



cmpdi
A Mini Ratna Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.
कोल इंडिया लिमिटेड की अनुषंगी कम्पनीभारत सरकार का एक लोक उपक्रम/
495006 बिलासपुर, सीपत रोड, लेक्सएसईसीएल काम्प, स-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: 07752-246482-492 Fax: 07752-246481

**NOTICE INVITING TENDER FOR SUPPLY OF PRINTED FORMS AT RI – V, CMPDI, RI V,
BILASPUR (CG)**

Tender Enquiry No: RV/PMS/NIT/24/17-18/321

Dated: 21.11.2017

1. Name of the work: Sealed tenders in single part are invited from eligible bidders for Supply of Printed Forms at CMPDI, RI-V, Bilaspur (C.G).
2. Last date of submission of offers: **Up to 10.30 am on 04.12.2017**
3. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
4. Due date of opening : **At 11.00 am on 04.12.2017**
5. Place of opening of tender : Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
6. Down loading from website: The tender document can be downloaded from our web site www.cmpdi.co.in from **11am to 4.00 pm** on all working days and from **11.00 am to 1.00 pm** on Saturday from **21.11.2017 to 02.12.2017** and to be submitted with ANNEXURE – VI, of the NIT along with the offer.

Yours faithfully,

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

Copy to:

1. Notice Boards at RI-V, CMPDI, Bilaspur, 2. HOD (Fin), 3. MM Wing SECL, Bilaspur 4. RDs – RI-I/II/III/IV/VI/VIII, 5. 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 single part 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
1	PRINTED FORMS	Enclosed in Annexure -1

1. Mode & Method of Submission of Tenders

Tender must be submitted in sealed main envelope cover containing the tender documents. The 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. Envelope containing the tenders shall be properly sealed. Stapled envelope is not accepted.

Tender documents shall consists the followings

- i. Schedule of requirement/ Price bid as per Annexure – I of NIT.
- ii. Undertaking as per Annexure – II of NIT.
- iii. 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.
- iv. Copy of self – attested PAN Card issued by Income Tax Department, Govt. of India.
- v. Copy of self – attested GST registration indicating GST number or documentary evidence in case of exemption.
- vi. Self – attested 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 the bidder that the supply order (s) have been successfully executed.
- vii. Duly filled up check list as per Annexure – V of NIT.

2. **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.

3. **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)

4. **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.)

5. **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 – IV in original Signature and stamp a long with 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. All disputes are subject to Bilaspur (C.G.) Court Jurisdiction only.

6. 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 Schedule of requirement /Price Bid format (Annexure-I). However bids shall be evaluated on individual item wise (L-1) rate basis.
- e. Bidders are required to submit the undertaking as per annexure – II with the offer.

7. 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:-** Good quality of papers are to be used for printing the forms.
- e. **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.
- f. **Paying authority:** The HOD (Finance), Regional Institute-V, Bilaspur (CG)
- g. **Consignee:** Regional Director, RI-V, CMPDI, Bilaspur.
- h. **Place of Delivery:** CMPDI Store, Shed No: 3 RI-V, CMPDI, SECL Complex, Seepat Road, Bilaspur - 495006 (C.G).
- i. **Sample format may be collected from the office of the HOD (PMS), CMPDI, RI-V, Bilaspur (CG)**
- j. **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. : GST on LD will also be charged extra and the same is to be borne by the party.
- 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.

k. Taxes and Duties

- i. **Goods and Service Tax (Not Applicable for Exempted Goods / Services):** GST will be payable extra as per prevailing GST Rules. Bidders have to clearly indicate GST rates applicable (SGST, CGST, IGST) in Price Bid/BOQ.
- ii. If the tenderer is exempted from paying the GST or Bidder has opted for GST under Composition scheme, the same must also be confirmed with valid documentary evidence. The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing CA/ CMA/ CS to the effect that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration. Where the bidder has opted for composition levy under Sec 10 of CGST, he should declare the fact while bidding (In the price bid).
- iii. **Input Tax Credit (ITC):** Set off against ITC of GST will be considered while arriving at Landed cost vis-a-vis ranking of the firms.
- iv. In the event of placement of supply order, supplier should comply all the GST provisions for availing ITC (by CMPDI). *The Tax Invoice raised by the supplier must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN number for the supply to RI V, CMPDI, Bilaspur. Our provisional GSTN number is 22AAACC7475N1ZE.*
- v. In case of failure of the supplier to comply GST provisions for availing ITC (by CMPDI), the supplier has to pay the amount to CMPDI and also CMPDI will have the right to recover the amount from any payment due to supplier.
- l. The tender should be submitted strictly in line with the check list as in Annexure – V of NIT. Any shortcoming or non-compliance may result rejection of the bid summarily. Signed copy of Annexure – V shall be enclosed.

HOD (PMS)
RI-V, CMPDI, Bilaspur

SCHEDULE OF REQUIREMENT / FORMAT OF PRICE BID

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

Sl. No.	Description	No. of Pages	Basic Price Ex-Works (₹)	Other charges (if any) (₹)	Applicable GST (₹)	Total Unit Cost (FOR Destination) (₹)	Quantity Req. in Pads	Total Cost (₹)
A	B	C	D	E	H	F= (D+E+H)	G	H
1	Bill forwarding form pad	100 Pages					20	
2	Classification sheet for HQ.	100 Pages					30	
3	Classification sheet for camp	100 Pages					06	
4	CL/RH form pad	100 Pages					10	
5	cash book for camp in GST format	300 Pages					07	
6	cash book for HQ in GST format	300 Pages					07	
7	cash Deposit form in GST format	100 Pages					05	
8	DR Prescription pad	100 Pages					100	
9	DRR register in GST format	500 Pages					07	
10	DIR Register	500 Pages					07	
11	EMD Refund form in GST format	100 Pages					05	
12	Inspection Report in GST format	100 Pages					10	
13	Joining Report	100 Pages					10	
14	J. E. Form	100 Pages					10	
15	Leave application form	100 Pages					50	
16	LTC Final bill for staff	100 Pages					08	
17	LTC Final bill for officers	100 Pages					08	
18	Leave Sanction pad	100 Pages					05	
19	Monthly time cards	100 Pages					20	
20	Medical Reimbursement form	100 Pages					50	
21	Note sheet pad	100 Pages					05	
22	Requisition Book	100 Pages					300	
23	Store return voucher	100 Pages					05	
24	Sanction Convey form	100 Pages					20	
25	Tour approval	100 Pages					15	
26	T. A. Final bill	100 Pages					100	
27	T.A advance form	100 Pages					30	
28	Vehicle Requisition form	100 Pages					15	
29	DPR Book	100 Pages					200	
30	Requisition Cum issues voucher	100 Pages					20	
31	Stock Ledger (size 32X21 in cm)	500 Pages					05	

Our status in respect of GST is : GST Registered Bidder / GST unregistered Bidder / Bidder has opted for composition levy under Sec 10 of CGST
(Strike off whichever is not applicable)

Place:

Date:-

Full Signature & Seal of the Authorized person:

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER

UNDERTAKING

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 Stationary items against Tender No RV/PMS/NIT/24/17-18/321, Dated: 21.11.2017
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.
7. Out status in respect of GST registration is: GST Registered Bidder / GST unregistered Bidder / Bidder has opted for composition levy under Sec 10 of CGST.

*Strike out whichever is not required

Full Signature of the Authorized person

Dated-----

(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/24/17-18/321, Dated: 21.11.2017

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 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:

Note:- Unregistered bidders are required to submit a certificate from practicing Chartered Accountant certifying that the bidder is GST unregistered bidder compliance with the relevant GST rules.

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)

CHECK-LIST		
Type of Document	Details	Yes/No
1) PAN Card	Attach self-attested Copy of PAN Card issued by income tax department.	
2) GST Registration	Attach self-attested Copy of GST registration/ Exemption/ Declaration for opting composition levy	
3) Schedule of Requirement/ Price Bid	Attach Commercial & Technical bid as per Annexure-I of NIT.	
4) Undertaking	Attach an Undertaking as per Annexure –II 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) Other Annexures	Annexure-III, Annexure-IV, Annexure-V have been submitted in company's letter head.	
(Signature of authorized person with Seal & date)		

**CERTIFICATE FROM THE TENDERER THOSE WHO DOWN LOADED TENDER
DOCUMENTFROM 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)