



**Central Mine Planning and Design Institute Ltd.  
(CMPDIL)**

**(A Subsidiary of Coal India Limited)**

**A Mini Ratna Company (Cat-I)**

**Tender Notice No.: CMPDIL/CS/Secretarial Auditor/2020/01 Dated: 17.04.2020**

**Open e-Tender  
Tender Document**

**For Appointment of Secretarial Auditor for a Period  
of 3 years from Financial 2019-20 onwards**

**Central Mine Planning & Design Institute Limited  
Gondwana Place, Kanke Road,  
Ranchi – 834031  
Jharkhand INDIA**

### **Invitation for Bids (IFB)**

1. Central Mine Planning and Design Institute Ltd. (CMPDIL), (A Govt.of India Undertaking) having its registered office at Gondwana Place, Kanke Road, Ranchi – 834008, Jharkand, India, invites online bids through e-tender on CIL's e-procurement portal (<https://coalindiatenders.nic.in>) from the eligible bidders from India for Appointment of Secretarial Auditor for a period of 3 years from Financial Year 2019-20 onwards.
2. The complete tender document shall be available in the CIL's e-procurement portal <https://coalindiatenders.nic.in> for downloading and submission of offer. The complete tender document shall also be available on Tender section of CMPDIL website (<https://www.cmpdi.co.in>) for downloading only.
3. There will be no physical/manual sale of tender document. There is no Tender Fee and the bidders can download tender document free of cost from any of the websites mentioned above.
4. Details of tender:-

1	Tender No.	CMPDIL/CS/Secretarial Auditor/2020/01 Dated 17.04.2020
2	Type of Tender	Open Domestic Tender
3	Estimated value of Tender	Rs.78,750 plus applicable taxes for three years subject to renewal for each year which is subject to satisfactory performance and auditor has not suffered disqualification during the term.
4	Tender Fee	NIL
5	Earnest Money Deposit	Not Applicable
6	Subject of Tender	Appointment of Secretarial Auditor for a period of 3 years from Financial Year 2019-20 onwards.
7	e-Publishing date of Tender	18.04.2020
8	Downloading of Tender Document	
	(i) Starts on	18.04.2020 from 10:00 Hours [IST]
	(ii) Closes on	28.04.2020 up to 17:00 Hours [IST]
9	Seeking Clarification	

	(i) Starts on	18.04.2020 from 12:00 Hours [IST]
	(ii) Closes on	25.04.2020 up to 17:00 Hours [IST]
10	Online Submission of Offers	
	(i) Start Date and Time	18.04.2020 from 12:00 Hours [IST]
	(ii) Last Date and Time	28.04.2020 up to 17:00 Hours [IST]
11	Due date of Opening of Tenders	30.04.2020 up to 10:00 Hours [IST]

5. The offers have to be submitted online through the CIL's e-procurement portal <https://coalindiatenders.nic.in> . The tenderer has to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer. The Online Bidder Enrolment is free of cost and one-time activity only.
6. There is no provision to take out the list of parties who have downloaded the tender document from the above referred website. As such, bidders are requested to visit the website once again before the last date of submission of offer/due date of tender opening to ensure that they have not missed out any corrigendum issued against the said tender after they have downloaded the tender document. The responsibility of downloading the corrigendum, if any, will be of the bidder. No separate intimation in respect of corrigendum to the NIT (if any) will be sent to the bidders who have downloaded the tender document from website.
7. The bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid last minute rush and local problems related to internet connectivity, law and order, strike, bandh etc. CMPDIL shall not be responsible, if bids could not be uploaded due to such local problems at the bidder's end.
8. The interested bidders may obtain further information from the office as under:

Company Secretary,  
CMPDIL-Hqrs  
Gondwana Place, Kanke Road,  
Ranchi-834031, Jharkhand  
Phone: 0651-2792051 (9:30 AM to 5:30 PM, Monday to Friday)  
Mobile No.: 89877-88771  
Email address: cosecretary.cmpdi@coalindia.in

Company Secretary, CMPDIL  
For and on behalf of CMPDIL

## **Instructions To Bidders (ITB)**

### **1. Requirements for participation in e-tender:**

In order to submit the online offer on CIL's e-Procurement portal <https://coalindiatenders.nic.in> the bidders should meet the following requirements:

- a) PC connected with Internet (For details, visit link "Bidders Manual Kit" on home page of CIL's e-Procurement portal <https://coalindiatenders.nic.in>) It will be the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises to access the e-Procurement website. Under no circumstances, CMPDIL shall be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Procurement system or internet connectivity failures.
- b) Enrolment with CIL's e-Procurement portal <https://coalindiatenders.nic.in> The online enrolment of the bidders on the portal is free of cost and one time activity only. The registration should be in the name of bidder whereas DSC holder may be either bidder himself or its duly authorised person having DSC indicating name of firm as that of bidder. It shall be the responsibility of the bidder to ensure that they get registered with the CIL's e-Procurement portal well in advance and download the documents before the last date and time for the same.
- c) Class II or Class III Digital Signature Certificate (DSC) issued by a Certifying Authority authorised by Controller of Certifying Authority (CCA) and which can be traced upto the chain of trust to the Root Certificate of CCA.

### **2. Help for participating in e-tender:**

The detailed method for participating in the e-procurement is available on links "Help for Contractor" and "Bidders Manual Kit" in CIL's e-Procurement portal. The bidders may also seek help from the help-desk on the numbers available on CIL's e-Procurement portal. All queries will be answered in English / Hindi only.

### **3. Communication:**

All communication sent by CMPDIL as well as the e-procurement portal by post/fax/e-mail shall be deemed as valid communication. The bidder must provide complete address, corporate e-mail id and mobile number.

### **4. Cost of Bidding:**

The bidder shall bear all costs associated with the preparation and online submission of bid and CMPDIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **5. Clarification of Bid Documents and Last date for submission of Bid:**

A prospective bidder may seek clarification online through CIL's e-procurement portal after e-Publication of the NIT. CMPDIL will respond to such requests for clarification of the Bid Documents, which are received not later than 7 (Seven) days prior to the deadline for the online submission of bid. CMPDIL's response shall also be put on the CIL's e-procurement portal.

Bids must be submitted along with all supporting documents in the CIL e-procurement portal online before or up to the scheduled time and date as mentioned in ITB.

**6. Due date of opening of Bid:**

Bids will be opened online at the scheduled time on the due date of opening as mentioned in IFB. In the event of the scheduled due date of opening of bids being declared as a closed holiday for CMPDIL's office or due to Force Majeure reasons, the due date for opening of bids will be the next working day at the scheduled time.

**7. Extension of due date of tender:**

CMPDIL reserves the right to extend the due date of tender as deemed fit on case to case basis by issue of corrigendum through portal. Further, if at least 3 bids are not received within originally stipulated due date, the due date shall be extended by 2 (two) days by the portal automatically. In case even after one extension of due date by 2 (two) days, less than 3 bids are received, the due date shall again be extended by another 5 (five) days by the portal automatically. If, even after granting two extensions (2 days + 5 days), less than 3 bids are received, the tender shall be opened without further extension. Separate paper publication of corrigendum for extending the due dates shall not be made. In case no offer is received after granting two extensions (2 days + 5 days), the tender will be cancelled.

- 8. Language:** The language of the bid shall be English. All documents enclosed should also be in English language. In case the original document is in a different language, self-attested English translation with signature and stamp of the authorised signatory of the bidder who has signed the LOB, shall be furnished.

**9. Earnest Money Deposit:** Not Applicable

- 10. Letter of Bid (LOB):** The format of Letter of Bid (LOB) as given at Annexure-D will be downloaded by the bidder and will be printed on Bidder's letter head and duly Signed by a person competent and having the "Authority" /"Power of Attorney" to bind the bidder. Scanned copy of such a "Signed & Stamped with the seal of the company" LOB alongwith "Authority" /"Power of Attorney" are to be uploaded during bid submission in Cover- I. This will be the covering letter of the bidder for his submitted bid.

The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of Letter of Bid uploaded by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the bid may be liable for rejection. These documents are to be uploaded in folder named "TECHNICAL DOCS" provided in the e procurement portal.

Note: The person who has signed Letter of Bid physically should bid online while submitting the offer with his DSC mapped in the name of bidder. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per Annexure-E) by the person signing the LOB in favour of person bidding online is required to be uploaded. This document is to be uploaded in folder named "TECHNICAL DOCS".

## 11. Methodology for online Submission of Bids

The offers are to be submitted online through CIL's e-procurement portal in 1 (one) cover (Cover - I 'Technical Bid'). Authenticated and Scanned copies of documents shall be uploaded in folders named as "TECHNICAL DOCS".

The Cover-I 'Technical Bid' is to be uploaded in e-procurement portal before the last date and time for submission of online bid. No offline bid shall be accepted. Offer received through Post, Courier, Fax, Telegram or E-mail will not be considered.

## 12. Evaluation of Bids

- i. After opening of the bid, the documents submitted by firms will be downloaded and shall be put up to the evaluating Committee. The Committee will examine the uploaded documents against information/declarations furnished by firms online. If it confirms to all of the information/ declarations furnished by the firm online and does not change the eligibility status of the firm, then the firm will be considered eligible for next level.
- ii. Bids which has not been submitted with valid documents will not be considered for further evaluation.
- iii. After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidders by the evaluation Committee. For this purpose, maximum 2 chances shall be given. The time period for first clarification will be considered for 7 days and for the subsequent second clarification, if required, as 5 days. The firm will get this information on their personalized dash board under "Upload confirmatory document" link. Additionally, information shall also be sent by system generated email and SMS, but it will be the firm's responsibility to check the updated status/information on their personalized dash board regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period of 2 days.
- iv. The offers will be evaluated in accordance with the criteria mentioned in Annexure - B on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of offer.
- v. In case the firm submits requisite documents online as per tender document, then the firm will be considered eligible for next level.
- vi. In case the firm fails to submit requisite documents online as per tender document or if any of the information/declaration furnished by firm online is found to be wrong by Committee during evaluation of scanned documents uploaded by firm, which changes the eligibility status of the firm, then his bid shall be rejected.
- vii. In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.
- viii. It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.

### **13. Payment terms**

100 % payment will be made within 21 days of submission of duly accepted Invoice of the successful bidder.

Payment Authority: GM (Fin), CMPDIL.

The payment will be made through Electronic System for which bidder are requested to attach scanned copy of their Bank Details, duly endorsed by the concerned bank, in the format enclosed as Annexure -F in their offer.

The scanned copy of the above Documents should be uploaded in the Folder named "TECHNICAL DOCS" provided in the e procurement portal.

- 14.** Scanned copy (PDF) of supporting documents duly signed and stamped should be uploaded in the Folder provided for this purpose. However, CMPDIL reserves the right to verify such documents with the original, if necessary. Bidder has to submit the originals to CMPDIL on demand.
- 15.** The offer should be submitted strictly as per the terms & conditions laid down in the tender document, failing which the offer will be liable for rejection. No deviation of the terms and conditions of the tender document is acceptable. Terms and conditions which are in deviations of the tender terms are liable for rejection.
- 16.** CMPDIL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof.
- 17.** CMPDIL also reserves the right to short close the contract in case of breach of terms and conditions of the contract by the tenderer.
- 18.** All notices to the bidders shall be sent by e-mail only during the process of finalisation of tender by CMPDIL as well as e-procurement portal. Hence the bidders are required to ensure that their corporate e-mail -id is provided / updated during the registration of vendor with e-procurement portal. Bidders are also requested to indicate their valid corporate e-mail id and mobile no. of authorised representative at Instruction to Bidders for communications through e- mails / SMS alerts (if any).
- 19.** Modification of the submitted bid shall be allowed online only before the deadline of submission of tender and the bidder may modify and resubmit the bid online as many times as he may wish. Bidders may withdraw their bids online within the last date and time of bid submission.
- 20.** No modification of the bid or any form of communication with CMPDIL or submission of any additional documents, not specifically asked for by CMPDIL, will be allowed and even if submitted, they will not be considered by the CMPDIL.
- 21.** In case of any technical mistake in online offer and NIC confirming that there is no fault from their side then CMPDIL will not be held responsible for the consequences and no correspondence in this regard will be given any cognizance by CMPDIL.

