

# TENDER DOCUMENT(Part-I)



**Central Mine Planning & Design Institute Limited  
Regional Institute-V, Seepat Road, BILASPUR (C.G.)-495006  
Office of the Regional Director**

## ***Under Jurisdiction of Bilaspur Court Only***

1. Name of work - Air Coolers running maintenance, overhauling, installation and water filling jobs during the year 2018 in RI-V, Bilaspur.
2. Place of work - CMPDI Office & colony of RI-V, Bilaspur
3. NIT No. - CMPDI/RV/E&M/Cooler Maint./2018/ 26, Dt. 16.04.2018
4. Date of issue of Tender Document - 16.04.2018 to 23.04.2018 upto 1.30 PM
5. Date & time of receipt of Tender - 23.04.2018 upto 3.00 pm
6. Date & time of opening of Tender - 23.04.2018 at 3:30 pm
7. Tender document issued to \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF ISSUING AUTHORITY**



cmpdi  
A Mini Ratna  
and ISO 9001  
Company

सेन्ट्रल मार्इन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.  
कोल इंडिया लिमिटेड की अनुषंगी कंम्पनी/भारत सरकार का एक लोक उपक्रम  
क्षेत्रीय संस्थान-5, एसईसीएल काम्पलेक्स, सीपत रोड, बिलासपुर 495006 (छ.ग)

### Central Mine Planning & Design Institute Limited

A Subsidiary of Coal India Ltd/ A Govt. of India Public sector Undertaking

CIN:U14292JH1975GO1001223

RI-V, SECL Complex, Seepat Road, Bilaspur (CG)- 495006  
ई-मेल / e-mail: [ri5@cmpdi.co.in](mailto:ri5@cmpdi.co.in) / [cmpdi5@rediffmail.com](mailto:cmpdi5@rediffmail.com)



Tel: 07752-246481-492  
Fax: 07752-246481

Sl. No.CMPDI/RV/E&M/Cooler Maint./2018/ 26

Dated 16.04.2018

### निविदा आमंत्रण सूचना

Sealed percentage rate tenders in two parts system are invited for taking up the following work:-

Name of Work	Estimated Cost (In Rs.)	E.M.D. (In Rs.)	Application fee for tender document
Air Coolers running maintenance, overhauling, installation and water filling jobs during the year 2018 for two months in RI-V, Bilaspur.	98631/-	1300/-	Nil

Note: - Rate should be excluding of Goods & Service Tax (GST) which will be paid extra as per prevailing GST rules.

#### 1. Issue of Tender Documents :

Tender documents will be issued individually on requisition in writing from the intending contractors or their accredited representatives. Tender documents can be obtained from the office of the HOD(E&M), RI:V, CMPDIL, Bilaspur (CG) at the above address free of cost during working hours on any working day as per the dates mentioned below :-

(i) **BEGINS ON** : 16.04.2018 (ii) **CLOSES ON** : 23.04.2018 upto 1.30 PM  
**Alternatively**

The full document is available on our website [www.cmpdi.co.in](http://www.cmpdi.co.in) and can be downloaded during the period of sale of tenders.

The company shall not be responsible for any delay/difficulties/inaccessibility of the downloading facility for any reason whatsoever.

#### 2. SUBMISSION OF TENDERS

- (i) Date and Time for submission of tender (Envelope-I & II) —23.04.2018 Upto 3.00 pm
- (ii) Location/Place for submission of tenders : O/o the HOD (E&M), RI-V, CMPDIL, Bilaspur
- (iii) (a) Earnest money should be enclosed in a separate envelope and not with the Part-I of the bid
- (b) **Part-I:** The part-I of the tender will contain the following:-
  - Papers relating to technical aspects of the bid along with copies of all credentials/certificate related to the technical qualifications of the bidder (duly authenticated by the bidder)
  - Proof of GST Registration, Experience & PAN etc. (duly authenticated by the bidder).
  - The original bid document issued to the bidder duly signed by the authorised signatory of the bidder on all pages as proof of accepting the conditions of the contract (excluding the price bid)
  - The intending tenderer will have to submit an affidavit as per sample format in the tender document as a declaration in support of authenticity of the credentials/certificates submitted by him/them.
- (c) **Part-II:** Part-II of the bid to be submitted in the second sealed envelope comprising of price bid of quantities
- Late tenders/incomplete tenders/telegraphic tenders, tenders received through Post/courier services or tenders received after due date and time of tender submission shall not be accepted.

### 3. **OPENING OF TENDERS**

**Part-I**

- i) Date & Time - 23.04.2018 at 3.30 pm
- ii) Place - O/o the HOD(E&M), RI-V, CMPDIL, Bilaspur in presence of the attending tenderers or their authorised representatives

**Part-II**

Shall be communicated after scrutiny of part-I (Preferably within 30 days of opening of part-I of tender)

### 4. **THE QUALIFYING CRITERIA FOR THE WORK IS AS FOLLOWS:**

- a) The intending tenderers must have its name as a prime contractor experience of having successfully completed similar works during last 7 years ending last day of month previous to the month in which bid applications are invited i.e. (eligibility period) should be either of the following –
  - i) 3 similar completed works each costing not less than 40% of estimated value. **OR**
  - ii) 2 similar completed works each costing not less than 50% of estimated value. **OR**
  - iii) 1 similar completed work costing not less than 80% of estimated value.
- In case the bidder is not a prime contractor but a sub-contractor, the bidder experience as sub-contractor will be taken into account if the contract in support of qualification is a sub-contract in compliance with the provision of such sub contract in the original contract awarded to prime contractor.
- b) Average annual financial turnover of electrical works during the last three years, ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the estimated cost.
- c) Similar nature of work- **Similar nature of works means repair and maintenance of coolers.**
- d) The tenderer must possess a valid electrical contractor's license '**D**' **or higher than 'D'** i.e. '**A**', '**B**', '**B-1**' or '**C**' issued by competent licensing authority. A copy of the license should accompany the offer.

### 5. **EARNEST MONEY DEPOSIT (EMD)**

Earnest money can be deposited by Demand Draft/ Banker's Cheque drawn in favour of CMPDIL, Regional Institute, Bilaspur (CG) on any Scheduled Bank payable at Bilaspur (CG). No tender shall be considered unless accompanied by the requisite earnest money.

- 6. All the documents submitted by the tenderer must be self-attested with bidder's official seal
- 7. Mere issuance of tender documents will not make the tenderers eligible for consideration of opening of their price bid. CMPDIL reserves its right to reject or accept any tender without assigning any reason whatsoever.

महाप्रबंधक/ विभागाध्यक्ष (ई. & एम.)

Copy to :

- 1. GM (E&M) SECL, HQ, Bilaspur
- 2. All Notice Boards in RI-V, Bilaspur.
- 3. Web site of CMPDI Ltd [www.cmpdi.co.in](http://www.cmpdi.co.in).

} With a request to  
Display in notice board

## **DETAILED TENDER DOCUMENT**

1. Sealed tenders in prescribed forms with the name of works super scribed as "**Air Coolers running maintenance, overhauling, installation and water filling jobs during the year 2018 in RI-V, Bilaspur.**" On the envelop are invited from experienced contractors and will be received at the office HOD (E&M), CMPDI Ltd., CMPDI Complex, Seepat Road, Bilaspur up to 3.00 PM on 23.04.2018. All tenders will be opened at 3.30 PM on 23.04.2018 in the presence of the attending tenderers or their authorized representatives who wish to be present.

**2(a).** Any Bids received after the deadline prescribed at Clause-1 above due to any reasons whatsoever will not be accepted.

In the event of the specified date for the submission of bids being declared a holiday by the employer, the bids will be received up to the appointed time on the next working day.

**2(b).** Tenders thus submitted shall consist of the following:

- i) Tenderers are requested to submit their offer with a covering letter on their letterhead duly mentioning tender enquiry Number, Name of the work and Date of opening of Tender along with complete set of tender documents, duly filled in and signed on all pages and at different places as required of the tender documents.
- ii) Self-attested photo copy of a valid electrical contractor's license.
- iii) Self-attested Photo copy of GSTIN ( if registered).
- iv) Self-attested Photo copy of PAN (Permanent Income Tax Account Number)
- v) Earnest money deposit receipt/demand Draft.
- vi) Copy of the work order received for similar jobs as described in Tender notice.
- vii) Power of Attorney in the case the tender is signed by an authorised representative of the tenderer.

**Full name and address of the tenderer, tender enquiry Number, Name of the work and Date for opening of Tender shall be written on the bottom left hand corner of the sealed cover.**

**2(c).** The tender document in which the tender is submitted by the tenderer shall become the property of the Company and the Company shall have no obligation to return the same to the tenderer.

3. Earnest Money/Bid Security @ 1.25% of the estimated cost (rounded off to next hundred rupees) subject to maximum of Rs.50 lakhs, is to be deposited, in the form of Demand Drafts/ Banker's Cheque drawn in favour of CMPDI Ltd. on any scheduled Bank payable at its branch at Bilaspur. Earnest Money/Bid security of the unsuccessful bidder shall be refunded as promptly as possible after opening of Price Bid and finalization of the tender and shall bear no interest.

4. No tender shall be considered unless accompanied by the said earnest money.

5. The earnest money will be retained in the case of successful tenderer and refunded to the unsuccessful tenderer in due course and will not carry any interest. The earnest money deposited by the successful tenderer will be dealt with as provided elsewhere in the tender documents.

6. Every tenderer is expected, before quoting his rates, to go through the requirements of materials/workmanship under specification/requirements and conditions of contract and to inspect the site area of the proposed work.

**7(a).** Corrections where unavoidable, shall be made by crossing out and rewriting duly authenticated with full signature and date by the tenderer. Erasing or over-writing in the tender documents may disqualify the tender.

**7(b).** The tender shall be submitted in English

**7(c).** Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of his bid and the CMPDI employer will in no case be responsible and liable for those cost.

8. The tenderer shall closely study all specification in detail, which governs the rates for which he is tendering.

**10. Security deposit :**

- a). Performance security should be 5% of Contract value and should be submitted within 28 days of receipt of LOI by the successful bidder in the form of Demand Draft/ Banker's Cheque drawn in favour of 'CMPDI, RI-V, Bilaspur' on any Scheduled bank payable at its branch at Bilaspur.
- b). Further 5% of security deposit is towards retention money and shall be deducted equally from all running on account bills.
- c). The security deposit will be refunded after completion of Contract Period on application if the performance of the work found satisfactory during this period. The security deposit will not carry any interest.

11. On completion of the work all rubbish, debris, brick bats etc. shall be removed by the contractor(s) at his/their own expense and the site cleaned and handed over to the company and he/they shall intimate officially of having completed the work as per contract.

12. The Company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reasons whatsoever and to split up the work between two or more tenderers or accept the tender in part and not in entirety.

13. Canvassing in connection with the tenders in any shape or form is strictly prohibited and tenders submitted by such tenderers who resort to canvassing shall be liable for rejection.

14. If a tenderer deliberately provides wrong information or submits false credentials in support of his qualifications, the Company reserves the right to terminate/rescind the contract and forfeit the EMD and other dues of the contractor and to take any other action as may be deemed fit.

15. An intending tenderer, after obtaining tender documents having doubts as to the meaning of any part of the tender documents may submit to the official inviting tender a written request for interpretation or clarification thereof. Any interpretation or clarification of the tender documents by formal addendums if issued by the official inviting tender, shall be final and valid and binding on the company and the tenderers.

16. On receipt of letter for acceptance of the tender issued by the Company, the successful tenderer shall execute/accept contract work order, failure to enter into the required contract/accept the work order issued by the company within the specified period in the work order shall entail cancellation of letter of acceptance of tender/work order and forfeiture of the earnest money.

17. The validity period of the tenders shall be 4 (four) months from the date of opening of price bid or revised price bid, if any.

