



**NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY ITEM AT CMPDI, RI-II, DHANBAD**

Tender Enquiry No. RI-II/CMPDI/STATIONERY ITEM/16-17/5388-99

Dt : 04.02.2017

1. Name of the work : Sealed tenders in two parts are invited from agencies/ suppliers for Supply of stationery items at CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad
2. Estimated cost : Rs.125600/-
3. Earnest Money : Rs.2512/- (Rs. Two Thousand Five hundred twelve Only) as Earnest Money along with the tender is to be deposited in the form of A/c. Payee Bank demand Draft in favour of **CMPDI, Regional Institute, Dhanbad** on any scheduled bank payable at **Dhanbad**. This deposit will be converted into part of security money deposit for the successful tenderer. For all other unsuccessful tenderer the deposit will be released (without interest) after finalization of work order at our end. EMD shall be forfeited if any tenderer withdraw their offer before finalization of the tender.
4. Cost of Tender Paper : Rs. 100/- (Rs. One hundred only) either in cash at the cash counter of CMPDI, RI-II or in the form of a crossed demand draft drawn in favour of CMPDI, Regional Institute, Dhanbad on any scheduled bank payable at Dhanbad (Non refundable).
5. Date of sale of tender paper : From 06/02/2017 to 20/02/2017 (10 AM to 1 PM on working day only)
6. Date and time of submission of Tender : On 22/02/17 upto 3-30 PM
7. Date and Place of opening of tender : On 22/02/17 at 4.00 PM at the Office of HOD (E&M), CMPDI, RI-II
8. Place of sale and receipt of Tender document : Office of the HOD (E&M), CMPDI, RI-II
9. Down loading : The tender document can be down loaded from the CMPDI, website <http://www.cmpdi.co.in> and <http://www.tenders.gov.in>. In case of down loading the tender document, the tender document cost shall be made in the form of a crossed demand draft drawn in favour of **CMPDI, Regional Institute, Dhanbad** on any scheduled bank payable at **Dhanbad**. This shall be kept in separate envelope mentioning, "The Cost of tender". The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

भवदीय

L.G.Biswas

विभागाध्यक्ष (वि एवं यों)

**वितरण: -**

1. The Regional Director, RI-II, CMPDI for kind information
2. The Convenor ,Tender Committee, RI-II
3. Shri A. Roy ,HOD (Min.),CMPDI, RI-II, Member of Tender Committee
4. Shri S. Surin ,HOD(Geology), RI-II, Member of Tender Committee
5. Shri V.S. Rathore,(F), RI-II, Member of Tender Committee
6. HOD(P&A), CMPDI, RI-II, with a request to arrange display on the notice board
7. GM(Civil), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
8. GM(E&M),BCCL, Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
9. GM(TA), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
10. GM(MM), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
11. Cash Section, RI-II
12. Office copy ,Shri P.K. Shrivastav ,O.S,( E&M)

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD**  
**REGIONAL INSTITUTE-II, KOYLA BHAWAN COMPLEX,**  
**DHANBAD -826005**

**TENDER DOCUMENT**

1. Sealed tender are invited for the supply of Stationery items from agencies/ suppliers at CMPDI, RI-II, Koyla Bhawan complex, Koylanagar, Dhanbad

<b>Sl. No.</b>	<b>Particulars</b>	<b>Estimated Cost</b>
1	Supply of Stationery items at CMPDI, RI-II, Koyla Bhawan complex, Koylanagar, Dhanbad	Particulars of Stationery items and quantities is enclosed as ANNEXURE-II

2. **Issue of tender document**

Tender documents can be obtained from the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad 826005, between **10:00 AM to 1:00 PM on any working day** as per the dates mentioned below:

**Begins on: 06.02.2017**

**Closes on: 20.02.2017**

3. **Earnest Money**

Rs. 2512/- (Rs. Two Thousand five hundred twelve) only as earnest money along with the tender is to be deposited in the form of A/c. Payee Bank demand Draft in favour of CMPDI, Regional Institute, Dhanbad on any scheduled bank payable at Dhanbad. This deposit will be converted into part of security money deposit for the successful tenderer. For all other unsuccessful bidder, the deposit will be released (without interest) after finalization of work order at our end. EMD shall be forfeited if any bidder withdraw their offer before finalization of the tender.

