



**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

No. CMPDI/RI-II/Binding/19-20/216-26

Date: 18.04.2019

### TENDER DOCUMENT

Name of work : Annual Rate Contract for Binding work with supply of materials required for binding

Cost of tender : **Rs.100 /-**  
document

Date of sale of tender : From **19.04.2019** to **29.04.2019** (11:00 AM to 1:00 PM on any working paper day)

Last Date and Time of : Upto **3.30 PM** on **30.04.2019**  
Submission

Date and Time of : At **4.00 PM** on **30.04.2019** at the Office of HOD (E&M), CMPDI, RI-II  
Opening

Place of Submission : Office of the HOD (E&M), CMPDI, RI-II

Down loading : The tender document can be down loaded from the CMPDI, website <http://www.cmpdi.co.in>. In case of down loading the tender document, the tender document cost shall be made in the form of a crossed demand draft drawn in favour of **CMPDI, Regional Institute, Dhanbad** on any scheduled bank payable at Dhanbad. This shall be kept in separate envelope mentioning, "The Cost of tender". The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

विभागाध्यक्ष (वि एवं यां)

Copy to :-

1. The Regional Director, RI-II for kind information.
2. Shri R.K.Sinha, HOD(Mining), CMPDI, RI-II, Dhanbad. Member of Tender Committee
3. The Convener, Tender Committee, RI – II.
4. Shri M.M.P Singh, HOD(Civil), Member of Tender Committee
5. Shri V.S. Rathore, Dy. Mgr. (F), 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.
11. Cash Section, RI-II



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## TENDER NOTICE

1. Sealed quotation is invited from reputed parties for Annual Rate Contract for Binding work with Supply of materials required for binding as mentioned below:

Sl. No.	Description of work	Cost of tender document	Estimated cost	EMD	Date and time of opening of tender	Duration of ARC
1.	Annual Rate Contract for Binding work with supply of materials required for binding	Rs. 100.00	Rs. 85000/-	Rs. 1060/-	At 4.00 PM on 30.04.2019	12 months from date of issue of work order

## 2. Issue of tender document :-

Tender documents shall be issued individually on requisition in writing from the intending supplier/Agencies or their accredited representative. Tender documents can be obtained from the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad - 826005 on payment of requisite Application Fee either in cash at the cash counter of CMPDI, RI-II or in form of Bank Draft drawn in favor of “CMPDI, Regional Institute, Dhanbad” between 11 AM to 1 PM on any working day as per the dates mentioned below:

**Begins on: 19.04.2019**

**Closes on: 29.04.2019**

The intending bidder must submit the documentary evidence in support of their eligibility for taking up the work, along with their offer, failing which the tender will be rejected. 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.

The tender document may be seen and downloaded from the websites <http://www.cmpdi.co.in>. The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

The bidders, who will download the tender documents from the website of the company, will be required to pay “Application Fee” by Bank Draft at the time of submission of tenders, Separately. The bidders will be required to submit an undertaking that they will accept the tender documents as available in the website and their tender shall be rejected if any tampering in the tender document is found to be done at the time of opening of tender.

In case of any discrepancy between the tender documents downloaded from the website and

the master copy available in the office, the latter shall prevail and will be binding on the



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bidders. No claim on this account will be entertained.

### 3. Eligibility criteria for taking up the work:

The tenderer has to fulfill the following eligibility criteria (documentary evidence to be Submitted in Part-1 i.e. techno-commercial bid of the tender).

