shall be given.
- iii) The tender will be evaluated on the basis of documents uploaded by L-1 bidder online. The L-1 bidder is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of tender.
- iv). In case the L-1 bidder submits requisite documents online as per NIT, then the bidder will be considered eligible for award of Contract.
- v). In case the L-1 bidder fails to submit requisite documents online as per NIT; or, if any of the information/declaration furnished by L-1 bidder online is found to be incorrect by Tender Committee during evaluation of scanned documents uploaded by bidder, which changes the eligibility status of the bidder (for the first time), then his bid shall be rejected and the EMD or Rs. 1.00 lakh, whichever is lower, of L-1 bidder will be forfeited.
- vi) In case of submission of EMD in form of BG; if L-1 bidder fails to submit the original BG within 7 (seven) working days indicated online under confirmatory document link, as per Clause No.3, his bid will be rejected and he shall be debarred for a period of 1 (one) year for participating in the future tenders of CMPDIL.
- vii) In case the L-1 bidder is technically eligible but rejection is due to high rate quoted by him then the tender shall be cancelled and retendered.
- viii) In case the L-1 bidder is rejected due to non-compliance of confirmatory documents (including non-submission of original BG), then the L-2 bidder will become L-1 bidder and confirmatory documents of L-2 bidder shall be evaluated by Tender Committee and the process shall be followed as mentioned in clause no.(i) to (vi) above.
- ix) The process as mentioned at Clause no. (viii) shall be repeated till the work is either awarded or all the eligible bidders are exhausted
- x) In case none of the bidders complies the technical requirement, then re-tender will be done.
- xi) The L-1 bidder/s (either L-1 or subsequently declared L-1) fails to submit the requisite documents online as per NIT or if any of the information/declaration furnished by L-1 bidder/s online is found to be wrong by Tender Committee during evaluation of scanned documents uploaded by bidder, which changes the eligibility status of the

bidder, in two tenders, floated by the same Tender Inviting Authority, within a span of one year (to be counted with respect to date of e-publication of NIT), then his bid shall be rejected and the following penalties shall be imposed on the defaulting bidders.

| Sl. No | Situation | Penal Provisions |
|--------|---|---|
| 1. | L-1 bidder is a defaulter for part of items for he is L-1 | 50% of the EMD amount or INR 1.00 lakh, whichever is lower will be forfeited. In case the defaulter is an EMD exempted bidder, he will be asked to deposit the equivalent amount within seven days of notice. Otherwise, he will disqualify in subsequent tender for the item he participates. |
| 2. | L-1 bidder is a defaulter for all of items for he is L-1 | 100% of the EMD amount or INR 1.00 lakh, whichever is lower will be forfeited. In case the defaulter is an EMD exempted bidder, he will be asked to deposit the equivalent amount within seven days of notice otherwise he will disqualify in subsequent tender for the item he participates. |
| 3. | L-1 bidder happens to be a defaulter in two tenders by the same TIA/Tendering entity within span of one year. | 100% of the EMD amount of 2 nd tender is forfeited. In case the defaulter is an EMD exempted bidder, he will be asked to deposit the equivalent amount within seven days of notice otherwise he will disqualify in any subsequent tender for he participates for a period of one year. |

xii) It is responsibility of Bidders to upload legible/clearly readable scanned copy of all the required documents as mentioned above.

14. Auto Extension of Critical Date:

If number of bids received online is found to be less than 03(three) on end date of bid submission then the following critical dates of the Tender will be automatically extended initially for a period of 02(two) days ending at 17.00 hrs.; and, if the number of bids still remains less than 03(three) then for another 05(five) days ending at 17.00 hrs.:

- Last date of submission of Bid.
- Last date of receipt of EMD.
- Date of Opening of Tender.

If any of the above extended Dates falls on Holiday i.e. a non-working day as defined in the e-Procurement Portal then the same is to be rescheduled to the next working day.

