



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.
कोल इंडिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का उपक्रम
क्षेत्रीय संस्थान-V, सीएमपीडीआई कॉम्प्लेक्स, 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 SUPPLY OF STATIONERY ITEMS AT CMPDI, RI – V,
BILASPUR (CG-495006)**

Tender Enquiry No: RV/PMS/NIT/16/19-20/113

Dated: 06.06.2019

1. Name of the work: Sealed tenders in single part are invited from eligible bidders for Supply of Stationery Items at CMPDI, RI-V, Bilaspur (C.G-495006).
2. 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 **06.06.2019 to 20.06.2019** at the office of HOD (PMS), CMPDI, RI-V, Seepat Road, Bilaspur, (C.G-495006.)
3. Last date of submission of offers: **Up to 10.30 am on 20.06.2019**
4. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
5. Due date of opening of offer: **At 11.00 am on 20.06.2019**
6. Place of opening of tender: Office of the HOD (PMS),
7. Down loading from website: The tender document can be down loaded from our web site www.cmpdi.co.in. From 11.00 am to 4.00 pm on all working days and from 11.00 am to 1.00 pm on Saturday from **06.06.2019 to 20.06.2019** and to be submitted with ANNEXURE – VII, of the NIT along with the offer.

Yours faithfully,

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

Copy to:

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

Central Mine Planning & Design Institute Limited

A Subsidiary of Coal India Ltd/ A Govt. of India Public sector Undertaking

CIN:U14292JH1975GO1001223

CMPDI, RI-V, CMPDI Complex, Seepat Road, Bilaspur (CG)- 495006

TENDER DOCUMENT

Sealed tenders in single part are invited from eligible bidders for procurements of items as mentioned below at CMPDI, RI-V, Bilaspur (C.G): 495006

Technical Specifications:

SL. No	Description of Items	Technical Specifications
1	STATIONARY ITEMS	Enclosed in Annexure -1

1. Mode & Method of Submission of Tenders

Tender must be submitted in sealed main envelope cover containing the tender documents. 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. Envelope containing the tenders shall be properly sealed. Stapled envelope is not accepted.

Tender documents shall consists the followings:

- Commercial and technical bid as per Annexure – I of NIT.
- Undertaking as per Annexure – III of NIT.
- 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 GST registration indicating GST number or documentary evidence in case of exemption.
- Self – attested copies of past supply orders 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 supply order (s) have been successfully executed.
- Duly filled up check list as per Annexure – VI of NIT.
- Details of prices only as per annexure – II of NIT.

2. 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.

3. Submission of Tenders: Tenders will be submitted in tender box in sealed covers at the address:- Office of the HOD (PMS) CMPDI, RI-V, Seepat Road, Bilaspur 495 006 (C.G)

4. Opening of Tender: The tender shall be opened at the office of HOD(PMS),CMPDI, RI-V, Seepat Road, Bilaspur 495 006, **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.)

5. SPECIAL TERMS AND CONDITIONS

- 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. 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 requested to submit their mandate as per Annexure – V in original Signature and stamp a long with the offer.
- Normally no deviation is acceptable to our tender document & terms and conditions. Tenders which have deviations are liable for rejection without making any back reference to the tenderers. Submitted tenders must be complete in all respects.
- Basic Qualification:**

Only those bidders who have successfully supplied the tendered items or similar items (i.e. any type of stationery items) in the recent past to any Central/ State Govt. organization, Semi Govt., PSU, and reputed private organizations are eligible to participate. Self-attested copies of order received from such organizations for the quoted items or items of higher specifications should be submitted along with the quotation in the bid. **Also an undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed is required to be submitted.**

- f. All disputes are subject to Bilaspur (C.G.) Court Jurisdiction only.

6. GENERAL TERM AND CONDITIONS FOR SUBMISSION OF OFFERS

- a. The complete offer should be typed/hand written on the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate technical and pricing details, preferably bigger papers should be used, such sheets along with other pages of the offer should be signed and stamped by company's authorized representative/official.
- b. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
- c. 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.
- d. Bid evaluation: - Parties are required to submit their offers for all the items or for some of the items as per Price Bid format (Annexure-II). However bids shall be evaluated on individual item wise (L-1) rate basis.
- e. Bidders are required to submit the undertaking as per annexure – III with the offer.

