

# 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 - Shifting of AC's from old office to new office building" of CMPDI, RI-V.
2. Place of work - CMPDI office of RI-V, Bilaspur
3. NIT No. - CMPDI/RV/E&M/AC/2018/116, Dt. 12.10.2018
4. Date of issue of Tender Document - 12.10.2018 to 22.10.2018 upto 1.30 PM
5. Date & time of receipt of Tender - 22.10.2018 upto 3.00 PM
6. Date & time of opening of Tender - 22.10.2018 at 3:30 PM
7. Tender document issued to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF ISSUING AUTHORITY



cmpdi  
A Mini Ratna  
and ISO 9001  
Company

**सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.**  
कोल इंडिया लिमिटेड की अनुषंगी कम्पनी/भारत सरकार का एक लोक उपक्रम  
क्षेत्रीय संस्थान-5, सीएमपीडीआई 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, CMPDI Complex, Seepat Road, Bilaspur (CG)- 495006  
ई-मेल / e-mail: ri5@[cmpdi.co.in](http://cmpdi.co.in) / cmpdi5@rediffmail.com



Tel: 07752-258481-492  
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Sl. No.CMPDI/RV/E&M/AC/2018/116

Dated 12.10.2018

### **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	Period of completion
Shifting of AC's from old office to new office building of CMPDI, RI-V.	84100.00	1100.00	Nil	15 days

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** : 12.10.2018 (ii) **CLOSES ON** : 22.10.2018 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 (Part-I & II) —22.10.2018 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

- 22.10.2018 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 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 / maintenance of Air Conditioners.**

### 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 “**Shifting of AC’s from old office to new office building” of CMPDI, RI-V.**” 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 22.10.2018. All tenders will be opened at 3.30 PM on 22.10.2018 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 GSTIN ( if registered).
- iii) Self-attested Photo copy of PAN (Permanent Income Tax Account Number)
- iv) Earnest money deposit receipt/demand Draft.
- v) Copy of the work order / work completion certificate for similar jobs as described in Tender notice.
- vi) Annual financial turnover certificate during the last three years, ending 31<sup>st</sup> March of the previous financial year.
- 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 of 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.
- 9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. This detailed Tender Notice shall be deemed to be part of the Contract Agreement/Work order.
17. No subletting of work as a whole by the contractor is permissible.
18. 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.

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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**

1. The materials required for the work as mentioned in “Bill of Quantity” shall be arranged by the contractor.
2. The total volume of work mentioned in “Bill of Quantity” is tentative and may vary at the time of execution depending on site condition.
3. The work shall be executed strictly as per scope of work in price bid as mentioned. The contractor is advised to visit the site, if required.
4. The materials supplied at site shall be under contractor's custody and CMPDI will not take any responsibility for stores, pilferage and loss.
5. The contractor has to ensure all safety aspects of electrical installations/personnel working for the job as per Indian Electricity Act/Rule.
6. The instruments, tools, tackles required for the work shall be arranged by the contractor.
7. The work shall be completed within stipulated time and no escalation shall be Payable.
8. 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.
9. The tender will be valid for 4 (four) months from the date of opening of price bid.
10. The company will be at liberty to terminate the contract partially or wholly without assigning any reasons what so ever.
11. The Company reserves the right to increase/decrease the quantity on arrangement to a maximum of 10 % of the ordered quantity.
12. Exact place/Location for placement of Air Conditioners will be conveyed afterwards.
13. No advance will be paid.
14. Pre receipted and signed bills for completed job shall be submitted after every month for payment.
15. Paying authority will be HOD (F), CMPDI,RI-V, Bilaspur (CG)
16. Payment will be made through account payee Cheque/ through e-payment.
17. Payment will be made within 21 days from the date of submission of the bill.
18. 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:** -- Shifting of AC's from old office to new office building" of CMPDI, RI-V..

Sl.No.	Description of work	Qty (Nos)
1	Dismantling charge of Split AC	42
2	Installation charge of Split AC	20
3	Servicing charge of Split AC	12
4	Gas refilling charge of 1.5 Te Split AC	10
5	AC outdoor Stand and Fitting	17
6	Supply and fitting of copper pipe insulation of 1/4" Size (6 ft in Length )	5
7	Supply and fitting of copper pipe insulation of 5/8" Size (6 ft in Length )	5
8	PC board repairing	6
9	Running Capacitor (50+4) MFD	5
10	Rewinding of AC outdoor fan motor	2

Signature of Tenderer :

Name :

Address &amp; Seal



TENDER DOCUMENT (Part-II)



**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 - Shifting of AC's from old office to new office building" of CMPDI, RI-V..
2. Place of work - CMPDI Office of RI-V, Bilaspur
3. NIT No. - CMPDI/RV/E&M/AC/2018/116, Dt. 12.10.2018
4. Date of issue of Tender Document - 12.10.2018 to 22.10.2018 upto 1.30 PM
5. Date & time of receipt of Tender - 22.10.2018 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:** -- Shifting of AC's from old office to new office building" of CMPDI, RI-V..

NIT No. CMPDI/RV/E&M/AC/2018/116

Dt.12.10.2018

Sl.No.	Description of work	Qty (Nos)	Unit Rate(Rs)	Total (Rs)
1	Dismantling charge of Split AC	42	550.00	23100.00
2	Installation charge of Split AC	20	1100.00	22000.00
3	Servicing charge of Split AC	12	350.00	4200.00
4	Gas refilling charge of 1.5 Te Split AC	10	1500.00	15000.00
5	AC outdoor Stand and Fitting	17	500.00	8500.00
6	Supply and fitting of copper pipe insulation of 1/4" Size (6 ft in Length )	5	80.00	400.00
7	Supply and fitting of copper pipe insulation of 5/8" Size (6 ft in Length )	5	90.00	450.00
8	PC board repairing	6	1050.00	6300.00
9	Running Capacitor (50+4) MFD	5	450.00	2250.00
10	Rewinding of AC outdoor fan motor	2	950.00	1900.00
	Total(In Rs) excluding GST			84100.00

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