



cmpdi
A Mini Ratna Company

Ref. No.: CMPDI/RI-VI/CIVIL/19-20/ 28

सन्ट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनु ग्गी कम्पनी/भारत सरकार का एक लोक उपक्रम)
क्षेत्रीय संस्थान-6, जयन्त कोलियरी, जिला-सिंगरौली (MP) - 486 890
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Regional Institute-VI, P.O.-Jayant Colliery, Distt.-Singrauli (M.P.) - 486 890
Corporate Identity Number : U14292JH1975GOI001223

Dated: 06.06.2019

QUOTATION NOTICE

Notice inviting quotation in percentage rate for the work "Running of mess of OTC at CMPDI Colony, Jayant".

- | | |
|---------------------------------------|--|
| 1. Name of the work: | Sealed tenders in single cover are invited for the work of "Running of mess of OTC at CMPDI Colony, Jayant". |
| 2. Estimated cost: | Rs.132802.00 (Rupees One lakh Thirty Two Thousand Eight Hundred Two only) including GST. |
| 3. Earnest money: | Rs. 1700.00 (Rupees One Thousand Seven Hundred only) in the form of A/c payee demand Draft drawn in favour of "CMPDI, Regional Institute, Singrauli" on any scheduled Bank, payable at Singrauli. |
| 4. Period of completion: | 60 Days (2 Months) . |
| 5. Cost of Tender Document: | NIL. |
| 6. Last date of submission of offers: | Up to 1.00 pm on 11.06.2019. |
| 8. Place of Submission of offers: | Office of the HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI. |
| 9. Due date of opening of offer: | At 3.30 pm on 11.06.2019. |
| 10. Place of opening of tender: | Office of the HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI. |

Yours faithfully,

HOD (CIVIL)
CMPDI RI-VI, Singrauli.

Copy to:

- RD, RI- VI-for kind information
- ES to RD (2 Copies) - For display on notice board of RI-VI Office and notice board of maintenance office at colony.
- OIC, CMPDI Drilling Camp Singrauli - For display on notice board.
- Members - Tender Committee
- Vigilance officer, CMPDI-RI-VI
- Cashier, RI-VI



cmpdi
A Mini Ratna Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनु गी कम्पनी/भारत सरकार का एक लोक उपक्रम)
क्षेत्रीय संस्थान-6, जयन्त कोलियरी, जिला-सिंगरौली (मोप्रो) - 486 890
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Regional Institute-VI, P.O.-Jayant Colliery, Distt.-Singrauli (M.P.) - 486 890
Corporate Identity Number : U14292JH1975GOI001223

TENDER DOCUMENT

Sealed tenders in **single cover** are invited for the work of "Running of mess of OTC at CMPDI Colony, Jayant".

Name of work:

Name of work	Estimated Cost in Rs.	E.M.D. in Rs.	Application fee for tender document	Period of completion
Running of mess of OTC at CMPDI Colony, Jayant.	132802.00 (Including GST)	1700.00	Nil	60 Days

- Earnest Money**----- (Rupees ----- only) as *Earnest Money* is to be deposited in the form of A/c Payee Bank Demand Draft of any scheduled Bank in favour of "CMPDI Ltd. RI-6, Singrauli". The EMD of all unsuccessful bidders will be refunded as promptly as possible after finalization of the tender. The EMD of successful bidder will be adjusted with the Performance security. EMD money deposit for the work should be from his A/C with Bankers certificate as per Annexure-II to enable the refund of EMD of unsuccessful bidders. EMD shall bear no interest.

- Mode & Method of Submission of Tenders**

Tender must be submitted in **sealed single cover** which must be super scribed with the Tender name, Tender notice number along with date at top of envelope and tenderer name & address at bottom left of envelope. Envelope containing the tenders shall be properly sealed. **Stapled envelope are not accepted.**

List of Mandatory documents to be submitted in Main Envelope of the bid:

- Price bid as per Annexure – I of NIT.
- Bankers certificate as per Annexure – II of NIT.
- An undertaking as per Annexure – III of NIT.
- Letter of bid as per Annexure – IV of NIT.
- Work experience: Bidders are required to submit Satisfactory **Work Completion Certificate** issued by the employer against the **Experience of similar work** containing all the information as sought on-line. Work order, BOQ, and/or TDS may be sought during clarification or along with deficient documents.
- Food license: Photocopy of valid Food License issued by appropriate authority.
- 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.
- Copy of self – attested PAN Card issued by Income Tax Department, Govt of India.
- Copy of self – attested GSTIN registration indicating GSTIN number or documentary evidence in case of exemption / short levi or concessional rate.
- Demand draft for Rs ----- towards EMD or documentary evidence for EMD exemption as per clause 8.1 of NIT, in case of down loading from website.