4. **Eligibility criteria:**

Bidders shall submit the self-attested photocopy of following documents:

- Permanent Income Tax Account Number (PAN)
- Sales Tax registration number/ TIN
- Offers of the Bidders, who are past suppliers to Mining Industry and / or other Industries (Private or Government Department/ Public Sector Undertaking – Indigenous or Global), will be considered eligible for participation, if they have supplied the tendered / similar item(s) during the preceding 5 years as under:-

For Consumables & Spares: At least 20% of the total required quantity of this tender.

5. **Mode & Method of Submission of Tender**

Tender must be submitted in sealed cover which must be super scribed with the Tender Enquiry Number and the date of opening. All envelopes containing the tenders shall be properly sealed. The tenders shall be submitted in three envelopes (Envelope- I, Envelope- II & Envelope- III). All the three envelopes shall be kept in one envelope and properly sealed. The Envelope- I containing Part-I, Envelope- II containing Part-II and Envelope -III containing Demand Draft of EMD should be inside one outer cover. The outer cover should bear the address of the purchaser. Postal tenders will not be accepted.

### **Part – I**

Following documents to be submitted in Envelope-I

- 1) Documents to fulfill basic eligibility criteria
- 2) Duly signed and stamped tender document
- 3) Annexure-I of tender document (In case tender document downloaded from CMPDI website)
- 4) Annexure-II of tender document
- 5) Annexure-III of tender document
- 6) Cost of tender documents if downloaded from website along with Demand Draft towards Earnest Money should be included in the Part – I bid. Tender without Earnest Money or documentary evidences issued by Govt. Authorities according exemption towards submission of EMD, will be out rightly rejected.

### **Part – II**

The second part of the tender shall consist of Price Bid in PRICE BID FORMAT. The price bid of only those bidders will be opened, whose offer in Part-I are found to be techno – commercially acceptable .

#### **6. Validity Period of Tenders:**

The rates, terms and conditions offered shall be valid for a period of 180 days from the date of opening of the tender and shall be valid through out the delivery period

#### **7. Receipt of Tenders:**

Date and time of submission of tender: 22/02/2017 up to 3.30 P.M.

Location/Place of submission of tender: Tenders shall be dropped in the Tender Box provided at the Office of the HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, and Dhanbad-826005. Postal tenders shall not be accepted.

All envelopes containing the tenders shall be properly sealed. Envelopes stapled shall not be accepted. The tenders shall be submitted in three envelopes (Envelope- I, Envelope- II &Envelope- III). All the three envelopes shall be kept in one envelope and properly sealed. The Envelope- I containing Part-I, Envelope- II containing Part-II and Envelope –III containing Demand Draft of EMD should be inside one outer cover. The outer cover should bear the address of the purchaser, Tender enquiry no. & date of opening.

#### **8. Opening of Tender**

The tender shall be opened at the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad -826005 Office Complex, at the time and date as given in the NIT.

Date and time of opening of Part- I: Dt. 22/02/2017 at 4.00 PM.

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

In the event of the specified date for submission/opening of bids being declared a holiday, the bids will be received/opened on the appointed time on the next working day.

**Date and time of opening of Part-II:** The date and time of opening of Price bid or Part- II of the tender shall be communicated in due course of time after evaluation of Part- I.

- (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. The payment shall be made by Electronic Fund Transfer (EFT) only. Successful bidder shall submit the details as per format to be collected from the Finance department and to be submitted along with the bill with original Signature and stamp.
- (d) Supply Order, if placed, will be subject to the terms and conditions given separately.
- (e) Normally no deviation is acceptable to our tender documents & Terms and Conditions. Bidders 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.

