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A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.

कोल इंडिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का उपक्रम

क्षेत्रीय संस्थान-5, सीएमपीडीआई काम्प्लेक्स, 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/Quotation Enquiry

## **NOTICE INVITING TENDER FOR ON-SITE CALIBRATION OF LABORATORY EQUIPMENT FROM NABL- ACCREDITED CALIBRATION LAB AT ENVIRONMENT LABORATORY OF RI V, BILASPUR (CG).**

**Tender Enquiry No: RV/PMS/NIT/Calibration of lab equipment/16/18-19/561, Dated: 15.03.2019**

1. Name of the work: Sealed tenders in single part are invited from eligible bidders for On-site calibration of laboratory equipment from NABL-accredited calibration lab at Environmental Laboratory of RI V, CMPDI, Bilaspur (CG).
2. Place of Work and services: Environment Laboratory of RI V, CMPDI, Bilaspur (CG).
3. 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 **15.03.2019 to 28.03.2019** at the office of HOD (PMS), RI-V, CMPDI Colony, Seepat Road Bilaspur (C.G) on payment of prescribed cost of tender documents.
4. Last date of submission of offers: **Up to 10.30 am on 28.03.2019**
5. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
6. Due date of opening of the offer: **At 11.00am on 28.03.2019**
7. Place of opening of tender : Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
8. Down loading from website: The tender document can be down loaded from our web site [www.cmpdi.co.in](http://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 **15.03.2019 to 28.03.2019** and to be submitted with ANNEXURE – VII, of the NIT along with Part-I of the offer.

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

Copy to:

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

# **Central Mine Planning & Design Institute Limited**

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## **TENDER DOCUMENTS**

### **1.0 INSTRUCTIONS TO THE TENDERER**

- 1.1 Sealed quotations are invited in single part from CMPDI, RI-V, CMPDI Complex, Seepat Road, Bilaspur for On-site calibration of laboratory equipment from NABL- accredited calibration lab at Environmental Lab Bilaspur (CG).
- 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), CMPDI, RI-V, CMPDI Complex, 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 and services.
- 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), valid e-mail 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.

## **2.0 Mode & Method of Submission of Tenders**

Tender must be submitted in sealed envelope cover consisting duly filled Tender documents along with required EMD amount through Demand draft payable at Bilaspur in favour of CMPDI, Regional Institute. 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) having successfully executed work and services of similar nature (Calibration 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.
- vii. Duly filled up check list as per Annexure – V of NIT.
- viii. Copy of valid NABL accreditation certificate along with scope as required in Annexure-I.

## **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 calibration 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 calibration 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 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 grand total price basis.
- 3.12 Bidders are required to submit an undertaking as per annexure – II in own letter head with the offer.
- 3.13 Calibration certificate bearing NABL symbol and signatory as approved by NABL for each item should be provided by the calibration lab within two weeks from the date of completion of the calibration work. The calibration certificate should be associated with sufficient traceability.

## **4.0 COMMERCIAL TERMS AND CONDITIONS**

- 4.1 All calibration will be done by contractor. Calibration should be carried out within three weeks from issue of work order.
- 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 **Payment:** - 100% payment will be made within 21 days after submission of bill and acceptance of calibration at HOD of Environment Department of RI V, CMPDI. CMPDI has the provision of making e- payment of supplier's bills through Electronic Fund Transfer (EFT), if bidders want to get this payment through EFT mode, they are requested to submit their mandate as per Annexure – III with original Signature and stamp a long with the offer. Also GST Registered suppliers are required to upload their tax invoice in their GSTR-1 before claiming bills from RI-V, CMPDI. Our GST No 22AAACC7475N1ZE is required to be incorporated in your tax invoice.
- 4.6 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

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

**FORMAT OF PRICE BID****(To be submitted by the bidder on his own letter head)**

<b>Sl. No.</b>	<b>Name of items</b>	<b>Parameter to be calibrated</b>	<b>Range</b>	<b>Basic price (₹)</b>	<b>GST@ -%( ₹.)</b>	<b>Total unit cost ( ₹.)</b>	<b>Qty. in Nos.</b>	<b>Total Cost (₹)</b>
1	Hot Air Oven	Temperature	30 <sup>0</sup> c - 200 <sup>0</sup> c				3	
2	Muffle Furnace	Temperature	500 <sup>0</sup> c - 900 <sup>0</sup> c				1	
3	Deep Freezer	Temperature	2 <sup>0</sup> c - +4 <sup>0</sup> c				1	
4	BOD Incubator	Temperature	0 <sup>0</sup> c - 30 <sup>0</sup> c				1	
5	Autoclave	Pressure	Pressure Gauge				1	
6	COD Digester	Temperature	0 <sup>0</sup> c - 200 <sup>0</sup> c				1	
7	Walk-in Cold Storage Room	Temperature	+2 <sup>0</sup> c - Ambient				1	
8	Lux Meter	Illumination	0 - 150 LUX				1	
9	Burettes 50ml	Volume	One Spot				1	
10	Burettes 25ml	Volume	One Spot				1	
11	Pipettes 1ml	Volume	One Spot				1	
12	Pipettes 5ml	Volume	One Spot				1	
13	Pipettes 10ml	Volume	One Spot				1	
14	Pipettes 25ml	Volume	One Spot				1	
15	Volumetric Flask 100ml	Volume	One Spot				1	
16	Volumetric Flask 500ml	Volume	One Spot				1	
17	Volumetric Flask 1000ml	Volume	One Spot				1	
18	Nessler Tube 50ml	Volume	One Spot				1	
19	Nessler Tube 100ml	Volume	One Spot				1	
20	Glass Thermometer	Temperature	0 <sup>0</sup> c - 40 <sup>0</sup> c				1	
21	Wet & Dry Bulb Thermometer	Temperature	0 <sup>0</sup> c - 50 <sup>0</sup> c				6	
22	K-Type Digital Thermometer	Temperature	0 <sup>0</sup> c - 900 <sup>0</sup> c				2	
23	Weight Box	Weight	1gm – 200gm				1	
24	Vacuum Pump	Pressure	70 - 130 Kpa				2	
25	Digester of TKN Analyzer	Temperature	0 <sup>0</sup> c - 450 <sup>0</sup> c				2	
26	Water Bath	Temperature	0 <sup>0</sup> c - 70 <sup>0</sup> c				1	
27	Electronic Balance	Weight	2 mg - 420 gm				2	
28	Precision Balance	Weight	Upto 210 gm				2	
29	Micro Balance	Weight	Max 2 gm				2	
<b>Total</b>								
<b>Any other charges.</b>								
<b>GRAND TOTAL</b>								

Place :

Full Signature &amp; Seal of the Authorized person

Date :

**PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY BIDDER ALONGWITH THE OFFER**

**(To be submitted by the bidder on his own 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 On-site calibration of laboratory equipment from NABL- accredited calibration lab at Environment Laboratory of RI - V, CMPDI, Bilaspur (CG), against Tender No: **RV/PMS/NIT/ Calibration of lab equipment/16/18-19/561, Dated: 15.03.2019**
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 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, CMPDI Complex, Seepat Road,  
Bilaspur (CG)

Ref.: - Your NIT No.:- **RV/PMS/NIT/Calibration of lab equipment/16/18-19/561, Dated: 15.03.2019**

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 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.
5. Our GST No. is .....(Photo copy proof attached)
6. Our PAN No is .....(Photocopy of PAN card enclosed)
7. We have submitted Price Bid as per format mentioned under Annexure-I.
8. We have submitted e-payment as per Format- Annexure-IV.
9. We have submitted Undertaking as per Annexure-II.
10. We have submitted Check list as per Annexure-V.
11. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
12. We have submitted Annexure-VI or not submitted as it is not applicable to us.
13. Our valid Contact Number:

Full signature & Seal of the authorized person  
Name:

**Format for e-Payment**

To  
 The Regional Director,  
 Regional Institute, CMPDI  
 Seepat Road, CMPDI 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)



	<b>CHECK-LIST</b>	
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) Certificates	Attach Copy of valid NABL accreditation certificate with scope of accreditation.	
7) Eligibility/Provenness Criteria	Self – attested copies of work order(s)/ supply order(s) having successfully executed works of similar nature (Calibration of Lab Equipments/Supply of Lab equipment) 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.	
<b>(Signature of authorized person with Seal &amp; date)</b>		

**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 for this work and our firm can be black listed.