

**TENDER DOCUMENT
FOR
“ARC OF STATIONERY ITEMS FOR
CMPDI, RI-1, ASANSOL”**



FEBRUARY, 2017

CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED
(A SUBSIDIARY OF COAL INDIA LIMITED)
(An ISO 9001:2008 Company)
REGIONAL INSTITUTE – 1, G T ROAD (W),
ASANSOL – 713304

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cmpdi
A Mahatma Company

राष्ट्रीय खनन प्रणाली विभाग के अधीन संसदीय उद्योग / राष्ट्रीय खनन का एक लोक उद्योग
कोयल इंडिया लिमिटेड, राष्ट्रीय उद्योग, श्री. ए. रोड, असांसोल-713304
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. U14292JH1975G01091223.

Ref. No. : CMPDI/RI-I/S&P/Stationery Items/48/2017-18/450

Date: 05.02.2018

NOTICE INVITING TENDER

Sealed tenders in **TWO PART** system are invited from bonafide dealers/manufacturers/suppliers for entering into Annual Rate Contract for Supply of Stationery items to CMPDI, RI-I, Asansol for the period from the date of issue of work-order upto 1 (One) year as per **SCHEDULE OF REQUIREMENT** and **TERMS & CONDITIONS** given below.

- | | | |
|---|---|--|
| a) Estimated Amount | : | Rs. 196835.00 (Including GST) |
| b) Tender Fee in INR
(Non-refundable / Non - transferable) | : | Rs.100/- (Rupees one hundred only) |
| c) Earnest Money | : | Rs 3937.00 |
| d) Date of Commencement of sale of
Tender Documents | : | 05.02.2018 (10.30 AM onwards) |
| e) Last date of sale of Tender Documents | : | 20.02.2018 up to 1.00 PM. |
| f) Last date & time for submission of offers | : | 20.02.2018 up to 03:00 PM. |
| g) Due date & time of opening of Offers | : | 20.02.2018 at 04.00 PM |
| h) Due date & time of opening of Price Bid | : | Will be communicated to the techno-commercially acceptable bidders separately. |
| i) Validity Period | : | Six months from the date of acceptance of offer |
| Type of Tender | : | Two Bids |

NOTE:

1. **IF THE TENDER IS NOT OPENED ON THE ABOVE DATE, DUE TO UNFORESEEN CIRCUMSTANCES, THEN IT WILL BE OPENED ON THE NEXT WORKING DATE.**
2. **BIDS NOT ACCOMPANIED WITH REQUIRED TENDER FEE AND EMD WILL NOT BE CONSIDERED UNLESS EXEMPTION HAS BEEN GRANTED BY GOVT.**
3. **BIDDERS MAY BID FOR ANY OR ALL THE REQUIRED ITEMS. HOWEVER, THE REQUIRED QUANTITY OF THE PARTICULAR ITEM(S) FOR WHICH BID IS PLACED IS TO BE OFFERED.**
4. **BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES MAY ATTEND THE OPENING OF THE TENDER. AUTHORISED REPRESENTATIVE MUST PRODUCE A POWER OF ATTORNEY IN HIS FAVOUR.**

Tender document can be obtained from the office of HOD (S&P), CMPDI, RI-1, Asansol during **10.30 AM to 4.00 PM** on all working days from **05.02.2018** to **20.02.2018** on remittance of tender fee (**Nonrefundable**

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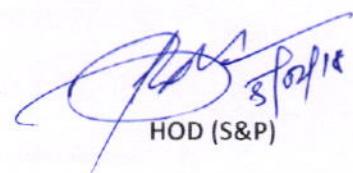
(/ Non transferrable) either by crossed DD drawn in favour of "CMPDI Ltd., Regional Institute, Asansol" on any Nationalized / Scheduled Bank payable at Asansol preferably on "State Bank of India" or in the form of money receipt issued by the Cash Section, CMPDI, RI-1, Asansol in support of payment.

EMD will be accepted only in the form of crossed DD drawn in favour of "CMPDI Ltd., Regional Institute, Asansol" on any Nationalized / Scheduled Bank payable at Asansol preferably on "State Bank of India"

Government (State/Central)/Public Sector Undertakings/Firms having valid NSIC registration/Firms registered under MSME Development Act 2006 for the tender items are exempted from paying Tender Fee against valid documentary evidence.

Tender documents can also be downloaded from CMPDI'S website www.cmpdi.co.in & Government website www.tender.gov.in during the period from 05.02.2018 to 20.02.2018. In case of tender document obtained by downloading from Website, tender fee shall have to be deposited by the bidder in the form of "**Demand Draft**" drawn in favour of "**CMPDI Ltd., Regional Institute, Asansol**" on any Nationalised / Scheduled Bank payable at Asansol preferably on "**State Bank of India**". Bidders shall be solely responsible for the correctness of the downloaded tender documents.

In case of any discrepancy between the tender documents downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on the bidders. **No claim on this account will be entertained.**



HOD (S&P)

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INSTRUCTIONS:

1. Please go through the Tender Document carefully and submit your offer accordingly complete in all respect with supporting documents, wherever asked for.
2. Any order resulting from this enquiry shall be governed by the terms & conditions of the tender document and the supply order.
3. Where counter terms and conditions have been offered by the supplier, the purchase shall not be governed by them unless specific acceptance has been given in writing in the order by the purchaser.
NO DEVIATIONS TO THE TERMS & CONDITIONS ARE ALLOWED.
4. The Company 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.

Encl.:-

- a) ANNEXURE - I (SCHEDULE OF REQUIREMENT)
- b) ANNEXURE - II (TERMS & CONDITIONS)
- c) ANNEXURE - III (FORMAT OF PRICE BID)
- d) ANNEXURE - IV (FORMAT FOR BANK GUARANTEE FOR SECURITY DEPOSIT / PBG)
- e) ANNEXURE - V (MANDATE FORM)
- f) ANNEXURE - VI (UNDERTAKING)
- g) ANNEXURE - VII (CHECK LIST)

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ANNEXURE - I

SCHEDULE OF REQUIREMENT

Sl. No.	Description of items	Estimated Annual Consumption Qty.	Make/Brand
1	National Flag (Big Size) 9' x 6' cotton	2 Nos.	Good Quality
2	Photocopier Paper, Size-A4, 75 GSM, Ream of 500 sheets	450 Reams	Andhra / Power
3	Photocopier Paper, Size-A3, 75 GSM, Ream of 500 sheets	10 Reams	Andhra / Power
4	Battery, 1.5V, AA-Size (Torch Cell)	100 Nos.	Eveready
5	Battery 1.5 V AAA-Size (AC Remote Battery)	24 Nos.	Eveready
6	Binder Clip 41mm (Packet containing 12 clips)	100 Packets	Good Quality
7	Binder Clip 25mm (Packet containing 12 clips)	50 Packets	Good Quality
8	Plastic Board Pin (Packet containing 100 pins)	12 Packets	As Per Sample
9	Color Cello Tape 2" x 30 yards (Green, Yellow, Black, Red, Blue)	50 Nos.	Wonder
10	Color Cello Tape 1 ½" x 30 yards(Green, Yellow, Black, Red, Blue)	50 Nos.	Wonder
11	Drafting pad printed with co. logo	200 Nos.	Good Quality, As Per Sample
12	Cloth Envelope 16" X 12" (40 x 30 cm) printed with company logo	1000 Nos.	As Per Sample
13	Adhesive Gum Big Size 500 ml.	6 Bottles	Fevigum
14	Register no.4	60 Nos.	Standard Size
15	Register no.8	60 Nos.	Standard Size
16	Register no.10	96 Nos.	Standard Size
17	Register No. 12	96 Nos.	Standard Size
18	Stamp Pad (Blue) Plastic Box	24 Nos.	Faber-Castell
19	Fevi Glue Stick 8 grm.	12 Nos.	Good Quality
20	Four Fold File printed with co. logo	100 Nos.	As Per Sample
21	Coaster (set of no. 2)	12 Sets	Akash
22	Pencil Sharpener	100 Nos.	Faber-Castell
23	Gum Tube Small (18 ml.)	200 Nos.	Fevigum
24	White envelope 11" x 5" printed with co. logo	2000 Nos.	Good Quality, As Per Sample
25	Paper Tray with Clip (Plastic)	50 Nos.	Good Quality
26	Carbolic Acid (500 ml.)	6 Bottle	Bengal Chemical
27	Cotton Tag (100 nos. in a bundle)	200 Bundle	Good Quality
28	Lever File - A4	50 Nos.	Kea
29	Naphthalene 100 grm in a packet	200 Pkt.	Bengal Chemical
30	Paper weight (Oval Shapes)	60 Nos.	Good Quality
31	Phenyl (500 ml.)	20 Bottle	Bengal Chemical
32	Highlighter pen (Yellow & Pink)	30 Nos.	Luxer

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33	Leave form for ML & EL (100 page in a book)	20 Nos.	As Per Sample
34	CL form (100 page in a book)	20 Nos.	As Per Sample
35	TA BILL form (100 page in a book)	20 Nos.	As Per Sample
36	TOUR APROVAL form (100 page in a book)	20 Nos.	As Per Sample
37	Stapler Small, HD-10-D, No.10	100 Nos.	Kangaroo
38	Marker (pen Type)	50 Nos.	Reynolds
39	Water bottle (PET) (1 liter)	200 Nos.	Pearl Pet
40	Room Freshener 125 grm	30 Bottle	Premium
41	Arch File	24 Nos.	Kohinoor/Nataraj
42	Liquid Cleaning Spray 500 ml	6 Bottle	Colin
43	Whitener Correction Pen	30 Nos.	Faber-Castell
44	Duster Cloth 24" x 24" (Standard Size) Cotton	240 Nos.	Good Quality
45	Ordinary Pencil (HB)	200 Pic.	Nataraj/Apsara
46	Plastic File	24 nos.	As Per Sample
47	Liquid soap 200 ml.	24 Nos.	Lifebuoy
48	Odonil 50 gm.	20 Nos.	Odonil
49	Stapler Pin No. 10	200 Nos.	Kengaroo
50	Single Punch	12 Nos.	Kengaroo
51	Vim Liquid 115 ml.	12 Nos.	Vim
52	Stick on Pad (Size 1" X 3") Colour- Pink, Yellow, Green	20 Nos.	Good Quality
53	Red & Blue Pen	20 Nos.	Morison/Fair
54	Phool Jharu	20 Nos.	Good Quality
55	Attendance Register (Monthly)	24 Nos.	As Per Sample

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ANNEXURE -II

Terms & Conditions :**I. Mode & Method of Submission of Tender**

The bidders must submit their offer in two parts i.e. **PART – I** and **PART – II** up to the scheduled time and date.

I. PART – I

Will contain all documents in compliance of Techno-Commercial terms & conditions except **PRICE**.

A. Application Fee & EMD

Application Fee should be either in the form of Bank Draft or cash receipt from CMPDI, Asansol. **EMD** should be in the form of Bank Draft only. Bank Draft should be drawn in favour of CMPDI LTD., Regional Institute-I, Asansol on any scheduled bank payable at Asansol preferably on "State Bank of India"

Application fee / Earnest Money should be deposited in separate envelopes super scribing 'Application fee' and 'Earnest Money Deposit'. A single bank draft may be drawn for payment of Application fee & EMD together (for downloaded tender documents).

Government (State/Central)/Public Sector Undertakings/Firms having valid NSIC registration/ Firms registered under MSME Development Act 2006 for the Application Fee / EMD/ Security Deposit are exempted from submission of EMD/Security Deposit against valid documentary evidence.

In case Earnest Money is not submitted, the offer shall be out-rightly rejected without any reference on this subject. EMD shall be refunded to the unsuccessful bidder immediately after finalization and award of the tender.

For successful bidder EMD will be converted to Security Money which will be refunded to the firm on certification after completion of the contract period. The deposits like Earnest Money and Security Deposit will not carry any interest during its period of retention.

