

QUOTATION DOCUMENT

- 1 Name of work : **Annual Maintenance Contract for providing services of comprehensive maintenance & upkeep of 10 nos. Kent perk chiller cum water purifier installed in CMPDI, RI-VII, Office Building at Samantapuri, Bhubaneswar.**
- 2 Quotation Notice No. & Date : **CMPDI/RI-VII/P&A/AMC/2018/E-201449 Dtd 03.08.2018**
- 3 Estimated Cost(excluding GST) : **Rs.93000.00(Rupees Ninety three thousand only)**
- 3 Earnest Money Deposit : **Rs 1200/-(Rupees One thousand seven hundred only).**
- 4 Completion period of work : **One Year**
- 5 Date & time of submission of Quotation : **Up to 03.00 pm. on 14.08.2018**
- 6 Date & time of opening of Quotation : **At 4.00 p.m. on 14.08.2018**
- 7 Quotation Document issued to : _____

Signature of Issuing Officer

Certified that this documents contains from page 01 to 11



Central Mine Planning & Design Institute Limited

(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)

Regional Institute VII, Samantapuri, Near Gandhi Park, PO: RRL, Bhubaneswar – 751013

CORPORATE IDENTITY NUMBER - U14292JH19756OI001223

QUOTATION NOTICE

Sealed quotations are invited for Annual Maintenance Contract for providing services of comprehensive maintenance & upkeep of 10 nos. Kent perk chiller cum water purifier installed in CMPDI, RI-VII, Office Building at Samantapuri, Bhubaneswar for a period of one year.

1. Name of work : Annual Maintenance Contract for providing services of comprehensive maintenance & upkeep of 10 nos. Kent perk chiller cum water purifier installed in CMPDI, RI-VII, Office Building at Samantapuri, Bhubaneswar.
2. Estimated Cost (excluding GST) : Rs.93000.00(Rupees Ninety three thousand only)
3. Place of work : CMPDI, RI-VII, Office Building,Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013.
4. Period of contract : One year from the date of issue of order.
5. Due time and date of receipt of Tender documents : **Up to 3.00 pm on 14.08.2018**
6. Due time and date of opening of Tender documents : **At 4.00 pm on 14.08.2018**
7. Place of Submission of Tender document : Office of the HOD (P&A), CMPDI, RI-VII, ,Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013.
8. Place of Opening of Tender : Office of the HOD (P&A), CMPDI, RI-VII, ,Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013.
9. Earnest Money: : Rs. 1,200/- (Rupees One thousand two hundred only) in the form of A/c payee demand Draft drawn in favour of “CMPDI LTD, Regional Institute, Bhubaneswar” on any nationalized/scheduled, payable at Bhubaneswar.
10. Downloading from website : The quotation document can be down loaded from the CMPDI, website <http://www.cmpdi.co.in>.The downloading facility shall be available during the period of sale of quotation document. The quotation document downloaded from website has to be submitted with ANNEXURE – III of the quotation document along with Annexure – I of the offer.

Yours faithfully,

HOD (P&A)
CMPDI, RI-VII,
BHUBANESWAR

Copy to:

1. RD,CMPDI, RI-VII, Bhubaneswar
2. All HOD's, CMPDI, RI-VII, Bhubaneswar
3. Notice Board

1.0 **INSTRUCTIONS TO THE BIDDERS**

- 1.1 Sealed quotations are invited in single part from the eligible parties for the Annual Maintenance Contract for providing services of comprehensive maintenance & upkeep of 10 nos. Kent perk chiller cum water purifier installed in CMPDI, RI-VII, Office Building at Samantapuri, Bhubaneswar.
- 1.2 Earnest Money: Rs. 1,200/- (Rupees One thousand two hundred only) in the form of A/c payee demand Draft drawn in favour of “CMPDI LTD, Regional Institute, Bhubaneswar” on any nationalized/scheduled, payable at Bhubaneswar The EMD will not carry any interest. EMD of unsuccessful bidders will be refunded once the work is awarded. The EMD will be retained in case of successful bidder and will be treated as part of security deposit.
- 1.3 The quotation document shall be submitted by the bidders in a sealed envelope. Full name and address of the bidders shall be written on the bottom left hand corner of all the sealed envelopes ‘Quotation Notice No.’ name of the work, date and time of opening shall be indicated on the top right hand corner of the envelope. The quotations will be addressed to HOD (P&A), CMPDI, RI-VII, ,Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013 on or before due date and time as mentioned in the quotation notice.
- 1.4 Quotations received after due date and time shall be rejected without assigning any reasons. The bidders are requested to submit their quotations in person / post/ courier.
- 1.5 The quotation document in which the quotation is submitted by the bidder will become the property of the company and the company shall have no obligation to return the same to the bidder.
- 1.6 The quotation/offer shall be typed or written with indelible ink in English or Hindi.
- 1.7 The employer does not bind themselves to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason whatsoever.
- 1.8 Every bidder is expected, before quoting the rates to go through requirements and condition of contract and inspect the site to be acquainted with the work.
- 1.9 Corrections where unavoidable shall be made by crossing out and rewriting attested with full signature of the bidder or his representative who is signing the offer.
- 1.10 Full information regarding bidder such as full name, postal address, PAN number, GST registration number (if any) and phone number are required to be furnished.
- 1.11 Canvassing in connection with the tender in any shape or form is strictly prohibited and bid submitted by such bidder shall be liable for rejection.
- 1.12 In case of any doubt regarding the quotation document, the bidder may submit to the official inviting quotation a written request for the same before closing date of the quotation. Any interpretation or clarification of the quotation documents by formal amendments, if issued by the official inviting quotation, shall be final and valid and binding on the company and bidders.

- 1.13 The company reserves the right to postpone the date of receipt and opening of quotation or cancel the quotation without assigning any reason whatsoever.
- 1.14 The quotations will be opened on due date and time in the presence of attending bidders. The representative attending the opening of the quotations shall have authorization and signature attested by the person who has signed the quotation. If the office is closed due to any reason on the date of opening of offers, the next working day will be considered for opening of offers.
- 1.15 The bidders shall submit the offer in the format prescribed in this document and the signed copy of the terms and conditions as a token of acceptance. Otherwise the tender may be considered incomplete.
- 1.16 Each page of the quotation document should be signed by the bidder. This will not contain any alternative items or suggestions, comments, or conditions. Late quotation / incomplete quotation/ telegraph quotations, quotation received through Post/ courier services or quotations received after due date and time of tender submission shall not be accepted.
- 1.17 Documents to be submitted by the bidder

i. Photocopy of Permanent Account Number (PAN).

ii. GST of the bidder:

The bidder should be either

GST Registered Bidder/ Dealer

OR

GST unregistered Bidder/ Dealer

The bidder should tick the appropriate category in the table given along with Bill of Quantities (BoQ) and should submit the required documents in support of information/ declaration furnished.

Any one of the following documents depending upon the status w.r.to GST as declared by Bidder in the BOQ sheet:

a) Status: GST registered Bidder/Dealer:

Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority.

b) Status: GST unregistered bidder/Dealer:

Document: A Certificate from a practicing Chartered Accountant having membership number with Institute of Chartered Accountants of India certifying that the bidder is GST unregistered bidder/dealer in compliance with the relevant GST rules

iii. A commitment is to be submitted in the form of UNDERTAKING on Bidder's letter head as per the format given in the bid document at Annexure-II

Quotations shall be rejected outright without any reference if the bidders fails to submit the above mentioned documents or if found anything wrong. Documents submitted along with the quotations shall be final and no supplementary document shall be accepted.

2.0 SCOPE OF WORK

- 2.1 The party will provide comprehensive maintenance for the machines that includes replacement of defective/unserviceable parts (free of cost). The defective parts will be replaced with equivalent or higher quality parts. The parts will be provided by the bidder on exchange basis, i.e. the defective parts replaced will become the bidder's property.
- 2.2 All the 10 water purifier would undergo for routine preventive maintenance once in every quarter. Joint inspection certificate will be signed by the bidder and the user in every quarter. Bidder shall maintain & repair the water purifiers to keep it under normal working condition for normal usage for organization for entire AMC period. The party/bidder will perform servicing of all the 10 water purifier minimum four times in a year in a periodic manner during the period of AMC, when the purifier attachment will be thoroughly checked, cleaned, serviced and adjusted including all required parts.
- 2.3 The regular maintenance services are to be provided during working days and during working hours 10.00 am to 5.00pm.
- 2.4 In the event of any breakdown, malfunctioning of the water purifiers, the party has to ensure that the fault is attended within 48 hours from the date/time of intimation/complaint through telephone, fax, email or letter etc.
- 2.5 The party/bidder will come and do necessary maintenance at the place of the installed of the water purifier machines itself.
- 2.6 Bidder shall maintain & repair the said equipment to keep it under normal working condition for normal usage for organization for entire contract period.
- 2.7 The parts which are to be replaced should be of same or higher rating /configuration and of OEM or reputed brand. In case of replacement of defective parts, the parts should be accompanied with proper challan mentioning details of part replaced.
- 2.8 The AMC charge shall be fully comprehensive including all spares, cost of travel, transportation in case of sending faulty machine at repair center or alternate arrangements shall be inclusive in the AMC. No other charges are applicable.

