



cmpdi

A Mini Ratna
and ISO 9001
Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.

कोल इंडिया लिमिटेड की अनुषंगी कम्पनीभारत सरकार का एक लोक उपक्रम/
495006 बिलासपुर, सीपत रोड ,लेक्सएसईसीएल कांम्प, 5-नक्षेत्रीय संस्था(छग.)

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

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Tender Notice/Quotation Enquiry

NOTICE INVITING TENDER FOR SUPPLY OF EXTERNAL HARD DISK AND PENDRIVE AT RI – V, CMPDI, RI V, BILASPUR (CG)

Tender Enquiry No: RV/PMS/NIT/50/16-17/342

Dated: 19.12.2016

1. Name of the work: Sealed tenders in two parts are invited from eligible bidders for Supply of External Hard Disk and Pendrive at CMPDI, RI-V, Bilaspur (C.G.).
2. Issue of tender forms: **11am to 4.00 pm** on all working days and from **11.00 am to 1.00 pm** on Saturday from **20.12.2016 to 11.01.2017** at the office of HOD (PMS), RI-V, CMPDI, Seepat Road, Old SECL Building, Bilaspur, (C.G.) on payment of the prescribed cost of tender document.
3. Last date of submission of offers: **Up to 3.00 pm on 12.01.2017**
4. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
5. Due date of opening of part I offer: **At 3.30 pm on 12.01.2017**
6. Place of opening of tender : Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
7. Down loading from website: The tender document can be down loaded from our web site www.cmpdi.co.in. ~~In case the document is down loaded from Website, the tender document cost shall be paid through a demand draft in favour of "CMPDI, Regional Institute, Bilaspur" payable at any schedule bank at Bilaspur. This shall be kept in separate envelope super scribing "Cost of Tender Document" and to be submitted with ANNEXURE – VII, of the NIT along with Part –I of the offer.~~

Yours faithfully,

HOD (PMS)
RI-V, CMPDI, Bilaspur.

Copy to:

1. Notice Boards at RI-V, CMPDI, Bilaspur, 2. HOD (Fin)/ Cash Section, 3. HOD (Env), 4. HOD (UG), RI V
5. MM Wing SECL, Bilaspur 6. RDs – RI-I/II/III/IV/VI/VIII
7. CVO, CMPDI, Ranchi : For kind information

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

TENDER DOCUMENT

Sealed tenders in two parts are invited from eligible bidders for procurements of items as mentioned below at RI-V, CMPDI, Bilaspur (C.G)

Technical Specifications:

SL No	Description of Item	Quantity	Technical Specifications
1	External Hard Disk, 1TB	05 Nos.	Enclosed in Annexure -1
2	Pen Drive, 8GB	30 Nos.	Enclosed in Annexure -1

1. **Earnest Money** ₹ _____ (Rupees _____ only) ~~as Earnest Money is to be deposited in the form of A/c Payee Bank Demand Draft of any scheduled Bank in favour of CMPDI, Regional Institute - V, Bilaspur (CG). A/C payee Demand Draft should be submitted along 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. The bidders shall submit the mandate for E- payment as under Annexure -V along with the Part -1 of the tender to enable the refund of EMD of unsuccessful bidders. 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. The main envelope cover must be super scribed with the Tender name, Tender enquiry number and the date of opening at top of envelope and tenderer name & address at bottom left of envelope. All envelopes containing the tenders shall be properly sealed. Stapled envelopes are not accepted.

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: Envelope for Part-I of the bid shall consists the following

- Commercial and technical bid as per Annexure – I of NIT.
- An affidavit as per Annexure – III of NIT.
- Duly sealed and signed copy of NIT (on all pages) as a token of acceptance of terms and conditions of NIT along with the authorization to sign the tender documents in case the same are signed by a person other than owner / proprietor of the firm.
- Copy of self – attested PAN Card issued by Income Tax Department, Govt of India.
- Copy of self – attested VAT/Sales Tax registration indicating TIN number or documentary evidence in case of exemption / short levi or concessional rate.
- ~~Self – attested copies of proof of being manufacturer or documentary evidence of being authorized agent of manufacturer along with proof of principle manufacturer being manufacturer (Eg. Factory license , NSIC/MSME certificate, ISO 9001 certificate, etc) or copies of past supply orders issued by any Govt/ Semi Govt organizations, Public sector undertakings or private organizations along with an undertaking on the letter head of of the bidder that the supply order (s) have been successfully executed.~~
- Duly filled up check list as per Annexure – VI of NIT.
- ~~Demand draft for Rs. towards EMD or documentary evidence for EMD exemption as per clause 8.1 of NIT, in case of down loading from website.~~
- ~~Demand draft for Rs 1000.00 towards cost of tender document along with annexure – VII of NIT or documentary evidence for EMD exemption as per clause 8.1 of NIT.~~

Note: Bids without Earnest Money & tender cost or documentary evidences issued by Govt. authorities according exemption towards submission of EMD/ tender cost will be out rightly rejected.

Part- II: The second part of the tender shall consist of details of prices only as per Annexure – II of NIT. 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 the address:-
Office of the HOD (PMS) CMPDI, RI-V, SECL Office Complex, Seepat Road, Bilaspur 495 006 (C.G)
5. **Opening of Tender:** The tender shall be opened at the office of HOD(PMS),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

- a. The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.
- 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.
- c. 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.
- d. Normally no deviation is acceptable to our tender document & terms and conditions. Tenders which have deviations are liable for rejection without making any back reference to the tenderers. Submitted tenders must be complete in all respects.
- e. Basic Qualification: The bidder should be any of the following
 1. ~~Manufacturer of the tendered items (Proof of being a Manufacturer, duly self attested is required to be submitted along with the quotation in the Part I bid)~~
 - ~~Or~~
 2. ~~Authorized agent /Stockiest of the manufacturer (Documentary evidence of being the same along with the proof of Principle manufacturer being a Manufacturer duly self attested is required to be submitted along with the quotation in the Part — I bid)~~
 - ~~Or~~
 3. ~~Only those bidders who have successfully supplied the tender items or items of higher specifications in the recent past to any Central/ State Govt organization, Semi Govt, PSU, and reputed private organizations are eligible to participate. Self attested copies of order received from such organizations for the quoted items or items of higher specifications should be submitted along with the quotation in the Part I bid. Also an undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed is required to be submitted.~~

Note:

- i. ~~In a tender, either the authorized Selling Agent/ Dealer/ Distributor on behalf of the Principal/ OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.~~
- ii. ~~One manufacturer can authorize only one Selling Agent/Dealer/Distributor against the same item in one tender.~~

- iii. ~~If an authorized Selling Agent/ Dealer/Distributor submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/ OEM in the same tender for the same item/product.~~

f All disputes are subject to Bilaspur (C.G.) Court Jurisdiction only.

7 GENERAL TERM AND CONDITIONS FOR SUBMISSION OF OFFERS

- a. The complete offer should be typed/hand written on the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate technical and pricing details, preferably bigger papers should be used, such sheets along with other pages of the offer should be signed and stamped by company's authorized representative/official.
- b. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- c. CMPDI reserves the right to reject or accept or withdraw or cancel the tender in full or part as the case may be without assigning any reason thereof at any point of time. Tenderers are advised to carefully note that the deviation in these terms will not be entertained.
- d. Bid evaluation:- Parties are required to submit their offers for all the items or for some of the items as per Price Bid format (Annexure-II). However bids shall be evaluated on individual item wise /~~overall lowest~~ (L-1) rate basis.
- e. Bidders are required to submit the notarized affidavit as per annexure – III with part – I of the offer.

8. OTHER TERMS AND CONDITIONS

- a. **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 are included in the offer.
- b. **Payment:-** 100% payment will be made within 21 days after supply of materials & submission of bill and acceptance of materials by the consignee.
- c. **Delivery Schedule:** - The delivery schedule shall be 30 days from the date of supply order.
- d. **Guarantee / Warranty:-** Warranty period shall be as per manufacturers norms.
- e. ~~**Installation/ Commissioning:**~~
- f. **Inspection:-** Inspection of material will be carried out at our Store after supply of materials. If materials are not as per our specifications the same will be rejected and supplier shall replace material at their own cost.
- g. **Paying authority:** The HOD (Finance), Regional Institute-V, Bilaspur (CG)
- h. **Consignee:** Regional Director, RI-V, CMPDI, Bilaspur.
- i. **Place of Delivery:** CMPDI Store, Shed No: 3 RI_V, CMPDI, SECL Complex, Seepat Road, Bilaspur - 495006 (C.G).
- j. ~~**Demonstration and Training:** The demonstration and training shall be carried out by the supplier representative at their cost, including all materials required for demonstration within a period of one month from the date of delivery. The satisfactory performance of the system shall have to be demonstrated by the supplier before final acceptance of the equipment. (Optional)~~
- k. ~~**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)** within 15 days after receipt of supply order. The security deposit will be returned after successful supply of the material and on application. Security deposit will not carry any interest.~~

~~**I. EXEMPTION FROM EMD/SECURITY DEPOSIT:** Submission of EMD, Security Deposit and Cost of tender documents—is exempted in case of the following:~~

~~Central / State Government Organization / PSU.~~

- ~~i. Firms registered with NSIC / DGS&D for tendered item(s) against submission of valid registration certificate. Copies of DGS&D / NSIC Registration submitted by the Bidders should be self-attested and duly notarized.~~
- ~~ii. Firms registered under MSME Development Act 2006 as Micro or Small Enterprise for the tendered item(s) are exempted from submission of EMD only. Copy of MSME registration submitted by the Bidders should be self-attested and duly notarized.~~

~~**NOTE:** However, NSIC Registered firms shall be exempted from Security Deposit only up to their monetary limit, if any, indicated in the NSIC registration certificate. In case value of order placed is above such monetary limit indicated in the registration certificate, the successful Bidder shall have to furnish the Security Deposit over and above such monetary limit.~~

- m LIQUIDATED DAMAGES CLAUSE:** In the event of failure to deliver/dispatch the equipment/stores within the stipulated date/period in accordance with the terms and conditions and the specifications mentioned in the supply order and in the event of breach of any of the terms and conditions mentioned in the supply order, CMPDI, shall be entitled at its option to enforce the following:
- i. To recover from the successful Bidder as agreed Liquidated Damages, a sum not less than 0.5%(Half Percent) of the price of any stores which the successful Bidder has not been able to supply as aforesaid for each week or part of a week during which the delivery of such stores may be in arrears limited to 10% (TEN Percent). Where felt necessary the limit of 10% can be increased to 15% at the discretion of Head of the Materials Management Division.
 - ii. To cancel the supply order or a portion thereof, and if so desired to purchase the stores at the risk and expenses of the defaulting supplier and also/or
 - iii. To purchase elsewhere after notice to the successful Bidder on the account and at the risk of the defaulting supplier, the equipment/stores not supplied or others of similar description without cancelling the supply order in respect of the consignment not yet due for supply/or
 - iv. Whenever under this contract any sum of money is recoverable from and payable by the supplier, CMPDI Ltd., shall be entitled to recover such sum by appropriating in part or in whole by deducting any sum or which at any time thereafter may become due to the successful Bidder in this or any other contracts. Should this sum be not sufficient to recover the full amount recoverable, the successful Bidder shall pay on demand to CMPDI the balance amount. The supplier shall not be entitled to any gain on any such purchase.
 - v. To extend the period of delivery with or without Liquidated Damages as may be considered fit and proper. The Liquidated Damages, if imposed, shall not be more than the agreed Liquidated Damages referred to in para (i) above.
 - vi. To forfeit the security deposit fully or in part.
- n.** Full CST will be applicable for the tendered items and C-form will not be issued by RI-V, CMPDI, Bilaspur to the suppliers the same is not available with RI-V, CMPDI.
- o.** The tender should be submitted strictly in line with the check list as in Annexure – VI of NIT. Any shortcoming or non-compliance may result rejection of the bid summarily. Signed copy of Annexure – VI shall be enclosed in Part – I of the bid.

