



cmpdi
A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.

कोल इंडिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का उपक्रम

क्षेत्रीय संस्थान-डू, सीएमपीडीआई कॉम्प्लेक्स, सीपत रोड, बिलासपुर, (छ.ग.) 495006

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

पी.एम.एस. विभाग

TENDER NOTICE

NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT (AMC) OF SPECTROPHOTOMETER OF ENVIRONMENT LAB OF CMPDI, RI-V, BILASPUR (CG)

Tender No. RV/PMS/AMC of Spectrophotometer/13/18-19/482

Dated 30.01.2019

- 1. Name of work:** Annual Maintenance Contract (AMC) of Spectrophotometers (3 Nos)
Two nos. at Environmental Laboratories of CMPDI, RI-V, Bilaspur and one no. at CMPDI H.Q. Ranchi
- 2. Place of work:** Environmental Laboratories of CMPDI, RI-V at Bilaspur, and Environmental Laboratories of CMPDI H.Q. Ranchi.
- 3. Period of contract:** One year from the date of commencement of work.
- 4. Issue of tender forms:** **11am to 4.00 pm** on all working days and from **11.00 am to 1.00 pm** on Saturday from **30.01.2019 to 13.02.2019** at the office of HOD (PMS), RI-V, CMPDI Colony, Seepat Road, Bilaspur, (C.G.) on payment of the prescribed cost of tender document.
- 5. Last date of submission of offers:** **Up to 10.30am on 14.02.2019**
- 6. Place of Submission of offers:** Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
- 7. Due date of opening of offer:** **At 11.00 am on 14.02.2019**
- 8. Place of opening of tender :** Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
- 9. Down loading from website:** The tender document can be down loaded from our web site www.cmpdi.co.in from **11am to 4.00 pm** on all working days and from **11.00 am to 1.00 pm** on Saturday from **30.01.2019 to 13.02.2019** and to be submitted with ANNEXURE – VII, of the NIT along with tender documents of the offer.

Yours faithfully,

HOD (PMS)
RI-V, CMPDI, Bilaspur.

Copy to:

1. Notice Boards at RI-V, CMPDI, Bilaspur, 2. HOD (Fin), 3. HOD (Env), 4. MM Wing SECL, Bilaspur 5. RDs – RI-I/II/III/IV/VI/VIII, 6. CVO, CMPDI, Ranchi : For kind information

**ANNUAL MAINTENANCE CONTRACT (AMC) OF SPECTROPHOTOMETERS (03 Nos) OF
ENVIRONMENTAL LABS - AT BILASPUR AND RANCHI**

1.0 INSTRUCTIONS TO THE TENDERER

- 1.1 Sealed quotations are invited in single part from CMPDI, RI-V, Bilaspur, CMPDI Colony, Seepat Road, Bilaspur for Annual Maintenance Contract of Spectrophotometers of Environmental Labs at Bilaspur and Ranchi for a period of one year.
- 1.2 The tender document shall be submitted by the tenderer in a sealed envelope. Full name and address of the tenderer shall be written on the bottom left hand corner of all the sealed envelopes 'Tender No.' name of the work, date and time of opening shall be indicated on the top right hand corner of the envelope. The tenders will be addressed to HOD (PMS),RI-V,CMPDI , CMPDI Colony, Seepat Road, Bilaspur on or before due date and time as mentioned in the tender notice.
- 1.3 Tender received after due date and time shall be rejected without assigning any reasons. The tenderers are requested to submit their tenders in person / post/ courier.
- 1.4 The tender document in which the tender is submitted by the tenderer will become the property of the company and the company shall have no obligation to return the same to the tenderer.
- 1.5 The tender/offer shall be typed or written with indelible ink in English or Hindi.
- 1.6 The employer 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.
- 1.7 Every tenderer is expected, before quoting the rates to go through requirements and condition of contract and inspect the site to be acquainted with the work.
- 1.8 Corrections where unavoidable shall be made by crossing out and rewriting attested with full signature of the tenderer or his representative who is signing the offer.
- 1.9 Full information regarding tenderer such as full name, postal address, PAN number, GST registration number (if any) and phone number are required to be furnished.
- 1.10 Canvassing in connection with the tender in any shape or form is strictly prohibited and tender submitted by such tenderer shall be liable for rejection.
- 1.11 In case of any doubt regarding the tender document, the tenderer may submit to the official inviting tender a written request for the same before closing date of the tender. Any interpretation or clarification of the tender documents by formal amendments, if issued by the official inviting tender, shall be final and valid and binding on the company and tenderers.
- 1.12 The company reserves the right to postpone the date of receipt and opening of tenders or cancel the tenders without assigning any reason whatsoever.
- 1.13 The tenders will be opened on due date and time in the presence of attending tenderers. The representative attending the opening of the tender shall have authorization and signature attested by the person who has signed the tender. 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.
- 1.14 The tenderer 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.

**ANNUAL MAINTENANCE CONTRACT (AMC) OF SPECTROPHOTOMETERS (03 Nos) OF
ENVIRONMENTAL LABS - AT BILASPUR AND RANCHI**

2.0 Mode & Method of Submission of Tenders

Tender must be submitted in sealed envelope cover consisting duly filled Tender documents. The envelope cover must be super scribed with the Tender Name, Tender enquiry number and the date of opening at top of envelope and tenderer Name & Address at bottom left of envelope. The envelope containing the tender shall be properly sealed. Stapled envelopes are not accepted.

Tender Documents shall consists the following

- i. Price bid as per Annexure – I of NIT.
- ii. An undertaking as per Annexure – II of NIT.
- iii. Duly sealed and signed copy of NIT (on all pages) as a 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 owner/proprietor of the firm.
- iv. Copy of self – attested PAN Card issued by Income Tax Department Govt. of India.
- v. Copy of self – attested GST registration indicating GST number or documentary evidence in case of exemption.
- vi. Self – attested copies of work order(s)/ supply order(s) having successfully executed works of similar nature (AMC of Lab Equipments/ Supply of Spectrophotometer) issued by any Govt./ Semi Govt. organizations, Public sector undertakings or private organizations along with an undertaking on the letter head of the bidder that the work order (s) has/have been successfully executed.
- vii. Duly filled up check list as per Annexure – VI of NIT.

3.0 GENERAL TERMS AND CONDITIONS

- 3.1 The tenderer shall submit his offer in the prescribed format as given in Annexure-I.
- 3.2 The tenderer may submit the past records of experience of similar jobs if any.
- 3.3 The Regional Director, CMPDI, RI-V, Bilaspur reserves the right to terminate the contract at any time without assigning any reason whatsoever.
- 3.4 The contractor shall employ only competent, skilful and orderly work men to perform the preventive and breakdown maintenance job.
- 3.5 The contractor 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 contractor 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-V, Bilaspur (CG) shall be treated as final and firm.
- 3.9 The court at Bilaspur (C.G) 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 for all the items as per Price Bid format (Annexure-I). However 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 Place of Work:

- a. CMPDI, HQ Ranchi, Kanke Road for 01 no. of Spectrophotometer.
- b. CMPDI, RI-V, Bilaspur, Seepat Road, for 02 nos. of Spectrophotometer.

3.15 Nos. of Visits:

- a. Preventive maintenance visits – Two for each equipment in a year.
- b. Emergency visit (Break down) – On call if required. The emergency visits shall be made whenever called to do so by fax/ telephone/ email etc. as per need of the lab.

4.0 COMMERCIAL TERMS AND CONDITIONS

- 4.1 All maintenance will be done by contractor.
- 4.2 No advance will be paid.
- 4.3 Pre-receipted and signed bills in triplicate shall be submitted for payment, along with performance report.
- 4.4 Paying authority will be HOD (F), CMPDI, RI-V Bilaspur (CG).
- 4.5 The defective parts will be replaced with equivalent or higher quality parts. The parts will be provided by the contractor on exchange basis, i.e. the defective parts replaced will become the contractor's property. This will be for one years from date of actual commencement of work.
- 4.6 Payment will be made on half yearly basis, for which the party will raise the bill at the end of first six month. 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.
- 4.7 In case of failure on the part of contractor's role during the 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 contractor's bills.
- 4.8 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 right to deduct the amount due from the bills of the present contract.
- 4.9 Breakdown (if any) of the equipment should be attended by the AMC holder within two weeks on complaint through telephone, Fax, E-mail or letter etc. If the AMC holder fails to attend the breakdown within two weeks on complaint and if the breakdown of the equipment will exceed two weeks, LD clause will be imposed which is of 0.50% per week and part there of up to a maximum 10% will be deducted from the bill. Where felt necessary the limit of 10% can be increased to 15%. GST on LD to be borne by you.
- 4.10 If the breakdown involves purchase of spares to be executed by CMPDI on additional cost, in such cases the AMC holder shall re-visit the lab within 15 days of intimation / call after purchase of such spares. Otherwise LD clause will be applicable.
- 4.11 The penalty will be deducted from half yearly bill.