This extension will be also applicable in case of receipt of zero bid.

Note: i. The validity period of tender shall be decided based on the final end date of submission of bids.

ii. The auto extension shall work on the basis of number of bids received only. It may so happen that any of these bids may be eventually rejected during Tender Opening, Technical evaluation or further process of evaluation resulting the total number of valid bids becoming less than 03 (three).

iii. After two extensions, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender.

15. One Bid per Bidder:

Each Bidder shall submit only one Bid, either individually, or as a partner in a partnership firm or a Public Limited / Private Limited Company or any legal entity. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the bidders' participation to be disqualified.

16. Refund of EMD:

- a). If EMD is paid by the bidder in online mode (Direct Debit/NEFT/RTGS) then the EMD of rejected bidders will be refunded at any stage directly to the account from where it had been received(except the cases where EMD is to be forfeited).
- b). No claim from the bidders will be entertained for non-receipt of the refund in any account other than the one from where the money is received.
- c). If the refund of EMD is not received by the bidder in the account from which the EMD has been made due to any technical reason then it will be paid through conventional system of e-payment. For this purpose, if required, Tender Inviting Authority will obtain the Mandate-Form from the Bidder.
- d). In case the tender is cancelled then EMD of all the participating bidders will be refunded unless it is forfeited by the department.
- e). If the bidder withdraws his/her bid online (i.e. before the end date of submission of tender) then his/her EMD will be refunded automatically after the opening of tender.
- f). The EMD of successful bidder (on award of Contract) will be retained by CMPDIL and will be adjusted to Performance Security Deposit.

17. Site Visit:

17.1 Executive of Publication department, CMPDI have all rights to enter in to the press premises where the printing of magazines will be carried out during working hours and day for inspection as regards quality of printing going on.

17.2 The Bidder is expected, before quoting his rate, to go through the requirement of materials/workmanship, specification, requirements and conditions of contract.

18. Taxes and Duties: All Duties, taxes (excluding Service Tax) and other levies, payable by the bidder under the contract or for any other cause as applicable on the last date of submission of tender shall be included in the rates, prices and the total bid price submitted by the bidder. All incidentals, overheads etc. as may be attendant upon execution and completion of works shall also be included in the rates, prices and total bid price submitted by the bidder. Applicable Service Tax on the works will be computed automatically in the BOQ sheet based on prefix business logic and the option selected by the bidder with regard to his Service Tax status. However, such duties, taxes, levies etc. which is notified after the last date of submission of tender and / or any increase over the rate existing on the last date of submission of tender shall be reimbursed by the company on production of documentary evidence in support of payment actually made to the concerned authorities. The company reserves the right to deduct/withhold any amount towards taxes, levies, etc. and to deal with such amount in terms of the provisions of the Statute or in terms of the direction of any Statutory Authority and the company shall only provide with certificate towards such deduction and shall not be responsible for any reason whatsoever. The successful bidder shall submit the invoice as per Service Tax Rules to enable CMPDIL to claim CENVAT CREDIT.

19. Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of his bid and the Employer will in no case be responsible or liable for those costs.

20. Technical Specifications: The tenderer shall closely study all specifications in detail, which govern the rates for which he is tendering.

21. Currencies of Bid and Payment: The unit rates and prices shall be quoted by the Bidder entirely in Indian Rupees only.

22. **Commencement of Work:** The work should be completed within the stipulated period of 9 months and the date of commencement shall be reckoned from 7 days of issue of work order.
23. **Canvassing in Tender:** Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.
24. **Letter of Acceptance (LOA)/Work Order:** The Bidder, whose Bid has been accepted, will be notified of the award on-line and also by registered post/speed post by the employer prior to expiration of the bid validity period. The L-1 bidder will get the information regarding award of work on their personalised dash-board on-line.

25. Bid Validity:

The Bid Validity Period will be 120 (one hundred twenty) days from the end date of bid submission. The validity period of tender shall be decided based on the final end date of submission of bids. In exceptional circumstances, prior to expiry of the original time limit, the employer may request the bidders to extend the period of validity for a specified additional period. The employer's request and the bidder's responses shall be made in writing. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid. The tenderer shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or alter the tender or any terms/conditions thereof without consent in writing of the company. In case the tenderer violates to abide by this, the Company will be the Company will be entitled to take action as per clause No.30 (Modification and Withdrawal of Bid) of NIT

26. Modification and Withdrawal of Bid:

Modification of the submitted bid shall be allowed on-line only before the deadline of submission of tender and the bidder may modify and resubmit the bid on-line as many times as he/she/they may wish.

Bidders may withdraw their bids online within the end date of bid submission and their EMD will be refunded. However, if the bidder once withdraws his bid, he will not be able to resubmit the bid in this particular tender. For withdrawal of bid after the end date of bid submission, the bidder will have to make a request in writing to the Tender Inviting Authority. Modification of the submitted bid shall be allowed online only before the deadline of submission of tender and the bidder may modify and resubmit the bid online as many times as he may wish.

26.1 Standard Operating Procedure for Withdrawal of Bid:

- a. **Online Withdrawal of Bid:** The system of on-line withdrawal is available on the e-procurement portal upto end date of bid submission, where any bidder can withdraw his/her/their bid which will attract no penal action from Tender Inviting Authority (TIA) of concerned department.
- b. **Offline Withdrawal of Bid:** A partner of bidder in case of partnership firms whose DSC is registered on the e-Procurement portal can access the portal for online withdrawal but when there is a split in the business relationship, the partners whose DSC is not registered on the portal do not have the option of online withdrawal of bid. Hence such partners may opt to use offline method of withdrawal of his/her/their offer (or express his disassociation from the bidder organization).

26.2 Acceptance of Withdrawal:

- (i). In case of withdrawal of bid by any bidder after end date of submission of bid a letter shall be sent by registered post/speed post in the address as available on the portal allowing 10(ten) days' time and seeking confirmation from the bidder regarding the request for withdrawal of bid. The bidder has to confirm the withdrawal by

sending a confirmation letter by Regd Post/Speed post addressed to the Tender Inviting Authority. In case of non-receipt of any confirmation from the Bidder regarding withdrawal within stipulated period, the request for withdrawal will be ignored and Tender evaluation process will continue as usual.

(ii). However if the concerned Bidder is a Partnership firm and if any of the partner wants to dissociate from the Bidding firm, then this would also tantamount to withdrawal of bid and above process of seeking confirmation will be followed by CMPDIL. If the Bidding firm wants to deny the dissociation of any of the partners then a legally acceptable document in support of their claim duly signed by all the partners of the bidding firm should be sent by Regd Post/Speed Post to HOD(IMS). In case of non-receipt of any such confirmation within stipulated period of 10(ten) days, it will be construed that bidding firm has been dissolved and its bid would be treated as withdrawn. Withdrawal of bid may be allowed till issue of work order/LOA with the following provision of penal action:

(i). The EMD will be forfeited and

(ii) The bidder will be debarred for 01(one) year from participating in tender in CMPDIL. (The penal action against aforesaid clauses will be enforced from the date of issue of such order)

a) If the bidder withdrawing his bid is other than L 1, the tender process shall go on.

b) If the bidder withdrawing his bid is L-1, then re-tender will be done.

(iii) CMPDIL reserves the right to cancel the Tender, if offer is withdrawn by any bidder after end date of submission apart from other penal actions as stipulated elsewhere in this document.

27. Postponement of scheduled date(s): The Company reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.

28. Public Enterprises preference: The Company reserves its right to allow Public Enterprises purchase preference facility as per prevalent policy.

29. Sub-letting of Work:

No subletting of work as a whole by the contractor is permissible. Subletting of work in piece rated jobs is permissible with the prior approval of the department. The Contract Agreement will specify major items of supply or services for which the contractor proposes to engage sub-contractor/sub-vendor. The contractor may from time to time propose any addition or deletion from any such list and will submit proposals in this regard to the Engineer-in -Charge/Designated Officer-in-charge for approval well in advance so as not to impede the progress of work. Such approval of the Engineer-in-Charge/Designated Officer-in-Charge will not relieve the contractor from any of his obligations, duties and responsibilities under the contract.

30. VAT Registration certificate on Works Contract: If the tenderer is awarded the work, he will have to submit VAT Registration certificate on works contract (if applicable) from the state of Jharkhand.

31. Splitting up of the work: The Company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reasons whatsoever and to split up the work between two or more tenderer(s) or accept the tender in part and not in its entirety.

32. Legal Jurisdiction: Matters relating to any dispute or difference arising out of this tender and subsequent contract awarded based on this tender shall be subject to the jurisdiction of Ranchi.

33. General Terms & Conditions:

- Soft copy of printable material after DTP/layout will be provided by CMPDI in PDF/MS Word / Adobe In-Design software format. Initially soft copy of Apr- June 2015 issue of both magazines will be provided and after printing of this issue, soft copy of subsequent quarterly issues will be provided as per schedule. However printing of four issues of the two magazine should be completed and supplied to CMPDI as per schedule from date of issue of work order.
- The finished material should be supplied on FOR destination i.e. office of the HOD (IMS), CMPDI, Ranchi.
- Payment 100% within 21 working days of receipt of bill and acceptance of the finished magazines.
- Inspecting authority- HOD (IMS) or his authorized representative.
- Paying authority- GM (F), CMPDI (HQ), Ranchi.
- **Submission of bill-** Printer will submit the bill in triplicate duly stamped and pre-receipted to the consignee for arranging payment after delivery and acceptance of the printed magazines quarterly basis or on the basis of delivery schedule.
- Rate should be quoted as per Price Schedule format.
- Validity of offer-120 days from date of bid submission.
- LD Clause- In case of delay in delivery as per the delivery terms above, a sum not less than 0.5% (half percent) of the value of the contract for each week or part of a week, limited to 10% of the total value of the contract will be imposed on the printer as penalty. This will be applicable for each issue separately. The LD penalty, if any, will be recovered from bill of each issue of both magazines.
- The financial bids of printers who are not qualified technically will be returned unopened.

34. Additional terms & conditions

i. **Printing Infrastructure** - The bidders should also fulfill the following conditions and submit documentary evidences/confirmation in support of fulfilling the conditions while submitting the technical bid.

- a. Availability of sheet fed/web offset four colour machines
- b. The bidder should have complete magazine/book binding unit i.e. folding machines stitching machines and cutting machines.
- c. The bidder should have complete plate making unit .

It shall be the sole responsibility of the printer to ensure the quality of Printing Paper as specified above. Any deviation in quality or GSM may lead to cancellation of the job at printer's cost. (IMPORTANT- Art papers to be used should be of reputed Brand like Ballarpur/JK/ Sirpur/West Coast/Andhra or equivalent)

ii. **Printing Ink Quality:** -

The ink should be of a good quality, adequately viscous to fully transfer and stick on paper but should not fully penetrate in the paper reflecting "See Through"

iii. **Binding:** - The magazines should be of perfect binding. Stitching may also be done, if required.

- iv. **Printing of extra copies:-** The printer will not print any extra copies without the permission of the CMPDI. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.
- v. **In case of increase/decrease in number of colored pages, increase/decrease in printing cost will be calculated as follows:**

"Cost of cover pages will be considered to be 20% of total printing cost for the magazine with 60 pages as standard and cost for inner pages will be taken as 80% of total cost. Cost of increase/decrease in inner pages (in multiple of 4 pages) will be calculated and regulated on prorate basis."