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

- a. All pages of tender documents should be signed and must have firm's seal. This is a must.
- b. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- c. Competent authority reserves the right to cancel the tender, postpone the date of receipt and opening the tender or redefine the quantity without assigning any reason what-so-ever or any clarification or notification to the parties. Competent authority reserves the right to reduce the quantity even after the award of job and payment shall be made according to the actual quantity supplied and as per quoted rate. Bidders are advised to carefully note that the deviation in these terms will not be entertained
- d. Competent authority reserves the right to terminate the contract in between, in case the supply of materials are not satisfactory within seven days notice either verbally or in writing.
- e. Bid evaluation: Bids shall be evaluated item wise on lowest (L-1) rate basis of those bidders who will qualify on techno-commercial part (part-I) of the offer.
- f. The Competent authority reserves the right to accept /reject any tender fully or partly or split up the work without assigning any reason whatsoever and its decision will be final as well as binding.
- g. At any point of time during execution of contract, if it is found that the information/documents submitted by the bidder is manipulated or forged, competent authority reserves the right to forfeit EMD/SD and any other payment which is not paid.
- h. Correction of errors: Bids determined to be substantially responsive will be checked by the employer for any arithmetical errors. Errors will be corrected by the employer as follows:
  - I. Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
  - II. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern,

III. Discrepancy in totaling or carry forward in the amount quoted by the contractor shall be corrected.

The tendered sum so corrected and altered shall be substituted for the sum originally tendered and considered for evaluation instead of the original sum quoted by the tenderer along with other tender / tenders. Rounding off to the nearest rupee should be done in the final summary of the amount instead of in totals of various sections of the offer.

The amount stated in the bid will be adjusted by the employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder.

- i. The intended bidders shall collect the sample “to be printed as per sample” from the store of CMPDI, RI-II before bidding.

## OTHER TERMS AND CONDITIONS

1. **Prices** : Total cost shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery at Store, CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005.
2. **Submission of bill**: Bill shall be submitted in triplicate. Original bill shall be duly stamped and pre-receipted along with challan to the consignee for arranging payment in time.
3. **Payment**: - 100% payment will be made within 21 days after submission of bill and acceptance of materials by the consignee.
4. **Delivery Schedule**: - The delivery schedule shall be within 30 days at CMPDI, RI-II Store, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005 from the date of issue of supply order.
5. **Paying authority**: - HOD (Finance), Regional Institute-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
6. **Consignee**: The Regional Director, CMPDI, Regional Institute -II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
7. **Inspection**: Inspection of material will be done after receipt of the material in good condition at CMPDI, RI-II, by the authorized representative(s) of Regional Director. If the materials are not found in order, they will be totally rejected and the supplier will be liable to replace the defective material. If the supplier failed to do so, no payment will be made for the defective material and the bill will be processed on the accepted material.
8. **Warranty**: Manufacturer's guarantee/warranty is applicable.
9. **Quantity variation clause**: The management reserves the right to increase or decrease the quantity/no. of items and accordingly the billed amount will be adjusted proportionately keeping the quoted unit rate unchanged.
10. **Security Deposit**: A security deposit of 10% of the ordered value shall be given. The earnest money i.e. 2% of the estimated cost (Rs. 2512 /-) deposited by the supplier shall be treated as security deposit (s/d), balance amount of the ordered value to be deposited within 15 days of issue of work order, towards a total security deposit of 10% of the ordered value in the form of Bank Draft of any scheduled Bank in favour of CMPDI, Regional Institute, Dhanbad payable at Dhanbad. In case the Tender Document for Supply of Stationary Items at CMPDI, RI-II, Dhanbad

firms fails to deposit security money, the order shall be cancelled and the case shall be processed to order elsewhere and the performance is to be kept recorded for future dealing with them. For successful tenderer, with competent approval S/D shall be refunded to the firm within 30 days of satisfactory execution of contract or after receiving written application (for refund) from the firm, whichever is later. For unsatisfactory performance and/or contractual failure, security money shall be forfeited.

If any State/Central Govt. Organisation /PSU & valid DGS&D / NSIC registered (for the tendered items) firm can produce documentary evidence issued by Govt. authorities for according exemption towards submission of EMD/ SD, they may be considered for exemption from submission of EMD / Security Deposit.