3.0 General Terms & Condition

- 3.1 The bidder shall submit his offer in the prescribed format as given in Annexure-I.
- 3.2 The bidder may submit the past records of experience of similar jobs if any.
- 3.3 The Regional Director, CMPDI, RI-VII, Bhubaneswar reserves the right to terminate the contract at any time without assigning any reason whatsoever.
- 3.4 The bidder shall employ only competent, skilful and orderly work men to perform the preventive and breakdown maintenance job.
- 3.5 The bidder shall carry out the complete the work in every respect in accordance with the contract.
- 3.6 No escalation shall be payable during the contract period.

- 3.7 The bidder shall arrange the instruments, tools, tackles required for the maintenance work.
- 3.8 In case of any dispute, decision of the Regional Director, CMPDI, RI-VII, Bhubaneswar shall be treated as firm and final.
- 3.9 The court at Bhubaneswar will have the jurisdiction to deal with any legal matters or dispute.
- 3.10 The offer shall be valid for 120 days from the date of opening of the offers and the rates shall be firm.
- 3.11 The AMC can be terminated with one month notice if the maintenance work is not satisfactory or the machine is in break down condition continuously for thirty days (minimum)
- 3.12 Bid evaluation:- Parties are required to submit their offers as per Price Bid format (Annexure-I). The bids shall be evaluated on overall lowest (L-1) rate basis.
- 3.13 Bidders are required to submit an undertaking as per annexure – II in own letter head with the offer.
- 3.14 Uptime Guarantee: The party should ensure 95% uptime of the machines. The uptime and downtime penalty will be calculated on the basis of formula mentioned at clause no. 3.15.
- 3.15 Downtime Penalty

- (i) The party should guarantee 90% availability (uptime) for the machines on six month basis.
- (ii) Machine downtime will be reckoned only during the working hours i.e. 10.00 hours to 17.00 hours (7 hours) on working days. Down time beyond these hours on a working day would be excluded. For example, if the down time starts at 12.00 hours on a day and extends upto 11.00 hours for the following day, the downtime would be calculated as below;

1st day from 12.00 hours to 5.00 hours = 5.00 hours

2nd day from 10.00 hours to 11.00 hours = 1.00 hours

Total downtime = 6.00 hours

- (iii) The downtime period will start from the time and date of reporting complaint to the party.
- (iv) The availability percentage will be calculated for each quarter. Penalty will be imposed on pro-rata basis, if the availability falls below 90%. Thus,

$$\text{Penalty} = \frac{(90\% - \text{Actual Availability}) \times (\text{AMC charge}/4)}{90\%}$$

- (v) No bonus or additional sums shall be payable if the availability is more than 90%.

- (vi) Actual availability percentage for each machine will be calculated as follows;

$$\text{Actual Availability} = \frac{(\text{No. of working days in the quarter} \times 7) - (\text{Downtime hours during the quarter})}{\text{No. of working days in the quarter} \times 7} \times 100$$

(vii) Penalty for any quarter to be imposed will be calculated on the basis of the following table.

Availability percentage (rounded)	Penalty
90% and above	Nil
85% to 89%	As per rate calculated in 3.15 (ii), (iv), (vi)
50% to 84%	Double the calculated amount as per rate calculated In 3.15 (ii), (iv), (vi)
Below 50%	No AMC payment for the quarter

4.0 COMMERCIAL TERMS AND CONDITIONS

4.1 All maintenance will be done by bidder.

4.2 No advance will be paid.

4.3 Pre-receipted and signed bills in triplicate shall be submitted for payment, along with uptime certificate by the party. The payment will be made by Electronic Fund Transfer (EFT) mode 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.

4.4 Paying authority will be HOD (F), CMPDI, RI-VII, Bhubaneswar.

4.5 Payment will be made on quarterly basis, for which the party will raise the bill after the end of each quarter. An amount for any shortfall from the uptime guaranteed (i.e. 90%) will be deducted from the billed amount for that quarter. The payment will be made within 30 days from the date of submission of the bill to HOD (Finance) duly accepted by the concern department after deduction of taxes as per existing rules (income tax and other taxes) at source unless an exemption letter issued by concerned department.

4.6 In case of failure on the part of bidder's role during the annual maintenance contract period the employer has the right to get the work done by any other party and employer shall deduct the charges payable for the service from bidder's bills.

4.7 If any sum found due and payable to employer from the bidder in connection with this contract or any other contract, the employer shall have right to deduct the amount due from the bills of the present contract.

4.8 The successful bidder shall pay a security deposit of 10% of work ordered value. The security deposit will be paid in the form of DD drawn in favour of CMPDI LTD, Regional Institute, Bhubaneswar” on any nationalized/scheduled, payable at Bhubaneswar. The security deposit will be released after successful completion of work on application. The security deposit will not carry any interest. The earnest money deposited by successful bidder will be treated as part of security deposit and balance amount of SD shall be deposited within 28 days of receipt of work order, towards total Performance security deposit of 10% of the work order value, which will be released (Without interest) after the satisfactory completion of work.

4.9 Termination, Cancellation, Suspension and Foreclosure of Contract

The company shall, in addition to other remedial steps to be taken as provided in the conditions of annual maintenance contract be entitled to cancel the contract in full or in part, and whether the date of completion has or has not elapsed, by notice in writing if the contractor:-

a) makes default in proceeding with the works with due diligence and continues to do so even after a notice in writing from the HOD(P&A)/or his authorized representative, then on the expiry of the period as specified in the notice

Or

b) commits default/breach in complying with any of the terms and conditions of the annual maintenance contract and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the HOD(P&A)/or his authorized representative, then on the expiry of the period as may be specified by the HOD(P&A)/or his authorized representative in a notice in writing.

Or

c) obtains a contract with the company as a result of ring tendering or other non-bonafide methods of competitive tendering

Or

d) shall offer or give or agree to give any person in the service of the company or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for act/acts of favour in relation to the obtaining or execution of this or any other contract for his company.

Or

e) fails to complete the work or items of work with individual dates of completion, on or before the date/dates of completion or as extended by the company, then on the expiry of the period as may be specified by the HOD(P&A)/or his authorized representative in a notice in writing.

Or

f) transfers, sublets, assigns the entire work or any portion thereof without the prior approval in writing from the HOD(P&A)/or his authorized representative. The HOD(P&A)/or his authorized representative may by giving a written notice, cancel the whole contract or portion of it in default.

The annual maintenance contract shall also stand terminated under any of the following circumstances:

a) If the bidder/party being an individual in the case of proprietary concern or in the case of a partnership firm any of its partners is declared insolvent under the provisions of Insolvency Act for the time being in force, or makes any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors amounting to proceedings for liquidation or composition under any Insolvency Act.

b) In the case of the bidder/party being a company, its affairs are under liquidation either by a resolution passed by the contractors company or by an order of court, not being a voluntary liquidation proceedings for the purpose of amalgamation or reorganization, or a receiver or manager is appointed by the court on the application by the debenture holders of the contractor's company, if any.

c) If the bidder/party shall suffer an execution being levied on his/their goods, estates and allow it to be continued for a period of 21 (twenty-one) days.

- d) On the death of the bidder/party being a proprietary concern or of any of the partners in the case of a partnership concern and the company is not satisfied that the legal representative of the deceased proprietor or the other surviving partners of the partnership concern are capable of carrying out and completing the contract. The decision of the company in this respect shall be final and binding which is to be intimated in writing to the legal representative or to the partnership concern.

On cancellation of the contract or on termination of the contract, the HOD(P&A)/or his authorized representative shall have powers:

- a) To take possession of the site, any materials, constructional plant, equipment, stores etc. thereon and carry out balance work through any means or through any other agency.
- b) To give the bidder/party or his representative of the work 7 (seven) days' notice in writing for taking final measurement for the works executed till the date of cancellation or termination of the contract. The HOD(P&A)/or his authorized representative shall fix the time for taking such final measurement and intimate the bidder/party in writing. The final measurement shall be carried out at the said appointed time notwithstanding whether the contractor is present or not. Any claim as regards measurement which the bidder/party is to make shall be made in writing within 7 (seven) days of taking final measurement by HOD(P&A)/or his authorized representative as aforesaid and if no such claim is received, the bidder/party shall be deemed to have waived all claims regarding above measurements and any claim made thereafter shall not be entertained.
- c) After giving notice to the bidder/party to measure up the work of the bidder/party and to take such whole or the balance or part thereof, as shall be unexecuted out of his hands and to give it to another bidder/party or take up departmentally, to complete the work. The bidder/party whose contract is terminated shall not be allowed to participate in future bidding for period of minimum twelve months.
- In such an event, the bidder/party shall be liable for loss/damage suffered by CMPDI,RI-VII because of action under this clause and to compensate for this loss or damage, CMPDI,RI-VII shall be entitled to forfeit the security deposit and additional performance security, if any, at the disposal of CMPDI,RI-VII.

HOD (P&A)
CMPDI,RI-VII
Bhubaneswar

ANNEXURE- I

Bill of Quantities for the work “Annual Maintenance Contract for providing services of comprehensive maintenance & upkeep of 10 nos. Kent perk chiller cum water purifier installed in CMPDI, RI-VII, Office Building at Samantapuri, Bhubaneswar”.

Sl. No.	Description of Items	Qty.	Period	Rate/Unit (Rs.)	GST % (if applicable)	Total Cost (Rs.) inclusive GST
1)	CMPDI, RI-VII, Bhubaneswar Office AMC of Kent perk chiller water purifier which are fixed in North and South block of CMPDI, RI-VII, Bhubaneswar Office at different floors. i) KENT PERK- SL NO- KT 130900022 ii) KENT PERK- SL NO- KT 130800213 iii) KENT PERK- SL NO- KT 131000001 iv) KENT PERK- SL NO- KT 130800211 v) KENT PERK- SL NO- KT 160400018 vi) KENT PERK- SL NO- KT 160400015 vii) KENT PERK- SL NO- KT 160400010 viii) KENT PERK- SL NO- KT 160400020 ix) KENT PERK- SL NO- KT 160400009 x) KENT PERK- SL NO- KT 160400021	10	1 Year			
		Total				
Amount in words:						

Note: Rates should be quoted excluding impact of GST.

Bidder's Declaration for Service Tax

S.No	Status of GST of the bidder	Tick the appropriate
1.0	GST Registered Party	
2.0	GST Unregistered Party	

Place :

Full Signature & Seal of the Authorized person

Date :

PROFORMA FOR UNDERTAKING

On Letter Head

UNDER TAKING

I/We, ----- *(Partner/Legal Attorney/ Accredited Representative) of M/s -----, solemnly declare that:

I/We am/are submitting quotation for the Work for Annual Maintenance Contract for providing services of comprehensive maintenance & upkeep of 10 nos. Kent perk chiller cum water purifier installed in CMPDI, RI-VII, Office Building at Samantapuri, Bhubaneswar against Quotation Notice No. CMPDI/RI-VII/P&A/AMC/2018/E-201449 Dtd 03.08.2018.

1. All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this quotation document is complete, correct and true.
2. None of the partners of our firm is relative of employee of Central Mine Planning & Design Institute.
3. If any information furnished by me/us in support of the information furnished by me/us is found to be false/incorrect at any time, the department may cancel my quotation and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of Earnest Money and banning/ delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.
4. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
5. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.

*Strike out whichever is not required

Full Signature of the Authorized person

Dated-----

ANNEXURE- III

**CERTIFICATE FROM THE BIDDER THOSE WHO DOWN LOADED
QUOTATION DOCUMENT FROM WEBSITE**

This is to certify that I/We have downloaded this quotation document from CMPDIL website and is being submitted without tempering at any page. Further we understand that in the event of such tempering being detected at any stage or time, CMPDIL has the right to terminate this work and our firm can be black listed

**Full Signature of the Authorized
person**

Dated-----