- vi. The printers should quote the rates for the printing and supply of Magazines as per their capacity and capability. The work awarded should be completed within the stipulated time schedule. No extension of time shall be allowed for any reason except force majeure.
- vi The printer shall have to carry out the work of final composing for quality layout, corrections, cover design, positive making, plate making etc. from his own recourses at his risk & cost.
- vii. Utmost confidentiality of the data provided shall be maintained.
- viii. **Extension of contract:** Although the bidder is required to quote rate for printing of 4 issue of magazines (Minetech & Deshkal Sampada), however depending upon situation, the successful agency may be assigned further the printing job of more issues as per decision of CMPDI management on the same rate/terms & conditions. However the bidder cannot make any claim in this regard and it will be totally on discretion of CMPDI management.

TECHNICAL SPECIFICATIONS

Approximately 8000 (4x2000) copies of Minetech and 6000 (4x1500) copies of Deshkal Sampada about 60 pages during of one (FY2016-17) consisting the following items as per the specifications given below to be printed and supplied FOR destination to the HOD (IMS), CMPDI, Kanke Road, Ranchi.

The Specifications of the magazines to be printed will be as follows:

| Sl.No. | Description | Minetech Magazine | Sampada Magazine |
|---------------|---|--|--|
| 1 | Size | As per sample (nearing to A4 size) | As per sample(nearing to A4 size) |
| 2 | Language | Mostly in English | Hindi |
| 3 | Periodicity | Quarterly | Quarterly |
| 4 | No. of pages - • Cover pages - • Inner pages - | 60 Multicolored Multicolored. | 60 Multicolored Multicolored |
| 5 | Paper to be used | Inner Pages : Art paper 100 GSM Cover Pages : Art Board 250 GSM | Inner Pages : Art paper 100 GSM Cover Pages : Art Board 250 GSM |
| 6 | Quantity of printing | Quarterly 2,000 copies (per issue) | Quarterly 1,500 copies (per issue) |
| 7 | Issues to be printed | Total 4 issues (April 2016 to March 2017) | Total 4 issues (April 2016 to March 2017) |
| 8 | Packing | Bundles of 50/100 books to be made and to be delivered at the Office of HOD(IMS), Ranchi | Bundles of 50/100 books to be made and to be delivered at the Office of HOD(IMS), Ranchi |
| 9 | Binding/cutting | Glue binding and cutting to size | Glue binding and cutting to size |

Note : CMPDI reserves the right either to increase or decrease the number pages of magazines or number of magazines to be printed and supplied.

Price Bid

| Sl.No. | Description of Item | Quantity | Rate Per copy (complete consisting of a,b,c) (₹) | Total Amount (₹) |
|--------------------|--|---|--|------------------------|
| 1 | 2 | 3 | 4 | 5(3x4) |
| 01. | <p>a. Offset printing of Minetech Magazine, Nearing A4 size (as per sample), 60 pages, 100 GSM Art paper multicolour printing, text (b/w)/mono colour (all complete inclusive of cost of paper and other material).</p> <p>b. Designing, composing of cover pages on 250 GSM Art paper, multicolour (front & back pages both sides) and laminated (all complete inclusive of cost of paper and other material).</p> <p>c. Glue binding & cutting to size.</p> | 8000 copies (in four lots of 2000 copies each) | | |
| 02. | <p>a. Offset printing of Deshkal Sampada, Nearing A4 size (as per sample), 60 pages, 100 GSM Art paper multicolour printing, text (b/w)/mono colour (all complete inclusive of cost of paper and other material).</p> <p>b. Designing, composing of cover pages on 250 GSM Art paper, multicolour (front & back pages both sides) and laminated (all complete inclusive of cost of paper and other material).</p> <p>c. Glue binding & cutting to size.</p> | 6000 copies (in four lots of 1500 copies each) | | |
| Grand Total | | | | |

Note: Change in final printing cost due to increase/decrease in inner pages (from standard 60 multicolored pages for Deshkal Sampada and Minetech will be calculated and regulated according to Clause-v of the Additional terms and conditions.

Date:

Name & signature of the authorized signatory of the

Place:

Firm/Partner of the Firm/ Director/ Proprietor
with rubber stamp

Implementation schedule for printing and delivery of Magazines

| S.No. | Detail of Schedule | Day schedule |
|--|--|--|
| 1st (Apr-June 2016) issue | | |
| 1 | Handing over of softcopy of printable material | Within 7 days of award of work. |
| 2 | Submission of proof | Within 10 days from receipt of soft copy |
| 3 | Collection of proof read material from the office of HOD (IMS) | Within 10 days after submission of proof |
| 4 | Submission of final hard/soft copies to HOD (IMS). | Within 25 days from receipt of soft copy |
| 2nd (July-Sept 2016) issue | | |
| 5 | Handing over of softcopy of printable material | Within 30 days of receipt of hard copies of Apr-June 2016 issues |
| 6 | Other activities | Same as 2,3,4 above |
| 3rd (Oct-Dec 2016) issue | | |
| 7 | Handing over of softcopy of printable material | Within 30 days from receipt of hard copies of July-Sept 2016 issue |
| 8 | Other activities | Same as 2,3,4 above |
| 4th (Jan-March 2017) issue | | |
| 9 | Handing over of softcopy of printable material | Within 30 days from receipt of hard copies of Oct-Dec 2016 issue |
| 10 | Other activities | Same as 2,3,4 above |

i. However, if the printable material in soft copy is provided by CMPDI for printing work within less than 30 days from receipt of hard copy of previous issue, the printing work is to be completed and hard copies of magazine to be delivered within 45 days of receipt of soft copy as per schedule above and accordingly total completion period of the work will get reduced from the stipulated 9 months.

LETTER OF BID
(To be uploaded by the Bidder on his letter head
during submission of bid online)

To:
The Tender Committee
IMS Department
CMPDI HQ, Ranchi

Sub: BID for the Work, “

.....”
NIT No..... dated.....

Tender Id No

Dear Sir,

This has reference to above referred bid. I/we have read and examined the conditions of contract, Scope of Work, technical specifications, BOQ and other documents carefully.

I /We am/are pleased to submit our bid for the above work. I/We hereby unconditionally accept the bid conditions and bid documents in its entirety for the above work and agree to abide by and fulfill all terms and conditions and specifications as contained in the bid document.

I/we here by confirm to submit all the documents as required to meet the eligibility criteria as per provision of the bid notice/document whenever asked for.

I/We hereby confirm that this bid complies with the Bid validity, Bid security and other documents as required by the Bidding documents.

If any information furnished by me/us towards eligibility criteria of this bid is found to be incorrect at any time, penal action as deemed fit may be taken against me/us for which I/We shall have no claim against CMPDI.

Your Letter of Acceptance/Work Order shall constitute a binding contract between us and CMPDI Ltd.

(This document is digitally signed by the DSC holder authoresed by bidder and therefore no physical signature is required)

Yours faithfully,

Signature of Bidder

Name:..... Address..... e-mail
address.....
Mobile no..... Fax No..... Telephone No.....
Dated

ANNEXURE-II

PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY THE BIDDER (For genuineness of the information furnished by bidder on-line and authenticity of the documents submitted online in support of eligibility)

Non -Judicial Stamp Paper (minimum value of Rs.10).

I / We, Proprietor/Partner/Legal Attorney/Director/ Accredited Representative of M/S., solemnly declare that:

1. I/We am/are submitting Bid for the workagainst Bid Notice No. Dated..... and I/we offer to execute the work in accordance with all the terms, conditions and provisions of the bid.
2. Myself/Our Partners/ Directors don't has/have any relative as employee of CMPDI Ltd. / Coal India Ltd./any subsidiary of Coal India Ltd.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Bid is complete, correct and true.
4. All copy of documents, credentials and documents submitted along with this Bid/to be submitted are genuine, authentic, true and valid.
5. I/ We hereby authorize department to seek references / clarifications from our Bankers.
6. *I/We possess Sales Tax / VAT registration. We also undertake that Certificate of Registration with appropriate Sales Tax / VAT Authority where the work will be executed shall be arranged, if necessary, before any payment is made to us.
7. *I/We hereby confirm that we have registration with CMPF / EPF Authorities. We shall make necessary payments as required under law.