**11. Liquidated Damage :** In the event of failure to delivery or dispatch the stores within the stipulated date/period in accordance with the samples and/or 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 has the right :

- i) To recover as agreed liquidated damages, as agreed liquidated damages, a sum not less than 0.5% (half percent) of the price of the stores which successful bidder has not been able to supply (for this purpose part of a unit supplied will not be considered) as aforesaid for each week or part of a week during which the delivery of such stores may be in arrears limited to 10%. Where felt necessary the limit of 10% can be increased to 15% at the discretion of competent authority.
- ii) To purchase elsewhere, after due notice to the successful bidder on the account and at the risk of the defaulting supplier the stores not supplied or others of a similar description without canceling the supply order in respect of the consignment not yet due for supply or
- iii) To cancel the supply order or a portion there of, and if so desire to purchase the stores at the risk and cost of the defaulting supplier and also
- iv) To extend the period of delivery with or without penalty as may be considered fit and proper, the penalty, if imposed shall not be more than the agreed liquidated damages referred to in clause(i) above.
- v) To encash any bank guarantee which is available for recovery of the penalty or
- vi) To forfeit the security deposit full or in part
- vii) Whenever under the contract a sum of money is recoverable from any payable by the supplier, CMPDI shall be entitled to recover such sum by appropriating, in part or in whole by deducting any sum or any other contract with CMPDI or any subsidiary of Coal India Limited should this sum be not sufficient to recover the full amount recoverable, the successful bidder shall pay CMPDI on demand the remaining balance amount. The supplier shall not be entitled to any gain under this clause.

**12. Fall Clause :** The price charged for the stores supplied under this contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other organization during the period of the contract, if at any time, during the said period, the supplier reduces the sale price of such stores, or sells such stores to any other organization at price lower than the price chargeable under this contract the supplier shall forthwith notify such reduction or sale to the consignee concerned under intimation to CMPDI, RI-II , Koyla Bhawan, Dhanbad and the price payable under the contract for the materials supplied after the date of coming into force of such reduction of sale shall stand correspondingly reduced. The above stipulation, however, will not apply to exports by the supplier.

**13. Price Certification:** You are required to submit the following certificate on your letter head along with your bills:

“I/We certify that the stores of description identical to the stores supplied to the consignee concerned under the contract herein have not been sold by me/us to any other organization including DGS&D at the commencement of the contract up to the period of completion of delivery at a price lower than the price charged to the consignee concerned of the contract.”

14. **Cancellation of supply order:** Competent authority reserves the right to cancel the supply order at any point of time without showing any reason.
15. **Insurance:** The dispatch of materials should be covered under insurance at the supplier's cost and risk. The consignee will intimate the supplier in case any shortage or damage is found after receipt of materials at destination. Shortage/damage certificate will be obtained from transporter by consignee. However claim will be lodged by the supplier on the carriers.
16. **Packing and forwarding:** Please note that all the materials should be dispatched properly packed/and protected so that these are received in good condition being free from any loss or damage on arrival at destination. The supplier should obtain a clear receipt from the transport authorities specifying the complete list of goods dispatched. The supplier should not book any consignment on a “SAID TO CONTAIN “basis. If the supplier does so, it would be at the supplier's own responsibility.
17. **Non-disclosure/ Confidentiality Clause:** The bidder will not at any time during pendency of contract or afterwards, disclose to any person any information as to documents, components, parts, information, drawings, data, sketches, plans, programs, specifications, techniques, processes, software, inventions and other materials, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance, invention ,research, design or development of information system and any supportive or incidental subsystems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed by or on behalf of CMPDIL, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.  
CMPDIL also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit or for the benefit of other, any Proprietary information which is disclosed to the bidder by CMPDIL at any time during the agreement /award of work/execution of work and thereafter. The bidder shall disclose Proprietary information received under the contract to person within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary information. This clause shall survive and continue after any expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.
18. **All disputes are subject to Dhanbad Court Jurisdiction only.**

Mrs L. Ghosh Biswas

विभागाध्यक्ष (वि एवं यॉ)

## ANNEXURE-I

## UNDERTAKING BY BIDDER(S)\*

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

(To be submitted on letter head of the tenderer, signed and stamped by tenderer authorized representative/official in each page)

1 .I/we accept the Tender Document as (I/we have) downloaded the same from the website <http://www.cmpdi.co.in> or, [www.tenders.gov.in](http://www.tenders.gov.in) unconditionally.

And

- 2 I/we understand and fully accept that the Tender Document thus obtained by me/us will be rejected if found incomplete and/or if any tampering and/or discrepancy is found therein in comparison to the Master Copy or Office Copy of the said Tender Document.
3. I/we further assure and accept that I/we shall accept the Office Copy version of the Tender Document and shall not raise any objection in any form or shall not make any hindrance to the tendering process in case of such rejection.

Signature of bidder

Name of bidder (IN BLOCK CAPITAL)

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

Place: ... .... .... .... .... ....

Official Seal (Stamp):

PART-ISCHEDULE OF REQUIREMENT

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
1	Arch File (Good quality)	No.	75	
2	Attendance Register	No.	13	
3	Binder Clip, 1/2"	Pckt.	39	
4	Binder Clip, 3/4"	Pckt.	16	
5	Binder Clip, 1"	Pckt.	30	
6	Book mark pad	No.	10	
7	Cash receipt book (3 layer)	Pad	10	
8	Cello Tape 1" (Big Size)	No.	59	
9	Cello Tape (small Size)	No.	5	
10	Cello Tape 1" wide (Colour)	No.	43	
11	Cello Tape Cutter	No.	1	
12	Contract Bill Register	No.	2	
13	Cover File (Printed as per sample)	No.	147	
14	Clutch Pencil , 0.5mm	No.	5	
15	Clutch Pencil , 0.9mm/0.7mm	No.	3	
16	Clip File	No.	6	
17	Classification sheet (voucher)	Pad	10	
18	CL pad (Printed as per sample)	Pad	14	
19	CD-R	No.	267	
20	Cusion (pin)	No.	13	
21	Commercial Calculator	No.	4	
22	Duster Cloth	No.	168	
23	Dak Dispatch Register NO.16 (Printed as per sample)	No.	5	
24	Dak Receipt Register No.,16 (Printed as per sample)	No.	5	
25	Dust Bin	No.	43	
26	DVD-R	No.	74	

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
27	DVD (R/W)	No.	14	
28	Noting pad	No.	67	
29	Envelope (small) (Printed as per sample)	No.	3500	
30	Envelope(Cloth Quoted) (Big size) (Printed as per sample)	No.	534	
31	Envelope (Cloth Quoted)( (Medium) (Printed as per sample)	No.	500	
32	Eraser	No.	14	
33	EL pad (Printed as per sample)	Pad	14	
34	Fevicol(100gm)	No.	6	
35	Fevi quick	No.	3	
36	Fevi Stick	No.	35	
37	Flat File (Printed as per sample)	No.	288	
38	Gum Paste (150 ml)	Bottle	10	
39	Highlighter Pen	No.	17	
40	Ink Blue (for stamp pad)	Bottle	2	
41	Journal Voucher	Pad	10	
42	James Clip	Pckt.	19	
43	Marker Pen	No.	43	
44	Medical Register	No.	1	
45	Medical Bill Pad (printed as per sample)	Pad	22	
46	Note sheet Pad (Printed as per sample)	Pad	3	
47	Plastic Scale (12")	No.	19	
48	Single hole punching machine	No.	1	
49	Punching Machine	No.	5	
50	Punching machine (Big)	No.	7	
51	Heavy duty punching machine	No.	1	
52	Pen (Black) (Good quality)	No.	16	
53	Pen (Blue) (Good quality)	No.	21	
54	pencil battery	No.	5	

