



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 PHOTOCOPIER PAPER AT CMPDI, RI-II, DHANBAD

Tender Enquiry No. RI-II/CMPDI/ PHOTOCOPIER PAPER/18-19/2303-15

Dt : 10.09.2018

1. Name of the work : Sealed tenders in two parts are invited from Manufacturer/Authorised Dealer/suppliers for Supply of PHOTOCOPIER PAPER at CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad
2. Estimated cost : Rs.102460 /- (Excluding GST)
3. Earnest Money : Rs.2050/- (Rs. Two Thousand and 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.
5. Date of issue of tender : From 11/09/2018 to 21/09/2018 (10 AM to 4 PM on working day only) paper
6. Date and time of submission of Tender : On 22/09/2018 up to 3-30 PM
7. Date and Place of opening of tender : On 22/09/2018 at 4.00 PM at the Office of HOD (E&M), CMPDI, RI-II
8. Place of issue and receipt of Tender document : Office of the HOD (E&M), CMPDI, RI-II
9. Downloading : The tender document can be down loaded from the CMPDI, website <http://www.cmpdi.co.in>. 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

Chief Manager (E&M)

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. Mrs. Kajari Mallick ,HOD(E&M), RI-II, Member of Tender Committee
5. Mr. V.S. Rathore, Asst. Mgr. (F), RI-II, Member of Tender Committee
6. Mr. M. M. P. Singh, HOD(Civil), RI-II, Member of Tender Committee

7. HOD(P&A), CMPDI, RI-II, with a request to arrange display on the notice board
8. GM(Civil), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
9. GM(E&M),BCCL, Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
10. GM(TA), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
11. GM(MM), BCCL , Koylanagar, Dhanbad-826005 – With a request to arrange display on the notice board
12. Cash Section, RI-II
13. 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 Photocopier paper from Manufacturer/Authorised Dealer/suppliers at CMPDI, RI-II, Koyla Bhawan complex, Koylanagar, Dhanbad

Sl. No.	Particulars		Estimated Cost
1	Supply of Photocopier paper at CMPDI, RI-II, Koyla Bhawan complex, Koylanagar, Dhanbad	Particulars of Photocopier paper and quantities is enclosed as ANNEXURE-II	Rs. 102460.00

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: 11.09.2018

Closes on: 21.09.2018

3. **Earnest Money**

Rs. 2050 /- (Rs. Two Thousand and 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)
- Documents of being Manufacturer/Authorized Dealer /MSME Firm / Supplier
- 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 as under:-

At least 20% of the total required quantity 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 for 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: 22.09.2018 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. 22.09.2018 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

Tender Document for Supply of Photocopier paper at CMPDI, RI-II, Dhanbad

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

Tender Document for Supply of Photocopier paper at CMPDI, RI-II, Dhanbad

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. 2050 /-) 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. Organization /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.
- viii) CGST, SGST or IGST will be levied as applicable as per the provision of GST Act and rule thereon.

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.**

Chief Manager (E&M)

ANNEXURE-I

**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-ISCHEDULE OF REQUIREMENT

Sl. No.	Description of articles	Units	Qty. Reqd.	Quality/ Make offered
1	Photocopier Paper A4 size (75 GSM), each ream contains 500 Sheets.	Ream	470	

NOTE: The paper should either be of true white shade or blue white shade. The bidders are requested to mention the Brand/Make of the above item.

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. 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 ,if any	TOTAL COST
1	Photocopier Paper A4 size (75 GSM), each ream contains 500 Sheets.	Ream	470				
	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: