



cmpdi
A Mini-Ratna Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुबंधी कम्पनी / भारत सरकार का एक लोक उपक्रम)
दोत्रीय संस्थान-१, वेस्ट एण्ड, जी. टी. रोड, आसनसोल-७९९१३०४
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Regional Institute-1, G.T. Road West, Asansol-713304
CORPORATE IDENTITY NO. U14292JH1975G01001223

Ref. No: CMPDIL/RI-I/S&P/DSC/141/2017-18/346

Date: 09.08.2017

NOTICE INVITING QUOTATIONS

To

M/s _____

Sealed quotations (on letterheads of bidders) are invited from GOI Certified Agencies or their Authorised Partners / LRAs / Sub – LRAs / Associates for procurement of Class- II Digital Signature Certificate with Signature and Encryption capabilities along with new Dongles with validity of 2 years for executives posted at CMPDI, RI-I, Asansol in the following format:

Sl. No.	Description of Item	Quantity (Nos.)	Unit Rate (₹)	GST (% & ₹) (Specify rate of CGST/SGST/ IGST/Cess if any)	Unit Rate including GST (₹)	Amount (₹)
1.	Class- II Digital Signature Certificate with sighing and Encrypting along with new high – speed Dongles with DSC validity of 2 years	71 (Seventy – one)*	**			In figures and in words

*actual number may vary depending on transfers and postings

**must remain firm and valid for minimum 6 (six) months from date of opening of tender



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ई-मेल / e-mail: rdir1.cmpdi@coalindia.in ; वेबसाइट / Website Address: www.cmpdi.co.in
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TERMS & CONDITIONS

- PAN** : Self attested copy of PAN
- GST Details**: CMPDIL, RI-1, Asansol have GSTIN No- **19AAACC7475N1Z1** having address - CMPDI LTD , REGIONAL INSTITUTE-I, G.T ROAD (WEST) , ASANSOL- 713304 (West Bengal).

Details of GST Registration of the bidders (to be filled by Bidders)

Name of Bidders as per GSTIN Information	GSTIN No of Bidders	STATE in which is Registered	Type of Registration (Regular/ Composition scheme/ Exempted From Registration) (To be clearly mentioned by Bidder)

a) Copy of GST Registration certificate towards GST duly self-attested, if applicable.

b) Copy of exemption certificate towards GST/SGST/IGST duly self-attested, If applicable.

Mandatory registration of bidder with statutory authorities like GST, is required, unless they are specifically exempt from registration under specific notification/circular/ section/rule issued by statutory authorities. The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration.

For Example: If bidder is exempted from Registration under CGST ACT, 2017 due to his aggregate turnover is less than 20 lakhs then bidder has to submit the copy of Notification along supporting documents which prove that turnover of their business is less than 20 Lakhs and certificate from practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Aggregate turnover from all business is less than 20 Lakh, hence he is exempted from Registration under GST Act, 2017.

c) If bidder is eligible for charging lower than the normal rate is applicable (**where Bidder has opted Composition Scheme**), then bidder has to submit the authentic documents for such.

d) The legally applicable rate of CGST/SGST/IGST/ Cess should be clearly mentioned.

e) In case of COMPOSITION TAX, the supplier is liable to pay tax at concessional rate but can't collect any tax from CMPDIL and on the invoice, it should be mentioned by the supplier that "composition taxable person not eligible collect tax on supplies" The supplier shall be entirely responsible for all



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taxes and other such levies imposed as per GST or by any other law by government from time to time, including all Bank Charges.

f) The supplier also shall comply the provisions of GST including "Anti Profiteering clause" of GST.

g) The bidder shall indicate their GST Reg. No and should submit GST Reg. Certificate along with the offer, if applicable. The successful Bidder shall comply with GST requirements as per law, without any financial implication to CMPDIL, RI-1.

h) The tax invoice raised by the supplier against the goods supplied must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN **19AAACC7475N1Z1** of CMPDI Ltd in case of supply to CMPDI Ltd within the state of West Bengal. Supplier shall ensure timely submission of correct invoice(s) as per GST rules/ regulation, with all required supporting document(s) within a period specified in contract to enable CMPDIL to avail input credit of GST(CGST & SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods/ Services with requisite details. If input tax credit is not available to CMPDIL for any reason which is not attributable to CMPDIL, then CMPDIL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by CMPDIL to the supplier.

i) In case the tendered item is eligible for Input Tax credit then the L-1 status shall be decided by deducting the Input Tax Credit (CGST, SGST or IGST, GST Cess (if applicable) as the case may be) Amount. However, if Bidder has opted composition scheme under Section 10 of GST Act, 2017, they cannot levy GST, hence the CGST/SGST/IGST/GST Cess, the L-1 status will be determined on the basis of their quoted price.

In case Bidder is exempted from Registration under GST ACT and submitted the required documents as mentioned above, CMPDIL is liable to deposit the CGST, SGST, GST Cess (if applicable) under reverse charge as per the Provision of CGST Act, then applicable CGST, SGST, GST Cess will be included in landed price. However if the tendered items is eligible for Input Tax credit, the same will be deducted while computing the L-1 status.

j) **TDS** : The TDS, if applicable, shall be made at applicable rate from the payment made or credited to the supplier against tax invoice issued in relation to supply of goods or services.

k) **E-way Bill**: The e-way bill, if any, required in connection with supply of goods shall be arranged by the supplier.



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3. **Credentials / Eligibility:** Bidders must submit a self – attested copy of certification as GOI Certified Agency or their Authorised Partner / LRA / Sub – LRA / Associate for preparing DSCs
4. **Due Date:** Due date of submission of offer is up to 3.00PM of 24.08.2017. Due date & time of opening is on 24.08.2017 at 4.00PM.
5. **Mode & Method of Submission of Quotation:** Quotation on bidder's own letterhead must be in sealed cover super scribing Tender No. and date and time of opening and put in box provided for this purpose in the office of the undersigned. All documents attached with the bid should be signed and stamped by the bidder.
6. **Rates & Validity:** The rate shall be inclusive of applicable GST and costs of requisite application forms, new high – speed dongles and transportation, if any. No extra charges of any nature will be paid by CMPDI. The rate shall remain firm and valid for a period not less than 6 (six) months from the date of tender opening.
7. **Delivery:** The DSCs must be delivered within 10 days from the date of submission of application by any executive. Necessary help in filling of application forms and documentation work has to be provided.
8. **Consignee:** General Store, CMPDI, RI-1 & concerned executives.
9. **Payment:** 100% of the billed amount will be paid after satisfactory completion of work on production of pre-receipted bill in triplicate along with signed challan. The delivery challan must be produced in duplicate. Bills may be raised piece meal after disposal of received applications and delivery of the requested DSCs since all applications may not be made simultaneously. The payment shall be made by e-payment (RTGS/NEFT). Bidders are advised to submit duly filled up ECS mandate form given along with this NIQ.
10. **Paying Authority:** HOD (F), CMPDI, RI-1, Asansol.
11. **Inspection:** Acceptance of supplied materials is subject to inspection by an Authority to be deputed for this purpose at consignee's end.
12. **Liquidated damages:** Except causes beyond control of the supplier, Liquidated damages @ 0.5% of ordered value will be imposed per week of delay in supply from stipulated period subjected to maximum of 10% of ordered value.
13. **Price variation**

The rates at which the stores are to be supplied under the Contract are fixed for the duration of the Contract. Normally therefore the rates are not subject to any upward revision until the period of contract is completed. However where additional Statutory Levies are imposed by the Government in the form of Duties/and or Taxes during the currency of the Contract which directly affect the finished goods, a Price increase may be permitted on production of adequate documentary evidence in support of such increase of Levies and quantum of variation in the ultimate price of goods.



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14. Price fall

The price charged for the Stores / Equipment supplied against the order, if placed, shall in no event exceed the lowest price at which the Bidder sells or offers to sell the Stores / Equipment of identical description to any other Agency, including DGS&D, during the pendency of the Contract / Supply Order. If the successful Bidder at any time during the pendency of the Contract / Supply Order, sells or offers to sell, such stores to any other Agency, including DGS&D, at a price lower than the price stipulated in the Contract / Supply Order placed by CMPDI, the successful Bidder shall forthwith notify to CMPDI such reduction. The sale price of stores / equipment supplied after such reduction coming into force shall stand correspondingly reduced.

15. CMPDI, RI-I has the right to cancel the enquiry or extend the due date of receipt of offer and/or opening of tender without assigning any reason thereof.
16. CMPDI, RI-I reserves the right to accept or reject fully or partly or split-up any or all offers amongst the tenderers without assigning any reason thereof. No disputes of any kind can be raised against this right of the buyer in any court of law or elsewhere. NO CORRESPONDENCES WILL BE ENTERTAINED IN THIS REGARD.

This issues with the approval of competent authority.

HOD(S&P)



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MANDATE FORM

To,
Central Mine Planning & Design Institute Ltd.
Regional Institute –I, G.T.Road (W),
Asansol- 713304

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 details 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) _____

Mobile No. _____

3. Bank Particulars

Bank Name	Branch Name		
	Bank Branch Code		
Branch AddressPIN CODE, Telephone No. (with STD Code _____ FAX NO. (With STD Code).....		
9 digit MICR Code of the BANK Branch (Enclosed copy of a cancelled cheque)			
11 digit IFSC Code of beneficiary Branch			
Bank Account Number			
Bank Account Type (Tick One)	1. Saving 2. Current 3. Loan 4. Cash Credit 5. Others (If other ,specify)		
Permanent account number (PAN)			

Signature of the Tenderer with Seal

6. 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.....

(AUTHORIZED SIGNATORY)

Name..... Date.....

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.....

(AUTHORIZED SIGNATORY)

Name.....

Date...

Signature of the Tenderer with Seal