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
55	peon book (Small Size) (printed as per sample)	No.	10	
56	Plastic Box (35x25x15 cc) (for keeping plates)	No.	100	
57	Plastic Tray	No.	33	
58	Plastic Folder (Printed as per sample)	No.	168	
59	Refil Blue (Big)	No.	6	
60	jotter refil Blue small	No.	32	
61	Register No. 4 (Good quality)	No.	6	
62	Register No. 8 (Good quality)	No.	20	
62	Register No.10 (Good quality)	No.	46	
64	Register No.12 (Good quality)	No.	79	
65	Register No.16 (Good quality)	No.	23	
66	Stapler (Big ) HP-45	No.	9	
67	Stapler (Heavy Duty)	No.	1	
68	Stapler (10 No.)	No.	24	
69	Store Issue Register (500 pages) printed as per sample	No.	1	
70	Store Ledger Register (Printed as per sample ) (500 pages)	No.	1	
71	Sketch pen set	No.	10	
72	Stamp Pad (small)	No.	9	
73	Stamp Pad (Big)	No.	4	
74	Stapler Pin (Small)	No.	52	
75	Stapler Pin (Big) HP-45	No.	16	
76	Scribbling Pad plain(Good quality)	No.	16	
77	Scribbling Pad Ruled (Good quality)	No.	23	
78	Scissor (Medium)	No.	4	
79	Tag file with tag (printed as per sample)	No.	87	
80	Tag	Bunch	4	
81	Tape (brownm)	No.	2	
82	TA & Medical Register	No.	1	

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
83	TA Advance Register	No.	1	
84	TA final Pad (printed as per sample)	Pad	3	
85	TA Advance Pad (printed as per sample)	Pad	10	
86	Whitener pen	No.	34	
87	Pen drive 16 GB	No.	5	

NOTE: All the items should be of good quality. The bidders are requested to mention the Brand/Make of all the above items.

**Bidders are required to visit the office of HOD(E&M) for samples (as mentioned) before quoting the rates.**

**ANNEXURE – III**

Form for e- Payment  
(To be submitted in Envelope-I)

To

The Regional Director,  
Regional Institute-II, CMPDI,  
Koyla Bhawan Complex, Koylanagar,  
Dhanbad-826005

Ref: Authorisation 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 details for facilitating the payments are given below:

(TO BE FILLED IN CAPITAL LETTERS)

1. Name of the beneficiary .....
2. Address.....  
.....
- City ..... PINCODE.....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 any other, pl. 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 to bear the bank charges, if any for enabling such transfer effected at all for reasons of incomplete or incorrect information, I/We would not hold the company responsible. We also agree.

(AUTORISED 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

(AUTORISED SIGNATORY)

Name.....

Date.....

(Official stamp)

## PART-II

## FORMAT OF PRICE BID

**FORMAT OF PRICE BID**  
**(To be submitted in Envelope-II)**

<b>Sl. No.</b>	<b>Description of articles</b>	<b>Units</b>	<b>Qty. Reqd.</b>	<b>UNIT COST (Rs)</b>	<b>VAT (%)</b>	<b>Other taxes if any</b>	<b>TOTAL COST</b>
1	Arch File (Good quality)	No.	75				
2	Attendance Register	No.	13				
3	Binder Clip, 1/2"	Pckt.	39				
4	Binder Clip, 3/4"	Pckt.	16				
5	Binder Clip, 1"	Pckt.	30				
6	Book mark pad	No.	10				
7	Cash receipt book (3 layer)	Pad	10				
8	Cello Tape 1" (Big Size)	No.	59				
9	Cello Tape (small Size)	No.	5				
10	Cello Tape 1" wide (Colour)	No.	43				
11	Cello Tape Cutter	No.	1				
12	Contract Bill Register	No.	2				
13	Cover File (Printed as per sample)	No.	147				
14	Clutch Pencil , 0.5mm	No.	5				
15	Clutch Pencil , 0.9mm/0.7mm	No.	3				
16	Clip File	No.	6				
17	Classification sheet (voucher)	Pad	10				
18	CL pad (Printed as per sample)	Pad	14				
19	CD-R	No.	267				
20	Cusion (pin)	No.	13				
21	Commercial Calculator	No.	4				
22	Duster Cloth	No.	168				
23	Dak Dispatch Register NO.16 (Printed as per sample)	No.	5				
24	Dak Receipt Register No.,16 (Printed as per sample)	No.	5				
25	Dust Bin	No.	43				
26	DVD-R	No.	74				

Sl. No.	Description of articles	Units	Qty. Reqd.	UNIT COST (Rs)	VAT (%)	Other taxes if any	TOTAL COST
27	DVD (R/W)	No.	14				
28	Noting pad	No.	67				
29	Envelope (small) (Printed as per sample)	No.	3500				
30	Envelope(Cloth Quoted) (Big size) (Printed as per sample)	No.	534				
31	Envelope (Cloth Quoted)(Medium) (Printed as per sample)	No.	500				
32	Eraser	No.	14				
33	EL pad (Printed as per sample)	Pad	14				
34	Fevicol(100gm)	No.	6				
35	Fevi quick	No.	3				
36	Fevi Stick	No.	35				
37	Flat File (Printed as per sample)	No.	288				
38	Gum Paste (150 ml)	Bottle	10				
39	Highlighter Pen	No.	17				
40	Ink Blue (for stamp pad)	Bottle	2				
41	Journal Voucher	Pad	10				
42	James Clip	Pckt.	19				
43	Marker Pen	No.	43				
44	Medical Register	No.	1				
45	Medical Bill Pad (printed as per sample)	Pad	22				
46	Note sheet Pad (Printed as per sample)	Pad	3				
47	Plastic Scale (12")	No.	19				
48	Single hole punching machine	No.	1				
49	Punching Machine	No.	5				
50	Punching machine (Big)	No.	7				
51	Heavy duty punching machine	No.	1				
52	Pen (Black) (Good quality)	No.	16				

Sl. No.	Description of articles	Units	Qty. Reqd.	UNIT COST (Rs)	VAT (%)	Other taxes if any	TOTAL COST
53	Pen (Blue) (Good quality)	No.	21				
54	pencil battery	No.	05				
55	peon book (Small Size) (printed as per sample)	No.	10				
56	Plastic Box (35x25x15 cc) (for keeping plates)	No.	100				
57	Plastic Tray	No.	33				
58	Plastic Folder (Printed as per sample)	No.	168				
59	Refil Blue (Big)	No.	6				
60	jotter refil Blue small	No.	32				
61	Register No. 4 (Good quality)	No.	6				
62	Register No. 8 (Good quality)	No.	20				
62	Register No.10 (Good quality)	No.	46				
64	Register No.12 (Good quality)	No.	79				
65	Register No.16 (Good quality)	No.	23				
66	Stapler (Big ) HP-45	No.	9				
67	Stapler (Heavy Duty)	No.	1				
68	Stapler (10 No.)	No.	24				
69	Store Issue Register (500 pages) printed as per sample	No.	1				
70	Store Ledger Register (Printed as per sample ) (500 pages)	No.	1				
71	Sketch pen set	No.	10				
72	Stamp Pad (small)	No.	9				
73	Stamp Pad (Big)	No.	4				
74	Stapler Pin (Small)	No.	52				
75	Stapler Pin (Big) HP-45	No.	16				
76	Scribbling Pad plain(Good quality)	No.	16				
77	Scribbling Pad Ruled (Good quality)	No.	23				
78	Scissor (Medium)	No.	4				
79	Tag file with tag (printed as per sample)	No.	87				

Sl. No.	Description of articles	Units	Qty. Reqd.	UNIT COST (Rs)	VAT (%)	Other taxes if any	TOTAL COST
80	Tag	Bunch	4				
81	Tape (brownm)	No.	2				
82	TA & Medical Register	No.	1				
83	TA Advance Register	No.	1				
84	TA final Pad (printed as per sample)	Pad	3				
85	TA Advance Pad (printed as per sample)	Pad	10				
86	Whitener pen	No.	34				
87	Pen drive 16 GB	No.	5				
	Total in figure:						
	Total in words:						

Note: Total cost shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery upto Store, CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005.

Signature & seal of the bidder

Place:

Date: