

# QUOTATION DOCUMENT

1 Name of work	: <b>Annual Rate Contract for Binding work with supply of materials for binding in CMPDI, RI-VII, Office, Bhubaneswar.</b>	
2 Quotation Notice No. & Date	: CMPDI/RI-VII/P&A/2019/E-	Date:
3 Estimated Cost(excluding GST)	: Rs.1,43,468.00 (Rupees one lakh fourty three thousand four hundred sixty eight only)	
3 Earnest Money Deposit	: Rs. 1800/- (Rupees one thousand eight hundred only).	
4 Completion period of work	: One Year	
5 Date & time of submission of Quotation	: Up to 11.00 AM on 06.08.2019	
6 Date & time of opening of Quotation	: At 12.00 PM on 06.08.2019	
7 Quotation Document issued to	: _____ _____ _____ _____	

Certified that this documents contains from page 01 to 10

Signature of Issuing Officer



**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India / Govt. of India Public Sector Undertaking)  
Regional Institute VII, Samantapuri, Near Gandhi Park, PO: RRL, Bhubaneswar – 751013  
CORPORATE IDENTITY NUMBER - U14292JH1975GOI001223

## **QUOTATION NOTICE**

Sealed quotations are invited for Annual Rate Contract for Binding work with supply of materials for binding in CMPDI, RI-VII, Office, Bhubaneswar for a period of one year.

1.	Name of work	:	Annual Rate Contract for Binding work with supply of materials for binding in CMPDI, RI-VII, Office, Bhubaneswar.
2	Estimated Cost (excluding GST)	:	Rs. 1,43,468.00 (Rupees one lakh forty three thousand four hundred sixty eight only)
3	Place of work	:	CMPDI, RI-VII, Office Building, Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013.
4	Period of contract	:	One year from the date of issue of order.
5	Due time and date of receipt of Tender documents	:	Up to 03:00 PM on 05.08.2019
6	Due time and date of opening of Tender documents	:	At 11:00 AM on 06.08.2019
7	Place of Submission of Tender document	:	Office of the HOD (P&A), CMPDI, RI-VII, ,Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013.
8	Place of Opening of Tender	:	Office of the HOD (P&A), CMPDI, RI-VII, ,Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013.
9	Earnest Money:	:	Rs. 1800.00 (Rupees one thousand eight hundred only) in the form of A/c payee demand Draft drawn in favour of "CMPDI LTD, Regional Institute, Bhubaneswar" on any nationalized / scheduled, payable at Bhubaneswar.
10	Downloading from website	:	The quotation document can be down loaded from the CMPDI, website <a href="http://www.cmpdi.co.in">http://www.cmpdi.co.in</a> .The downloading facility shall be available during the period of sale of quotation document. The quotation document downloaded from website has to be submitted with ANNEXURE – III of the quotation document along with Annexure – I of the offer.
11	Availability of quotation document	:	Quotation document shall be available free of cost from the Office of the HOD(P&A), CMPDI, RI-VII, Plot No. E/4, At Samantapuri, Bhubaneswar PIN-751013 on all working day between 11:00 AM to 4:00 PM from 30.07.2019 to 05.08.2019. The quotation document can also be obtained by downloading from CMPDI website <a href="http://www.cmpdi.co.in">http://www.cmpdi.co.in</a> .

Yours faithfully,

SD/=  
HOD (P&A)  
CMPDI, RI-VII,  
BHUBANESWAR

Copy to:

1. Regional Director, CMPDI, RI-VII, Bhubaneswar.
2. All HOD's, CMPDI, RI-VII, Bhubaneswar.
3. Notice Board.

## 1.0 **INSTRUCTIONS TO THE BIDDERS**

- 1.1 Sealed quotations are invited in single part from the eligible parties for the Annual Rate Contract for Binding work with supply of materials for binding in CMPDI, RI-VII, Office, Bhubaneswar.
- 1.2 Earnest Money: Rs.1800.00 (Rupees one thousand eight hundred only) in the form of A/c payee demand Draft drawn in favour of "CMPDI LTD, Regional Institute, Bhubaneswar" on any nationalized/scheduled, payable at Bhubaneswar The EMD will not carry any interest. EMD of unsuccessful bidders will be refunded once the work is awarded. The EMD will be retained in case of successful bidder and will be treated as part of security deposit.
- 1.3 The quotation document shall be submitted by the bidders in a sealed envelope. Full name and address of the bidders shall be written on the bottom left hand corner of all the sealed envelopes 'Quotation Notice No.' name of the work, date and time of opening shall be indicated on the top right hand corner of the envelope. The quotations will be addressed to HOD (P&A), CMPDI, RI-VII, Plot No. E/4 At Samantapuri, Bhubaneswar Pin-751013 on or before due date and time as mentioned in the quotation notice.
- 1.4 Quotations received after due date and time shall be rejected without assigning any reasons. The bidders are requested to submit their quotations in person / post/ courier.
- 1.5 The quotation document in which the quotation is submitted by the bidder will become the property of the company and the company shall have no obligation to return the same to the bidder.
- 1.6 The quotation/offer shall be typed or written with indelible ink in English or Hindi.
- 1.7 The employer does not bind themselves to accept the lowest bid and reserves the right to reject any or all the bids without assigning any reason whatsoever.
- 1.8 Every bidder is expected, before quoting the rates to go through requirements and condition of contract and inspect the site to be acquainted with the work.
- 1.9 Corrections where unavoidable shall be made by crossing out and rewriting attested with full signature of the bidder or his representative who is signing the offer.
- 1.10 Full information regarding bidder such as full name, postal address, PAN number, GST registration number (if any) and phone number are required to be furnished.
- 1.11 Canvassing in connection with the tender in any shape or form is strictly prohibited and bid submitted by such bidder shall be liable for rejection.
- 1.12 In case of any doubt regarding the quotation document, the bidder may submit to the official inviting quotation a written request for the same before closing date of the quotation. Any interpretation or clarification of the quotation documents by formal amendments, if issued by the official inviting quotation, shall be final and valid and binding on the company and bidders.

- 1.13 The company reserves the right to postpone the date of receipt and opening of quotation or cancel the quotation without assigning any reason whatsoever.
- 1.14 The quotations will be opened on due date and time in the presence of attending bidders. The representative attending the opening of the quotations shall have authorization and signature attested by the person who has signed the quotation. If the office is closed due to any reason on the date of opening of offers, the next working day will be considered for opening of offers.
- 1.15 The bidders shall submit the offer in the format prescribed in this document and the signed copy of the terms and conditions as a token of acceptance. Otherwise the tender may be considered incomplete.
- 1.16 Each page of the quotation document should be signed by the bidder. This will not contain any alternative items or suggestions, comments, or conditions. Late quotation / incomplete quotation/ telegraph quotations, quotation received through Post/ courier services or quotations received after due date and time of tender submission shall not be accepted.

1.17 Documents to be submitted by the bidder

- i. Photocopy of Permanent Account Number (PAN).
- ii. GST of the bidder:

The bidder should be either

GST Registered Bidder/ Dealer  
OR  
GST unregistered Bidder/ Dealer

The bidder should tick the appropriate category in the table given along with Bill of Quantities (BoQ) and should submit the required documents in support of information/ declaration furnished.

Any one of the following documents depending upon the status w.r.to GST as declared by Bidder in the BOQ sheet:

a) Status: GST registered Bidder/Dealer:

Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority.

b) Status: GST unregistered bidder/Dealer:

Document: A Certificate from a practicing Chartered Accountant having membership number with Institute of Chartered Accountants of India certifying that the bidder is GST unregistered bidder/dealer in compliance with the relevant GST rules

iii. A commitment is to be submitted in the form of **UNDERTAKING** on Bidder's letter head as per the format given in the bid document at Annexure-II

Quotations shall be rejected outright without any reference if the bidders fails to submit the above mentioned documents or if found anything wrong. Documents submitted along with the quotations shall be final and no supplementary document shall be accepted.

## **2.0 SCOPE OF WORK**

- 2.1 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-VII office. For doing the job at his/their premises, the party is to receive the printed material from respective department of CMPDI, RI-VII office, Bhubaneswar at his/their own risk within stipulated time period. No instrument/machine shall be provided by the company for the said work.
- 2.2 The job shall be assigned to the party as and when required throughout the period of one year from the date of issue of the work order. The quantum of job for each phase shall be determined by the concerned departmental head. The 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.
- 2.3 Entire job of binding shall be done as per the instruction by concerned department and is subject to change if felt necessary by the concerned department.
- 2.4 Payment shall be made separately for each phase of work after satisfactory completion of the job.

## **3.0 General Terms & Condition**

- 3.1 The bidder shall submit his offer in the prescribed format as given in Annexure-I.
- 3.2 The bidder may submit the past records of experience of similar jobs if any.
- 3.3 The Regional Director, CMPDI, RI-VII, Bhubaneswar reserves the right to terminate the contract at any time without assigning any reason whatsoever. 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.
- 3.4 Competent Authority reserve the right to cancel/terminate the work order in between, in case the quality of job being done are not satisfactory within seven day's notice either verbally or in writing. No payment shall be made in that case for part supply or part compilation of the job done.
- 3.5 Conditional/incomplete tenders will not be accepted and shall be outright rejected.
- 3.6 Issuance of tender documents does not mean that the parties are considered qualified.
- 3.7 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 specification in details, which governs the rates for which he/she/they are tendering.
- 3.8 The bidder shall not employ any labour under 18 years of age on the job. The bidder shall employ only competent, skilful and orderly work men to perform job.
- 3.9 The bidder shall carry out the complete the work in every respect in accordance with the contract.
- 3.10 No escalation shall be payable during the contract period.

- 3.11 The bidder shall arrange the instruments, tools, tackles required for the work.
- 3.12 The bidder shall be wholly and solely responsible for full compliance with provision under all labour laws and/or regulation, 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 rules under time to time.
- 3.13 The bidder shall at his own cost arrange for safety provision stipulated by Government of 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 bidder 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 bidder.
- 3.14 In case of any dispute, decision of the Regional Director, CMPDI, RI-VII, Bhubaneswar shall be treated as firm and final.
- 3.15 The court at Bhubaneswar will have the jurisdiction to deal with any legal matters or dispute.
- 3.16 The rates, terms and condition offered shall be valid for a period of 1 (one) year from the date of opening of Price Bid/Revised Price Bid (if any).
- 3.17 Bid evaluation:- Parties are required to submit their offers as per Price Bid format (Annexure-I). The bids shall be evaluated on overall lowest (L-1) rate basis.
- 3.18 Bidders are required to submit an undertaking as per annexure – II in own letter head with the offer.
- 3.19 Entry to our office building in Bhubaneswar shall be the responsibility of the tenderer.

#### **4.0 COMMERCIAL TERMS AND CONDITIONS**

- 4.1 No advance will be paid.
- 4.2 Pre-receipted and signed bills in triplicate shall be submitted for payment. The payment will be made by Electronic Fund Transfer (EFT) mode only. Successful bidder shall submit the details as per format to be collected from the Finance department and to be submitted along with the bill with original Signature and stamp.
- 4.3 Paying authority will be HOD (F), CMPDI, RI-VII, Bhubaneswar.
- 4.4 Payment: 100% payment within 21 days against submission of pre-receipted bills duplicate from your end after certification from respective user departments.
- 4.5 In case of failure on the part of bidder's role during the annual rate contract for binding works period the employer has the right to get the work done by any other party and employer shall deduct the charges payable for the service from bidder's bills.
- 4.6 If any sum found due and payable to employer from the bidder in connection with this contract or any other contract, the employer shall have right to deduct the amount due from the bills of the present contract.

- 4.7 The successful bidder shall pay a security deposit of 10% of work ordered value. The security deposit will be paid in the form of DD drawn in favour of CMPDI LTD, Regional Institute, Bhubaneswar" on any nationalized/scheduled, payable at Bhubaneswar. The security deposit will be released after successful completion of work on application. The security deposit will not carry any interest. The earnest money deposited by successful bidder will be treated as part of security deposit and balance amount of SD shall be deposited within 28 days of receipt of work order, towards total Performance security deposit of 10% of the work order value, which will be released (Without interest) after the satisfactory completion of work.
- 4.8 Termination, Cancellation, Suspension and Foreclosure of Contract.  
 The company shall, in addition to other remedial steps to be taken as provided in the conditions of annual rates contract be entitled to cancel the contract in full or in part, and whether the date of completion has or has not elapsed, by notice in writing if the contractor:-
- a) Makes default in proceeding with the works with due diligence and continues to do so even after a notice in writing from the HOD(User dept.) or HOD(P&A)/or his authorized representative, then on the expiry of the period as specified in the notice  
 Or
  - b) Commits default/breach in complying with any of the terms and conditions of the annual rates contract and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the HOD(User dept.) or HOD(P&A)/or his authorized representative, then on the expiry of the period as may be specified by the HOD(user dept.) or HOD(P&A)/or his authorized representative in a notice in writing.  
 Or
  - c) Obtains a contract with the company as a result of ring tendering or other non-bonafide methods of competitive tendering  
 Or
  - d) shall offer or give or agree to give any person in the service of the company or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for act/acts of favour in relation to the obtaining or execution of this or any other contract for his company.  
 Or
  - e) fails to complete the work or items of work with individual dates of completion, on or before the date/dates of completion or as extended by the company, then on the expiry of the period as may be specified by the HOD(User dept.) or HOD(P&A)/or his authorized representative in a notice in writing.  
 Or
  - f) Transfers, sublets, assigns the entire work or any portion thereof without the prior approval in writing from the HOD(P&A)/or his authorized representative. The HOD(P&A)/or his authorized representative may by giving a written notice, cancel the whole contract or portion of it in default.
- The annual rate contract for binding works shall also stand terminated under any of the following circumstances:
- a) If the bidder/party being an individual in the case of proprietary concern or in the case of a partnership firm any of its partners is declared insolvent under the provisions of Insolvency Act for the time being in force, or makes any conveyance or assignment of his effects or composition or arrangement for the benefit of his creditors amounting to proceedings for liquidation or composition under any Insolvency Act.

- b) In the case of the bidder/party being a company, its affairs are under liquidation either by a resolution passed by the contractors company or by an order of court, not being a voluntary liquidation proceedings for the purpose of amalgamation or reorganization, or a receiver or manager is appointed by the court on the application by the debenture holders of the contractor's company, if any.
- c) If the bidder/party shall suffer an execution being levied on his/their goods, estates and allow it to be continued for a period of 21 (twenty-one) days.
- d) On the death of the bidder/party being a proprietary concern or of any of the partners in the case of a partnership concern and the company is not satisfied that the legal representative of the deceased proprietor or the other surviving partners of the partnership concern are capable of carrying out and completing the contract. The decision of the company in this respect shall be final and binding which is to be intimated in writing to the legal representative or to the partnership concern.

On cancellation of the contract or on termination of the contract, the HOD(P&A)/or his authorized representative shall have powers:

- a) To take possession of the site, any materials, constructional plant, equipment, stores etc. thereon and carry out balance work through any means or through any other agency.
- b) To give the bidder/party or his representative of the work 7 (seven) days' notice in writing for taking final measurement for the works executed till the date of cancellation or termination of the contract. The HOD(P&A)/or his authorized representative shall fix the time for taking such final measurement and intimate the bidder/party in writing. The final measurement shall be carried out at the said appointed time notwithstanding whether the contractor is present or not. Any claim as regards measurement which the bidder/party is to make shall be made in writing within 7 (seven) days of taking final measurement by HOD(P&A)/or his authorized representative as aforesaid and if no such claim is received, the bidder/party shall be deemed to have waived all claims regarding above measurements and any claim made thereafter shall not be entertained.
- c) After giving notice to the bidder/party to measure up the work of the bidder/party and to take such whole or the balance or part thereof, as shall be unexecuted out of his hands and to give it to another bidder/party or take up departmentally, to complete the work. The bidder/party whose contract is terminated shall not be allowed to participate in future bidding for period of minimum twelve months.

In such an event, the bidder/party shall be liable for loss/damage suffered by CMPDI, RI-VII because of action under this clause and to compensate for this loss or damage, CMPDI, RI-VII shall be entitled to forfeit the security deposit and additional performance security, if any, at the disposal of CMPDI, RI-VII.

HOD (P&A)  
CMPDI, RI-VII  
Bhubaneswar

<b>Bill of Quantities for the work "Annual rate Contract for Binding work with supply of materials for binding in CMPDI, RI-VII, Office, Bhubaneswar.</b>						
Sl. No.	Description of Items	Quantity	Period	Rate/Unit (Rs.)	GST % (if applicable)	Total Cost (Rs.) inclusive GST
1	Binding of paper/voucher with 32 No. Board (FC) size	354	One year			
2	Binding of paper/voucher with 32 No. Board (DFC) size	04				
3	Binding of computer sheets of 132 column(15"x12") with 32 No. Board(FC size)	12				
4	Binding of Register with canvas & cloth (FC size)32 Nos. Board	10				
5	Binding (Board & Jacketing)	50				
6	Boxes (Card Board with resin 0 size 13"X9"X8")	95				
7	Plan Folding (6X7 Copies X200 plans)	4000				
8	Spiral Binding					
	(i) 1 to 100 pages	91				
	(ii) 101 to 200 Pages	96				
	(iii) 201 to 300 pages	70				
	(iv) 301 to 400 pages	150				
	(v) 401 to 500 pages	30				
<b>Total</b>						
<b>Amount in words</b>						

**Note: Rates should be quoted excluding impact of GST.**

**Bidder's Declaration for Service Tax**

S.No	Status of GST of the bidder	Tick the appropriate
1.0	GST Registered Party	
2.0	GST Unregistered Party	

Place :

Full Signature & Seal of the Authorized person

Date :

**PROFORMA FOR UNDERTAKING**  
**On Letter Head**

**UNDER TAKING**

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

I/We am/are submitting quotation for the Work for Annual Maintenance Contract for providing services of comprehensive maintenance & upkeep of 10 nos. Kent perk chiller cum water purifier installed in CMPDI, RI-VII, Office Building at Samantapuri, Bhubaneswar against Quotation Notice No. CMPDI/RI-VII/P&A/AMC/2019/E-.....  
Dated .....

1. All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this quotation document is complete, correct and true.
2. None of the partners of our firm is relative of employee of Central Mine Planning & Design Institute.
3. 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 quotation 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.
4. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
5. 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-----**

**CERTIFICATE FROM THE BIDDER THOSE WHO DOWN LOADED QUOTATION  
DOCUMENT FROM WEBSITE**

This is to certify that I/We have downloaded this quotation 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

**Full Signature of the  
Authorized person  
Dated-----**