Encl.: Annexures

(Tirumala Rao Goralu)  
Asst. Manager (Fin)

(Abhishek Mundhra)  
Co. Secretary, CMPDIL



**Eligibility Criteria for Appointment of Secretarial Auditor for a period of 3 years from 2019-20 onwards.**

- The Lead Partner/Proprietor/Individual, under whose supervision Secretarial Audit of CMPDIL will be carried out, should be in full time practice (without any break) for minimum of 5 years. The cut-off date for ascertaining experience will be 01.01.2019;
- The PCS/ Firm or its partners should have conducted Secretarial Audit of at least two Companies either having Paid-up Capital of Rs. 100 crores or more or Net Worth of Rs. 200 crores or more;
- PCS/ Firm should have minimum three Active Partners in full time practice or the PCS/Firm should have minimum three full time employees, who are qualified Company Secretaries;
- The PCS/ Firm or its partners or employees retained by them should have adequate knowledge and experience of the following Laws for Conducting Secretarial Audit. They should be able to verify and certify compliance in respect of following which are inclusive in nature:-
  1. The Companies Act, 2013 (the “Act”) and the rules made thereunder;
  2. The Securities Contracts (Regulation) Act, 1956 (“SCRA”) and the rules made thereunder;
  3. The Depositories Act, 1996 and the regulations and bye-laws framed thereunder;
  4. Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings;
  5. Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 (“SEBI Act”).
  6. List of other Laws specifically applicable to the CMPDIL: -
    - a. The Coal Mines Act, 1952
    - b. Indian Explosives Act, 1884
    - c. Colliery Control Order, 2000 and Colliery Control Rules, 2004
    - d. The Coal Mines Regulations, 2017
    - e. The Payment of Wages (Mines) Rules, 1956
    - f. Coal Mines Pension Scheme, 1998
    - g. Coal Mines Conservation and Development Act, 1974
    - h. The Mines Vocational Training Rules, 1966
    - i. The Mines Creche Rules, 1961
    - j. The Mines Rescue Rules, 1985
    - k. Coal Mines Pithead Bath Rules, 1946
    - l. Maternity Benefit (Mines and Circumstances) Rules, 1963
    - m. The Explosives Rules, 2008
    - n. Mineral Concession Rules, 1960
    - o. Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948

- p. Mines and Minerals (Development and Regulation) Act, 1957
  - q. The Payment of Undisbursed Wages (Mines) Rules, 1989
  - r. Indian Electricity Act, 2003 and the Indian Electricity Rules, 1956
  - s. Environment Protection Act, 1986 and Environment Protection Rules, 1986
  - t. The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016
  - u. The Water (Prevention & Control of Pollution) Act, 1974 and Rules made thereunder
  - v. The Air (Prevention & Control of Pollution) Act, 1981
  - w. Public Liability Insurance Act, 1991 and Rules made thereunder.
7. List of all Labour Laws applicable to the companies including detailed examination of CMPF, ESI, Bonus etc.
  8. Role and responsibility of Directors and Independent Directors. PCS/ Firm or its partners or employees should be able to certify by a detailed examination that the role and responsibility are met and should be able to specifically identify specific actions needed to strengthen the processes to ensure that the Board Members are fully satisfied about legal compliances and their roles in respect thereof.
  9. Providing site visit during the audit period to check compliance of specific laws.
  10. An additional important focus of PCS can be Guarantee/ warranty to Independent Directors as well as Full time Directors that they are safe as legal compliance Audit will cover responsibility of :
    - Directors Responsibility Statement in terms of Companies Act 2013
    - Responsibility of all independent Directors in terms of Companies Act 2013
    - Responsibility of working Directors arising in terms of: -
      - ***Companies Act 2013***
      - ***FEMA***
      - b. SEBI***
      - c. Other Specific Laws***

PCS or its partners or employees will be expected to conduct an in-depth examination of all documents and records of the Company and to report that all laws applicable specifically to the Company have been duly complied with subject to observations contained in the report. In addition they will provide a separate management confidential detailed report addressed to Board of Directors identifying deficiencies and corrective steps needed in respect of all the compliance areas covered

***The Secretarial Auditor so appointed will first complete the Secretarial Audit as per requirements of law and then submit MR-3.***

**Annexure-B****Criteria for awarding marks in Technical Bid Evaluation**

<b>Qualification</b>	<b>Min Qualification</b>	<b>Criteria for award of Marks</b>	<b>Maximum Marks</b>
Experience of Lead Partner/Proprietor/Individual	Minimum 5years should be in full time practice as on 01.01.2019.	20 marks for 5years, 2 marks for each additional completed year beyond 5years	<b>30</b>
Firm or the Partner(s)/Proprietor/Individual Conducted Secretarial Audit of at least two Companies either having Paid up Capital of Rs. 100 crore or more or Net Worth of Rs. 200 crore or more, in the last three Financial years till 31 <sup>st</sup> March,2019	Companies	20 marks for 2 Companies, 2 marks for each additional Company beyond 2 companies	<b>30</b>
Active Partners/Employee Strength as on 01.01.2019	3 Active Partners/ full time employees, who are qualified Company Secretaries.	15 marks for 3 Active Partners/ full time employees.	<b>15</b>
Average Annual Turnover	Rs. 15 Lakhs or more from practice, in the last three Financial years till 31 <sup>st</sup> March'2019.	10 marks for 15 lakhs and 1 mark for each one lakh increment in average annual turnover beyond 15 lakhs	<b>20</b>
Headquarter office at Ranchi from where Headquarters/ Branch of the work related to CMPDIL will be conducted	Office at Ranchi.	Full marks for Headquarters/ Branch office at Ranchi otherwise NIL	<b>5</b>

**Note:-**

1. Minimum marks for technical qualification is 60. Three firms having highest marks above a minimum will be shortlisted for presentation as per Note: -2.
2. A presentation will be made by shortlisted firms about approach and coverage of audit and also showcase their technical skills and capability to meet the requirements. The Presentation will have **50 marks**. The presentation will be made before CMPDIL Audit Committee for this purpose.

3. Experience of Lead Partner/Proprietor/Individual will be calculated from date of issue of Certificate of practice (CoP) by ICSI.
4. Annual Turnover will be calculated as per Income from Profession under Income Tax Return of last 3 previous years.
5. The presentation to be made before CMPDIL Audit Committee should cover the strength in the areas where expertise is expected. A detailed write up and a brief presentation will be required to be made before the audit Committee bringing out the brief synopsis of specific laws proposed to be covered and aspects which will be examined. A professional assessment will be made based on presentation. No TA/DA will be paid or reimbursed to the Audit firms for making the presentation before the Audit committee. The Audit Committee may be assisted by legal experts to review the presentation. The Audit Committee may also form a sub Committee to examine the above for awarding marks.
6. Final Selection will be made based on highest marks obtained by a firm out of total (100+50) marks and in case of tie in the marks, Audit Committee would decide whom should be selected as Secretarial Auditor.
7. The Secretarial Auditors fee has been fixed in advance as total of **Rs. 26,250/-** Plus applicable taxes for each year and out of pocket expenses will be reimbursed at actuals for the Legal requirements as prescribed and additional scope of work as per expectations listed herein. A detailed Audit is expected to provide the MR-3.
8. In addition to Audit fee, the company shall pay Travelling expenses: Lead Partner/Proprietor/Manager will be entitled for rail fare by AC 1st class or Air Fare by economy class, Qualified Assistant by AC 2nd Class and Semi-qualified assistant by AC 3rd class on submission of proof of journey, to and fro journey undertaken for the purpose of audit. For this purpose, the journey will be considered from the PCS/firm's nearest office given in the profile to the place of audit. In case of journey by mode other than rail, Travelling Allowance will be limited to entitled class or actual fare, whichever is lower, subject to production of documentary evidence. Expert specialist in a particular law can be permitted to travel from anywhere in the country or outside. Out of pocket expenses will be reimbursed at actuals.

**Documents required to be submitted online:**

1. Self-attested copy of membership certificate issued by Institute of Company Secretaries of India (ICSI) of Lead Partner/Proprietor. For other Partner/Qualified employees, self-attested copy of CS Pass certificate issued by ICSI.
2. Self-attested copy of Certificate of practice issued by Institute of Company Secretaries of India.
3. Self-attested copy of Proof of Registration of PCS/firm/LLP issued by ICSI.
4. Self-attested Copy of PAN card of PCS/Firm/LLP.
5. Self-attested Copy of GST Registration Certificate of PCS/Firm/LLP (if applicable).
6. Self-attested copy of Proof of Experience/Experience Certificate as mentioned in the Eligibility Criteria Document in support of Secretarial Audit work.
7. Self-attested Copy of Annual Income Tax Returns of the last three Years i.e for Financial Year 2016-17,2017-18 & 2018-19.
8. Self-attested copy of document showing location of Headquarters/Branch Office in Ranchi.

In absence of the above documents the offer will be rejected. The documents uploaded online to the offer must be serially numbered and duly signed by the bidder with official seal.