7. OTHER TERMS AND CONDITIONS

- a. **Prices:** - Rates shall include all taxes, duties, packing and forwarding, transport, and delivery at, CMPDI, RI-V, Bilaspur (CG). If specifically not included in the offer, it will be assumed that these are included in the offer.
- b. **Payment:** - 100% payment will be made within 21 days after supply of materials & submission of bill and acceptance of materials by the consignee. **The supplier shall upload their invoices in their GSTR-1 before claiming bills from RI V, CMPDI, Bilaspur.**
- c. **Delivery Schedule:** - The delivery schedule shall be 30 days from the date of supply order.
- d. **Guarantee / Warranty:** - All the items shall be good and undamaged conditions. **For item no. 2 i.e. Ammonia roll the expiry period shall be at least 03 months from date of supply.**
- e. **Inspection:** - Inspection of material will be carried out at our Store after supply of materials. If materials are not as per our specifications the same will be rejected and supplier shall replace material at their own cost.
- f. **Paying authority:** The HOD (Finance), Regional Institute-V, Bilaspur (CG)
- g. **Consignee:** Regional Director, RI-V, CMPDI, Bilaspur.
- h. **Place of Delivery:** CMPDI Store, Seepat Road, Bilaspur -495006 (C.G).
- i. All disputes are subject to Bilaspur (C.G) Court Jurisdiction only.
- j. **PURCHASE PREFERENCE TO PUBLIC SECTOR ENTERPRISES AND MSEs:**
- i. Purchase Preference to Public Sector Units will be applicable as per BPE / GOVT. OF INDIA guidelines, issued from time to time.
- ii. **Micro & Small Enterprises** – Purchase preference will be applicable to the Micro & Small Enterprises, as under, as per provision of “Public Procurement Policy for Micro and Small (MSEs) Order, 2012” and the Govt. of India guidelines issued from time to time : -
“MSEs quoting price within price band of L1+15 percent shall be allowed to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non MSEs. Out of the said 20%, 4% is earmarked for MSEs owned by Scheduled Cast/ Scheduled Tribe (SC/ST) entrepreneurs”.
The vendors should confirm their MSME Registration for the tendered item(s) along with the name of the Registering Authority and also attach a duly Notarized copy of the complete set of valid registration certificate with their offer.
NB: The above mentioned purchase preference will not be applicable for the items, which are not covered under MSME registration.
- iii. **Purchase Preference (Make in India):** Purchase preference shall be given to local suppliers in all procurement undertaken by procuring entities in the manner specified hereunder:

- A. In procurement of goods in respect of which the nodal ministry has communicated that there is sufficient local capacity and local competition and where the estimated value of procurement is Rs 50 lacs or less, only local supplier shall be eligible. If the estimated value of procurement of such good is more than Rs 50 lacs, the provisions of Paragraph B or C, as the case may be, shall apply.
 - B. In the procurement of good which are not covered by paragraph A above and which are divisible in nature, the following procedure shall be followed:
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
 - ii. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local supplier, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 Price. In case such lowest eligible local supplier fails to match the L1 Price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.
 - C. In procurement of good not covered by Paragraph A and which are not divisible, and in procurement of services which the bid is evaluated on price alone the following procedure shall be follow:
 - i. Among all qualified bids, the lowest bid will be termed as L-1. If L-1 is from a local supplier, the contract will be awarded to L1.
 - ii. If L-1 is not from a local supplier, the lowest bidder among the local suppliers will be invited to match the L-1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L-1 price.
 - iii. In case the lowest eligible local supplier fails to match the L-1 price, the local supplier with next higher bid within the margin of purchase preference shall be invited to match the L-1 price and so on the contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.
 - D. The definitions of 'Local Supplier', 'L1', 'Local Content' and 'Margin of Purchase Preference' are as follows:-
 - i. 'Local Supplier' means a supplier or service provider whose product or service offered for procurement meets the minimum local content of 50%.
 - ii. 'L1' means the lowest tender or lowest bid or the lowest quotation received in the tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
 - iii. 'Local Content' means the amount of value added in India which shall, unless otherwise prescribed by the nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.
 - iv. 'Margin of Purchase Preference' means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference. The margin of purchase preference is 20%.
 - E. Verification of local content:
 - i. The local supplier shall submit along with its bid a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered account (in respect of suppliers other than companies) giving the percentage of local content.
 - ii. CIL may constitute committees with internal and external experts for independent verification of auditor's / accountant's certificates on random basis and in the case of complaints.
 - iii. False declarations will attract banning of business of the bidder or its successor(s) for a minimum period of three years in line with clause 35.3 of ITB, along with such other actions as may be permissible under law.
 - iv. A local supplier who has been debarred by any procuring entity for violation of above order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities.
- iv. Prior experience – prior turnover criteria for Startup, Micro and Small Enterprises (MSEs) in Public Procurement:**
- i. Prior experience and prior turn over criteria is not applicable for Startup & MSEs in respect of either of the following situations and no further documents regarding proven-ness will be required to be submitted by this category of Bidders.

- a. If Bidders have submitted documents to prove the Startup / MSE status for the tendered item without certificate towards quality, assurance and capability from some authority like MSME, NSIC, etc., the Tender Inviting Authority, if required, may assess the techno-commercial capability of the vendors to manufacture and deliver goods as per the prescribed quality and technical specification before awarding contract to them. If required, a techno-commercial team of the organization may visit the manufacturing unit of the vendor without any undue delay for quick finalization of the tenders.
- b. If favorable technical capability reports obtained earlier on such firms for supply of the item in question as per the required specification is available, these may be considered, provided date of such reports is not more than one year from the date of opening of bids. In case there is deficiency in technical capacity of the firm, the same shall be communicated to them by the Tender Inviting Authority for improvement in the quality of their product for future tenders, clearly indicating that their offer cannot be considered for relaxation against the tender in question and to avoid any future complications. The issues relating to Technical capability may be decided by the Head of the Technical Department.
- c. If Bidders have submitted documents to prove the startup / MSE status for the tendered item and whose products are ISI marked / DGMS approved / covered under DGS&D Rate Contracts on them / current holding Rate Contracts with CIL or its Subsidiary for supply of the tendered item / supplied and proven in CIL or its Subsidiary Companies / Proven product of the Ancillary unit of a Subsidiary Company of CIL, they will be required to submit the applicable related documents, duly notarized, for relaxation: -
 - Valid BIS Marking License for the quoted items on them.
OR
 - Rate contract as issued by CIL / any other Subsidiary for the quoted items on them.
OR
 - Valid DGMS Approval certificate for the quoted items on them.
OR
 - Proven Ancillary certificate issued by Subsidiary Companies for the quoted items on them. The Document (s) / Certificate (s), by the Bidders for ISI marking and DGMS approval for any relaxation should be valid as on date of tender opening and a copy of such document / certificate valid as on date of supply, duly notarized, must accompany their bill(s).
- ii. N.B.:
 - a. Definition and Eligibility of Startup shall be in line with OM vide letter no. F-20/2/2014 PPD (pt.) Dtd. 25.07.2016 of Under Secretary to GOI, Ministry of Finance, Department of Expenditure, Procurement Policy Division, New Delhi, with subsequent amendments, if any.
 - b. Definition of MSEs shall be as per Public Procurement 2012, with subsequent amendments, if any.
- k. **LIQUIDATED DAMAGES CLAUSE:**
 - i). In the event of failure to deliver/dispatch the equipment/stores within the stipulated date/period in accordance with the terms and conditions and the 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, shall be entitled at its option to enforce the following.
 - ii). To recover from the successful Bidder as agreed Liquidated Damages, a sum not less than 0.5%(Half Percent) of the price of any stores which the successful Bidder has not been able to supply as aforesaid for each week or part of a week during which the delivery of such stores may be in arrears limited to 10% (TEN Percent). Where felt necessary the limit of 10% can be increased to 15% at the discretion of Head of the Materials Management Division. : GST on LD will also be charged extra and the same is to be borne by the party.
 - iii). To cancel the supply order or a portion thereof, and if so desired to purchase the stores at the risk and expenses of the defaulting supplier and also/or
 - iv). To purchase elsewhere after notice to the successful Bidder on the account and at the risk of the defaulting supplier, the equipment/stores not supplied or others of similar description without cancelling the supply order in respect of the consignment not yet due for supply/or
 - v). Whenever under this contract any sum of money is recoverable from and payable by the supplier, CMPDI Ltd., shall be entitled to recover such sum by appropriating in part or in whole by deducting any sum or which at any time thereafter may become due to the successful Bidder in this or any other contracts. Should this sum be not sufficient to recover the full amount recoverable, the successful Bidder shall pay on demand to CMPDI the balance amount. The supplier shall not be entitled to any gain on any such purchase.
 - vi). To extend the period of delivery with or without Liquidated Damages as may be considered fit