Or

*I/We hereby undertake that we shall take appropriate steps for registration as relevant under CMPF /EPF authorities, if applicable. We shall make necessary payments as required under law.

* Delete whichever is not applicable.

9. ** I/We have not been banned or delisted by any Govt., or Quasi Govt. Agencies or PSUs.

Or

**I / We have been banned by the organization named " " for a period of..... year/s, effective from to.....

** Delete whichever is not applicable.

10. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my /our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/ delisting of our firm and all partners of the firm etc.

Signature of the Bidder

Name:..... Address..... e-mail

address.....

Mobile no..... Fax No..... Telephone No.....

Dated.....

ANNEXURE – III**MANDATE FORM FOR ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT****To****Central Mine Planning & Design Institute Limited,
Gondwana Place, Kanke Road, Ranchi – 8340 31**

Sub. : Authorization for release of payment due from **Central Mine Planning & Design Institute Limited, Gondwana Place, Kanke Road, Ranchi** through Electronic Fund transfer / Internet Banking. (SBI-NET)

Ref. : Order No. _____ Date _____ and / or Tender / Enquiry / Letter No. _____ Date _____
(Please fill in the information in CAPITAL LETTERS, Please TICK wherever it is applicable).

1. Name of the Party _____

2. Address of the Party _____

City _____ PIN Code _____

E- Mail Id _____

Permanent Account Number _____

3. Particulars of Bank

| | | | |
|---|---------|-------------|-------------|
| Bank Name | | Branch Name | |
| Branch Place | | Branch City | |
| PIN Code | | Branch Code | |
| MICR No. | | | |
| (9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number) | | | |
| RTGS CODE | | | |
| Account Type | Savings | Current | Cash Credit |
| Account Number (as appearing in the Cheque Book) | | | |

4. Date from which the mandate should be effective.

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information. I shall not hold Central Mine Planning & Design Institute Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through SBI Net.

Place:

Date:

Signature of the party / Authorized Signatory.

Certified that the particulars furnished above are correct as per our records.

Banker's Stamp:

Date : _____

(Signature of the Authorized official from the Banks)

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER AND VALIDITY OF RATES

I/We hereby undertake that all the terms & conditions mentioned in this document or any changed conditions prior to the dead line for uploading of bids shall be acceptable to us and I/We shall abide by the same fully and the rates quoted shall remain effective including extended orders, if any.

Date:

Name & signature of the authorized signatory of the

Place:

Firm/Partner of the Firm/ Director/ Proprietor

with rubber stamp

PROFORMA FOR DETAILS OF MACHINES

1. No. of Four Colour Web Offset/Sheet Fed Machines with specification:

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

2. Details of plate making unit :

3. Details of Magazine cutting & binding unit within the premises:

CERTIFICATE

It is certified that the above information furnished is correct and all the above machines/units exists at my press at the following address (es) and as per the technical specifications.

Address 1. _____

Address 2. _____

Date:

Name & signature of the authorized signatory of the

Place:

Firm/Partner of the Firm/ Director/ Proprietor

with rubber stamp

DECLARATION REGARDING FINANCIAL BID

I/We declare that the financial bid has been submitted without any condition and strictly as per the conditions of the tender documents and I/We aware that the financial bid is liable to be rejected if it contains any other condition.

Date: _____ Name & signature of the authorized signatory of the
Place: _____ Firm/Partner of the Firm/ Director/ Proprietor
with rubber stamp