THE DEPOSITS LIKE EARNEST MONEY MAY BE FORFEITED:-

- i. If any bidder withdraws his/her offer after tender opening during the period of tender validity.
- ii. If the bidder fails to execute the order job after acceptance of order within the specified time limit or does not fulfill any of the terms & conditions.

The offer shall be rejected if any tampering in the tender document is found to be done at the time of opening the offer.

B. Documents in support of Commercial Terms (Clause No. 2)**C. ECS Mandate Form (Annexure – V)****D. Checklist showing deviations, if any, from the tender document commercial terms & conditions against each clause as per Annexure- VII.**

II. PART- II

The second part of the tender shall consist of details of **PRICES ONLY**. The price bids of only those bidders whose offer in **PART - I** is found to be techno-commercially acceptable will be opened. Price bids are to be submitted in separate envelope clearly super-scribed "Part – II (Price Bid) – Not to be opened on 20.02.2018" and name and reference no. of this NIT. The price bid must be type-written on the bidder's own letterhead with all columns duly filled in the format provided in Annexure – III of this NIT.

ENVELOPE NO. 1 (PART-I) containing techno-commercial bid, **ENVELOPE NO. 2** (PART-II) containing price bid, **ENVELOPE NO. 3** containing Application Fee and EMD should be properly sealed and should also indicate the heading i.e. **PART-I, TECHNO-COMMERCIAL BID, PART – II, PRICE BID and APPLICATION FEE & EMD**. All the three envelopes should be inserted in a bigger envelope which should also be sealed. All the four envelopes must be super-scribed with "**ARC of Stationery Items**", the Tender No. and Date & Time of Opening (except Envelope 2). The bid should be dropped in the nominated '**TENDER BOX**' kept in the office of the **HOD (S & P)**, CMPDI, RI-1, Asansol.

IF BIDDER DISCLOSES HIS PRICE IN THE TECHNO-COMMERCIAL BID (PART - I), THE OFFER WILL BE RESEALED AND WILL BE TREATED AS INVALID OFFER BY THE TENDER OPENING COMMITTEE.

2. Commercial terms

i) Eligibility:

Bids must contain information regarding the bidder having supplied at least 25% of the total number of items contained in schedule or 50 % of the tender value for stationery items to any Govt. deptt. / PSU / Private Firm during the last 5 years along with proof of supply (copy of supply order along with either receipted challan or affidavit on bidder's letterhead for having successfully made the supply). All bidders shall submit an undertaking on their letterhead for not having been blacklisted by any firm at any time till date for any reason, whatsoever, in the format provided at ANNEXURE – VI.

ii) GST: 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 given by Bidders in format below on their letterhead)

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

The bids must include the following information:

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

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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 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.

iii) **PAN** : Bids must contain a self-attested and stamped copy of valid PAN card

iv) **Trade License**: Bids must contain a self-attested and stamped copy of valid Trade License in name of the bidder.

3. NOTE

a) **ALL PAGES OF THE OFFER ALONG WITH THE ENCLOSURES ARE TO BE SUBMITTED DULY SIGNED AND STAMPED.**

b) **TENDER DOCUMENT WITH ERASED, CUTTING AND OVER WRITTEN CONTENT WILL BE SUMMARILY REJECTED UNLESS CORRECTION IS AUTHENTICATED WITH THE TENDERER'S SIGNATURE.**

c) **THE TENDERERS SHALL QUOTE TO THE SPECIFICATIONS GIVEN. THEY ARE, HOWEVER, AT LIBERTY TO QUOTE FOR ANY OTHER ALTERNATIVES, WHICH IN THEIR OPINION, WILL SERVE THE PURPOSE. THE MATERIALS SHALL CONFORM TO RELEVANT IS AND IN ITS ABSENCE, TO APPROPRIATE BSS/VDE/DIN.**

4. **Validity of Offer**: The offers must remain valid for 180 days from the date of opening of offer.

