



सेन्ट्रल मार्फिन 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

cmpdi

*A Mini Ratna
and ISO 9001
Company*

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

Tender Notice/Quotation Enquiry

**NOTICE INVITING TENDER FOR HIRING OF PHOTOCOPY MACHINE WITH ANNUAL
MAINTANANCE CONTRACT (AMC) AT CMPDI, RI-V OFFICE, BILASPUR**

Tender No. RV/ PMS/Hiring-cum-AMC of Photocopy Machine/68/16-17/446 Dated. 18.02.2017

1. Name of work	Hiring-cum-AMC of a Photocopying machine
2. Place of work	At Regional Institute-V, CMPDI, SECL Complex, Bilaspur
3. Earnest money	Rs. 1,500/- (Rs. One thousand and five hundred only) in the form of A/c payee demand Draft drawn in favour of “CMPDI, Regional Institute, Bilaspur” on any scheduled Bank, payable at Bilaspur
4. Period of contract	Two years from the date of placement of work order.
5. Last date of submission of offers:	Up to 3.00 pm on 09.03.2017
7. Place of Submission of offers:	Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
8. Due date of opening of part I offer:	At 3.30 pm on 09.03.2017
9. Place of opening of tender :	Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
10. Down loading from website:	The tender document can be down loaded from our web site www.cmpdi.co.in . from 11.00 am to 4.00 pm on all working days and from 11.00 am to 1.00 pm on Saturday from 18.02.2017 to 08.03.2017 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), 3. HOD (Docu), 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 AND DESIGN INSTITUTE LIMITED
REGIONAL INSTITUTE-V, BILASPUR (CG)**

TENDER DOCUMENT

Hiring – cum – AMC of photocopying Machine

1.0 INSTRUCTIONS TO THE TENDERER

- 1.1 Sealed quotations are invited in single part from the office of Regional Director, CMPDI, RI-V, (HQ), SECL old Office building, Seepat road, Bilaspur for supply, installation and commissioning of a high speed A-4 & A-3 size Digital Photocopier machine along with a compatible voltage stabilizer on Hiring – cum – Annual Maintenance Contract basis at our premises for a period of 24 months.
- 1.2 The tender document shall be submitted by the tenderer in a sealed envelope. Full name and address of the tenderer shall be written on the bottom left hand corner of all the sealed envelopes ‘Tender No.’ name of the work, date and time of opening shall be indicated on the right hand corner of the envelope. The tenders will be addressed to HOD (PMS), CMPDI, RI-V, SECL Office Complex, Seepat Road, Bilaspur up to due date and time as given in the tender notice.
- 1.3 Tender received after due date and time shall be rejected without assigning any reasons. The tenderers are requested to submit their tenders in person.
- 1.4 The tender document in which the tender is submitted by the tenderer will become the property of the company and the company shall have no obligation to return the same to the tenderer.
- 1.5 The tender/offer shall be typed or written with indelible ink in English or Hindi in his own letter head.
- 1.6 The employer does not bind themselves to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- 1.7 Every tenderer is expected, before quoting the rates to go through requirements and condition of contract and inspect the site to be acquainted with the work.
- 1.8 Corrections where unavoidable shall be made by crossing out and rewriting and attested with full signature of the tenderer or his representative who is signing the offer.
- 1.9 Full information regarding tenderer such as full name, postal address, PAN number, service tax registration number and phone number are required to be furnished.
- 1.10 Canvassing in connection with the tenders in any shape or form is strictly prohibited and tender and tenders submitted by such tender who oust to canvassing shall be liable for rejection.
- 1.11 In case of any doubt regarding the tender document, the tenderer may submit to the official inviting tender a written request for the same before closing date of the tender. Any interpretation or clarification of the tender documents by formal amendments, if issued by the official inviting tender, shall be final and valid and binding on the company and tenderers. The clarification will be issued to all tenderers who have purchased the documents.
- 1.12 The company reserves the right to postpone the date of receipt and opening of tenders or cancel the tenders without assigning any reason whatsoever.
- 1.13 The tenders will be opened on due date and time in the presence of attending tenderers. The representative attending the opening of the tender shall have authorisation and signature attested by the person who has signed the tender.
- 1.14 The tenderer shall submit the offer in the format prescribed in this document and the signed copy of the terms and conditions as a token of acceptance. Otherwise the tender may be considered incomplete.

2.0 GENERAL TERMS AND CONDITIONS

- 2.1 The contractor shall submit his offer in the prescribed format as given in NIT.
- 2.2 The contractor may submit the past records of experience of similar jobs if any (Copy of Work Order)
- 2.3 The scope of work will be as shown elsewhere in the tender document.
- 2.4 The Regional Director, CMPDI, RI-V, Bilaspur reserves the right to terminate the contract at any time without assigning any reason whatsoever.
- 2.5 The contractor shall employ only competent, skilful and orderly work men to perform the installation, preventive and breakdown maintenance job (without any further charges)
- 2.6 The contractor shall carry out the complete the work in every respect in accordance with the contract.
- 2.7 No escalation shall be payable during the contract period.
- 2.8 The contractor shall arrange the instruments, tools, tackles required for the installation and maintenance work.
- 2.9 In case of any dispute, the decision of RD, CMPDI, RI-V, Bilaspur (CG) will be final and binding.
- 2.10 The court at Bilaspur (C.G) will have the jurisdiction to deal with any legal matters or dispute.
- 2.11 The offer shall be valid for 120 days from the date of opening of the offers and the rates shall be firm.

3.0 SPECIAL TERMS AND CONDITIONS

- 3.1 CMPDIL will offer free of cost space for installation of the equipment, power connection, paper and operator. The equipment will be operated by CMPDI.
- 3.2 The equipment will be provided by the successful bidder at his cost. The equipment will also be maintained by the bidder at site so as to ensure at least 85% availability on quarterly basis. The bidder shall provide all the spare parts, consumables (except power and paper) for trouble -free operation of the equipment throughout the contract period.
- 3.3 The A4 /A-3 size Digital Copier will be under Hiring – cum- Annual Maintenance Contract (AMC) for a period of 24 months so as to ensure at least 85% equipment availability.
- 3.4 Regular maintenance service will be provided during general shift of CMPDI's working hours (10am to 5pm) on weekdays only.
- 3.5 In the event of breakdown the party shall ensure that the fault will be attended within one day from the date/time of intimation by CMPDI on phone or through letter.
- 3.6 The above machine should be able to handle work load of at least 50000 copies per quarter.
- 3.7 The rate of hiring – cum- AMC will include hiring charges of equipment including its comprehensive insurance, cost of the maintenance services, all the spares and consumables (except paper, power and operator) required for trouble free operation of the equipment and will remain fixed throughout the contract period.
- 3.8 The bidder may quote rate on per copy basis for different outputs.
- 3.9 The bidder may undertake a comprehensive insurance against theft damage, fire or any other item that is considered necessary for ensuring safety of his equipment.
- 3.10 The machine shall have an inbuilt facility for following type of automatic copying in single operation:-
 - a) Copying from single side original to single sided copies.

- b) Copying from single side original to two sided copies
- c) Copying from double side original to single sided copies
- d) Copying from double side original to two sided copies

The accepted originals shall be maximum A3 size in the form of paper, sheets or books.

- 3.11 The machine must have facility for reduction and enlargement from 50% to 200% with 1% incremental or decremental option.
- 3.12 The machine must have arrangement for automatic document feeding and sorting.
- 3.13 The copy should be clear, dark, sharp and good consistent quality.
- 3.14 The copy density control should be such that a good resolution copy even from dirty and grey originals is obtained.
- 3.15 The successful bidder shall carry out and complete the work in every respect in accordance with the contract. No subletting of work as a whole or part by the bidder is permissible.

4.0 COMMERCIAL TERMS AND CONDITIONS

- 4.1 No advance will be paid
- 4.2 Pre-receipted and signed bills shall be submitted for payment in duplicate.
- 4.3 Paying authority will be HOD (F), CMPDI, RI-V Bilaspur (CG)
- 4.4 Payment will be made through "E" payment i.e. money will be deposited directly into the account of the successful bidder. Necessary formalities will be made after placement of order.
- 4.5 Payment will be made within 30 days from the date of submission of the bill. The AMC cum hiring charges will be paid on quarterly basis after expiry of each quarter on submission of pre-receipted bill in duplicate. Penalty for any shortfall from the uptime guaranteed (i.e. at least 85% availability) will be deducted from the billed amount for that quarter on pro-rata basis.
- 4.6 Payment will be made after deducting the taxes as per existing rules (income tax, service tax and any other tax) at source unless an exemption letter issued by the concerned department is furnished. A certificate for the above deduction will be issued at the end of the financial year.
- 4.7 In case of failure on the part of contractor's role during the contract period the employer has the right to get the work done by any other party and employer shall deduct the charges payable for the service from your bills.
- 4.8 If any sum found due and payable to employer from the contractor in connection with this contract or any other contract, the employer shall have the right to deduct the amount due from the bills of the present contract.
- 4.9 The successful contractor should submit the Service Tax Registration Number if he claims Service Tax. In case of exemption from payment of service tax, the bidder shall clearly indicate the reasons.
- 4.10 A penalty of 0.5% of the ordered value will be imposed for delay of a week or part thereof subject to a maximum of 10% of the value, if the machine is not commissioned in due time as per Work Order. Service tax will be charged extra on LD and to be borne by the party.
- 4.11 The tenderer shall submit an earnest money as specified elsewhere along with of the tender. If earnest money is not submitted along with of the tender, the offer shall be out rightly rejected without reference on the subject. EMD shall be refunded to the unsuccessful tenderer immediately after finalization of the tender. The EMD of the successful tenderer will be converted to security deposit. The earnest money will not carry any interest.

4.12 **Security deposit:** - Initial security will be 5% of the annualized value of contract amount and should be submitted, after adjusting the EMD, within 28 days from the date of receipt of LOI by the L1 bidder in the form of account payee demand draft in favour of CMPDI, Regional Institute, Bilaspur of any schedule bank payable at Bilaspur (CG). The retention money i.e. 5% of the annualized value of contract will be deducted from the monthly running bills in 12 equal instalments. Total security and retention money will not exceed 10% of the annualized value of contract amount and will not carry any interest. The security deposit will be released after successful completion of work on application.

4.13 **Penalty:** The party should guarantee minimum 85% availability (uptime) for the machines on quarterly basis. Machine downtime will be reckoned only during the working hours i.e. 10.00 hours to 17.00 hours (7 hours) of working day would be excluded. For example, if the down time starts at 12.00 hours on a day and extends up to 11.00 hours the following working day, the downtime would be calculated as below :-

From 12.00 hours to 17.00 hours on the first day	5.00 hours
From 10.00 hours to 11.00 hours on the second day	1.00 hours
Total down time	

The downtime period will start from the time and date of reporting the complaint to the party. The availability percentage will be calculated for each quarter. Penalty will be imposed on pro-rata basis, if the availability falls below 85%. Thus:-

$$\text{Penalty} = \frac{(85\% - \text{Actual availability}) \times (\text{Bill Amount})}{85\%}$$

Actual availability percentage of each machine will be calculated as follows:-

$$\text{Actual availability} = \frac{(\text{No of working days in the quarter} \times 7) - (\text{Downtime hours during the quarter})}{(\text{Number of working days in the quarter} \times 7)} \times 100$$

4.14 **Bonus:** No bonus or additional sums shall be payable if the availability is more than 90%.

5.0 SCOPE OF WORK

The supply, installation, annual maintenance (including supply of spares, consumables), comprehensive insurance etc. of A-4 & A-3 size Digital copying machine along with compatible voltage stabilizer for 24 months in our premises.

HOD (PMS)

CMPDI, RI-V, Bilaspur

PRICE BID

The bidder shall submit his price bid in the format given below:-

Sl. No.	Particulars	Qty.	Unit Rate (Rs.) per copy	Total cost (Rs.)
1	Supply, installation, commissioning, of A-4/A-3 size digital photocopying machine with suitable stabilizer, maintenance including supply of spares, consumables, along with Comprehensive insurance of the machine on hiring cum annual maintenance basis		4,00,000 copies	
Total				

Note: - The unit rate and total cost is inclusive all taxes, **excluding service tax.**

I agree with all the terms and conditions mentioned in the tender including payment terms.

Place :

Date :

Signature & Seal of the Bidder

(To be filled and submitted with the tender)

Ref.:-

Dated: -//

To,
The HOD (PMS)
CMPDI, RI-V,
Bilaspur (CG)

Ref.:- Your NIT No.:- RV/ PMS/Hiring-cum-AMC of Photocopy Machine/68/16-17/446, Dated 18.02.17

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 person 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:

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 of Hiring-cum-AMC of a Photocopying machine against Tender No RV/ PMS/Hiring-cum-AMC of Photocopy Machine/68/16-17/446, Dated 18.02.2017
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

Form 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

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)

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ANNEXURE- E

<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) Price Bid	Attach price bid as per Annexure-A of NIT.	
5) Service Tax Registration	Attached copy of service tax registration	
6) Affidavit	Attach an Affidavit as per Annexure -III of NIT.	
7) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
8) Authorization	Attach authorization to sign tender documents.	

(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

(Signature of authorized person with Seal & Date)