- Average annual financial turnover during the last 3 years ending 31st March (i.e. during 2016-17, 2017-18, 2018-19,) of the previous financial year should be at least 30 % of the estimated cost i.e Rs. 25500/-
- Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application is invited should be either of the following
  - Three similar completed works each costing not less than the amount equal to 40 % of the estimated cost i.e. Rs.34000/- or
  - Two similar completed works each costing not less than the amount equal to 50 % of the estimated cost i.e. Rs.42500/- or
  - One similar completed work each costing not less than the amount equal to 80 % of the estimated cost i.e. Rs.68000/-

**Similar Work means “Binding & Printing works”.**

In addition to this the bidder must submit the following: -

#### 1. PAN

#### 2. Status of firm -

- If an individual: Full Name, Postal address, Place of Business
- If proprietary firm: Name of the proprietor, full postal address of firm/proprietors
- If a partnership firm: Full name of partners, full postal address of the registered office of the firm, and the partners, registered partnership deed
- In case of company : Date and place of registration, Memorandum, & articles of association, name of all the directors, full postal address of the registered office & all the director.

#### 3. Goods and Service Tax No:-.

CMPDIL, RI-II, Dhanbad have GSTIN No- 20AAACC7475N1ZI having address - CMPDI LTD. , REGIONAL INSTITUTE-II, Koyla Bhawan Complex,Dhanbad-826005 (Jharkhand).

Details of GST Registration of the bidders (to be filled by Bidders) Name of Bidders as per GSTIN Information	GSTIN No. of Bidders	STATE in which is Registered	Type of Registration ( Regular/ Composition scheme/ Exempted From Registration) ( To be clearly mentioned by Bidder)

- Copy of GST Registration certificate towards GST duly self-attested, if applicable.



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**b. Copy of exemption certificate towards GST/SGST/IGST duly self-attested, If applicable.**

Mandatory registration of bidder with statutory authorities like GST, is required, unless they are specifically exempt from registration under specific notification/circular/ section/rule issued by statutory authorities. The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration. For Example: If bidder is exempted from Registration under CGST ACT, 2017 due to his aggregate turnover is less than 20 lakhs then bidder has to submit the copy of Notification along supporting documents which prove that turnover of their business is less than 20 Lakhs and certificate from practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Aggregate turnover from all business is less than 20 Lakh, hence he is exempted from Registration under GST Act, 2017.

- c. If bidder is eligible for charging lower than the normal rate is applicable (where Bidder has opted Composition Scheme), then bidder has to submit the authentic documents for such.
- d. The legally applicable rate of CGST/SGST/IGST/ Cess should be clearly mentioned.
- e. In case of COMPOSITION TAX, the supplier is liable to pay tax at concessional rate but can't collect any tax from CMPDIL and on the invoice, it should be mentioned by the supplier that "composition taxable person not eligible collect tax on supplies" The supplier shall be entirely responsible for all taxes and other such levies imposed as per GST or by any other law by government from time to time, including all Bank Charges.
- f. The supplier also shall comply the provisions of GST including "Anti Profiteering clause" of GST.
- g. The bidder shall indicate their GST Reg. No and should submit GST Reg. Certificate along with the offer, if applicable. The successful Bidder shall comply with GST requirements as per law, without any financial implication to CMPDIL, RI-II.
- h. The tax invoice raised by the supplier against the goods supplied must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN 20AAACC7475N1ZI of CMPDI Ltd. in case of supply to CMPDI Ltd within the state of Jharkhand.
- i. Supplier shall ensure timely submission of correct invoice(s) as per GST rules/ regulation, with all required supporting document(s) within a period specified in contract to enable CMPDIL to avail input credit of GST (CGST & SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods/ Services with requisite details. If input tax credit is not available to CMPDIL for any reason which is not attributable to CMPDIL, then CMPDIL shall not be obligated or liable to pay or reimburse GST (CGST &



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SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by CMPDIL to the contractor.

- j. In case the tendered item is eligible for Input Tax credit then the L-1 status shall be decided by deducting the Input Tax Credit (CGST, SGST or IGST, GST Cess (if applicable) as the case may be) Amount. However, if Bidder has opted composition scheme under Section 10 of GST Act, 2017, they cannot levy GST, hence the CGST/SGST/IGST/GST Cess, the L-1 status will be determined on the basis of their quoted price.
- k. In case Bidder is exempted from Registration under GST ACT and submitted the required documents as mentioned above, CMPDIL is liable to deposit the CGST, SGST, GST Cess (if applicable) under reverse charge as per the Provision of CGST Act, then applicable CGST, SGST, GST Cess will be included in landed price. However if the tendered items is eligible for Input Tax credit, the same will be deducted while computing the L-1 status.
- l. TDS: The TDS, if applicable, shall be made at applicable rate from the payment made or credited to the supplier against tax invoice issued in relation to supply of goods or services.

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

Tender must be submitted in sealed cover which must be super scribed with the Tender Enquiry Number and the date of opening. The outer cover should bear the Full Name and address of the purchaser only.

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

##### 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 (if downloaded from website)

##### 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 offer in Part-I is found to be techno – commercially acceptable .



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## 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: 30.04.2019 upto 3.30PM**

Location /Place of submission of tender: In tender box provided at the office of HOD (E&M), CMPDI, RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad -826005

Any bid received after the date and time mentioned above shall not be accepted. Late tender / incomplete tenders / telegraph tenders, tenders received through Post/ courier services shall not be accepted. Tenders must be submitted in the tender box within the stipulated date and time. **Postal tender shall not be accepted.**

## 7. Opening of Tender

The tender shall be opened at the office of HOD (E&M), CMPDI, RI-II, KoylaBhawan

Complex, Koylanagar, Dhanbad -826005 Office Complex, at the time and date as given in the NIT.

**Date and time of opening of Part- I: Dt. 30.04.2019 at 4.00 PM.**

All the bidders requested to be present on the scheduled date and time of opening. However, their absence will not stop opening. 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.

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.

## 8. Auto Extension of Critical Date:

If number of bids received is found to be less than 03 (three) on End Date of bid submission, then the following critical dates of the Tender will be automatically extended initially for a period of 02 (two) days; and, if the number of bids still remains less than 03 (three), then for another 05 (five) days:

- Last date of submission of Bid.
- Date of Opening of Tender.

This extension will be also applicable in case of receipt of zero bid.

NOTE:

1. The validity period of tender shall be decided based on the final end date of submission of bids.
2. The auto extension shall work on the basis of number of bids received only. It may so happen that any of these bids may be eventually rejected during Tender Opening.



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- After two extensions, With approval of Competent authority, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender.

**The offer for the successful bidder shall be firm for entire duration of ARC.**

The date and time of opening of Price bid or Part- II of the tender shall be communicated telephonically to technically qualified bidders in due course of time after consideration of (first Envelope) Part -I.

The rate for the work should be inclusive of all incidentals, overheads, taxes, octroi, duties, leads, lifts, carriage, etc. as required for completion of work. The work shall have to be done in premises of successful bidder or in the office premises with minimum disturbance to office activities.

**Evaluation** of bid shall be based on total value of the entire job including supplies of materials required for binding mentioned in schedule of price and not on individual items.

**All the bidders requested to be present on the scheduled date and time of opening. However their absence will not stop opening.**

**Bidders may see the sample of binding report before bidding.**

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.

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## ANNEXURE-I

### UNDERTAKING BY TENDERER(S)

(In the form of affidavit on Non Judicial Stamp paper of Rs. 10/-)

I, ....., proprietor/ partner/ accredited representative of M/s  
....., solemnly declare that:

1. We are submitting tender for the work “**ANNUAL RATE CONTRACT FOR BINDING WORK WITH SUPPLY OF MATERIALS REQUIRED FOR BINDING**”

against tender notice no. CMPDI/RI-II/ Binding/.....

2. I/We partners of the firm am/ are not related to any employee of CIL and it's subsidiaries.

3. All information furnished by me/us in respect of fulfillment of eligibility criteria & qualification information of this tender is complete, true & correct.

4. All documents/ credentials submitted through this tender are genuine, authentic, true & valid.

5. I / we have not been banned / de-listed by any Govt. / PSU organization.

6. If any information & document submitted is found to be false/ incorrect anytime, department may cancel my tender & action as deemed fit may be taken against me/ us, including termination of the contract, forfeiture of all dues including EMD & banning/ de-listing of my/our firm.

.....  
Signature of Tenderer

(Seal of Notary)

.....  
Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm (proprietor/partner/legal representative etc): .....

Date: .....

Place: .....

Official Seal (Stamp):



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## ANNEXURE- II

### UNDERTAKING BY TENDERER(S) \*

\* (ONLY FOR THOSE WHO HAS (HAVE) DOWNLOADED THROUGH WEBSITE)

I/We, ....., proprietor/partner/Legal  
Attorney/accredited representative of M/s .....,  
solemnly declare that:

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 Tenderer

.....  
Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm: (proprietor/partner/legal representative etc): .....

Date: .....

Place: .....

Official Seal (Stamp):



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A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट 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**

## SCOPE OF WORK

**Ref: Annual Rate Contract for binding work with supply of material required for binding**

1. It covers binding of reports, books etc. with supply of all necessary material required for binding as per quoted price in the schedule of price. The job may be done at bidder premises or in RI-II office. For doing the job at his/their premises, the party is to receive the printed material from respective department of RI-II office, Koyla Bhawan and deliver them after binding to concerned department at RI-II office, Koyla Bhawan at his/their own risk within stipulated time period. No instrument/machine shall be provided by the company for the said work.
2. The job shall be assigned to the party as and when required throughout the period of one year from the date of issue of work order. The quantum of job for each phase shall be determined by the concerned departmental head. Total volume of work in the year may vary at the discretion of the competent authority and the payment shall be made accordingly at the quoted rates.
3. Entire job of binding shall be done as per the instruction by concerned department and is subject to changes if felt necessary by the concerned department.
4. Payment shall be made separately for each phase of work after satisfactory completion of the job.

## MAJOR TERMS AND CONDITIONS

1. Competent authority reserves the right to cancel the tender, postpone the date of receipt and opening the tender or redefine the volume of work without assigning any reason what-so-ever or any clarification or notification to the parties. Competent authority reserves the right to reduce the volume of work even after the award of job and payment shall be made according to the actual volume of work executed and as per quoted rate.
2. Competent authority reserves the right to cancel/terminate the work order in between, in case the quality of job being done are not satisfactory within seven days notice either verbally or in writing. No payment shall be made in that case for part supply or part completion of the job done.
3. **The payment will 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.
4. Conditional/ incomplete tenders will not be accepted and shall be out right rejected.
5. Issuance of tender documents does not mean that the parties are considered qualified.
6. The experience as given in the eligibility criteria should be in the name & style in which tender



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is filled. The experience in the name of some other firm / company will not be considered for this purpose.

7. No offloading or sub-contracting is permissible. If it is reported or found in any stage after opening the offer or even after issuing the work order, the same shall be treated as cancelled and terminated. The bidder shall closely study all specifications in details, which governs the rates for which he/she/they is/are tendering.
8. 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 reason whatsoever and split up the work between two or more tenders or accept the tender in part and not in entirety.
9. This tender notice shall be deemed to be part of the work order.
10. The rates, terms and conditions offered shall be valid for a period of one year from the date of opening of Price Bid / Revised Price Bid (if any) .
11. Security Deposit will be 6.25% of the Contract value. The Earnest Money deposited by the successful contractor will be converted into security deposit (S/D). Balance amount shall be deposited within 28 days of receipt of work order, towards a total security deposit of 6.25% of the work order value which will be released (without interest) after the expiry of RC period.
12. 95% Payment will be released by the paying authority after successful completion of each consignment. 5 % payment will be held back with us in the nature of security which will be released (without interest) after expiry of RC period on satisfactory performance of your work during the period of ARC.
13. Paying authority: HOD (Finance), CMPDI, RI-II, Dhanbad.
14. The successful bidder will submit bill in triplicate duly stamped and pre-receipted to the Consignee for arranging payment in time along with all relevant documents (if required).
15. Penalty will be imposed for non-completion of work in scheduled time as per General Terms and Conditions laid down in "Civil Engg Manual" of CIL.
16. All disputes are subject to Dhanbad Court Jurisdiction.
17. The contractor shall be wholly and solely responsible for full compliance with provisions under all labour laws and / or regulations, such as payment of wages act, minimum wages act , employees liability act , workman's compensation act, Industrial dispute act, contract labour act and any modification thereof or any other law and rules under time to time.
18. The contractor shall at his own cost arrange for safety provisions stipulated by Government or local authorities or as required by the owner in respect of all labour directly employed for performance of the works and shall provide facilities in connection therewith. The contractor shall provide personal protective equipment and insulated tools to his personnel for carrying out the job. Responsibility of safety of all the persons engaged in the job shall be solely borne by the contractor.



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19. The contractor shall not employ any labour under 18 years of age on the job.
20. Entry to our office building in Koyla Bhawan complex shall be the responsibility of the tenderer.

विभागाध्यक्ष (वि एवं यां)

Accepted:

Signature of the Contractor / bidder: ..... Dated: .....

NAME OF THE SIGNATORY IN BLOCK CAPITAL: .....

Official seal / stamp:



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## PART-II

# FORMAT OF PRICE BID



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### SCHEDULE OF PRICE

Sl.No.	Description of the Items	Rate/unit	GST (%)	Other taxes, if any (%)	Total cost (Rs.) inclusive of GST & other taxes, if any
1	Soft cover binding including labour charges, cutting and stitching				
2	Card Board with rexin flap with lash				
3	Japanese art board of quarto size and printing charge for the same'				
4	Transparent plastic sheet (Plain) 300 x 240 transparent sheet				
5	Lamina Loose leaf file with print on top transparent sheet				
6	Project report file as per the size with foam, spine printing as per our matters with sorrow cutting and binding etc. complete in all respects				
7	Plastic transparent sheet covering on both sides of project report				
8	Project report plate cover box type, with velco tape etc.				
9	Plastic transparent drawing pocket (Bello type)				
10	Lamina project file with screen printing, spine printing with brass screw with cutting and binding etc. complete in all respects.				
11	Screen printing erasing the same date, month other matters				
12	Screen printing re-printing the same date, month other matters				
13	Belo type card board file (coloured), one transparent pocket front side and one plane pocket inside the back with printing our company name and other details as required by us				
14	Report cutting, binding, stitching and fitting with screw etc. (only labour charges and cost of two screws)				
15	White card board of quarto size (210 gsm)				
16	Pasting of top and bottom cover (supplied by us) with fevicol				
17	RATE FOR SPIRAL BINDING				
	ii) 1 to 25pages				
	ii) 26 to 50 pages				
	iii) 51 to 75 pages				
	iv) 76 to 100 pages				
	v) 101 to 125 pages				
	vi) 126 to 150 pages				



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Sl.No.	Description of the Items	Rate/ unit	GST (%)	Other taxes, if any (%)	Total cost (Rs.) inclusive of GST & other taxes, if any
	vii) 151 to 175 pages				
	viii) 176 to 200 pages				
	ix) 201 pages to above				
18	Cover printing				
19	RATE OF PAPER SORTING				
	I) 1 to 25 pages				
	ii) 26 to 50 pages				
	iii) 51 to 75 pages				
	iv) 76 to 100 pages				
	v) 101 to 125 pages				
	vi) 126 to 150 pages				
	vii) 151 to 175 pages				
	viii) 176 to 200 pages				
	ix) 201 pages to above				
<b>Total in figures</b>					
<b>Total in words :</b>					

**Note:** Total cost are inclusive of supply of all materials required for binding, labour charges, taxes, insurance, packing and forwarding, transport and delivery upto concerned department after binding at CMPDI,RI-II, Koyla Bhawan Complex, Koylanagar, Dhanbad (Jharkhand) -826005

Signature of the Contractor/Bidder..... Dated.....  
NAME OF SIGNATORY IN BLOCK CAPITAL .....

Official seal/stamp:



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