



No: CMPDI/RI-6/ENM/Purchase/Vehicle/2018-19/255

Dated: 25.05.2018

**Open Short Tender Notice**

**Notice Inviting Tender for**

**: Hiring of one no. diesel sedan car for CMPDI, RI-6 (HQ), Jayant, Singrauli with driver having driving license.**

1.	Name of the Work	:	Sealed tenders in two parts are invited from eligible bidders for hiring of sedan car having taxi permit and other requisite documents with driver having valid driving license on monthly rental basis for two months and not older than April, 2015.
2.	Estimated Hiring Charges	:	Rs 50440.00 (For one car for two Months.)
3.	Earnest Money	:	<b>Rs.700/-</b> ( for one no. of Car) in the form of A/c payee demand Draft drawn in favour of " <b>CMPDI Ltd. Regional Institute, Singrauli</b> " on any Scheduled Bank, payable at Singrauli
4.	Period of Completion	:	2 Months
5.	Issue of Tender Forms	:	<b>11.00 a.m. to 4.00 p.m.</b> on all working days and from <b>11.00 a.m. to 1.00 p.m.</b> on <b>Saturday</b> from <b>26.05.18</b> to <b>31.05.18</b> at the office of HOD(Purchase Cell), CMPDI, RI-VI, Jayant, Singrauli on requisition in writing from participating bidder.
6.	Cost of Tender Document	:	<b>NIL</b>
7.	Last date of Submission of offer	:	<b>Upto 3.00 p.m. on 01.06.2018</b>
8.	Date of opening of Part-I of Tender	:	<b>At 3.30 p.m. on 01.06.2018</b>
9.	Place of opening of Tender	:	<b>Office of HOD (Purchase Cell), CMPDI, RI-VI, Jayant</b>
10.	Tender document is also available on CMPDI website	:	<a href="http://www.cmpdi.co.in">http://www.cmpdi.co.in</a> .

Yours Faithfully,

Sd/-  
HOD (Purchase Cell)  
CMPDI, RI-VI, Jayant

Copy to:

1. Regional director, Regional Institute-6, CMPDIL, Jayant, Singrauli
2. HOD (Geomatics), Regional Institute-6, CMPDIL, Jayant, Singrauli
3. OIC Drilling Camp, Singrauli (2 Copies) for display at Camp & Sub-Camp.
5. Staff Officer (E&M)- Nigahi/Jayant/ CWS/Dudhichua Project with a request to display the tender notice.
6. Members - Tender Committee.
7. Vigilance Officer, Regional Institute-6, CMPDIL, Jayant, Singrauli



### TENDER DOCUMENT

Sealed tenders in two parts are invited from eligible bidders for hiring of one no. diesel sedan car with driver having valid licence for CMPDI, RI-6(HQ), Jayant, Singraului.

Name of Work	Estimated Cost in Rs.	EMD in Rs.	Application Fee for Tender Document	Period of Hiring
1. Hiring of One no covered diesel car minimum 4+1 seater in excellent running condition on 12 hours per day basis registered in MP state having valid All India taxi commercial permit and should not be older than April, 2015 for RI-6, Jayant, Singrauli for official work at CMPDI, RI-6 with driver having valid driving license.	50440.00 (For 1 no. of Car for two months)	Rs.700.00	NIL	Two months

1. The vehicle should be registered either in the name of bidder himself or the bidder having considerable experience of deploying similar vehicles and should have legitimate power attorney given by the vehicle Bidder (duly executed on stamp paper) to participate in the tender.
2. **Earnest Money:** Earnest Money as mentioned above is to be deposited in the form of A/c. payee Demand Draft of any Scheduled bank in favour of "CMPDI Ltd. Regional Institute, Singrauli". A/c payee demand Draft should be submitted along with part one of the offer. The EMD of all the bidders except successful bidder will be refunded as promptly as possible after opening of Price bid and finalization of the tender. The EMD amount of successful bidder will be refunded after successful completion of the contract. The bidders shall submit the mandate form for E-payment as per Annexure-III **alongwith Part-I of the tender to enable the refund of EMD of bidders. EMD shall bear no interest.**
3. **Mode & Method of Submission of Tenders :**  
Tender must be submitted in sealed main envelope cover containing two separate sealed covers, Part-I and Part-II. The main envelope cover must be superscribed with the Tender name. Tender notice number along with date at top of envelop and tenderer name & address at bottom left of envelope. All envelopes containing the tenders shall be properly sealed. **Tenders in Stapled envelops will not be accepted.** The tender is to be submitted in two parts viz. Part – I (Technical Bid) and Part –II (Price Bid) in separate sealed envelope superscribed by part – I and Part – II.  
**Part-I:** Envelope for Part-I of the bid shall consist of the following:
  - i. An undertaking as per Annexure-II of NIT.
  - ii. Mandate form as per Annexure – III of NIT.
  - iii. Letter of bid as per Annexure –IV of NIT.
  - iv. Duly sealed and signed copy of NIT (on all pages) as token of acceptance of terms and conditions of NIT along with the authorization to sign the tender documents in case the same are signed by a person other than Bidder of the vehicle.



- v. Copy of self- attested PAN Card issued by Income Tax Department, Govt of India.
- vi. Copy of self- attested GSTIN registration Certificate indicating GSTIN number **or** self attested copy of certificate from Registered Chartered Accountant indicating that the Bidder or firm is not liable to be registered under GST Act.
- vii. Self attested copies of past work orders issued by any Govt. /Semi Govt. organizations, public sector undertaking or private organizations along with an undertaking on the letter head of the bidder that the work orders have been successfully executed. This is mandatory for the bidders who are participating in the tender and vehicle is not registered under his name.
- viii. Duly filled in check list as per annexure V of NIT.
- ix. Demand draft of RS ----- towards EMD

**Note:** Bids without earnest money will be outrightly rejected.

- x. Self attested Registration Certificate of MP State of the Vehicle to be deployed.
- xi. Self attested valid Insurance paper of the Vehicle.
- xii. Self attested valid road tax receipt of MP State.
- xiii. Self attested valid taxi/commercial permit of MP State.
- xiv. Self attested valid All India permit.
- xv. Self attested valid fitness certificate of the Vehicle.

**Part-II :** The second part of the tender shall consist of details of prices only as per annexure-I of NIT. Part-II Bid of only those tenderers whose offer in Part-I is found to be technologically acceptable will be opened.

4. **Validity Period of Tenders:** The rates, terms and conditions offered shall be valid **for a period of 120 days** from the date of opening of the tender.
5. **Submission of Tenders:** Tenders will be submitted in the tender box in sealed covers at the Office of the HOD (Purchase Cell), CMPDI RI-VI, JAYANT, SINGRAULI 486890 (M.P)
6. **Opening of Tender:** The tender shall be opened at the office of HOD (Purchase Cell), CMPDI RI-VI, Jayant, Singrauli, 486890, (M.P) at the time and date as given in the NIT.  
(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working date.)

#### 7. General terms and conditions:

- 1) **Diesel Charges :** Diesel Cost will be reimbursed @ 14 KM/litre for the total KM run alongwith the monthly bill as per prevalent diesel rates submitted through diesel receipts of diesel pump. Diesel cost will be reimbursed on actual KM run according to Log Book. KM run will be limited to 3000 KM per month.
- 2) **OT Charges:** Hiring beyond 12 hours duty (OT) will be paid @ of Rs. 72/- per hour on actual basis limited to 30 hours per month.
- 3) **Night Halt Charges:** Night halt charges will be paid @ Rs.200/- per night taking max. 2 nights per month.
- 4) Vehicle will ply mainly in MP State. Vehicle will also ply in UP, Jharkhand or Chhattisgarh on need basis. Road tax toward this will be reimbursed on actual basis on documentary evidence.
- 5) Duty hour will be from 8.00 AM to 8.00 PM or as advised by VIC, CMPDI, RI-6(HQ), Jayant, Singrauli on all days of the month including Sundays & holidays.
- 6) The prices quoted must be firm till completion of work. The prices offered should be given preferably both in words and figures.

Alternate Car with valid documents as per NIT will have to be deployed in case if originally deployed Vehicle is under breakdown. Penalty at the double rate of hiring charge per day (taking 30 days in a month) will be deducted for not deploying the Vehicle on any day.



**cmpdi**  
A *Miniratna* Company

सेन्ट्रल मार्फ़िन प्लानिंग एण्ड डिज़ाइन इंस्टीच्यूट लिमिटेड  
(कोल इंडिया लिमिटेड की अनुषंगी कम्पनी/ भारत सरकार का एक लोक उपक्रम)  
क्षेत्रीय संस्थान-6, पोस्ट-जयंत, जिला-सिंगराउली (मॉप्र०)-486890 (भारत)  
Central Mine Planning & Design Institute Limited  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Regional Institute-VI, P.O.-Jayant Colliery, Distt.-Singrauli (M.P.) - 486 890  
Corporate Identity Number : U14292JH1975GOI001223

- 7) Taxes and Duties ;
  - i) Goods and Service Tax (GST): GST will be payable extra as per prevailing GST rules.
  - ii) If the tenderer is exempted from paying the GST, the same must also be confirmed with valid documentary evidence.
- 8) L-1 will be decided based on the cost to the company. If more than two parties quote the same L-1 rate, then work will be awarded to bidder whose vehicle is newest.
- 9) Paying Authority: HOD (Finance), Regional Institute-VI, Singrauli (MP).
- 10) Payment Term: Within 21 days after submission of bill as per CMPDI Norms through e-payment.
- 11) Officer Incharge: VIC, CMPDI, RI-6, Jayant, Singrauli.
- 12) Bidder should comply with all the provisions of Motor Vehicles Act-1988 with latest amendments to ply the Vehicle on the road.
- 13) The original documents of Vehicle Viz. Registration card, MP permit, All India Permit, Road Tax, Comprehensive Insurance, Fitness Certificate, Driver's license etc. are to be kept up to date during the contract period with the driver.
- 14) Bidder should abide at all times by all existing labour enactment and rules made there under, regulations, notifications and by laws by the State or Central govt. or local authority and any other statutory body.
- 15) Bidder should ensure implementation of CMPF and Misc. Provision Act 1948/ 1952 and Allied Schemes framed there under in respect of workers deploed by him if applicable and he will have to recover statutory dues and deposit the same along with employer's contribution (cotractor's share) to the respective CMPF office and submit statutory reurns, if applicable.
- 16) All the Terms and Conditions of the NIT will be applicable.
- 17) Hiring contract of vehicle will be for two months which can be further extended to maximum period of two months at same rates and terms and condition subject to competent approval and budget availability. Also contract may be terminated by giving seven days notice in case permanent tenders for the same gets finalized.
- 18) Hiring contract will be terminated by giving seven days of notice period in case performance is not satisfactory.

भवदीय

ह०/-

(वाहन प्रभारी)



फोन नम्बर/Phone No. : (07805) 277807  
फैक्स नम्बर/Fax No. : (07805) 277807  
ई-मेल/E-mail: rdri6.cmpdi@coalindia.in

Registered Office :  
CMPDI Ltd. Kanke Road, Ranchi-834031  
वेब साईट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)



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क्षेत्रीय संस्थान-6, पोस्ट-जयंत, जिला-सिंगराउली (म०प्र०)-486890 (भारत)  
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## Annexure-I

### Part-II FORMAT of PRICE BID

#### SCHEDULE FOR FILLING UP THE RATES FOR DIESEL VEHICLE

Tender No.	:	CMPDI/RI-6/ENM/Purchase/Vehicle/255 dated 25.05.2018
1. Car Registration No	:	.....
2. Make & Model	:	.....
3. Year of Manufacturing	:	.....
4. Earnest Money Deposit	:	Amount in Rs..... D/D No. & Date..... Drawee Bank..... Payee Bank.....
5. Hiring Charges per month ( Rate is for Non AC operation)	:	.....
6. GST rate (Input tax credit is not available)	:	In words:.....
Name of Bidder/ Firm	:	
Address of Bidder/ Firm	:	
Mobile No.	:	
Date:		Signature of Bidder / representative of Firm
Place		



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## Annexure-II

### **Proforma for Undertaking to be submitted by Bidder/s (On Bidder's Letter Head) with Part-I of the bid.**

#### **FORMAT OF UNDERTAKING**

I / We ..... Proprietor/Partner/Legal Attorney/ Director/ Accredited Representative of M/S. ...., solemnly declare that:

1. I/ We am/ are submitting Bid for the work.....against NIT No/Tender ID..... Dated..... and I/ we offer to execute the work in accordance with all the terms, conditions and provisions of the bid.
2. I / Our Partners / Directors don't has/have any relative as employee of Central Mine Planning and Design Institute, Ltd, Regional Institute-6, Singrauli
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Bid is complete, correct and true.
4. All copy of documents, credentials and documents submitted along with this Bid are genuine, authentic, true and valid.
5. I/ We hereby authorize department to seek references / clarifications from our Bankers.
6. We hereby undertake that we shall register and obtain license from the competent authority under the contract labour (Regulation & Abolition Act) as relevant, if applicable.
7. \* I/ We hereby confirm that we have registration with CMPF / EPF Authorities. We shall make necessary payments as required under law.

Or

\* I/ We hereby undertake that we shall take appropriate steps for registration as relevant under CMPF / EPF authorities, if applicable. We shall make necessary payments as required under law.

8. \* I/ We have not been banned or delisted by any Govt., or Quasi Govt. Agencies or PSUs (In case of JV, all partners are covered).

Or

\* I/ We .....have been banned by the organization named “ \_\_\_\_\_ ” for a period of..... year/s, effective from ..... to .....(in case of JV, name(s) of the JV Partner(s)).

9. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues including Earnest Money and banning/ delisting of our firm and all partners of the firm etc.

[\* Delete whichever is not applicable.]

**(The concerned department may specify any other specific undertaking to be taken from the bidder/ while framing the NIT)**

Name and Address of the Bidder/  
Contractor With Mobile No.

Signature of the Bidder  
Date:



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### **Annexure-III**

#### **MANDATE FORM FOR ELECTRONIC FUND TRANSFER/INTERNET BANKING PAYMENT**

**To**

**Regional Institute-6  
Central Mine Planning & Design Institute Limited,  
Jayant, Singrauli -486890**

**Sub:** Authorization for release of payment due from Regional Institute-6, Central Mine Planning & Design Institute Limited, Jayant, Singrauli through Electronic Fund transfer/ Internet Banking.

(SBI-NET)

Ref: Order No. \_\_\_\_\_ Date \_\_\_\_\_ and/or Tender/Enquiry/Letter No. \_\_\_\_\_ Date \_\_\_\_\_

**(Please fill in the information in CAPITAL LETTERS, Please TICK wherever it is applicable).**

1. Name of the Bidder : \_\_\_\_\_

2. Address of the Bidder : \_\_\_\_\_  
City \_\_\_\_\_ PIN Code \_\_\_\_\_

3. E- Mail Id \_\_\_\_\_

4. Permanent Account Number \_\_\_\_\_

5. **Particulars of Bank**

Bank Name							Branch Name						
Branch Place							Branch City						
PIN Code							Branch Code						
MICR No.													
(9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)													
RTGS CODE													
Account Type	Savings		Current				Cash Credit						
Account Number (as appearing in the Cheque Book)													

6. **Date from which the mandate should be effective:** \_\_\_\_\_

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information. I shall not hold Central Mine Planning & Design Institute Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through SBI Net.

Place:

Date:

**Signature of the Bidder/Authorized Signatory.**

Certified that the particulars furnished above are correct as per our records.

Date:

Banker's Stamp:

**(Signature of the Authorized official from the banks)**



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### Annexure-IV

#### Format of “Letter of Bid” (for Works & Services Tenders)

##### **Letter of Bid**

To,  
The Tender Committee,  
Regional Institute-6  
Central Mine Planning & Design Institute, Jayant, Singrauli.

**Sub.** : Letter of Bid for the work “-----”  
**Ref. :** 1. NIT No.: “-----”  
2. Tender Id No. : “-----”

Dear Sir,

This has reference to above referred bid. I/we have read and examined the conditions of contract, Scope of Work, technical specifications, BOQ and other documents carefully.

I/We am/are pleased to submit our bid for the above work. I/We hereby unconditionally accept the bid conditions and bid documents in its entirety for the above work and agree to abide by and fulfil all terms and conditions and specifications as contained in the bid document.

I/we here by submit all the documents as required to meet the eligibility criteria as per provision of the bid notice/document.

I/We hereby confirm that this bid complies with the Bid validity, Bid security and other documents as required by the Bidding documents.

If any information furnished by me/us towards eligibility criteria of this bid is found to be incorrect at any time, penal action as deemed fit may be taken against me/us for which I/We shall have no claim against CMPDIL.

Until a formal agreement is prepared and executed, this bid and your subsequent Letter of Acceptance/Work Order shall constitute a binding contract between us and Central Mine Planning and Design Institute Ltd.

Date :

Full Signature & Seal of the authorized person  
Name :



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**Annexure-V**

<b>PROFORMA FOR CHECK-LIST TO BE FILLED BY BIDDER WITH PART-I</b>			
<b>SL. No.</b>	<b>Type of Document</b>	<b>Details</b>	<b>YES/NO</b>
1	EMD	DD NO.....Dated.....Amount Rs.....  Or  NSIC/MSME Certificate No:-..... Date..... (attached)	
2	PAN CARD	Attach Self-attested Copy of PAN Card issued by income Tax Department	
3	GST Registration/GST Exemption Certificate	Attach self-attested Copy of GST registration or GST Exemption Certificate	
4	Undertaking	Attach an Undertaking as per Annexure-II of NIT.	
5	Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as token of acceptance of Terms & Conditions of NIT.	
6	Authorization	Attach authorization to sign tender documents.	
7	Eligibility/Provenness Criteria	Attach self-attested Copy(s) of past work order(s) issued by any Govt. Organisation, Public Sector Undrtakings, Private Organisation along with an undertaking on the Letter Head of the bidder that the work order(s) have been successfully executed. This is mandatory for those bidder who are not the Bidder of Vehicle.	
8	Other Annexures	Mandate form has been submitted as per Annexure-III. Annexure-IV have been submitted in company's letter head.	
9	Acceptence of term & Conditions of NIT	Certify that we accept the terms & conditions of NIT.	
(Signature of authorized person with seal & date)			



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