



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोयला इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
क्षेत्रीय संस्थान-2, कोयला भवन परिसर, कोयला नगर, धनबाद - 826005, झारखंड (भारत)

Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Regional Institute-II, Koyla Bhawan Complex, Koyla Nagar, Dhanbad - 826005, Jharkhand (INDIA)
Corporate Identity No. - U14292JH1975GOI001223

NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY ITEM AT CMPDI, RI-II, DHANBAD

Tender Enquiry No. RI-II/CMPDI/STATIONERY ITEM/17-18/ 5274-83

Dt : 14.03.2018

1. Name of the work : Sealed tenders in two parts are invited from agencies/ suppliers for Supply of stationery items at CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad
2. Estimated cost : Rs.147400 /-
3. Earnest Money : Rs.2950 /- (Rs. Two Thousand Nine hundred Fifty Only) as Earnest Money along with the tender is to be deposited in the form of A/c. Payee Bank demand Draft in favour of **CMPDI, Regional Institute, Dhanbad** on any scheduled bank payable at **Dhanbad**. This deposit will be converted into part of security money deposit for the successful tenderer. For all other unsuccessful tenderer the deposit will be released (without interest) after finalization of work order at our end. EMD shall be forfeited if any tenderer withdraw their offer before finalization of the tender.
4. Cost of Tender Paper : Rs. 100 /- (Rs. One hundred only) either in cash at the cash counter of CMPDI, RI-II or in the form of a crossed demand draft drawn in favour of CMPDI, Regional Institute, Dhanbad on any scheduled bank payable at Dhanbad (Non refundable).
5. Date of sale of tender paper : From 14/03/2018 to 25/03/2018 (10 AM to 4 PM on working day only)
6. Date and time of submission of Tender : On 26/03/18 upto 3-30 PM
7. Date and Place of opening of tender : On 26/03/18 at 4.00 PM at the Office of HOD (E&M), CMPDI, RI-II
8. Place of sale and receipt of Tender document : Office of the HOD (E&M), CMPDI, RI-II
9. Down loading : The tender document can be down loaded from the CMPDI, website <http://www.cmpdi.co.in>. In case of down loading the tender document, the tender document cost shall be made in the form of a crossed demand draft drawn in favour of **CMPDI, Regional Institute, Dhanbad** on any scheduled bank payable at **Dhanbad**. This shall be kept in separate envelope mentioning, "The Cost of tender". The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

भवदीय

विभागाध्यक्ष (वि एवं यों)

वितरण: -

1. The Regional Director, RI-II, CMPDI for kind information
2. The Convenor ,Tender Committee, RI-II
3. HOD (Min.),CMPDI, RI-II, Member of Tender Committee
4. Shri S. Surin ,Ch. Mgr.(Geology), RI-II, Member of Tender Committee
5. Shri V.S. Rathore, Dy. Mgr.(F), RI-II, Member of Tender Committee
6. HOD(P&A), CMPDI, RI-II, with a request to arrange display on the notice board
7. GM(Civil), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
8. GM(E&M),BCCL, Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
9. GM(TA), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
10. GM(MM), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
11. Cash Section, RI-II
12. Office copy ,Shri P.K. Shrivastav ,O.S,(E&M)

CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD
REGIONAL INSTITUTE-II, KOYLA BHAWAN COMPLEX,
DHANBAD -826005

TENDER DOCUMENT

1. Sealed tender are invited for the supply of Stationery items from agencies/ suppliers at CMPDI, RI-II, Koyla Bhawan complex, Koylanagar, Dhanbad

Sl. No.	Particulars		Estimated Cost
1	Supply of Stationery items at CMPDI, RI-II, Koyla Bhawan complex, Koylanagar, Dhanbad	Particulars of Stationery items and quantities is enclosed as ANNEXURE-II	Rs. 147400.00

2. **Issue of tender document**

Tender documents can be obtained from the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad 826005, between **10:00 AM to 4:00 PM on any working day** as per the dates mentioned below:

Begins on: 14.03.2018

Closes on: 25.03.2018

3. **Earnest Money**

Rs. 2950 /- (Rs. Two Thousand Nine hundred Fifty) only as earnest money along with the tender is to be deposited in the form of A/c. Payee Bank demand Draft in favour of CMPDI, Regional Institute, Dhanbad on any scheduled bank payable at Dhanbad. This deposit will be converted into part of security money deposit for the successful tenderer. For all other unsuccessful bidder, the deposit will be released (without interest) after finalization of work order at our end. EMD shall be forfeited if any bidder withdraw their offer before finalization of the tender.

