



cmpdi
A Mini Ratna Company



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 PROCUREMENT OF CLASS – II, ENCRYPTED, DIGITAL SIGNATURE CERTIFICATE (DSC) AT CMPDI, RI V, BILASPUR (CG).

Tender Enquiry No: RV/PMS/NIT/22/19-20/164

Dated: 05.07.2019

1. Name of the work: Sealed tenders in single part are invited from eligible bidders for Procurement of Class – II, encrypted, digital signature certificate (DSC) at CMPDI, RI-V, Bilaspur (C.G).
2. Last date of submission of offers: **Up to 10.30 am on 12.07.2019**
3. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
4. Due date of opening of the offer: **At 11.00am on 12.07.2019**
5. Place of opening of tender : Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
6. Down loading from website: The tender document can be down loaded from our web site www.cmpdi.co.in. from **11am to 4.00 pm** on all working days and from **11.00 am to 1.00 pm** on Saturday from **05.07.2019** to **12.07.2019** and to be submitted with ANNEXURE – III, of the NIT along with the offer.

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/VII, 4. HOD (Civil), 5. CVO, CMPDI, Ranchi: For kind information

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TENDER DOCUMENTS

Sealed tenders in single part are invited from eligible bidders for procurements of item as mentioned below at RI-V, CMPDI, Bilaspur (CG).

Technical Specifications:

SL No	Description of Item	Technical Specifications
1	Class-II Digital Signature Certificate (DSC)	Enclosed in Annexure -1

TERMS AND CONDITIONS: -

- 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).
- 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.)
- 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.
- 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.
- 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.
- 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.
- Self – attested copies of past supply order of tendered item/similar item (i.e. any type of DSC) 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) has/have been successfully executed.

COMMERCIAL TERMS AND CONDITIONS: -

- No advance will be paid.
- Pre-receipted and signed bill in triplicate shall be submitted for payment.
- Paying authority:** The HOD (Finance), Regional Institute-V, Bilaspur (CG)
- Payment:** - 100% payment will be made within 21 days after supply of material & submission of bill and acceptance of material by the consignee. **The supplier shall upload their invoices in their GSTR-I before claiming bills from RI V, CMPDI, Bilaspur.**
- Payment will be made through **e-payment.**
- Delivery Schedule:** - The delivery schedule shall be 07 days after submission of relevant documents.
- Guarantee / Warranty:** - As per manufacturer norms.

8. **Inspection:** - Final inspection shall be carried out at consignees end.
9. **Consignee:** Regional Director, RI-V, CMPDI, Bilaspur.
10. **Liquidated Damages Clause:** - In case supply will not done within the stipulated period, LD of 0.5 % per week up and a part thereof subject to a ceiling of 10% will be deducted from the bill. Where felt necessary the limit of 10% can be increased to 15%. GST on LD to be borne by party.

GENERAL TERM AND CONDITIONS: -

1. Regional director, RI – V, reserve the right to reject or withdraw the tender in full or part thereof without assigning any reasons.
2. In case of any dispute, the decision of regional director, CMPDI, RI-V, Bilaspur will be final and binding.
3. All disputes are subject to Bilaspur (C.G.) Court Jurisdiction only.
4. Tender must be submitted in sealed 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.
5. The offer received after due date and time of opening of tender shall be rejected without assigning any reason. The tenderers are requested to submit their offer within due date and time of the opening of the bid.
6. The complete offer should be typed/hand written on the letter head of the tenderers.
7. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.
8. Bid evaluation: - Parties are required to submit their offers for the item as per Price Bid format (Annexure-). However bids shall be evaluated on (L-1) wise rate basis.
9. 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 – III in original Signature and stamp a long with the offer.
10. **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.
11. 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 **22AAACC7475NIZE**.*
12. 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.

HOD (PMS)
RI-V, CMPDI, Bilaspur

FORMAT OF PRICE BID

(To be submitted by the bidder in his own letter head)

Sl. no	Description of item	Unit	Basic price in INR per unit	GST @ ----- % in INR	Total unit cost (FOR destination) in INR F=D+E	Quantity	Total Cost in INR H=F*G
A	B	C	D	E	F	G	H
1	Class-II Digital Signature Certificate (DSC) With facility for signing, encryption and decryption of at least 2 years validity with token.	Nos.				05	

Place:

Date:-

Full Signature & Seal of the Authorized person:

(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/22/19-20/164, Dated: 05.07.2019**

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 & Price 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 (Self-attested photocopy proof attached).
*Please submit certificate from practicing CA/CMA/CS indicating that the bidder is exempted from GST registration.
7. Our PAN No is (Self-attested photocopy proof enclosed).
8. We have submitted e-payment as per Format- Annexure-III
9. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
10. Our Contact Number:

Full signature & Seal of the authorized person
Name:

Format for e-Payment

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

Ref: - Authorization of all our payment through electronic fund transfer system/RTGS/CBS/Intra Bank Transfer.

We, hereby authorize CMPDI Limited to make all our payments against our bills 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) Mobile No.

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)

**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)