5. **Consignee**: General Store, CMPDI, RI-I, Asansol-713304

6. **Paying Authority**: HOD (F), CMPDI, RI-I, Asansol-713304

7. **Price**: To be quoted on bidder's letterhead as per format provided in Part – II. The rates shall be quoted both in words and in figures on FOR DESTINATION basis. If there is any discrepancy between the rates quoted in words and in figures, the rate enclosed in figure shall be considered. The offer should indicate rate per unit, discount, if any, total and delivery terms. The rates should be inclusive of all applicable taxes and duties.

Quotations, erased or overwritten, will be summarily rejected unless corrections are authenticated with the tenderers' signature and date.

The price quoted must be firm and offers must remain open for acceptance for six months from the due date of opening of the tender.

The tenders of those tenderers whose motto is to offer different prices or change the terms which affects the quoted price of the firm within the validity of the offer shall be treated as invalid offer and the action against such tenderer will be taken as per CIL Rules/Procedure.

8. **Schedule of bid submission**: Offers received after the submission time of the due date of the tender shall not be accepted.

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9. Security Deposit:

- a) The successful tenderers will be required to deposit as Security Money 10% of total value of the order (FOR destination price including taxes and duties) in the form of Demand Draft/Bank Guarantee (Annexure – IV) drawn on any Scheduled Bank Payable at Asansol preferably on State Bank of India within 21 days from the date of issue of the supply order. For successful bidder Earnest Money will be adjusted with the Security Money which is 10% of the value of the order to be placed.
- b) In case tenderer fails to deposit Security Money within the stipulated period the order shall be cancelled and EMD deposited against this tender shall be forfeited. Simultaneous action will be processed to order elsewhere at the risk and cost of the tenderer and their performance shall be kept in record for future dealings.
- c) The Security Deposit will be forfeited in case of unsatisfactory performance and /or contractual failure.

Security Money/Bank Guarantee of the eligible bidders will be released on certification after expiry of one year from the inspection of materials received. The deposits like Security Money etc. will not carry any interest during its period of retention.

10. Delivery:

The materials are to be delivered to General Stores, CMPDI, RI – I, G.T Road, West End, Asansol-713304, within 21 (Twenty-One) days of issue of supply orders from time to time as per requirement. No additional charges will be paid for the above activities.

Payment shall be released on satisfactory supply of materials and its acceptance by the Inspecting Authority of CMPDIL, RI-I. The Company has the right to reject any or all of the materials of the supplier if not found suitable for use after receipt of materials at store. The supplier shall take back the rejected materials at his own cost and in no case the purchaser will be responsible for loss/damage of the rejected goods if the same are not removed by the supplier after rejection within a reasonable time. The payment will be made through ECS mode only.

11. Penalty

In the event of failure to delivery or dispatch the stores within the stipulated date/period in accordance with the specification 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:

- a) To recover from the successful tenderer as agreed liquidated damages, a sum not less than 0.5% (half percent) of the price of any stores which the successful tenderer 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%. Where felt necessary the limit of 10% can be increased to 15% at the discretion of officer-in-charge.
- d) 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 (a) above.
- e) To forfeit the security deposit full or in part.
- f) Wherever under this contract any sum of money is recoverable from and payable by the supplier, the CMPDIL, RI-I Asansol shall be entitled to recover such sums by appropriating a part or in whole by deducting any sum due or which at any time thereafter may come due to supplier in this or

any other contract should this sum be not sufficient to cover the full amount recoverable, the supplier shall have to pay the CMPDIL, RI-I Asansol on demand the remaining amount so due.

- g) If the execution of the supply order is delayed beyond the period stipulated in the supply order as a result of outbreak of hostilities, declaration of an embargo or blockade, or fire, flood, acts of nature or any other contingency beyond the supplier's control due to act of God then CMPDI, RI-I may allow such additional time by extending the delivery period, as it considers to be justified by the circumstances of the case and its decision shall be final. If and when additional time is granted by the CMPDI, RI-I the contract/supply order shall be read and understood as if it had contained from its inception the delivery date as extended.

12. Force Majeure Clause:

If the execution of the Contract/Supply Order is delayed beyond the period stipulated in the Contract/Supply Order as result of hostilities, declaration of embargo or blockade or flood, act of nature or any other contingency beyond the supplier's control due to act of God, the CMPDI may allow such additional time by extending the delivery period as is considered justified by the circumstances of the case and its decision shall be final. In case additional time is justified by the circumstances of the case and its decision shall be final. In case additional time is granted by CMPDI for execution of the Contract/Supply Order, the Contract/Supply Order shall be read and understood as if it had contained from its inception the delivery as extended.

- a) The successful bidder will advise, in the event of his having to resort to this clause, by a registered letter, duly certified by the local chamber of commerce, or statutory authorities, the beginning and end of the causes of the delay, within 15 days of the occurrence and cession of such force majeure conditions. In the event of delay lasting out of force majeure, CMPDI will reserve the right to cancel the contract, and provisions governing termination of contract as stated in the bid documents will apply.
- b) For delay arising out of force majeure, the bidder will not claim the extension in completion date for a period exceeding the period of delay attributable to the causes of force majeure and neither CMPDI nor the bidder shall be liable to pay extra cost provided it is mutually established that the force majeure conditions did actually exist.
- c) If any of the force majeure conditions exist in the place of operation of bidder even in the time of submission of bid, he will categorically specify them in his bid, and state whether they have been taken into consideration in their quotation.

13. Inspection:

Acceptance of materials are subject to inspection by an authority to be deputed for the purpose at Consignee's end. It may be carried out before dispatch, if required. Even if pre-dispatch inspection is carried out, the acceptance will be subject to final inspection after receipt of the materials and installation and demonstration at site.

14. PAYMENT TERM:

100% Payment shall be made after satisfactory inspection, and on production of bill in triplicate duly pre-receipted along with Challan in duplicate and on acceptance of supplied materials by the Inspecting / Accepting Authority.

15. PRICE VARIATION CLAUSE

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

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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.

16. PRICE FALL CLAUSE

The prices charged for the stores supplied shall in no event exceed the lowest price of supplied stores of identical description to any other party/organization during the said period. If the sale price is reduced lower than the price chargeable under the Contract, such reduction shall be incorporated and stores supplied after the date coming into force on such reduction and stores supplied after the date coming into force on such reduction or sell shall stand correspondingly reduced.

17. The Company 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.

18. **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.**

19. ALL DISPUTES ARE SUBJECT TO ASANSOL COURT JURISDICTION ONLY.

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ANNEXURE -III

PART – II
FORMAT FOR PRICE BID

SL. No	Description of items	Estimated Annual Consumption Qty.	Make/Brand	Unit Rate (₹)	GST (%)	Unit Rate Including GST (₹)	Total (₹)
1	National Flag (Big Size) 9' x 6' cotton	2 Nos.	Good Quality				
2	Photocopier Paper, Size-A4, 75 GSM, Ream of 500 sheets	450 Nos.	Andhra / Power				
3	Photocopier Paper, Size-A3, 75 GSM, Ream of 500 sheets	10 Nos.	Andhra / Power				
4	Battery, 1.5V, AA-Size (Torch Cell)	100 Nos.	Eveready				
5	Battery 1.5 V AAA-Size (AC Remote Battery)	24 Nos.	Eveready				
6	Binder Clip 41mm (Packet containing 12 clips)	100 Packet	Good Quality				
7	Binder Clip 25mm (Packet containing 12 clips)	50 Packet	Good Quality				
8	Plastic Board Pin (Packet containing 100 pins)	12 Packet	As Per Sample				
9	Color Cello Tape 2" x 30 yards (Green, Yellow, Black, Red, Blue)	50 Nos.	Wonder				
10	Color Cello Tape 1 ½" x 30 yards(Green, Yellow, Black, Red, Blue)	50 Nos.	Wonder				
11	Drafting pad printed with co. logo	200 Nos.	Good Quality, As Per Sample				
12	Cloth Envelope 16" X 12" (40 x 30 cm) printed with company logo	1000 Nos.	As Per Sample				
13	Adhesive Gum Big Size 500 ml.	6 Bottle	Fevigum				
14	Register no.4	60 Nos.	Standard Size				
15	Register no.8	60 Nos.	Standard Size				

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SEAL

		Standard Size	
16	Register no.10	96 Nos.	
17	Register No. 12	96 Nos.	Standard Size
18	Stamp Pad (Blue) Plastic Box	24 Nos.	Faber-Castell
19	Fevi Glue Stick 8 grm.	12 Nos.	Good Quality
20	Four Fold File printed with co. logo	100 Nos.	As Per Sample
21	Coaster (set of no. 2)	12 Sets	Akash
22	Pencil Sharpener	100 Nos.	Faber-Castell
23	Gum Tube Small (18 ml.)	200 Nos.	Fevigum
24	White envelope 11" x 5" printed with co. logo	2000 Nos.	Good Quality, As Per Sample
25	Paper Tray with Clip (Plastic)	50 Nos.	Good Quality
26	Carbolic Acid (500 ml.)	6 Bottle	Bengal Chemical
27	Cotton Tag (100 nos. in a bundle)	200 Bundle	Good Quality
28	Lever File - A4	50 Nos.	Kea
29	Naphthalene 100 grm in a packet	200 Pkt.	Bengal Chemical
30	Paper weight (Oval Shapes)	60 Nos.	Good Quality
31	Phenyl (500 ml.)	20 Bottle	Bengal Chemical
32	Highlighter pen (Yellow & Pink)	30 Nos.	Luxer
33	Leave form for ML & EL (100 page in a book)	20 Nos.	As Per Sample
34	CL form (100 page in a book)	20 Nos.	As Per Sample
35	TA BILL form (100 page in a book)	20 Nos.	As Per Sample
36	TOUR APPROVAL form (100 page in a book)	20 Nos.	As Per Sample
37	Stapler Small, HD-10-D, No.10	100 Nos.	Kangaroo
38	Marker (pen Type)	50 Nos.	Reynolds
39	Water bottle (PET) (1 liter)	200 Nos.	Pearl Pet
40	Room Freshener 125 grm	30 Bottle	Premium

41	Arch File	24 Nos.	Kohinoor/Nataraj
42	Liquid Cleaning Spray 500 ml	6 Bottle	Colin
43	Whitener Correction Pen	30 Nos.	Faber-Castell
44	Duster Cloth 24" x 24" (Standard Size) Cotton	240 Nos.	Good Quality
45	Ordinary Pencil (HB)	200 Pcs.	Nataraj/Apsara
46	Plastic File	24 nos.	As Per Sample
47	Liquid soap 200 ml.	24 Nos.	Lifebuoy
48	Odonil 50 gm.	20 Nos.	Odonil
49	Stapler Pin No. 10	200 Nos.	Kengaroo
50	Single Punch	12 Nos.	Kengaroo
51	Vim Liquid 115 ml.	12 Nos.	Vim
52	Stick on Pad (Size 1" X 3") Colour- Pink, Yellow, Green	20 Nos.	Good Quality
53	Red & Blue Pen	20 Nos.	Morison/Fair
54	Phool Jharu	20 Nos.	Good Quality
55	Attendance Register (Monthly)	24 Nos.	As Per Sample

ANNEXURE - IV

BANK GUARANTEE FORMAT

1. Messers..... & Company having its office at
(Hereinafter called the Seller) has entered into a Contract No. CMPDI/RI-1/.....dated..... (Hereinafter called the Purchaser) to supply Equipment / Plant / Machinery on the terms and conditions contained in he said Contract.

It has been agreed that hundred per cent (100%) payment of the value of the Equipment/Plant/Machinery will be made to the Seller in terms of the said contract on the Seller furnishing to the purchaser a Bank Guarantee for the sum of ₹.....equivalent to 10% of FOR destination value of the order as security for the due and faithful performance of the terms of the said contract and against any loss or damage caused to or would be caused to or suffered by Purchaser by reason of any breach of the said Seller of any of the terms and conditions contained in the said Contract.

TheBank having its Office at has at the request of the Seller agreed to give the guarantee as hereinafter contained.