4. **Eligibility criteria:**

Bidders shall submit the self-attested photocopy of following documents:

- Copy of Permanent Income Tax Account Number (PAN)
- Copy of GST registration indicating GST number or documentary evidence in case of exemption.
- Offers of the Bidders, who are past suppliers to Mining Industry and / or other Industries (Private or Government Department/ Public Sector Undertaking – Indigenous or Global), will be considered eligible for participation, if they have supplied the tendered / similar item(stationery items) during the preceding 5 years

At least 20% of the total estimated cost of this tender.

5. **Mode & Method of Submission of Tender**

Tender must be submitted in sealed cover which must be super scribed with the Tender Enquiry Number and the date of opening. All envelopes containing the tenders shall be properly sealed. The tenders shall be submitted in three envelopes (Envelope- I, Envelope- II & Envelope- III). All the three envelopes shall be kept in one envelope and properly sealed. The Envelope- I containing Part-I, Envelope- II containing Part-II and Envelope –III containing Demand Draft of EMD should be inside one outer cover. The outer cover should bear the address of the purchaser, Tender enquiry no. & date of opening. Postal tenders will not be accepted.

Part – I

Following documents to be submitted in Envelope-I

- 1) Documents to fulfill basic eligibility criteria
- 2) Duly signed and stamped tender document.
- 3) Annexure-I of tender document (In case tender document downloaded from CMPDI website)
- 4) Annexure-II of tender document
- 5) Annexure-III of tender document
- 6) Cost of tender documents if downloaded from website along with Demand Draft towards Earnest Money should be included in the Part – I bid. Tender without Earnest Money or documentary evidences issued by Govt. Authorities according exemption towards submission of EMD, will be out rightly rejected.

Part – II

The second part of the tender shall consist of Price Bid in PRICE BID FORMAT. The price bid of only those bidders will be opened, whose offer in Part-I are found to be techno – commercially acceptable .

6. Validity Period of Tenders:

The rates, terms and conditions offered shall be valid for a period of 180 days from the date of opening of the tender and shall be valid through out the delivery period

7. Receipt of Tenders:

Date and time of submission of tender: 26.03.2017 up to 3.30 P.M.

Location/Place of submission of tender: Tenders shall be dropped in the Tender Box provided at the Office of the HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, and Dhanbad-826005. Postal tenders shall not be accepted.

8. Opening of Tender

The tender shall be opened at the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad -826005 Office Complex, at the time and date as given in the NIT.

Date and time of opening of Part- I: Dt. 26.03.2018 at 4.00 PM.

All the bidders requested to be present on the scheduled date and time of opening. However, their absence will not stop opening.

In the event of the specified date for submission/opening of bids being declared a holiday, the bids will be received/opened on the appointed time on the next working day.

Date and time of opening of Part-II: The date and time of opening of Price bid or Part- II of the tender shall be communicated in due course of time after evaluation of Part- I.

- (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. The payment shall be made by Electronic Fund Transfer (EFT) only. Successful bidder shall submit the details as per format to be collected from the Finance department and to be submitted

along with the bill with original Signature and stamp.

- (d) Supply Order, if placed, will be subject to the terms and conditions given separately.
- (e) Normally no deviation is acceptable to our tender documents & Terms and Conditions. Bidders which have deviations are liable for rejection without making any back reference to the tenderers. Tenders asked for must be submitted complete in all respects.

9. GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF OFFERS

- a. All pages of tender documents should be signed and must have firm's seal. This is a must.
- b. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- c. Competent authority reserves the right to cancel the tender, postpone the date of receipt and opening the tender or redefine the quantity without assigning any reason what-so-ever or any clarification or notification to the parties. Competent authority reserves the right to reduce the quantity even after the award of job and payment shall be made according to the actual quantity supplied and as per quoted rate. Bidders are advised to carefully note that the deviation in these terms will not be entertained
- d. Competent authority reserves the right to terminate the contract in between, in case the supply of materials are not satisfactory within seven days notice either verbally or in writing.
- e. Bid evaluation: Bids shall be evaluated item wise on lowest (L-1) rate basis of those bidders who will qualify on techno-commercial part (part-I) of the offer.
- f. The Competent authority reserves the right to accept /reject any tender fully or partly or split up the work without assigning any reason whatsoever and its decision will be final as well as binding.
- g. At any point of time during execution of contract, if it is found that the information/documents submitted by the bidder is manipulated or forged, competent authority reserves the right to forfeit EMD/SD and any other payment which is not paid.
- h. Correction of errors: Bids determined to be substantially responsive will be checked by the employer for any arithmetical errors. Errors will be corrected by the employer as follows:
 - I. Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
 - II. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern,
 - III. Discrepancy in totaling or carry forward in the amount quoted by the contractor shall be corrected.

The tendered sum so corrected and altered shall be substituted for the sum originally tendered and considered for evaluation instead of the original sum quoted by the tenderer along with other tender / tenders. Rounding off to the nearest rupee should be done in the final summary of the amount instead of in totals of various sections of the offer.

The amount stated in the bid will be adjusted by the employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder.

- i. The intended bidders shall collect the sample “to be printed as per sample” from the store of CMPDI, RI-II before bidding.

10. TAXES AND DUTIES:

- i. **Goods and Service Tax (Not applicable for exempted from GST):** GST will be payable extra as per prevailing GST rules. Bidders have to mention GST rates applicable (SGST, CGST or 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.
- iii. 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-II, CMPDI, Dhanbad. Our provisional GSTIN no. is 20AAACC7475N1ZI.

OTHER TERMS AND CONDITIONS

1. **Prices :** Total cost shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery at Store, CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005.
 2. **Submission of bill:** Bill shall be submitted in triplicate. Original bill shall be duly stamped and pre-receipted along with challan to the consignee for arranging payment in time.
 3. **Payment:** - 100% payment will be made within 21 days after submission of bill and acceptance of materials by the consignee.
 4. **Delivery Schedule:** - The delivery schedule shall be within 30 days at CMPDI, RI-II Store, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005 from the date of issue of supply order.
 5. **Paying authority:** - HOD (Finance), Regional Institute-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
 6. **Consignee:** The Regional Director, CMPDI, Regional Institute -II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
 7. **Inspection:** Inspection of material will be done after receipt of the material in good condition at CMPDI, RI-II, by the authorized representative(s) of Regional Director. If the materials are not found in order, they will be totally rejected and the supplier will be liable to replace the defective material. If the supplier failed to do so, no payment will be made for the defective material and the bill will be processed on the accepted material.
 8. **Warranty:** Manufacturer's guarantee/warranty is applicable.
 9. **Quantity variation clause:** The management reserves the right to increase or decrease the quantity/no.
- Tender Document for Supply of Stationary Items at CMPDI, RI-II, Dhanbad

of items and accordingly the billed amount will be adjusted proportionately keeping the quoted unit rate unchanged.

10. **Security Deposit:** A security deposit of 10% of the ordered value shall be deposited by the successful bidder. The earnest money i.e. 2% of the estimated cost (Rs. 2950 /-) deposited by the supplier shall be treated as security deposit (s/d), balance amount of the ordered value to be deposited within 15 days of issue of work order, towards a total security deposit of 10% of the ordered value in the form of Bank Draft of any scheduled Bank in favour of CMPDI, Regional Institute, Dhanbad payable at Dhanbad. In case the firm fails to deposit security money, the order shall be cancelled and the case shall be processed to order elsewhere and the performance is to be kept recorded for future dealing with them. For successful tenderer, with competent approval S/D shall be refunded to the firm within 30 days of satisfactory execution of contract or after receiving written application (for refund) from the firm, whichever is later. For unsatisfactory performance and/or contractual failure, security money shall be forfeited.

If any State/Central Govt. Organisation /PSU & valid DGS&D / NSIC registered (for the tendered items) firm can produce documentary evidence issued by Govt. authorities for according exemption towards submission of EMD/ SD, they may be considered for exemption from submission of EMD / Security Deposit.

11. **Liquidated Damage :** In the event of failure to delivery or dispatch the stores within the stipulated date/period in accordance with the samples and/or 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 has the right :

- i) To recover as agreed liquidated damages, as agreed liquidated damages, a sum not less than 0.5% (half percent) of the price of the stores which successful bidder has not been able to supply (for this purpose part of a unit supplied will not be considered) 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 competent authority.
- ii) To purchase elsewhere, after due notice to the successful bidder on the account and at the risk of the defaulting supplier the stores not supplied or others of a similar description without canceling the supply order in respect of the consignment not yet due for supply or
- iii) To cancel the supply order or a portion thereof, and if so desire to purchase the stores at the risk and cost of the defaulting supplier and also
- iv) 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(i) above.
- v) To encash any bank guarantee which is available for recovery of the penalty or
- vi) To forfeit the security deposit full or in part
- vii) Whenever under the contract a sum of money is recoverable from any payable by the supplier, CMPDI shall be entitled to recover such sum by appropriating, in part or in whole by deducting any sum or any other contract with CMPDI or any subsidiary of Coal India Limited should this sum be not sufficient to recover the full amount recoverable, the successful bidder shall pay CMPDI on demand the remaining balance amount. The supplier shall not be entitled to any gain under this clause.

12. **Fall Clause :** The price charged for the stores supplied under this contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other organization during the period of the contract, it at any time, during the said period, the supplier reduces the sale price of such stores, or sells such stores to any other organization at price lower than the price chargeable under this contract the supplier shall forthwith notify such

reduction or sale to the consignee concerned under intimation to CMPDI, RI-II , Koyla Bhawan, Dhanbad and the price payable under the contract for the materials supplied after the date of coming into force of such reduction of sale shall stand correspondingly reduced. The above stipulation, however, will not apply to exports by the supplier.

13. **Price Certification:** You are required to submit the following certificate on your letter head along with your bills:

“I/We certify that the stores of description identical to the stores supplied to the consignee concerned under the contract herein have not been sold by me/us to any other organization including DGS&D at the commencement of the contract up to the period of completion of delivery at a price lower than the price charged to the consignee concerned of the contract.”

14. **Cancellation of supply order:** Competent authority reserves the right to cancel the supply order at any point of time without showing any reason.

15. **Insurance:** The dispatch of materials should be covered under insurance at the supplier's cost and risk. The consignee will intimate the supplier in case any shortage or damage is found after receipt of materials at destination. Shortage/damage certificate will be obtained from transporter by consignee. However claim will be lodged by the supplier on the carriers.

16. **Packing and forwarding:** Please note that all the materials should be dispatched properly packed/and protected so that these are received in good condition being free from any loss or damage on arrival at destination. The supplier should obtain a clear receipt from the transport authorities specifying the complete list of goods dispatched. The supplier should not book any consignment on a “SAID TO CONTAIN” basis. If the supplier does so, it would be at the supplier's own responsibility.

17. **Non-disclosure/ Confidentiality Clause:** The bidder will not at any time during pendency of contract or afterwards, disclose to any person any information as to documents, components, parts, information, drawings, data, sketches, plans, programs, specifications, techniques, processes, software, inventions and other materials, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance, invention, research, design or development of information system and any supportive or incidental subsystems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed by or on behalf of CMPDIL, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.

CMPDIL also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit or for the benefit of other, any Proprietary information which is disclosed to the bidder by CMPDIL at any time during the agreement /award of work/execution of work and thereafter. The bidder shall disclose Proprietary information received under the contract to person within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary information. This clause shall survive and continue after any expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.

18. **All disputes are subject to Dhanbad Court Jurisdiction only.**

विभागाध्यक्ष (वि एवं यॉ)

UNDERTAKING BY BIDDER(S)*
(*ONLY FOR THOSE WHO HAS (HAVE) DOWNLOADED THROUGH WEBSITE)

(To be submitted on letter head of the tenderer, signed and stamped by tenderer authorized representative/official in each page)

I/We,, proprietor/ partner/Legal Attorney/accredited representative of M/s, solemnly declare that:

1 .I/we accept the Tender Document as (I/we have) downloaded the same from the website <http://www.cmpdi.co.in> or, www.tenders.gov.in unconditionally.

And

- 2 I/we understand and fully accept that the Tender Document thus obtained by me/us will be rejected if found incomplete and/or if any tampering and/or discrepancy is found therein in comparison to the Master Copy or Office Copy of the said Tender Document.
3. I/we further assure and accept that I/we shall accept the Office Copy version of the Tender Document and shall not raise any objection in any form or shall not make any hindrance to the tendering process in case of such rejection.