**Criteria for awarding marks in Technical Bid Evaluation**

<b>Qualification</b>	<b>Min Qualification</b>	<b>Criteria for award of Marks</b>	<b>Maximum Marks</b>	<b>Criteria to be filed by the bidder or as authorized by him.</b>	<b>Marks obtained through self evaluation*.</b>
Experience of Lead Partner/Proprietor/Individual	Minimum 5years should be in full time practice as on 01.01.2019.	20 marks for 5years, 2 marks for each additional completed year beyond 5years	<b>30</b>		
Firm or the Partner(s)/Proprietor/Individual Conducted Secretarial Audit of at least two Companies either having Paid up Capital of Rs. 100 crore or more or Net Worth of Rs. 200 crore or more, in the last three Financial years till 31 <sup>st</sup> March,2019	Companies	20 marks for 2 Companies, 2 marks for each additional Company beyond 2 companies	<b>30</b>		
Active Partners/Employee Strength as on 01.01.2019	3 Active Partners/ full time employees, who are qualified Company Secretaries.	15 marks for 3 Active Partners/ full time employees.	<b>15</b>		
Average Annual Turnover	Rs. 15 Lakhs or more from practice, in the last three Financial years till 31 <sup>st</sup> March'2019.	10 marks for 15 lakhs and 1 mark for each one lakh increment in average annual turnover beyond 15 lakhs	<b>20</b>		

Headquarter office at Ranchi from where Headquarters/ Branch of the work related to CMPDIL will be conducted	Office at Ranchi.	Full marks for Headquarters/ Branch office at Ranchi otherwise NIL	5		
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**Note:-**

**\* The above marks obtained by the bidder or as authorized by him through self-evaluation will not be treated as Final. It will only act as a cross check at the time of evaluation by CMPDIL.**

**Letter of Bid**

To  
CMPDIL,  
Company Secretariat Department,  
Gondwana Place, Kanke Road,  
Ranchi-834008.

Dear Sirs,

**Sub: Tender No. :-**

1. Having examined the Tender Document including Addenda/Corrigenda, if any (insert numbers), we, M/s. (..... name of the bidder firm.....) represented by the undersigned, Mr/Ms..... Employee/ Partner /Legal Attorney / Proprietor /Accredited Representative, offer to supply and deliver (description of Goods and Services) vide our offer No.....dated .....in conformity with the said Tender Document.
2. We confirm to accept all terms and conditions contained in the tender document unconditionally.
3. We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal appointment order is issued, this bid together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any bid you may receive.
6. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.
7. We confirm that all information/ documents / credentials submitted alongwith the tender are genuine, authentic, true and valid.
8. We confirm that if any information or document submitted is found to be false / incorrect forged/tampered in any way, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues and Banning of our firm along with all partners of the firm as per provisions of tender document/Purchase Manual of CIL/Provisions of law in force.



9. We have never been banned or delisted by any Government or Quasi-Government Agency or any Public Sector Undertaking in India.

OR

We were banned by the organization named “-----” for a period of ----- year(s) effective from ----- to -----for ---  
----- (the reasons to be mentioned).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20--

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal \_\_\_\_\_

Duly Authorised to sign bid for and on behalf of \_\_\_\_\_

**Note:**

1. This letter should be on the letterhead of the Bidder and should be signed by a person competent and having the authority to bind the Bidder. The said document conferring authority upon the person should be submitted by the Bidder alongwith the LOB. If the said document conferring the authority is Article of Association of Company, Partnership Deed of a Registered Firm or any resolution of the company, then the notarized copy of the same should be uploaded. In other cases, the letter of authority should be a Power of Attorney sufficient to bind the bidder.
2. Power of Attorney should be on non-judicial stamp paper and sufficiently stamped.
3. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per [Annexure-E] by the person signing the LOB in favour of person bidding online is required to be uploaded.

**Format for Authorisation to DSC holder Bidding Online by the person who has  
signed Letter of Bid**

**(On NON JUDICIAL STAMP PAPER)**

We do hereby authorise M/s. /Mr..... Address  
..... whose DSC is mapped in the name of the bidder, for online  
bidding on behalf of us for Tender No. .... dated ..... invited by CIL on  
<https://coalindiatenders.nic.in>.

Name, Signature & Seal of the person who has signed Letter of Bid

And is Authorising the DSC Holder for online bidding.

Name, Signature & Seal of the DSC Holder having DSC mapped in the name of the bidder,  
Authorised for online bidding

**Signature & Seal of the PUBLIC NOTARY**

**Format for Bank Details for electronic payment**

To  
CMPDIL,  
Gondwana Place, