



cmpdi
A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)
CORPORATE IDENTITY NUMBER - U14292TH1975GOI001223

NOTICE INVITING TENDER FOR SUPPLY OF PLOTTER PAPERS AT CMPDI, RI-II, DHANBAD

Tender Enquiry No. RI-II/CMPDI/Plotter papers/19-20/76-83

Dated: 08.04.2019

1. Name of the work : Sealed tenders are invited from Manufacturers/ Authorized Dealers/ Sole Selling agents /Distributors in two parts for Supply of **Plotter papers** at CMPDI, RI-II, Koyla Bhawan complex, Koyla nagar, Dhanbad
2. Estimated cost : Rs.32,220/-
3. Date of sale of tender paper : From 09.04.2019 to 22.04.2019 (10AM to 1 PM on any working day)
4. Date and time of submission : 23.04.2019 upto 3-30 PM of Tender
5. Date and Place of opening of tender : 23.04.2019 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

Yours faithfully,

Mrs. K. Mallick
विभागाध्यक्ष (वि एवं यां)

Copy to: -

1. The Regional Director, RI-II for kind information.
2. The Convener, Tender Committee, RI – II.
3. HOD (P&A), RI- II - with a request to arrange to display on CMPDI Notice Board.
4. GM (Civil), BCCL, Koyla Nagar, Dhanbad – With a request to arrange to display on Notice Board.
5. GM (E&M), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
6. GM (TA), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
7. GM (MM), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice. Board
8. Store, RI-II



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

TENDER DOCUMENT

1. Sealed tenders are invited for Supply of **Plotter papers** of Reputed Make at CMPDI, RI-II, Koyla Bhawan complex, Koyla nagar, Dhanbad -826005

1	Supply of Plotter papers	Specification of Plotter papers is enclosed as ANNEXURE-I	Estimated cost Rs. 32,220 /-
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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, Koyla nagar, Dhanbad 826005, between **10:00 AM to 1:00 PM on any working day** as per the dates mentioned below:

Begins on: 09.04.2019

Closes on: 22.04.2019

- * NOTE-In case minimum 03 (three) Bids are not received within originally stipulated time, the tender submission date will be extended initially for 02 (two) days and if still less than 03 bids are received, the tender submission date will be extended by another 05 (five) days automatically.**

3. Basic eligibility criteria

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

- Permanent Income Tax Account Number (PAN)
- GST registration no, if any
- Document of being Manufacturer/Authorized Dealer/MSME firm/Supplier
- Offers of bidders, who are past suppliers to Mining Industries and/or other Industries (private Considered eligible for participation, if they have supplied the tendered/similar item (photocopier Paper, stationery items) during the preceding 5 years as under:

At least 20% of the total required quantity of this tender.

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

- Documents to fulfill basic eligibility criteria
- Duly signed and stamped tender document
- Annexure-I of tender document.
- Annexure-II of tender document.



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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 throughout the delivery period.

6. Receipt of Tenders :

Date and time of submission of tender: 23.04.2019 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, Koyla nagar, 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 two 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, Koyla nagar, Dhanbad -826005 Office Complex, at the time and date as given in the NIT.

Date and time of opening of Part- I: Date: 23.04.2019 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.

- The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.
- 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.
- 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.
- Supply Order, if placed, will be subject to the terms and conditions given separately.
- 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.



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8. GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF OFFERS

- All pages of tender document should be signed and must have firm's seal. **This is a must.**
- Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- 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
- 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.
- 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.
- 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.
- 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.
- 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:
 - Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
 - 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,
 - 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.



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OTHER TERMS AND CONDITIONS

- 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.
- 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.
- Payment**: - 100% payment will be made within 21 days after satisfactory inspection and acceptance of materials by the consignee or after submission of bill, whichever is later.
- Delivery Schedule**: - The delivery schedule shall be within one month from the date of issue of supply order.
- Paying authority**: - HOD (Finance), Regional Institute-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
- Consignee**: The Regional Director, CMPDI, Regional Institute –II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005
- Inspection**: Inspection of material will be done after receipt of the material in good condition at our site 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.
- Warranty**: Standard manufacturer guarantee/warranty will be applicable. The bidder should be able to provide service support locally at Dhanbad within warranty period.
- Quantity variation clause**: The management reserves the right to increase or decrease the quantity offered and accordingly the billed amount will be adjusted proportionately keeping the quoted unit rate unchanged.
- 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 :
 - To recover as agreed liquidated damages, a sum not less than 0.5% (half percent) of the price of the stores which successful tenderer 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.
 - To purchase elsewhere, after due notice to the successful tenderer 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
 - 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
 - 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.
 - To encash any bank guarantee which is available for recovery of the penalty or
 - To forfeit the security deposit full or in part
 - 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 tenderer shall pay CMPDI on demand the remaining balance amount. The supplier shall not be entitled to any gain under this clause.
- 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.



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12. **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 upto the period of completion of delivery at a price lower than the price charged to the consignee concerned of the contract."

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

14. **Insurance:** The dispatch of materials should be covered under insurance at your cost and risk. The consignee will intimate you 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 you on the carriers.

15. **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. You should obtain a clear receipt from the transport authorities specifying the complete list of goods dispatched. You should not book any consignment on a "SAID TO CONTAIN" basis. If you do so, it would be at your own responsibility.

16. **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

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

Mrs. K. Mallick
विभागाध्यक्ष (वि एवं यां)



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ANNEXURE-I

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

Sl. No.	Particulars	Make/ quality	Unit	Qty. reqd.	Offered by the party Brand / model
1	Plotter paper Size: 915mm X 45 meters (80 GSM)	Reputed Make	Roll	50	

Signature & seal of the bidder

Place:

Date:



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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 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)



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PART-II

FORMAT OF PRICE BID



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A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)
CORPORATE IDENTITY NUMBER - U14292TH1975GOI001223

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

Sl. No.	Particulars	Make/ Quality	Unit	Qty. reqd.	Unit cost (Rs.)	GST (%)	Other taxes, if any (%)	Total cost (Rs.) inclusive of GST & other taxes, if any
1.	Plotter paper Size: 915mm X 45 meters (80 GSM)	Reputed Make	Roll	50				
Any other charges								
Total in figures								
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, Koyla nagar, Dhanbad (Jharkhand) -826005.

Signature & seal of the bidder

Place:
Date:



फोन नम्बर/Phone No. :
फैक्स नम्बर/Fax No. :
ई-मेल/E-mail:
वेब साईट/Website: www.cmpdi.co.in