.....
Signature of bidder

.....
Name of bidder (IN BLOCK CAPITAL)

Position in the Company/Firm: (proprietor/partner/legal representative etc):

Date:

Place:

Official Seal (Stamp):

PART-I**SCHEDULE OF REQUIREMENT**

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
1	Attendance Register (Contains 30 sheets) (printed as per sample)	No.	9	
2	Binder Clip, 3/4"	Pckt.	25	
3	Binder Clip, 1"	Pckt.	23	
4	Board Pin (25 pieces per packet)	Pckt.	3	
5	Book mark pad	No.	44	
6	Carbon Paper	pad	2	
7	Tape 1" (Big Size)	ROLL	79	
8	Tape Brown 1" (50 meter)	ROLL	12	
9	Tape 1" wide (Colour)	ROLL	8	
10	Tape (small size) 24-25 meter	ROLL	108	
11	Contract Bill Register (printed as per sample) contains 300 pages	No.	1	
12	Clutch Pencil , 0.9mm/0.7mm	No.	3	
13	Classification sheet /voucher (printed as per sample) (contains 100 sheets)	No.	10	
14	CL pad (Printed as per sample) (contains 100 sheets)	pad	15	
15	CD-R with plastic cover	No.	25	
16	CD R/W	No.	51	
17	Commercial Calculator	No.	9	
18	Dak Register (printed as per sample) (contains 300 pages)	No.	3	
19	Dot Matrix Printer Paper (without carbon)	No.	3	
20	Dot Matrix Printer Paper with carbon (size: 15x12x2)	No.	3	
21	Duster Cloth	No.	196	
22	Dak Dispatch Register (Printed as per sample) (contains 250 sheets)	No.	3	
23	Dak Receipt Register (Printed as per sample) (contains 250 sheets)	No.	3	
24	DVD-R	No.	142	
25	DVD -R with cover	No.	25	

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
26	DVD- R/W	No.	36	
27	Noting Pad (contains 80 sheets)	No.	22	
28	Envelope (small) (Printed as per sample)	No.	1150	
29	Eraser	No.	71	
30	EL pad (Printed as per sample) (contains 100 sheets)	Pad	15	
31	Fevicol (100gm)	No.	5	
32	Fevi quick (2 gm)	No.	4	
33	Fevi Stick (15 gm)	No.	26	
34	Flat File (Printed as per sample)	No.	349	
35	Cover File (Printed as per sample)	No.	119	
36	Clip File (Printed as per sample)	No.	24	
37	Arch File (Printed as per sample)	No.	55	
38	Tag file with tag (printed as per sample)	No.	161	
39	Gum Paste tube(22.5 ml)	No.	19	
40	Highlighter Pen	No.	68	
41	James Clip (each packet contains 50 pcs.)	Pckt.	43	
42	Marker Pen	No.	99	
43	Medical Bill Pad (printed as per sample) (contains 100 sheets)	Pad	12	
44	Note sheet Pad (Printed as per sample) (contains 100 sheets)	Pad	2	
45	Plastic Scale (12")	No.	23	
46	Single hole punching machine	No.	2	
47	Punching Machine (DP-52)	No.	28	
48	Punching machine (Big) (DP-600)	No.	9	
49	Pen (Black) (Good quality)	No.	12	
50	Pen (Blue) (Good quality)	No.	112	
51	Pen (Red) (Good quality)	No.	37	
52	pencil battery	No.	11	
53	Pencil (10 pcs. Per packet)	Pckt.	4	

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
54	Pencil Cutter	No.	46	
55	Plastic Box (40x30x15 cc) (for keeping plates)	No.	200	
56	Plastic Folder (Printed as per sample)	No.	264	
57	Refil Blue (Big) (10 Pcs. Per packet)	Pckt.	20	
58	Refil gel blue	No.	34	
59	Register No. 4 (Good quality) (contains 48 sheets)	No.	51	
60	Register No. 8 (Good quality) (contains 64 sheets)	No.	68	
61	Register No.10 (Good quality) (contains 80 sheets)	No.	59	
62	Register No.12 (Good quality) (contains 96 sheets)	No.	38	
63	Room Freshner	No.	36	
64	Sales Register (printed as per sample) (contains 300 pages)	No.	1	
65	Stapler (Big) HP-45	No.	8	
66	Stapler (Heavy Duty)	No.	2	
67	Stapler (10 No.)	No.	32	
68	Store Ledger Register (Printed as per sample) (contains 500 pages)	No	1	
69	Sketch pen set	set	5	
70	Sutli	kg	1	
71	Stamp Pad (small)	no.	5	
72	Stapler Pin (Small)	Pckt.	62	
73	Stapler Pin (Big) 24/6	Pckt.	6	
74	Stapler Pin (heavy duty)	Pckt.	7	
75	Scribbling Pad plain(Good quality)	No.	50	
76	Scribbling Pad Rulled (Good quality)	No.	66	
77	Receipt book (contains 50 pages in triplicate) (Printed as per sample)	pad	5	
78	TA Register (Printed as per sample) (contains 300 pages)	no.	1	
79	Medical Register (Printed as per sample) (contains 300 pages)	no.	1	
80	TA final Pad (printed as per sample) (contains 100 sheets)	pad	10	

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
81	TA Advance Pad (printed as per sample) (contains 100 sheets)	pad	10	
82	XA Advance Register (Printed as per sample) (contains 300 pages)	no.	1	
83	XA Adjustment form (Printed as per sample) (contains 100 sheets)	pad	2	
84	Vehicle maintenance work order book (50 pages in triplicate) (printed as per sample)	pad	3	
85	Whitener pen	No.	80	

NOTE: All the items should be of good quality. The bidders are requested to mention the Brand/Make of all the above items.

Bidders are required to visit the office of HOD (E&M) for samples /Items (as mentioned) before quoting the rates.

ANNEXURE – III

**Form for e- Payment
(To be submitted in Envelope-I)**

To
The Regional Director,
Regional Institute-II, CMPDI,
Koyla Bhawan Complex, Koylanagar,
Dhanbad-826005

Ref: Authorisation 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 PINCODE.....e-mail id.....
Telephone no. (With STD code).....
3. Bank particulars :-
Bank NameBranch NameBank 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 any other, pl. specify)
8. 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 to bear the bank charges, if any for enabling such transfer effected at all for reasons of incomplete or incorrect information, I/We would not hold the company responsible. We also agree.

(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

(AUTHORISED SIGNATORY)

Name.....

Date.....

(Official stamp)

PART-II

FORMAT OF PRICE BID

FORMAT OF PRICE BID
(To be submitted in Envelope-II)

Sl. No.	Description of articles	Units	Qty. Reqd.	UNIT COST (Rs)	GST (%)	Other taxes if any	TOTAL COST
1	Attendance Register (Contains 30 sheets) (printed as per sample)	No.	9				
2	Binder Clip, 3/4"	Pckt.	25				
3	Binder Clip, 1"	Pckt.	23				
4	Board Pin	box	3				
5	Book mark pad	No.	44				
6	Carbon Paper	pad	2				
7	Tape 1" (Big Size)	ROLL	79				
8	Tape Brown 1" (50 meter)	ROLL	12				
9	Tape 1" wide (Colour)	ROLL	8				
10	Tape (small size) 24-25 meter	ROLL	108				
11	Contract Bill Register (printed as per sample) contains 300 pages	No.	1				
12	Clutch Pencil , 0.9mm/0.7mm	No.	3				
13	Classification sheet /voucher (printed as per sample) (contains 100 sheets)	No.	10				
14	CL pad (Printed as per sample)	pad	15				
15	CD-R with plastic cover	No.	25				
16	CD R/W	No.	51				
17	Commercial Calculator	No.	9				
18	Dak Register (printed as per sample) (contains 300 pages)	No.	3				
19	Dot Matrix Printer Paper (without carbon)	No.	3				
20	Dot Matrix Printer Paper with carbon (size: 15x12x2)	No.	3				
21	Duster Cloth	No.	196				
22	Dak Dispatch Register (Printed as per sample) (contains 250 sheets)	No.	3				
23	Dak Receipt Register (Printed as per sample) (contains 250 sheets)	No.	3				