18. This detailed Tender Notice shall be deemed to be part of the Contract Agreement/Work Order.

19. No subletting of work as a whole by the contractor is permissible.

20. In case the contractor enters into any litigation such action should have to be taken in a court of law with jurisdiction over the place where the subject work is to be executed.

\*\*\*\*\*

Non-Judicial Stamp

**AFFIDAVIT**

I, \_\_\_\_\_ partner/legal attorney/accredited representative of \_\_\_\_\_ M/s. \_\_\_\_\_ solemnly declare that -

1. I/we am/are submitting tender for the work against tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_.

2. None of the partners of our firm is relative of employee of CMPDIL.

3. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information this tender is complete, correct and true.

4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.

5. If any information and document submitted is found to be false/incorrect at any time, department may cancel my tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including earnest money and banning/de-listing of our firm and all partners of the firm etc.

6. Certified that I/we have not been banned or de-listed by any Government or Quasi Government agencies or PSUs.

Signature of the Tenderer

Dated \_\_\_\_\_

Seal of Notary

## **GENERAL TERMS AND CONDITIONS FOR AIR COOLERS IN SUMMER 2018**

1. Repairing, overhauling and installation of all the coolers shall be taken up immediately and completed in running condition within a period from the date of receipt of work order.
2. The materials required for the work as mentioned in "Bill of Quantity" shall be supplied and installed by the contractor.
3. The total volume of work mentioned in "Bill of Quantity" is tentative and may vary at the time of execution depending on site condition.
4. All the installations shall conform to Indian Electricity rule, 1956 (Amended updated) and relevant Indian Standard.
5. The work shall be executed strictly as per scope of work in price bid as mentioned in Annexure I. The contractor is advised to visit the site, if required.
6. The materials supplied at site shall be under contractor's custody and CMPDI will not take any responsibility for stores, pilferage and loss.
7. The contractor has to ensure all safety aspects of electrical installations/personnel working for the job as per Indian Electricity Act/Rule.
8. The instruments, tools, tackles required for the work shall be arranged by the contractor.
9. The work shall be completed within stipulated time and no escalation shall be Payable.
10. CMPDI does not bind themselves to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason, whatsoever and also to split up and distribute the work among the tenderers.
11. **Compliance with statutory provisions:**
  - 11.1 The contractor / contractors shall not pay less than the minimum wages to the labourer engaged by him/them as per Minimum Wages Act or such other legislation or award of the minimum wage fixed by the respective State Govt. or Central Govt. as may be in force. The contractor / contractors shall make necessary payments of the provident fund for the workmen employed by him for the work as per the laws prevailing under provisions of CMPF and allied scheme and Miscellaneous Provisions Act, 1948 or Employees Provident Fund and Miscellaneous Provisions Act 1952 as the case may be.
  - 11.2 In addition, within a period of 30 days from the date of issuance of LOI/Work order in case the contract period is more than 30 days and within a period of 7 days in case of contract is less than 30 days, the contractor will register in the Contract Labour Payment Management Portal (CLIPMP) of CIL and will enter and periodically update the following details in the portal.
    - a. The contract registration details.
    - b. LOI/work order details.
    - c. The contractor will enter and update contractor worker details and wages payment details in respect of each worker.All the accounts shall be maintained by the contractor and the company shall have the right of access and inspection of all such books, etc related to payment of labour if required.
12. The tender will be valid for 4 (four) months from the date of opening of price bid.

## **SPECIAL TERMS AND CONDITIONS FOR AIR COOLERS IN SUMMER 2018**

- 1) Air coolers shall be required for period two months in summer season of 2018.
- 2) Air coolers installed by you must be withdrawn within a period of 10 days from the expiry of contract period.
- 3) Your Electrician/Supervisor must visit CMPDI, RI-V, Bilaspur daily during the period of contract of the coolers at 10.00 A.M., so as to promptly attend to repairs /replacement at your cost, if any spares must be kept at CMPDI Complex, so as to ensure prompt servicing in the event of breakdown of the coolers.
- 4) The coolers repaired by you must have proper identification marks & serial numbers painted on them for proper recording.
- 5) In case of cooler remain idle due to defect/non-attendance by you; Company will deduct pro-rate charges from your bills at the end of the contract.
- 6) The company will be at liberty to terminate the contract partially or wholly without assigning any reasons what so ever.
- 7) The Company reserves the right to increase/decrease the quantity on arrangement to a maximum of 10 % of the ordered quantity.
- 8) Exact place/Location for placement of Air Coolers will be conveyed afterwards.
- 9) The deployment of adequate No. of manpower & getting services from them shall be your responsibility. You must insure that the persons deployed for the purpose are well mannered and available on duty all times. Any losses/damages to the property or humane life on account your negligence, CMPDI management will in no way be responsible.
- 10) On completion of the work all dismantled window glass shall be replaced and cleaned by the contractor(s) at his/their own expense.

### **COMMERCIAL TERMS AND CONDITIONS**

1. No advance will be paid.
2. Pre receipted and signed bills for completed job shall be submitted after every month for payment.
3. Paying authority will be HOD (F), CMPDI, RI-V, Bilaspur (CG)
4. Payment will be made through account payee Cheque/ through e-payment.
5. Payment will be made within 21 days from the date of submission of the bill.
9. If any sum found due and payable to employer from the contractor in connection with this contract or any other contract, the employer shall have the right to deduct the amount due from the bills of the present contract /security deposit.
10. In case of delay in completion of work a penalty @ 0.5% will be imposed for delay in every weeks or part thereof subject to a maximum ceiling of 10% of the contract value and taxes extra, if applicable.

**PRICE BID FORMAT:** shall be filled up by the contractor.

**BILL OF QUANTITY/TECHNICAL SPECIFICATION**

**Name of work:** -- Air Coolers running maintenance, Overhauling, installation and water filling jobs during the year 2018 in CMPDI, RI-V, Bilaspur.

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty.</b>
1	Greasing, fitting and oiling of coolers & placement at different places.	No	30
2	Complete fitting of desert coolers with wood wool, wire net, wood planks. Nails etc.	No	3
3	Supply and fitting of Ply board cover for window coolers (6mm thick), 2'X4'	No	8
4	Supply and fitting of Window cooler fan bearing	No	10
5	Supply and fitting of Desert cooler fan bearing	No	2
6	Supply and fitting of Window cooler fan blade, size 15"-18".	No	3
7	Supply and fitting of Air diverter for coolers. Size 20"X20"	No	4
8	Supply and fitting of PVC, 3 core, copper cable, 1.5 Sq.mm	Meter	30
9	Supply and fitting of Condenser of 4 MFD, 240 Volt	No	12
10	Supply and fitting of Condenser of 16 MFD, 240 Volt	No	3
11	Supply and fitting of 3 pin plug, 6 Amps, 240 Volts, ISI mark	No	14
12	Supply and fitting of Piano switch, 6 Amps, 240 Volts, ISI mark	No	12
13	Supply and fitting of Polythene pipe, 1/2"	Meter	15
14	Supply and fitting of Switch board, size-4"X2"	No	6
15	Supply and fitting of GI/ Steel Wire for binding pumps	Kg	1
16	Supply and fitting of Steel grip tape, 1"X5 mtr	Roll	10
17	Supply and fitting of Wood wool	Kg	24
18	Supply and fitting of window Cooler pump, 1ph, 240 Volt, 50Hz, 18 Watt	No	10
19	Supply and fitting of Desert Cooler pump, 1ph, 240 Volt, 50Hz, 40 Watt	No	4
20	Earthing arrangement in coolers from main switch board to body	No	30
<b>Sub Total of 1 to 20</b>			
21	Water filling job for departmental(30) and hired(22) air coolers.	Month	2
22	Running maint. for departmental (30) air coolers.	Month	2

Signature of Tenderer :  
 Name :  
 Address & Seal

TENDER DOCUMENT (Part-II)



*cmpdi*

A Maharatna Company

**Central Mine Planning & Design Institute Limited  
Regional Institute-V, Seepat Road, BILASPUR (C.G.)-495006  
Office of the Regional Director**

***Under Jurisdiction of Bilaspur Court Only***

1. Name of work - Air Coolers running maintenance, Overhauling, installation and water filling jobs during the year 2018 in CMPDI, RI-V, Bilaspur.
2. Place of work - CMPDI Ofice &Colony of RI-V, Bilaspur
3. NIT No. - CMPDI/RV/E&M/Cooler Maint./2018/ 26, Dt. 16.04.2018
4. Date of issue of Tender Document - 16.04.2018 to 23.04.2018 upto 1.30 PM
5. Date & time of receipt of Tender - 23.04.2018 upto 3.00 pm
6. Date & time of opening - The date and time of opening will be intimated to the eligible tenderes
7. Tender document issued to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF ISSUING AUTHORITY

**PRICE BID**

**Name of work:** -- Air Coolers running maintenance, Overhauling, installation and water filling jobs during the year 2018 for two months in CMPDI, RI-V, Bilaspur.

NIT No. CMPDI/RV/E&M/Cooler Maint./2018/26

Dt.16.04.2018

<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty.</b>	<b>Rate (Rs.)</b>	<b>Total (Rs.)</b>
1	Greasing, fitting and oiling of coolers & placement at different places.	No	30	136.00	4080.00
2	Complete fitting of desert coolers with wood wool, wire net, wood planks. Nails etc.	No	3	2048.00	6144.00
3	Supply and fitting of Ply board cover for window coolers (6mm thick), 2'X4'	No	8	204.00	1632.00
4	Supply and fitting of Window cooler fan bearing	No	10	110.00	1100.00
5	Supply and fitting of Desert cooler fan bearing	No	2	197.00	394.00
6	Supply and fitting of Window cooler fan blade, size 15"-18".	No	3	204.00	612.00
7	Supply and fitting of Air diverter for coolers. Size 20"X20"	No	4	216.00	864.00
8	Supply and fitting of PVC, 3 core, copper cable, 1.5 Sq.mm	Meter	30	14.00	420.00
9	Supply and fitting of Condenser of 4 MFD, 240 Volt	No	12	67.00	804.00
10	Supply and fitting of Condenser of 16 MFD, 240 Volt	No	3	192.00	576.00
11	Supply and fitting of 3 pin plug, 6 Amps, 240 Volts, ISI mark	No	14	19.00	266.00
12	Supply and fitting of Piano switch, 6 Amps, 240 Volts, ISI mark	No	12	14.00	168.00
13	Supply and fitting of Polythene pipe, 1/2"	Meter	15	19.00	285.00
14	Supply and fitting of Switch board, size-4"X2"	No	6	23.00	138.00
15	Supply and fitting of GI/ Steel Wire for binding pumps	Kg	1	96.00	96.00
16	Supply and fitting of Steel grip tape, 1"X5 mtr	Roll	10	14.00	140.00
17	Supply and fitting of Wood wool	Kg	24	74.00	1776.00
18	Supply and fitting of window Cooler pump, 1ph, 240 Volt, 50Hz, 18 Watt	No	10	440.00	4400.00
19	Supply and fitting of Desert Cooler pump, 1ph, 240 Volt, 50Hz, 40 Watt	No	4	795.00	3180.00
20	Earthing arrangement in coolers from main switch board to body	No	30	47.00	1410.00
<b>Sub Total of 1 to 20</b>					<b>28485.00</b>
21	Water filling job for departmental (30) and hired (22) air coolers.	Month	2	22126.00	44252.00
22	Running maint. for departmental (30) air coolers.	Month	2	12946.70	25893.40
Total ( In Rs) excluding GST as applicable.					<b>98630.40</b>

My/Our rate will be -----% (-----) in words above/ below/ at par with the above shown estimated value. (**Note:** - Rate should be excluding of Goods & Service Tax (GST) which will be paid extra as per prevailing GST rules.

Signature of Tenderer :

Name :  
Address & Seal