HOD (PMS)
RI-V, CMPDI, Bilaspur

Part –I
Commercial & Technical Bid

(To be submitted on the letter head of the bidder along with Part – I)

TECHNICAL PARAMETERS / SCHEDULE OF REQUIREMENTS

1	2		3	4
S. No	Description	Technical Specification	Required Quantity	Make/Model offered by the party
1	EXTERNAL HARD DISK	1TB	05 Nos.	
2	PENDRIVE, 8GB	With Metal Body, 8GB	30 Nos.	

Note: ~~Catalogue containing detailed technical specification of quoted model should be enclosed.~~

Place:

Full Signature & Seal of the Authorized Person:

Date:-

Part -II**FORMAT OF PRICE BID**

(To be submitted on the letter head of the bidder along with Part – I)

Sl no	Description of item	Basic price ex-works in INR	Excise Duty * In INR	VAT/ CST ** In INR	Packing & forwarding charges (if any) in INR	Other charges if any in INR	Total unit cost (FOR destination) in INR	Quantity Req.	Total Cost in INR
1	EXTERNAL HARD DISK, 1TB							05 Nos.	
2	PENDRIVE, 8GB							30 Nos.	

*Applicable in case of manufacturer / 1st and 2nd stage dealer. Bidders are required to enclose registration document with price bid.

** Full CST will be applicable for the tendered items and “C” form will not be issued by RI V, CMPDI, Bilaspur to the supplier, as the same is not available with CMPDI, RI-V, Bilaspur.

Place:

Full Signature & Seal of the Authorized person:

Date:-

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 External Hard Disk and Pendrive against Tender No RV/PMS/NIT/50/16-17/342, Dated 19.12.2016
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.

*Strike out whichever is not required

Full Signature of the Authorized person

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 in the letter head of the bidder)

Ref.:-

Dated: -//

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

Ref.:- Your NIT No.:- RV/PMS/NIT/50/16-17/342, Dated: 19.12.2016

Dear Sir,

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

1. Name and Full Address of the firm
2. Type/Status of the firm:
(Indicate whether Company / Partnership firm/ Proprietorship firm, etc)
3. Name & designation of the firm authorized to sign the tender documents:
(Please submit the copy of authorization with signature duly attested in case the tender is signed by person other than the proprietor / owner of the firm)
4. We have submitted schedule of requirement & technical Bid as per Annexure-I
5. We 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.
6. Our TIN No. is(Photo copy proof attached)
7. Our PAN No is(Photocopy of PAN card enclosed)
8. We have submitted Price Bid as per format mentioned under Annexure-II.
9. We have submitted e-payment as per Format- Annexure-V.
10. We have submitted Affidavit as per Annexure-III.
11. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
12. Our Contact Number:

Full signature & Seal of the authorized person
Name:

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)

Annexure - VI

	<u>CHECK-LIST</u>	
Type of Document	Details	Yes/No
1) EMD	DD No. Dated Amount Rs. Or NSIC/MSME Certificate No: Date (attached)	
2) PAN Card	Attach self-attested Copy of PAN Card issued by income tax department.	
3) VAT/Sales Tax Registration	Attach self-attested Copy of VAT/ Sales Tax registration or CST registration as the case may be.	
4) Commercial and Technical Bid	Attach Commercial & Technical bid as per Annexure-I of NIT.	
5) Affidavit	Attach an Affidavit as per Annexure –III of NIT.	
6) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
7) Authorization	Attach authorization to sign tender documents.	
8) Eligibility/Provenness Criteria	Attach self attested Copy (s) of proof of being Manufacturer or Documentary evidence of being authorized agent of manufacturer along with proof of principle manufacturer being manufacturer or Copies of past supply order(s) issued by any Govt. Organizations, Public Sector Undertakings, Private Organizations along with an undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed.	
9) Other Annexures	Annexure-I, Annexure-II, Annexure-IV have been submitted in company's letter head.	
10) Acceptance of terms & conditions of NIT	Certify that we accept the terms & conditions of NIT.	
(Signature of authorized person with Seal & date)		

**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 Part I of offer.~~

~~_____ Amount:~~

~~_____ DD no. and date...~~

~~_____ Issuing bank & branch...~~

(Signature of authorized person with Seal & Date)