Note: Bids without Earnest Money & or documentary evidences issued by Govt. authorities according exemption towards submission of EMD will be out rightly rejected.

06/06/2019
विभागाध्यक्ष (असैनिक)
HOD (Civil)
सीएमपीडीआई क्षेत्र-6, जयन्त
CMPDI RI-VI, Jayant

3. **Validity Period of Tenders:** The rates, terms and conditions offered shall be valid for a period of 120 days from the date of opening of the tender.
4. **Submission of Tenders:** Tenders will be submitted in tender box in sealed covers at the address:- Office of the HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P).
5. **Opening of Tender:** The tender shall be opened at the office of HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P) at the time and date as given in the NIT.
(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working date.

6. **GENERAL TERM AND CONDITIONS FOR SUBMISSION OF OFFERS**

- a. Quotations, erased and over written, will be strictly rejected.
- b. Estimate is excluding impact of PF if any as applicable.
- c. **Work Experience :**

*The bidder must have in its name or proportionate share as a member of JV/Consortium, experience of having successfully executed (includes completed / ongoing) **work of similar nature** valuing 65% of the annualized estimated cost of the work put to tender (for period of completion over 1 year) / 65% of the estimated cost of the work (for completion period up to one year) put to Tender in any year (consecutive 365 days) during last 7(seven) years ending last day of month previous to the one in which bid applications are invited (i.e. 31.05.2019).*

"Annualised value" of the work shall be calculated as the "Estimated Cost / Period of completion in Days x 365".

The cost of executed works shall be given a **simple** weightage to bring them at current price level by adding 5% for each completed year (total number of days/365) after the end date of experience **till the last day of month** previous to one in which Tender has been invited.

The definition of Similar Work shall be as follows:

For this tender similar work means "Catering/ Mess operation/ Food supply/ Guest house maintenance".

- a. CMPDI reserves the right to reject or accept or withdraw or cancel the tender in full or part as the case may be without assigning any reason thereof at any point of time. Tenderers are advised to carefully note that the deviation in these terms will not be entertained.
- b. Bid evaluation: - Parties are required to submit their offers for all the items as per Price Bid in Annexure-I. However bids shall be evaluated on overall lowest (L-1) rate basis.
- c. Initial contact is for a period of 2 months and may be extended for 1 month.
- d. Work may be short closed with prior notice of 15 days.

7. **OTHER TERMS AND CONDITIONS**

- a. **Prices:** - Rates shall include all taxes, duties, levies. If specifically not included in the offer, it will be assumed that these are included in the offer.
- b. **Paying authority:** The HOD (Finance), Regional Institute-VI, Singrauli (MP)
- c. **Engineer In-charge:** The HOD(P& A), Regional Institute-VI, Singrauli (MP).
- d. **Security Deposit**
- a. **Performance Security** would be **5%** of contract amount and should be submitted within **28 days** of issuance of LOA by the successful bidder in any of the form of Demand Draft drawn in favour of CMPDI Ltd , RI-6, Singrauli on any Scheduled Bank payable at its Branch.


विभागाध्यक्ष (जनैतिक)
HOD (Civil)
सीएमपीडीआई ब्लॉक-6, जयंत
CMPDI RI-VI, Jayant

The bid security deposited in the form of Demand draft may be adjusted against the Performance security (1st part of security deposit) at bidder's option.

5% Performance Security should be refunded within 14 days of the issue of defect liability certificate (taking over certificate with a list of defects).

- b. All running on account bills shall be paid at 95% (ninety five percent) of work value. The balance 5% shall be treated as retention money and will be second part of security deposit.

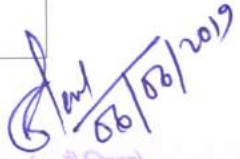
Retention Money should be refunded after issue of No Defect Certificate.

The refund of security deposit shall be subject to company's right to deduct/ appropriate its due against the contractor under this contract or under any other contract.