and proper. The Liquidated Damages, if imposed, shall not be more than the agreed Liquidated Damages referred to in para (i) above.

vii). To forfeit the security deposit fully or in part.

L. Taxes and Duties

- i. **Goods and Service Tax (Not Applicable for Exempted Goods / Services)**: GST will be payable extra as per prevailing GST Rules. Bidders have to clearly indicate GST rates applicable (SGST, CGST, IGST) in Price Bid/BOQ.
 - ii. If the tenderer is exempted from paying the GST or Bidder has opted for GST under Composition scheme, the same must also be confirmed with valid documentary evidence. The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing CA/ CMA/ CS to the effect that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration. Where the bidder has opted for composition levy under Sec 10 of CGST, he should declare the fact while bidding (In the price bid).
 - iii. **Input Tax Credit (ITC)**: Set off against ITC of GST will be considered while arriving at Landed cost vis-a-vis ranking of the firms.
 - iv. In the event of placement of supply order, supplier should comply all the GST provisions for availing ITC (by CMPDI). *The Tax Invoice raised by the supplier must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN number for the supply to RI V, CMPDI, Bilaspur. Our provisional GSTN number is **22AAACC7475N1ZE**.*
 - v. In case of failure of the supplier to comply GST provisions for availing ITC (by CMPDI), the supplier has to pay the amount to CMPDI and also CMPDI will have the right to recover the amount from any payment due to supplier.
- M. The tender should be submitted strictly in line with the check list as in Annexure – VI of NIT. Any shortcoming or non-compliance may result rejection of the bid summarily. Signed copy of Annexure – VI shall be enclosed in Part – I of the bid.

HOD (PMS)
RI-V, CMPDI, Bilaspur

Part –I**Commercial & Technical Bid**

(To be submitted on the letter head of the bidder along with the Offer)

TECHNICAL PARAMETERS / SCHEDULE OF REQUIREMENTS

Sl. No	Description	HSN Code of Item if applicable	Unit	Required Quantity	Make/Model offered by the party
1	Attendance register (pages - 84)		Nos.	50	
2	Ammonia roll, size: 10 mtrs.		mtrs.	20	
3	Alpine (Paper pins), ART-No. - 3005		Pckts.	25	
4	Box file suitable for A4 size.		Nos.	200	
5	Cello tape, size: 1/2"		Nos.	50	
6	Carbon paper size: FC		pkt.	10	
7	Colour Tape, Size: 1"		Nos.	50	
8	Colour Tape, Size: 1.5"		Nos.	25	
9	Clip file (No.1000)		Nos.	700	
10	Double Hole Punching machine (DP-52)		Nos.	40	
11	Dispatch register 12 qr (good quality)		Nos.	10	
12	Envelope, size: 16" x 12"		Nos.	700	
13	Envelope, size: 12" x 10" (Laminated inside yellow in colour)		Nos.	700	
14	Envelope, size: 9" x 4"		Nos.	1000	
15	Envelope, size: 11" x 5"		Nos.	1000	
16	Eraser (pencil rubber)		Nos.	100	
17	Four folder file		Nos.	15	
18	Fevi stick 8 gms.		Nos.	50	
19	Gum tube (18 ml/20 ml)		Nos.	100	
20	Hi- Lighter Pen		Nos.	60	
21	Pencil (HB)		Nos.	20	
22	Log Book vehicle (80 pages).		Nos.	220	
23	Permanent Marker pen big (1222)		Nos.	150	
24	Permanent Marker pen small (CD)		Nos.	50	
25	Plastic scale 12"		Nos.	70	
26	Glass Paper weight disk type (Approx wt. 125 gms.)		Nos.	30	
27	Pin Cushion (Pin Box, B-21)		Nos.	20	
28	Paper Correction Fluid pen type, metal tip (7ml).		Nos.	50	
29	Ball point Pen		Nos.	1000	
30	Receipt register 8 qr		Nos.	5	
31	Poker		Nos.	30	
32	Sharpener (pencil cutter)		Nos.	50	
33	Paper Tray (L=13.5", b=10", h=2")		Nos.	50	
34	Register, pages 260		Nos.	150	
35	Register, pages 180/172		Nos.	100	
36	Register, pages 72/80		Nos.	100	
37	Stapler Pin size: 24/6.		Pkts.	50	
38	Stamp Pad (160mmX97mm)		Nos.	50	
39	Stapler Pin size: 10 No.		Pkts.	100	
40	Stapler (Machine) size: 10 No.		Nos.	75	
41	Single Hole Punching machine (No.376224)		Nos.	10	
42	Stamp Pad ink bottles (50 ml)		bottle	15	
43	Tag Bundle small size		bundle	80	
44	Tag file Plastic coated.		Nos.	750	
45	U-clip (plastic coated, 30 mm)		Pkts.	30	
46	Waste paper Basket (Dustbin capacity 10-12 ltrs.)		Nos.	100	
47	Writing pad approx. 20 pages (size:A5), with pin binding		Nos.	750	
48	Plastic folders, size: A4		Nos.	60	

Place:

Full Signature & Seal of the Authorized Person:

Date:-

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

Sl no	Description of item	Basic price in INR	GST @.....%	GST in INR	Total unit cost (FOR destination) in INR	Req. Qty.	Unit	Total Cost in INR
A	B	C	D	E	F=C+E	G	Nos.	H=F*G
1	Attendance register (pages - 84)					50	mtrs.	
2	Ammonia roll, size: 10 mtrs.					20	Pckts.	
3	Alpine (Paper pins), ART-No. - 3005					25	Nos.	
4	Box file suitable for A4 size.					200	Nos.	
5	Cello tape, size: 1/2"					50	pkt.	
6	Carbon paper size: FC					10	Nos.	
7	Colour Tape, Size: 1"					50	Nos.	
8	Colour Tape, Size: 1.5"					25	Nos.	
9	Clip file (No.1000)					700	Nos.	
10	Double Hole Punching machine (DP-52)					40	Nos.	
11	Dispatch register 12 qr (good quality)					10	Nos.	
12	Envelop, size: 16" x 12"					700	Nos.	
13	Envelop, size: 12" x 10" (Laminated inside yellow in colour)					700	Nos.	
14	Envelop, size: 9" x 4"					1000	Nos.	
15	Envelop, size: 11" x 5"					1000	Nos.	
16	Eraser (pencil rubber)					100	Nos.	
17	Four folder file					15	Nos.	
18	Fevi stick 8 gms.					50	Nos.	
19	Gum tube (18 ml/20 ml)					100	Nos.	
20	Hi- Lighter Pen					60	Nos.	
21	Pencil (HB)					20	Nos.	
22	Log Book vehicle (80 pages).					220	Nos.	
23	Permanent Marker pen big (1222)					150	Nos.	
24	Permanent Marker pen small (CD)					50	Nos.	
25	Plastic scale 12"					70	Nos.	
26	Glass Paper weight disk type (Approx wt. 125 gms.)					30	Nos.	
27	Pin Cushion (Pin Box, B-21)					20	Nos.	
28	Paper Correction Fluid pen type, metal tip (7ml).					50	Nos.	
29	Ball point Pen					1000	Nos.	
30	Receipt register 8 qr					5	Nos.	
31	Poker					30	Nos.	
32	Sharpener (pencil cutter)					50	Nos.	
33	Paper Tray (L=13.5", b=10", h=2")					50	Nos.	
34	Register, pages 260					150	Nos.	
35	Register, pages 180/172					100	Nos.	
36	Register, pages 72/80					100	Pkts.	
37	Stapler Pin size: 24/6.					50	Nos.	
38	Stamp Pad (160mmX97mm)					50	Pkts.	
39	Stapler Pin size: 10 No.					100	Nos.	
40	Stapler (Machine) size: 10 No.					75	Nos.	

41	Single Hole Punching machine (No.376224)					10	bottle	
42	Stamp Pad ink bottles (50 ml)					15	bundle	
43	Tag Bundle small size					80	Nos.	
44	Tag file Plastic coated.					750	Pkts.	
45	U-clip (plastic coated, 30 mm)					30	Nos.	
46	Waste paper Basket (Dustbin capacity 10-12 ltrs.)					100	Nos.	
47	Writing pad approx. 20 pages (size:A5), with pin binding					750	Nos.	
48	Plastic folders, size: A4					60	Nos.	
Grand Total (Rs.)								

Our status in respect of GST is: GST Registered Bidder / GST unregistered Bidder / Bidder has opted for composition levy under Sec 10 of CGST
(Strike off whichever is not applicable)

Place:

Full Signature & Seal of the Authorized person:

Date:-

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER WITH PART-I

UNDERTAKING

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

1. I/We am/are submitting Tender for the Work for Supply of Stationary items against Tender No **RV/PMS/NIT/16/19-20/113, Dated: 06.06.2019**
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, 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. 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.
7. Out status in respect of GST registration is: GST Registered Bidder / GST unregistered Bidder / Bidder has opted for composition levy under Sec 10 of CGST.

*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, Seepat Road,
Bilaspur (CG)

Ref.:- Your NIT No.:- **RV/PMS/NIT/16/19-20/113, Dated: 06.06.2019**

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 schedule of requirement & technical Bid as per Annexure-I
5. 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.
6. Our GST No. is(Photo copy proof attached) *
7. Our PAN No is(Photocopy of PAN card enclosed)
8. We have submitted Price Bid as per format mentioned under Annexure-II.
9. We have submitted e-payment as per Format- Annexure-V.
10. We have submitted Affidavit as per Annexure-III.
11. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
12. Our Contact Number:

*Unregistered bidders are required to submit a certificate from practicing Chartered Accountant certifying that the bidder is GST unregistered bidder compliance with the relevant GST rules.

Full signature & Seal of the authorized person
Name:

Format for e-Payment

To
The Regional Director,
Regional Institute - 5, CMPDI
Seepat Road,
Bilaspur (CG)-495006

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)

CHECK-LIST

Type of Document	Details	Yes/No
1) PAN Card	Attach self-attested Copy of PAN Card issued by income tax department.	
2) GST Registration	Attach self-attested Copy of GST registration/ Exemption/ Declaration for opting composition levy	
3) Commercial and Technical Bid	Attach Commercial & Technical bid as per Annexure-I of NIT.	
4) Undertaking	Attach an Undertaking as per Annexure –III of NIT.	
5) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
6) Other Annexures	Annexure-I, Annexure-II, Annexure-IV have been submitted in company's letter head.	
7) Eligibility/Provenness Criteria	Attach self-attested Copy (s) of past supply order(s) issued by any Govt. Organizations, Public Sector Undertakings, Private Organizations along with an undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed.	
(Signature of authorized person with Seal & date)		

**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 this work and our firm can be black listed

(Signature of authorized person with Seal & Date)