5.0 TECHNICAL TERMS AND CONDITIONS

- 5.1 The equipment would undergo for preventive maintenance once in every six months. Joint inspection certificate will be signed by the contractor and the user in every six months.
- 5.2 Breakdown (if any) of the equipment should be attended by the AMC holder within two weeks on complaint through telephone, Fax, E-mail or letter etc.

HOD (PMS)
CMPDI, RI-V, Bilaspur (CG)

FORMAT OF PRICE BID

(To be submitted by the bidder in his own letter head)

Sl. No.	AMC of Spectrophotometer	Qty.	Unit Cost Rs.	Total Cost Rs.
1	(i) Spectrophotometer, Make – HACH Model – DR 2800	03		
Total				
GST (SAC Code – 9987) @18%				
G / TOTAL				

Place :

Full Signature & Seal of the Authorized person

Date :

PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY BIDDER WITH PART-I
On Letter Head

UNDER TAKING

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

1. I/We am/are submitting Tender for the Work for Annual Maintenance Contract of Spectrophotometer of Environment Lab. of CMPDI, RI-V, Bilaspur and CMPDI H,Q, Ranchi against Tender No: RV/PMS/AMC of Spectrophotometer/13/18-19/482, Dated: 30.01.2019
2. All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. None of the partners of our firm is relative of employee of Central Mine Planning & Design Institute.
4. 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 Tender 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.
5. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
6. 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-----

(To be filled and submitted with the tender in the letter head of the bidder)

Ref.:-

Dated: -//

To,
The HOD (PMS)
CMPDI, RI-V, SECL Complex, Seepat Road,
Bilaspur (CG)

Ref.:- Your NIT No.:- RV/ PMS/AMC of Spectrophotometer/13/18-19/482, Dated 30.01.2019

Dear Sir,

With reference to the above referred NIT we are pleased to offer you our lowest quotation with the following details.

1. Name and Full Address of the firm
2. Type/Status of the firm:
(Indicate whether Company / Partnership firm/ Proprietorship firm, etc)
3. Name & designation of the person authorized to sign the tender documents:
(Please submit the copy of authorization with signature duly attested in case the tender is signed by person other than the proprietor / owner of the firm)
4. We have submitted schedule of requirement & technical Bid as per Annexure-I
5. We have submitted signed and stamped copy of all the pages of NIT terms and conditions as token of acceptance of commercial & general terms and conditions of NIT.
6. Our TIN No. is(Photo copy proof attached)
7. Our PAN No is(Photocopy of PAN card enclosed)
8. We have submitted Price Bid as per format mentioned under Annexure-I.
9. We have submitted e-payment as per Format- Annexure-IV.
10. We have submitted Affidavit as per Annexure-II.
11. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
12. Our Contact Number:

Full signature & Seal of the authorized person
Name:

Format for e-Payment

To
The Regional Director,
Regional Institute, CMPDI
Seepat Road, SECL Complex
Bilaspur (CG)

Ref: - Authorization 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 detail for facilitating the payments are given below.

(TO BE FILLED IN CAPITAL LETTERS)

1. Name of the Beneficiary:

2, Address:

.....

City PIN CODE e-mail ID

Telephone No. (with STD Code)

3. Bank Particulars:-

Bank Name :- Branch Name Bank 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 Other, 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 effected at all for reasons of incomplete or incorrect information, I/we would not hold the Company responsible. We also agree to bear the bank charges, if any for enabling such transfer.

SIGNATURE
(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.

SIGNATURE
(AUTHORISED SIGNATORY)

Name

Date

(Official Stamp)

	CHECK-LIST	
Type of Document	Details	Yes/No
1) PAN Card	Attach self-attested Copy of PAN Card issued by income tax department.	
2) GST Registration / GST Exemption Certificate	Attach self-attested Copy of GST registration or GST Exemption Certificate as the case may be.	
3) Undertaking	Attach an Undertaking as per Annexure –III of NIT.	
4) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
5) Other Annexures	Annexure-I, Annexure-II, Annexure-III, Annexure-IV and Annexure-VI have been submitted in company's letter head.	
6) Eligibility/Provenness Criteria	Self – attested copies of work order(s)/ supply order(s) having successfully executed works of similar nature (AMC of Lab Equipments) issued by any Govt./ Semi Govt. organizations, Public sector undertakings or private organizations along with an undertaking on the letter head of the bidder that the work order (s) has/have been successfully executed.	
(Signature of authorized person with Seal & date)		

**CERTIFICATE FROM THE TENDERER THOSE WHO DOWN LOADED TENDER
DOCUMENTFROM WEBSITE**

This is to certify that I/We have downloaded this tender 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.