8. **SCOPE OF WORK:**

1. The contractor shall be responsible for claiming his bills on monthly basis on the basis of schedule of quantities with unit rates accepted by the company showing the period of the work and after effecting all the deductions as per statute and as per NIT. Such bills will be submitted to the Officer-in-charge, who will process the same after ensuring the following:
 - I. Proof of payment of wages to all workmen engaged through bank before submission of bill.
 - II. Proof of payment of provident fund (CMPF & CMPS) to all workmen engaged along with copy of PS-5 only, if applicable.
2. Contractor will engage all the required manpower (**minimum four**) on each working day for the said work including experienced cook/s capable of preparing good vegetarian & non-vegetarian food. Mess of OTC will be operative in two shifts (1st shift from 7:00AM to 3:00PM and 2nd shift from 3:00PM to 11:00PM with one cook and one helper in each shift) for a period of two months excluding sundays. Mess of OTC shall be closed on all Sundays i.e. No food shall be cooked and served.
3. The Attendance records related to contractor's workers shall be maintained through **Biometric (in and out both)** at the CMPDI RI-VI office, Jayant. In case of non-operation of Biometric machine, attendance records may be taken in the attendance register by the concerned officer in-charge for that period only. **In case of absence, applicable min. wages to the absent worker will be deducted.**
4. Contractor shall have to keep all materials/company property including building, furniture, TV, fridge, geyser, fittings etc. in their safe custody and secured position, as per inventory given at the time of commencement of work/contract. The inventory will have to return back to CMPDI RI-VI in good condition at the time of completion of contract before giving '**No Dues**' certificate. Missing items will have to be replaced by the contractor at his own cost. If contractor fails to do so, deduction will be made from the security deposit at actual or recovery from the bills.
5. Contractor will be responsible for providing hygienic food and breakfast as per schedule at the approved rates of CMPDI RI-VI as mentioned in the table given below:

Sl. No.	Description of food	Rate in Rs. (Fixed)
1	Breakfast (Any one) a. 3 Parathas, sabzi, chatni, pickle etc.	30.00


विभागाध्यक्ष (असैनिक)
HOD (Civil)
सीएमपीडीआई क्षेत्र-6, जयंत
CMPDI RI-VI, Jayant

	b. 4 Puri, Sabzi, 2 Jelabi. c. Poha, 2 Jelabi d. 4 Bread, 2 Egg omlete, Milk, Cornflakes.	
2	Aloo Paratha or Satu Paratha per piece with 2-3 types of chatni, sauce, pickle	8.00
3	Veg. Lunch or Dinner, Quantity of roti & rice unlimited, daal fry, dry veg. bhujia, gravy veg. sabzi, salad, papad, pickle and curd.	50.00
4	Tea (Per cup)	5.00
5	Coffee (Per cup)	7.00
6	Omlette (2 eggs)/ Bhujia (2 eggs)	22.00
7	Egg curry (2 eggs)	25.00
8	Chicken curry per plate (3 pieces)	55.00
9	Fish curry or fish fry per plate (3 pieces)	55.00
10	Mutton curry per plate (3 pieces)	60.00
11	Paneer sabzi or Paneer butter masala (per plate)	35.00
12	Kheer (per plate)	30.00
13	Sewai (per plate)	30.00
14	Lunch or Dinner packet (4 parathas, bhujia, one sweet, pickle)	30.00
15	Paneer Chilly (per plate)	50.00
16	Chicken Chilly (per plate)	50.00
17	Veg. Lunch or Dinner as per Sl. No.3 with Paneer Sabzi/Kheer in place of gravy vegetable sabzi.	75.00

6. Contractor has to raise bills in the name of Regional Director, CMPDI RI-VI Jayant on monthly basis and submit complete in all respect along with all documents such as CMPF & CMPS payment (if applicable), Labour payment through bank etc. for all workers engaged by him as per NIT.
7. Contractor will be provided following materials by the company free of cost.
 - Electricity, water
 - Dining tables, chairs
 - Fridge
 - RO machine with water cooler
8. Food has to be prepared fresh and served hot. No leftovers to be served.
9. Vegetables (gravy or fried) are not to be repeated i.e. vegetables served in lunch are not to be repeated in dinner.
10. Contractor shall be responsible for disposing off the wastage of food materials.
11. Coal / charcoal / wood, as fuel for cooking, should not be used by the contractor.
12. Contractor should always keep the inside of mess (Dinning and cooking) in neat and clean condition.
13. No liquor/alcoholic drink shall be served by the contractor in the canteen.
14. Preparing food and cleaning of utensils, plates and kitchen room of OTC guest house is included in the scope of work.
15. Cooking Utensils, Serving Utensils, Gas and other tools & tackles necessary for work will be arranged by Contractor at his own.


 दिनांक 02/08/2019
 विभागाध्यक्ष (असैनिक)
 HOD (Civil)
 सीएमपीडीआई क्षेत्र-6, जयंत
 CMPDI RI-VI, Jayant

16. Brands of the non-perishable items used in food i.e. edible oil, rice, pulses etc. will be specified as under: **Cooking media should be of Standard ISI/reputed make.**
17. Contractor shall pay the wages to his employee **as per minimum wages** of CLC(C) rates and pay CMPF and CMPS if applicable.
18. **Penalty :-**
- Contractor should ensure presence of at least one cook and one helper in each shift for a period of one year on all day excluding Sunday failing this penalty @ **Rs.400.00 per labour per day** shall be made.
 - Penalty will be imposed either by OIC and/or the additional executive authorized by Regional Director, CMPDI, RI-6 for surprise check. In this regard the decision of Regional Director, CMPDI, RI-VI shall be final and binding.
19. **Regional Director, CMPDI, RI-VI reserves all rights to cancel the contract with or without assigning any reason thereof and the same shall be binding upon the FIRST PARTY (Contractor).**


HOD (CIVIL)
CMPDI RI-VI, Singrauli
विभागाध्यक्ष (असैनिक)
HOD (Civil)
सीएमपीडीआई क्षेत्र-6, जयंत
CMPDI RI-VI, Jayant

ANNEXURE-I**PRICE BID**

Sl. No	Description of Items	Unit	Qty.	Rate	Amount (₹)
1	Running of mess of OTC at CMPDI Colony, Jayant in two shifts (1st shift from 7:00 am to 3:00 pm and 2nd shift from 3:00 pm to 11:00 pm) with one cook and one helper in each shift, for a period of two months excluding sundays.	Days	52.00	2164.30	112544.00
Total Estimated cost excluding GST					112544.00
GST @ 18%					20258.00
Total Estimated cost including GST					132802.00

I hear by quoted my rate _____ (in %) _____ (in words) above / below on the estimated value including GST.

Note:

1. Bidders are required to quote their rate in the space provided both in numeric and in words.

Place:

Date:-

Full Signature & Seal of the Authorized person:

विभागाध्यक्ष (असैनिक)

HOD (Civil)

सीएमपीडीआई वे.सं.-6, जयंत

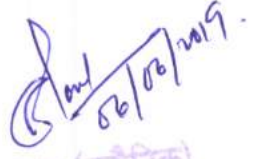
CMPDI RI-VI, Jayant

ANNEXURE-II

BANKERS CERTIFICATE

Certified that the Demand Draft / Bankers Cheque No.....dated amounting to Rs.....has been issued by.....(Name of the Bank & Branch) after debiting the amount from (A/C No & IFSC Code).....being operated by Sri.....

Signature and seal of Bank


विभागाध्यक्ष (जनैतिक)
HOD (Civil)
सीएमपीडीआई से.सं.-6, जयंत
CMPDI RI-VI, Jayant

(PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER IN LETTER HEAD)**UNDERTAKING**

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

1. I/We am/are submitting Tender for the Work of _____ against Ref. No. **CMPDI/RI-VI/CIVIL/19-20/**....., **Date:**.....and I/we offer to execute the work in accordance with all terms, conditions and provisions of the bid.
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 proprietor/partners of our firm is relative of employee of Central Mine Planning & Design Institute.
4. If any information furnished by me/us in support of the information furnished by me/us is found to be false/incorrect at any time, the department may cancel my Tender and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of Earnest Money and banning/ delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.
5. Our status with regard to GST registration: GST registered/Unregistered/Registered under Composition Levy (Strike off whichever is not applicable).
6. I/ We hereby authorize department to seek references / clarifications from our Bankers.
7. We hereby undertake that we shall register and obtain license from the competent authority under the contract labour (Regulation & Abolition Act) as relevant, if applicable.
8. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
9. 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-----

(Signature) 02/02/2019.
विभागाध्यक्ष (असैनिक)
HOD (Civil)
सीएमपीडीआई डी.सं.-6, जयंत
CMPDI RI-VI, Jayant

(PROFORMA FOR LETTER OF BID TO BE SUBMITTED BY BIDDER IN LETTER HEAD)LETTER OF BID

Ref.:-

Dated: -//

To,
The HOD (CIVIL)
CMPDI RI-VI, JAYANT,
Singrauli (M.P)

Ref.:- Ref. No.:- **CMPDI/RI-VI/CIVIL/ 19-20/-----**

Dated: -----

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 firm 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 **GSTIN No.** is(Photocopy of GSTIN 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 mentioned under Annexure-II.
9. We have submitted Undertaking as per format mentioned under Annexure-III.
10. Our Registered E-mail ID (Please indicate your firms registered E-mail ID):
11. Our Contact Number:

Full signature & Seal of the authorized person
Name:

(Signature)
08/08/2019
विभागाध्यक्ष (असैनिक)
HOD (Civil)
सीएमपीडीआई क्षेत्र-6, जयंत
CMPDI RI-VI, Jayant