



**cmpdi**  
*A Mini Ratna Company*

सेन्ट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड  
(कोल इंडिया लिमिटेड की अनुबंधी कम्पनी / भारत सरकार का एक लोक उपक्रम)  
क्षेत्रीय संस्थान-2, कोयला भवन परिसर, कोयला नगर, धनबाद - 826005, झारखण्ड (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 ANNUAL MAINTAINANCE CONTRACT OF WATER FILTERS AT CMPDI, RI-II, DHANBAD**

NIT No. - RI-II/CMPDI/WATER FILTER AMC/18-19/5257-66

Dated: 25.02.2019

1. Name of the work : Sealed tenders are invited from Authorized Service Franchise of KENT MINERAL RO in two parts for **Annual Maintenance Contract** of **2 nos. of KENT ELITE-I (25 LITRES) Water filters** at CMPDI, RI-II, Koyla Bhawan complex, Koyla nagar, Dhanbad
2. Estimated cost : Rs. 22000 /-
3. Date of issue of tender paper : From 25.02.2019 to 12.03.2019 (10AM to 1 PM on any working day)
4. Date and time of submission of Tender : 13.03.2019 upto 3-30 PM
5. Date and Place of opening of tender : 13.03.2019 at 4.00 PM at the Office of HOD (E&M), CMPDI, RI-II
6. Place of sale and receipt of Tender document : Office of the HOD (E&M), CMPDI, RI-II
7. Down loading : The tender 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 tender paper.

Yours faithfully,

विभागाध्यक्ष (वि एवं यां)

Copy to: -

1. The Regional Director, RI-II for kind information.
2. The Convener, Tender Committee, RI - II.
3. Shri R.K.Sinha , HOD(Mining), CMPDI, RI- II, Member of Tender Committee
4. Shri M.M.P Singh, HOD(Civil), CMPDI, RI- II, Member of Tender Committee.
5. Shri V.S. Rathore, Dy. Mgr(F), CMPDI, RI- II, Member of Tender Committee.
6. HOD (P&A), RI- II - with a request to arrange to display on CMPDI Notice Board.
7. GM (Civil), BCCL, Koyla Nagar, Dhanbad - With a request to arrange to display on Notice Board.
8. GM (E&M), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
9. GM (TA), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
10. GM (MM), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board

**CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD**  
**REGIONAL INSTITUTE-II, KOYLA BHAWAN COMPLEX,**  
**DHANBAD -826005**

**TENDER DOCUMENT**

1. Sealed tenders are invited from Authorized Service Franchise of KENT MINERAL RO in two parts **for Annual Maintenance Contract of 2 nos. of KENT ELITE-I (25 LITRES)Water filters** at CMPDI, RI-II, Koyla Bhawan complex, Koyla nagar, Dhanbad

1	<b>Annual Maintenance Contract of 2 nos. of KENT ELITE-I (25 LITRES)Water filters</b>	Specification of <b>Water filters</b> is enclosed as ANNEXURE-I	<b>Estimated cost =</b> Rs. 22000 /-
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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 1:00 PM on any working day as per the dates mentioned below:

**Begins on: 25.02.2019**

**Closes on: 12.03.2019**

3. **Basic eligibility criteria**

Bidder shall submit the self-attested photocopy of following documents:

- a) Permanent Income Tax Account Number (PAN)
- b) GST registration certificate/ GST Application number(if applied for)
- c) Authorized Service Franchise Certificate of KENT MINERAL RO

4. **Mode & Method of Submission of Tender**

Tenders 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 Tender is to be submitted in two parts viz. Part -I and Part -II in separate sealed envelope super scribed by Part-I and Part-II. **The Envelope- I containing Part-I & Envelope- II containing Part-II should be inside one outer cover.** The outer cover should bear the address of the purchaser.

**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.
- 4) Annexure-II of tender document.
- 5) Annexure-III of tender document, if applicable

**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 offers in Part-I are found to be techno – commercially acceptable .**

5. **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.

6. **Receipt of Tenders :**

**Date and time of submission of tender: 13.03.2019 up to 3:30 PM (Envelope-I &II)**

Location /Place of submission of tender: Tenders shall be dropped in the tender box provided at the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad- 826005. Postal tenders shall not be accepted.

All envelopes containing the tenders shall be properly sealed. Envelopes stapled shall not be accepted. The tenders shall be submitted in two envelopes (Envelope- I & Envelope- II). Both the envelopes shall be kept in one envelope and properly sealed. **The Envelope- I containing Part-I and Envelope- II containing Part-II should be inside one outer cover.** The outer cover should bear the address of the purchaser, Tender enquiry no. & date of opening.

## 7. 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: Date: 13.03.2019 at 4:00 PM.**

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.**

The company (CMPDI) reserves the right to accept or to reject any or all of the tenders or to postpone the date of receipt and opening of tender without assigning any reason whatsoever.

- (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) 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.
- (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. Tenders which have deviations are liable for rejection without making any back reference to the tenderer. Tenders asked for must be submitted complete in all respects.

## 8. GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF OFFERS

- a. All pages of tender document 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 supplies of materials are not satisfactory within seven days notice either verbally or in writing. No payment shall be made in that case for part supply of the job done. Further, all changes done in our existing system shall have to be re-modified to the original condition by the party free of cost.

- e. Bid evaluation: Bids shall be evaluated on overall lowest (L-1) rate basis **of** those bidders who will qualify on techno-commercial part (Part-I) of the offer.
- f. The tender committee 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. 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.

## MAJOR TERMS AND CONDITIONS

1. **Submission of bill:** You will submit bill in triplicate duly stamped and pre-receipted along with challan to the consignee for arranging payment in time.
2. **Paying authority:** - HOD (Finance), Regional Institute-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
3. **Consignee:** The Regional Director, CMPDI, Regional Institute –II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
5. **Annual Maintenance Contract:** The machines will be under comprehensive AMC for 1 year. The comprehensive AMC includes all spares (except consumables). The terms of AMC will be as follow:-
  - a. **Agreement:** An agreement (format in Annexure-I) has to be signed between the successful bidder and Regional Director( or representative), CMPDI, Regional Inst.-II, Dhanbad.
  - b. **Comprehensive AMC charges:** Comprehensive AMC charges will be payable and these rates would remain Fixed for entire period of AMC.
  - c. **Payment Terms:**  
The rate of AMC should be firm during the contractual period .The AMC charge will be paid on quarterly basis after expiry of each quarter on submission of pre-receipted bill in triplicate by the party to Regional Director, CMPDI, Regional Inst.-II, Dhanbad.

SCOPE OF SERVICES FOR COMPREHENSIVE AMC SERVICES OF WATER FILTERS	
1	Bidder shall maintain & repair the said equipment to keep it under normal working condition for normal usage for organization for entire contract period.
2	The services are to be provided during all working days 10.00 AM to 5.00 PM.
3	Routine Preventive maintenance once in each quarter.
4	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.
5	Any preventive repair required will be intimated well in advance.
6	Record to be maintained for all visits and the same will be kept with the concerned floor.
7	The Contract charge shall be fully Comprehensive including all spares (Except consumables), cost of travel, transportation in case of sending faulty machine at repair center or alternate arrangements shall be inclusive in the contract. No other charges are applicable.

#### Terms & Conditions of AMC:-

##### i. Scope of Work

(a) 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 quality in performance. The parts will be provided on exchange basis, i.e. the defective parts replaced will become the vendor's property.

(b) Each machine would undergo preventive maintenance once every quarter. Joint certificate to be signed every quarter.

(c) Regular maintenance service will be provided during general shift of CMPDI working hours on weekdays only.

(d) In the event of breakdown the party shall ensure that the fault will be attended within 24 hours from the date/time of intimation by CMPDI.

##### ii. Comprehensive AMC charges

The machines will be under comprehensive AMC for 1 year at different places of installation .The comprehensive AMC includes all spares (except consumables).

##### iii. Uptime Guarantee

The party should ensure 90% uptime of the machines. The uptime and downtime penalty will be calculated on the basis of formula mentioned at serial No. v.

##### iv. Payment Terms

**The rate of the AMC should be firm during the contractual period.** The AMC charge will be paid on quarterly basis after expiry of each quarter on submission of pre-receipted bill along with uptime certificate by the party. An amount for any shortfall from the uptime guaranteed (i.e. 90%) will be deducted from the billed amount for that quarter.

##### v. Downtime Penalty

(i) The party should guarantee 90% availability (uptime) for the machines on quarterly 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 upto11.00 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,

$$(90\%-Actual Availability) \times (AMC charge/4)$$

Penalty = -----

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 5 (ii), (iv), (vi)
50% to 84%	Double the calculated amount as per rate calculated in 5 (ii), (iv), (vi)
Below 50%	No AMC payment for the quarter

**Note: Place of Installation:-**

2 nos. of WATER Filter (RO) has been installed at CMPDI-RI-II, Koyla nagar, Dhanbad

**6. Fall Clause :** The price charged for the services supplied under this contract by the supplier/agencies shall in no event exceed the lowest price at which the supplier services 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 charge of services 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/services supplied after the date of coming into force of such reduction of sale/services shall stand correspondingly reduced. The above stipulation, however, will not apply to exports by the supplier.

**7. 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/services supplied to the consignee concerned under the contract herein have not been provided by me/us to any other organization including DGS&D at the commencement of the contract upto the period of completion of delivery at a price lower than the price charged to the consignee concerned of the contract.”

**8. Cancellation of work order:** Competent authority reserves the right to cancel the work order at any point of time without showing any reason.

**9. 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.

**10. ALL DISPUTES ARE SUBJECT TO DHANBAD COURT JURISDICTION ONLY.**

Mrs. K.Mallick  
विभागाध्यक्ष (वि एवं यां)

**ANNEXURE- I**  
**PART-I**  
**SCHEDULE OF REQUIREMENT**  
(To be submitted in Envelope-I)

Sl. No.	Particulars	Make/ quality	AMC reqd. for (Nos.)
1	<b>Water filter</b>  KENT ELITE-I, KENT MINERAL RO(25 LITRES)	KENT MINERAL RO	02(two)

Signature & seal of the bidder

Place:

Date:

ANNEXURE – II

**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: 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 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 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 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.

(AUTORISED 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

(AUTORISED SIGNATORY)

Name.....

Date.....

(Official stamp)

### **ANNEXURE-III**

### **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)

1 .I/we accept the Tender Document as (I/we have) downloaded the same from the website <http://www.cmpdi.co.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-II**

### **FORMAT OF PRICE BID**

**FORMAT OF PRICE BID**  
 (To be submitted in Envelope-II)

Sl. No.	Particulars	Make/ Quality	AMC reqd. for in (Nos.)	Unit Rate (Rs.) for AMC	GST	Other taxes, if any (%)	Total cost (Rs.) inclusive of GST & other taxes, if any
1	<b>Water filter</b>  KENT ELITE-I, KENT MINERAL RO(25 LITRES)	KENT MINERAL RO	2				
<b>Total in figures</b>							
<b>Total in words</b>							

Note: Total cost shall include all taxes, duties, levies, insurance, packing and forwarding, transport and delivery of items required for AMC upto Store, CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005.

Signature & seal of the bidder

Place:

Date: