



*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: U14292JH1975GO100123

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 PHOTOCOPY AND BOOK BINDING WORK AT CMPDI, RI -V, BILASPUR (CG)

**Tender Enquiry No: RV/PMS/NIT/75/Photocopy and Book binding /16-17/472      Dated: 06.03.2017**

**Sealed tenders in single part are invited from eligible bidders from Bilaspur at CMPDI, RI-V, Bilaspur (C.G).**

1. Name of the work : i. General photocopying work of A3 and A4 size sheets (Black & White and Colour)  
ii. Book binding work (spiral, staple pin)
2. Place of work : At Regional Institute-V, CMPDI, Bilaspur (CG) - 495006.
3. Earnest Money : ₹.3,100/- (Rs. Three thousand and one hundred only) as Earnest Money is to be deposited in the form of A/c Payee Bank Demand Draft in favour of CMPDI, Regional Institute, Bilaspur (CG) on any scheduled Bank payable at Bilaspur (CG). Demand Draft should be attached with tender.
4. Period of contract : Up to 31<sup>st</sup> March 2018 (Financial Year 2017-18)
5. Last date of submission of offers : **Up to 3.00 pm on 16.03.2017**
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 16.03.2017**
8. Place of opening of tender : Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
9. Down loading from website : The tender document can be down loaded from our web site [www.cmpdi.co.in](http://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 **06.03.2017 to 15.03.2017** 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:

- Notice Boards at RI-V, CMPDI, Bilaspur, 2. HOD (Fin), 3. HOD (Docum.), 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

<b>CHECK-LIST</b>		
<b>Type of Document</b>	<b>Details</b>	<b>Yes/No</b>
1) PAN Card	Attach self-attested Copy of PAN Card issued by income tax department.	
2) VAT/Sales Tax Registration	Attach self-attested Copy of VAT/ Sales Tax registration or CST registration as the case may be.	
3) Commercial and Technical Bid	Attach Commercial & Technical bid as per Annexure-I of NIT.	
4) Affidavit	Attach an Affidavit as per Annexure -C of NIT.	
5) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
6) Authorization	Attach authorization to sign tender documents.	
7) Other Annexures	Annexure-A, Annexure-B, Annexure-D have been submitted in company's letter head.	
8) Acceptance of terms & conditions of NIT	Certify that we accept the terms & conditions of NIT.	

**(Signature of authorized person with Seal & date)**

**CETRAL MINE PLANNING AND DESIGN INSTITUTE LIMITED**  
**REGIONAL INSTITUTE-V, BILASPUR (CG)**  
**TENDER DOCUMENT**

**NIT FOR PHOTOCOPYING AND BOOK BINDING WORK FOR CMPDI RI-V, BILASPUR (CG)**

**1.0 GENERAL TERMS AND CONDITIONS**

- 1.1 Sealed Tenders are invited in single part from agencies/firms/individuals for under taking the work of photo copying work of A3 and A4 size sheets (Black & White and Colour), book binding work (spiral, staple pin) of Regional Institute - V, Bilaspur for a period of one year on rate contract basis. The tenderer shall quote for all the jobs. The management reserves the right to distribute the work amongst the tenderers in whole or in part.
- 1.2 The tender document shall be submitted in single part by the tenderer in separate sealed envelopes. Full name and address of the tender shall be written on the bottom left hand corner of all the sealed envelopes tender number, name of the work photo copying, book binding work date and time of opening shall be indicated on the right hand corner of the envelope. The Price Bid as mentioned in Annexure -A of tender should be submitted in the separate envelope. The tenders will be received in the office of the HOD (PMS), RI-V, SECL Complex, Bilaspur.
- The tender documents consist of technical parameters, commercial terms and conditions, proof of EMD payment (demand draft), copy of PAN Card, Service tax registration number (if applicable), the Price Bid as mentioned in Annexure -A and check-list. Tender document with signature of tenderer or his authorized representative as token of acceptance of all the terms and conditions shall be kept in envelope.
- 1.3 The tenders received after due date and time will not be received and rejected without assigning any reasons. The tenderers are requested to deposit/submit the tenders/offers in person in the designated box kept for the purpose.
- 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 party's letter head. In case of any corrections, it shall be authenticated by the signature of the person signing the offer otherwise, the offer will be passed over.
- 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 reasons whatsoever.
- 1.7 Every tenderer is expected, before quoting his rates to go through the 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 attested with full signature and date by the tenderer who is signing the offer. Erasing or overwriting in the tender document may disqualify the tender.
- 1.9 Full information regarding the tender such as full name postal address, phone number shall be furnished.
- 1.10 Canvassing in connection with the tenders in any shape or form is strictly prohibited and tender submitted by such tenderer who resort to canvassing shall be liable for rejection.
- 1.11 The company reserves the right to postpone the date of receipt and opening of tenders or cancel the tenders without assigning any reason whatsoever.
- 1.12 In case of any doubt regarding tender document, the tenderer may submit to the official inviting tender a written request. Any interpretation or clarification of the tender documents by formal amendments, if issued by the official inviting tender, shall be final, valid and binding on the company and tenderers.
- 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 authorization and signature attested by the person who has signed the tender.
- 1.14 The tenderers shall submit the offer as described in this document. A sealed and signed the copy of NIT by the tenderer on all pages shall be kept as a token of acceptance of NIT terms and conditions otherwise the tender may be considered incomplete and may be passed over. If there are any deviation in the offer the same may be brought out clearly.

## **2.0 SPECIAL TERMS AND CONDITIONS**

- 2.1 In case of any difference detected in the tender/tenders submitted resulting them.
- Discrepancy between description of words and figures, the rate which corresponds to the words by the tenderer shall be taken as correct.
  - Discrepancy in the amount quoted by the tenderer due to calculation mistake of the unit rate and quantity, the unit rate shall be regarded as firm and amount corrected.
- 2.2 The date of commencement of rate contract will be communicated in the work order or in due course of time.
- 2.3 The contractor shall collect the master copies of the papers to be photocopied and execute as per the instructions of consumer departments of the office and the finished product along with the master copies shall be submitted to acknowledge to the respective consumer department in good condition. No additional payment will be made for this.
- 2.4 The contractor shall ensure that no extra job is done other than the specified quantity by the consumer department. Payment will not be made for this.
- 2.5 The tenderer shall submit the self-attested copy of PAN card, VAT registration and Service Tax registration (if any) / if exempted from service tax a certificate of declaration should be submitted.
- 2.6 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.
- 2.7 Security deposit: - Performance 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 L-1 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 in12 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.
- 2.8 In case of any dispute, the decision of Regional Director, RI-V, Bilaspur will be final.
- 2.9 The court at Bilaspur (CG) will have the jurisdiction to deal with to decide with any legal matter or dispute.

## **3.0 COMMERCIAL TERMS AND CONDITIONS**

- 3.1 The offer shall be valid for a period of 120 days from the date of opening of the tender.
- 3.2 The prices offered will be firm and no escalation will be allowed throughout the contract period. The prices shall include all taxes, excluding service tax.
- 3.3 No advance will be paid.
- 3.4 Pre-receipted and signed bills shall be submitted for each job for payment.
- 3.5 Paying authority is HOD (Finance), CMPDI, RI-V, Bilaspur (CG)
- 3.6 Payment will be made through account payee cheque / e-payment.
- 3.7 Payment will be made within 21 days after acceptance and clearance of the bill by the respective consumer departments.
- 3.8 Payment will be made after deducting the tax (income tax and any other taxes) at source unless an exemption letter issued by the concerned department is furnished. A certificate to this extent will be issued at the end of financial year.
- 3.9 If any sum found due and payable to the Employer (CMPDI) from the contractor in connection with this contract or any other contract, the employer shall have right to adjust the amount of due under the contract.
- 3.10 In case of failure on the part of contractor's role during the contract period. CMPDI will be free to get it done, through any other party, CMPDI will deduct the difference in charges paid for the work from the contractor's bill.
- 3.11 Bid evaluation: - Parties are required to submit their offers as per Price Bid format (Annexure-A). However bids shall be evaluated on over all lowest (L-1) rate basis.

#### **4.0 SCOPE OF WORK**

- 4.1 The scope of work shall consist of the following:-
- i. Collection of the master copies to be photocopied from the consumer department.
  - ii. Delivery of the master copy along with the finished product at the consumer department.
  - iii. Photocopying in Black & White, and colour on A3 and A4 sheets spiral binding of the documents. Consisting of:-
    - Book preparation Up to 100 pages
    - Book preparation 101-200 pages
    - Book preparation 201-300 pages
    - Book preparation 301 and above
  - iv. Sorting and arranging in book form in serial order of pages, and preparing a book placing the cover pages and OHP sheets. Maps and drawing, trimming of the report if required.
  - v. Book binding with stapler pin and colour cello tape
    - Book preparation Up to 100 pages
    - Book preparation 101-200 pages
    - Book preparation 201-300 pages
    - Book preparation 301 and above
  - vi. Supply of the following:-
    - A3, A4 sheets of (JK paper/ Ballarpur mills or its equivalent quality)
    - OHP sheets of good quality
    - Staple pins of good quality
    - Spirals of required size of good quality
    - Colour cello type of required size of good quality
    - Any other material required for binding
  - vii. Trimming of the cover pages will be arranged by the owner on which photocopying shall be done.
- 4.2 The expected annual work load:-  
The quantity mentioned below may change and the owner is not obliged to place Work Order for the quantity mentioned
- 1. Photocopying (Black& White)
    - A4 size - 3.00 lakh copies
    - A3 size - 0.15 lakh copies
  - 2. Photocopying (colour)
    - A4 size - 14000 copies
    - A3 size - 5,000 copies
  - 3. Book binding with spiral binders
    - Up to 100 page - 300 Nos.
    - From 101-200 pages - 300 Nos.
    - From 201-300 pages - 350 Nos.
    - From 301 and above - 350 Nos.
  - 4. Book binding with stapler pin and colour cello tape
    - Up to 100 page - 200 Nos.
    - From 101-200 pages - 200 Nos.
    - From 201-300 pages - 200 Nos.
    - From 301 and above - 300 Nos.

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

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

5.1 The price bid shall be prepared in the format given below and shall be given along with the offer:-

Sl. No.	Particulars of the job	Unit Cost ₹	Quantity	Total cost ₹
1	Black and white photocopying a. A4 size paper	₹. /page	3.00 Lakh Copies	
	b. A3 size paper	₹. /page	0.15 Lakh Copies	
2	Colour photocopying a. A4 size paper	₹. /page	14000 Copies	
	b. A3 size paper	₹. /page	5000 Copies	
3	Book binding with spiral binders a. Upto 100 pages	₹. /per book	300 Nos.	
	b. From 101-200 pages	₹. /per book	300 Nos.	
	c. From 201-300 pages	₹. /per book	350 Nos.	
	d. From 301 and above	₹. /per book	350 Nos.	
4	Book binding with stapler pin and colour cello tape a. Upto 100 pages	₹. /per book	200 Nos.	
	b. From 101-200 pages	₹. /per book	200 Nos.	
	c. From 201-300 pages	₹. /per book	200 Nos.	
	d. From 301 and above	₹. /per book	300 Nos.	

Note: - The rate and amount is inclusive VAT/CST and other taxes **excluding service tax**. Please specify the rate of taxes/ VAT etc.

- (i) The rate of VAT/CST - ( ) %
- (ii) Other taxes if any - ( ) %
- (iii) Service Tax - ( ) %

Place:

Date:

Signature

Name of the person signing  
Seal of the tenderer

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

Ref.:-

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

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

Ref.:- Your NIT No.:- RV/PMS/NIT/75/ Photocopy & Bookbinding/16-17/472, Dated: 06.03.2017

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 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. Our TIN No. is .....(Photo copy proof attached)
6. Our PAN No is .....(Photocopy of PAN card enclosed)
7. We have submitted Price Bid as per format mentioned under Annexure-A.
8. We have submitted e-payment as per Format- Annexure-D.
9. We have submitted Affidavit as per Annexure-C.
10. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
11. Our Contact Number:

Full signature & Seal of the authorized person  
Name:

**AFFIDAVIT.**

**(To be submitted in a non-judicial stamp paper of Rs.10/-)**

I/We, ..... Proprietor/Partner/Legal attorney/ Accredited Representative) of Shri/Smt./M/s ..... (Name of the Bidder) solemnly declare that ;

1. I/We have submitted Tender for the Photocopy and Bookbinding Work against Tender Notice No. RV/PMS/NIT/75/Photocopy and book binding /16-17/472, Dated: 06.03.2017
2. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. All documents/ credentials submitted along with this Tender are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false/incorrect at any time, department may cancel my Tender and action as deemed fit may be taken against us , including termination of the contract, forfeiture of all dues including Earnest Money an banning/ delisting of our firm and all partners of the firm etc.
5. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking

**OR**

I/We have banned by the organisation named “.....” for a period of .....year/s, effective from ..... to .....

Signature of the Tenderer,

Dated.....

**Seal of Notary.**

**Note: This affidavit is to be given in a 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 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 and our firm can be black listed

(Signature of authorized person with Seal & Date)