2. We.....Bank Limited, do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Purchaser by reason of any breach by the said Seller's failure to perform the said contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. We shall not withhold the payment on the ground that the Seller has deputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Purchaser and the Seller regarding the claim. However, our liability under this guarantee shall be restricted to an amount not exceeding.....
3. We Bank Limited, further agree that the guarantee herein contained shall come in to force from the date hereof and shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all the dues of the Purchaser under or by virtue of the said contract have been fully paid and its claims satisfied or purchaser certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Seller and accordingly discharge the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the (Date to be given months from the date of the bank guarantee) we shall be discharged from all liability under this guarantee thereafter.

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SEAL

4. WeBank Limited, further agree with the Purchaser, that the Purchaser, shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Seller(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser, against the said Seller and to forbear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reasons or any such variation or extension being granted to the said Seller or for any forbearance act or omission on the part of the Purchaser, or any indulgence by the Purchaser, to the said Seller or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank further agree that in case this guarantee is required for a longer period and it is not extended by the Bank beyond the period specified above, the Bank shall pay to the Purchaser the said sum of (specify the amount) or such lesser sum as may then be due to the Purchaser and as the Purchaser may demand.

5. WeBank Limited, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Purchaser, in writing.
6. The Bank has under its constitution power to give this guarantee and Mr. Manager, who has signed it on behalf of the Bank has authority to do so.
7. The Bank Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.

Datedday of 201.

ForBank Limited.

**SIGNATURE OF THE AUTHORIZED PERSON
FOR AND ON BEHALF OF THE BANK.**

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ANNEXURE.- V

MANDATE FORM

To,
 Central Mine Planning & Design Institute Ltd.,
 Regional Institute-1, 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 Address	PIN 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		
Permanent account number (PAN)	5. Others (If other specify) _____		

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.....

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 SEAL**

ANNEXURE - VI

UNDERTAKING**(To be type written on bidder's letter head)**

I/We undertake that my/our firm named..... has not been blacklisted by any Govt./PSU/private entity till date.

If at any stage , it is found that there has been any suppression of information in this regard, CMPDI will be at liberty to take any action as deem fit.

Date.....

Place.....

Name of Authorised Signatory
with seal.

SIGNATURE OF THE TENDERER WITH
SEAL

ANNEXURE -VII

CHECK LIST

PLEASE SPECIFY THE FOLLOWING:

Q. No.	LIST OF QUESTIONS	Indicate in Yes / No below
1.	Have you prepared and submitted the bids as indicated in Clause 1? [Please refer MODE AND METHOD OF SUBMISSION OF TENDERS]	
2.	Have you submitted Application Fee and Earnest Money Deposit in line with clause 1 (a) of the Terms & Conditions? If no, have you made claim for exemption from payment of Application Fee and Earnest Money Deposit and submitted relevant and valid certificates regarding the same	
3.	Have you submitted the following documents in line with Clause 2 (i) of Terms & Conditions? a. Past Supply Orders made by your firm and proof of supply of at least 25% of the estimated quantity of items or 50 % of the tender value b. Undertaking for not having been blacklisted by any firm till date	
4.	Have you submitted requisite Information on GST as per Clause 2 (ii) of Terms & Conditions?	
5.	Have you submitted copy of PAN and Trade Licence as per Clause 2 (iii & iv) of Terms & Conditions?	
6.	Have you quoted FOR Destination / FOB price(s) in line with clause 7 of Terms & Conditions and indicated the break-up as per Annexure-III ?	
7.	Have you quoted firm price in line of Clause 7 of Terms & Conditions?	
8.	Is your offer valid for Six Months from the date of opening of tender in line of clause 7 of Terms & conditions?	
9.	Have you accepted Security deposit terms, clause 9 of Terms & Conditions ?	
10.	Have you accepted Force majeure clause in line with clause 12 of Terms & Conditions ?	
11.	Have you accepted Inspection terms in line with clause 13 of Terms & Conditions ?	
12	Have you accepted Payment terms in line with clause 14 of Terms & Conditions ?	
13	Have you accepted Price fall clause in line with clause 16 of Terms & Conditions ?	
14	Indicate the List of enclosures with the Offer	

SIGNATURE OF THE TENDERER WITH
SEAL