



cmpdi

A Mini Ratna  
and ISO 9001  
Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.  
कोल इंडिया लिमिटेड की अनुषंगी कंपनी/भारत सरकार का एक लोक उपक्रम  
क्षेत्रीय संस्थान-5, एसईसीएल काम्पलेक्स, सीपत रोड, बिलासपुर 495006 (छ.ग)

**Central Mine Planning & Design Institute Limited**

A Subsidiary of Coal India Ltd/ A Govt. of India Public sector Undertaking

CIN: U14292JH1975GO1001223

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

ई-मेल / e-mail: rdri5.cmpdi@coalindia.in



Tel: 07752-246481-492  
Fax: 07752-246481

**NOTICE INVITING TENDER FOR SUPPLY OF PHOTO COPY PAPERS AT CMPDI, RI-V, BILASPUR (CG)**

**Tender Enquiry No: RV/PMS/NIT/31/16-17/215**

**Dated: 07.09.2016**

1. Name of the work : Sealed tenders in two parts are invited from agencies/suppliers/manufacturers for supply of Photo Copy Papers at CMPDI, RI-V, Bilaspur (C.G)
2. Earnest Money: Rs. 3900/- (Rs. Three thousand and nine hundred only) as Earnest Money is to be deposited in the form of A/c payee Demand Draft drawn in favour of “CMPDI, Regional Institute, Bilaspur” on any scheduled Bank, payable at Bilaspur.
3. Issue of tender forms: **11am to 4.00 pm** on all working days and Saturday from **11.00 am to 1.00 pm** from **07.09.2016 to 24.09.2016** From the office of HOD (PMS), RI-V, Seepat Road, Old SECL Building, Bilaspur, (C.G.) on payment of the prescribed cost of tender document.
4. Cost of Tender Document: The cost of Tender document is Rs 1,000.00. Payment can be made to the above tender issuing office by paying in the form of a crossed Demand Draft drawn in favour of “CMPDI, Regional Institute, Bilaspur” on any schedule bank payable at Bilaspur, (CG) which is not refundable.
5. Last date of submission of offers: **Upto 3.00 pm on 26.09.2016**
6. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
7. Due date of opening of part I offer: **At 3.30 pm on 26.09.2016**
8. Place of opening of tender: Office of the HOD (UG), CMPDI, RI-V, Bilaspur.
9. Down loading from web site: The tender document can be down loaded from our web site [www.cmpdi.co.in](http://www.cmpdi.co.in). In case the document is down loaded from website, the tender document cost shall be paid through a demand draft in favour of “CMPDI, Regional Institute, Bilaspur” payable at any schedule bank at Bilaspur. This shall be kept in a separate envelope super scribbling “Cost of tender document” and to be submitted along with ANNEXURE – V of the NIT

Copy to:-1. Notice Boards at CMPDI, RI-V, Bilaspur, 2. HOD (F), 3. HOD (P), RI-V, Bilaspur, 4. HOD (UG), RI-V, CMPDI, Bilaspur, 5 MM Wing, SECL Bilaspur, 6 RDs – RI-I/II/III/IV/VI/VII, 7 CVO, CMPDI-Hq, Ranchi

Yours faithfully,

HOD (PMS)  
CMPDI, RI-V, Bilaspur

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LIMITED  
REGIONAL INSTITUTE-V, BILASPUR (CG)**

**TENDER DOCUMENT**

Sealed tender are invited for the supply of Photo Copy Papers at CMPDI, RI-V, Bilaspur (C.G)

**Technical Specifications:**

<b>SL</b>	<b>Items</b>	<b>Technical Specification</b>
1	Photo Copy Papers	Enclosed in Annexure -1(Section "A")

**1** **Earnest Money** Rs. 3900/- (Rs. Three thousand and nine hundred only) as Earnest Money is to be deposited in the form of A/c payee Demand Draft drawn in favour of "CMPDI, Regional Institute, Bilaspur" on any scheduled Bank, payable at Bilaspur. (CG). A/C payee Demand Draft should be submitted with Part-I of the offer. The EMD of all bidders will be refunded as promptly as possible after opening of price bid and finalization of the tender. EMD shall bear no interest.

**2 Mode & Method of Submission of Tenders**

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

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

**Part- I** : Consisting of technical offer and commercial Terms & Conditions, along with Demand Draft towards Tender documents and EMD or exemption certificate, certificate of down loading as per Annexure –VI and an Affidavit as per Annexure III should be included in the Part – I.

Bids Tender without Earnest Money or documentary evidences issued by Govt. authorities according exemption towards submission of EMD, and without Tender Cost with certificate of down loading will be out rightly rejected.

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

**3. Validity Period of Tenders:**

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

**4 Submission of Tenders:**

Tenders will be submitted in tender box in sealed covers at following address:-

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

**5 Opening of Tender:**

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

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

## **6. SPECIAL TERMS AND CONDITIONS**

**6(a)** The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.

**6(b)** Printed terms and conditions of the vendor shall not be considered. Tenderers are requested to submit their offer complete in all respects maintaining serial number of items, terms and conditions as per the tender documents along with all supporting documents failing which offer may not be considered and no further clarification on technical commercial aspects may be entertained.

**6 (c)** Delivery periods shall be 30 days from date of supply order.

**6(d)** Payment terms are as per general conditions of contract and are enclosed with this tender notice. CMPDI has the provision of making e- payment of supplier's bills through Electronic Fund Transfer (EFT), if bidders want to get this payment through EFT mode, they requested to submit their mandate as per Annexure – V in original Signature and stamp a long with Part -I of the offer

**6(e)** Normally no deviation is acceptable to our tender documents & Terms and Conditions. Tenders which have deviations are liable for rejection without making any back reference to the tenderers. Tenders asked for must be submitted complete in all respects for proof of above 6(g)

**6(f)** All disputes are subject to Bilaspur (CG) Court Jurisdiction only.

## **7. GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF OFFERS**

**7(a)** The complete offer should be typed/hand written on the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate technical and pricing details, preferably bigger papers should be used, such sheets along with other pages of the offer should be signed and stamped by company's authorized representative/official.

**7(b)** All pages of tender documents should be signed with seal. This is must.

**7(c)** Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.

**7(d)** CMPDI reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof. Tenderers are advised to carefully note that the deviation in these terms will not be entertained.

**7(e)** Party are required to submit offer for all the items as envisaged in the schedule of requirement (Annexure –I)

**7(f)** Bid evaluation: - Parties are required to submit their offers as per Price Bid format (Annexure-II). However bids shall be evaluated on over all lowest (L-1) rate basis.

**7(g)** Party is required to submit Notorised Affidavit with Part-I of as per Annexure –III.

## **8. OTHER TERMS AND CONDITIONS**

**i.** **Prices:** - Rates shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery at CMPDI, RI-V, Bilaspur (CG). If specifically not included in the offer, it will be assumed that these included in the offer.

**ii.** **Payment:-** 100% payment will be made within 21 days after supply of materials & submission of bill and acceptance of materials by the consignee.

**iii.** **Delivery Schedule:** - The delivery schedule shall be 30 days from date of supply order.

**iv.** **Guarantee / Warranty:** - The guarantee / warranty as per the manufacturers norms.

- v. **Inspection:-** Inspection of material will be carried out at Stores, RI-V, CMPDI Bilaspur after receipt of materials. If material is not as per our specifications the same will be rejected and supplier shall replace material at their own cost.
- vi. **Paying authority:** The HOD (Finance), Regional Institute-V, Bilaspur (CG)
- vii. **Consignee :** **Regional Director, CMPDI, RI-V, SECL Complex, Seepat road, Bilaspur (CG)**
- viii. **Security Deposit:-** In case the ordered value is more than Rs.1,00,000/- a security deposit of 10% of the ordered value after adjustment of EMD deposited shall be given. The value of Security Money to be deposited by the successful tenderer in the form of Bank Draft / Bank Guarantee of any scheduled Bank in favour of CMPDI, Regional Institute -V, Bilaspur (CG). The security deposit will be returned after successful supply of the material and on application. Security deposit will not carry any interest.
- ix. **EXEMPTION FROM EMD/SECURITY DEPOSIT:** If any State / Central Govt. Organization /PSU & valid DGS&D / NSIC registered (for the tendered items) firm can produce the following documentary evidence issued by Govt. authorities for according exemption towards submission of Cost of Tender Documents/ EMD/ Security Deposit. They may be considered for exemption from submission of Cost of Tender Documents/ EMD/ Security Deposit. The cost of Tender document is non refundable

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

Bidder shall have to furnish the Security Deposit over and above such monetary limit.

- x. **Liquidated Damage:** - In case material is not supplied within the stipulated period, an LD of 0.5% per week and part thereof subject to a ceiling of 10% will be deducted from the bill.
- xi. To indicate VAT Registration No.

HOD (PMS)  
CMPDI, RI-V, Bilaspur

**Part -I**

**COMMERCIAL & TECHNICAL BID**

**SCHEDULE OF REQUIREMENT**

**(To be submitted on the letter head of Tenderer along with Part-I)**

<b>Sl. No.</b>	<b>Item Name with Specification</b>	<b>Quantity</b>	<b>Make/ Model</b>
<b>1</b>	<b>A-4 size Photo Copy Paper (75GSM)</b>	<b>1000 Packets</b> (01 Packet consist of 500 sheets)	
<b>2</b>	<b>U-1 size Photo Copy Paper (75GSM)</b>	<b>10 Packets</b> (01 Packet consist of 500 sheets)	
<b>3</b>	<b>A-3 size Photo Copy Paper (75GSM)</b>	<b>10 Packets</b> (01 Packet consist of 500 sheets)	

Place:

Signature & Seal of the Bidder:

Date:

**ANNEXURE- II**

**Part -II**

**FORMAT OF PRICE BID**

(To be submitted by the bidder in his own letter head)

<b>Sl. No.</b>	<b>Description</b>	<b>Basic Price Ex-Works</b>	<b>Packing &amp; Forwarding</b>	<b>Excise Duty</b>	<b>VAT/CST</b>	<b>Other Charges ( if any)</b>	<b>Total Unit Cost (FOR Destination)</b>	<b>Quantity (Packets)</b>	<b>Total Cost (₹)</b>
1	<b>A-4 size Photo Copy Paper (75GSM)</b>							<b>1000 Packets</b> (01 Packet consist of 500 sheets)	
2	<b>U-1 size Photo Copy Paper (75GSM)</b>							<b>10 Packets</b> (01 Packet consist of 500 sheets)	
3	<b>A-3 size Photo Copy Paper (75GSM)</b>							<b>10 Packets</b> (01 Packet consist of 500 sheets)	

Place:

Date:-

Signature & Seal of the Bidder:

**PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY BIDDER WITH PART-I**

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

**AFFIDAVIT**

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

1. I/We am/are submitting Tender for the Work for supply of Photo Copy Papers against Tender No RV/PMS/NIT/31/16-17/215, Dated: 07.09.2016
2. All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. None of the partners of our firm is relative of employee of Central Mine Planning & Design Institute.
4. If any information furnished by me/us in support of the information furnished by me/us is found to be false/incorrect at any time, the department may cancel my Tender and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of Earnest Money and banning/delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.
5. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
6. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.

**Signature of the Tenderer**  
**Dated-----**

**Signature & Seal of Notary**

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

**(To be filled and submitted with the tender)**

Ref.:-

Dated: - ...../ ...../

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

Ref.:- Your NIT No.: - RV/PMS/NIT/31/16-17/215, Dated: 07.09.2016

Dear Sir,

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

1. A. Name of Authorised Signatory of Tenderer

.....

B. Address of authorized signatory.....

.....  
.....

2. Details of earnest money, DD No. and Date. Bank name. Submitted

Amount: - ₹.....

DD No and date: - .....

Issuing bank & branch: - .....

3. I have submitted schedule of requirement & technical Bid as per Annexure – I

4 I have submitted signed and stamped copy of all the pages of NIT terms and conditions as token of acceptance of commercial & general terms and conditions of NIT.

5 My TIN No is..... (Photo copy proof attached)

6 My PAN No is ..... (Photocopy of PAN card enclosed)

7 I have submitted Price Bid as per PRICE BID FORMAT- Annexure-II

Seal of Firm

Signature

Name:-

Address:-

**Format for e-Payment**

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

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

We, hereby authorize CMPDI Limited to make all our payments against our bills, Refund of Earnest Money Deposit and Security Deposit, through Electronic Fund Transfer System/RTGS/CBS/Intra Bank Transfer. The detail for facilitating the payments are given below.

*(TO BE FILLED IN CAPITAL LETTERS)*

1. Name of the Beneficiary: .....

2, Address: .....

City ..... PIN CODE ..... e-mail ID .....

Telephone No. (with STD Code) .....

3. Bank Particulars:-

Bank Name :- ..... Branch Name ..... Bank Branch Code .....

Branch Address .....

..... PIN CODE .....

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

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

5. 11 Digit IFSC Code of beneficiary Branch:

6. Bank Account Number:

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

8. Permanent Account Number (PAN):

9. CMPDI Vendor Code:

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information, I/we would not hold the Company responsible. We also agree to bear the bank charges, if any for enabling such transfer.

SIGNATURE

(AUTHORISED SIGNATORY)

Name .....

Date .....

(Official Stamp)

***BANK CERTIFICATION***

It is certified that above mentioned beneficiary holds a Bank Account No. .... with our branch and the Bank Particulars mentioned above are correct.

SIGNATURE

(AUTHORISED SIGNATORY)

Name .....

Date .....

(Official Stamp)

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

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

The cost of tender document in the form of Demand Draft along with downloading certificate is to be submitted with offer in Part I.

Amount: .....

DD no. and date...

Issuing bank & branch...

(Signature of Bidder with Seal & Date)