Sl. No.	Description of articles	Units	Qty. Reqd.	UNIT COST (Rs)	GST (%)	Other taxes if any	TOTAL COST
24	DVD-R	No.	142				
25	DVD -R with cover	No.	25				
26	DVD- R/W	No.	36				
27	Noting Pad (contains 80 sheets)	No.	22				
28	Envelope (small) (Printed as per sample)	No.	1150				
29	Eraser	No.	71				
30	EL pad (Printed as per sample) (contains 100 sheets)	Pad	15				
31	Fevicol (100gm)	No.	5				
32	Fevi quick (2 gm)	No.	4				
33	Fevi Stick (15 gm)	No.	26				
34	Flat File (Printed as per sample)	No.	349				
35	Cover File (Printed as per sample)	No.	119				
36	Clip File (Printed as per sample)	No.	24				
37	Arch File (Printed as per sample)	No.	55				
38	Tag file with tag (printed as per sample)	No.	161				
39	Gum Paste tube (22.5 ml)	No.	19				
40	Highlighter Pen	No.	68				
41	James Clip (each packet contains 50 pcs.)	Pckt.	43				
42	Marker Pen	No.	99				
43	Medical Bill Pad (printed as per sample) (contains 100 sheets)	Pad	12				
44	Note sheet Pad (Printed as per sample) (contains 100 sheets)	Pad	2				
45	Plastic Scale (12")	No.	23				
46	Single hole punching machine	No.	2				
47	Punching Machine (DP-52)	No.	28				
48	Punching machine (Big) (DP-600)	No.	9				

Sl. No.	Description of articles	Units	Qty. Reqd.	UNIT COST (Rs)	GST (%)	Other taxes if any	TOTAL COST
49	Pen (Black) (Good quality)	No.	12				
50	Pen (Blue) (Good quality)	No.	112				
51	Pen (Red) (Good quality)	No.	37				
52	pencil battery	No.	11				
53	Pencil (10 pcs. per packet)	Pckt.	4				
54	Pencil Cutter	No.	46				
55	Plastic Box (40x30x15 cc) (for keeping plates)	No.	200				
56	Plastic Folder (Printed as per sample)	No.	264				
57	Refil Blue (Big) (10 pcs. Per packet)	Pckt..	2				
58	Refil gel blue	No.	34				
59	Register No. 4 (Good quality) (contains 48 sheets)	No.	51				
60	Register No. 8 (Good quality) (contains 64 sheets)	No.	68				
61	Register No.10 (Good quality) (contains 80 sheets)	No.	59				
62	Register No.12 (Good quality) (contains 96 sheets)	No.	38				
62	Room Freshner	No.	36				
64	Sales Register (printed as per sample) (contains 300 pages)	No.	1				
65	Stapler (Big) HP-45	No.	8				
66	Stapler (Heavy Duty)	No.	2				
67	Stapler (10 No.)	No.	32				
68	Store Ledger Register (Printed as per sample) (contains 500 sheets)	No	1				
69	Sketch pen set	set	5				
70	Sutli	kg	1				
71	Stamp Pad (small)	no.	5				
72	Stapler Pin (Small)	Pckt.	62				
73	Stapler Pin (Big) 24/6	Pckt.	6				
74	Stapler Pin (heavy duty)	Pckt.	7				
75	Scribbling Pad plain(Good quality)	No.	50				
76	Scribbling Pad Ruled	No.	66				

Sl. No.	Description of articles	Units	Qty. Reqd.	UNIT COST (Rs)	GST (%)	Other taxes if any	TOTAL COST
	(Good quality)						
77	Receipt book (contains 50 pages in triplicate) (Printed as per sample)	pad	5				
78	TA Register (Printed as per sample) (contains 300 pages)	no.	1				
79	Medical Register (Printed as per sample) (contains 300 pages)	no.	1				
80	TA final Pad (printed as per sample) (contains 100 sheets)	pad	10				
81	TA Advance Pad (printed as per sample) (contains 100 sheets)	pad	10				
82	XA Advance Register (Printed as per sample) (contains 300 pages)	no.	1				
83	XA Adjustment form (Printed as per sample) (contains 100 sheets)	no.	2				
84	Vehicle maintenance work order book (50 pages in triplicate) (printed as per sample)	pad	3				
85	Whitener pen	No.	80				
	Any other charges:						
	Total in figure:						
	Total in words:						

Note: Total cost shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery upto Store, CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005.

Signature & seal of the bidder

Place:

Date: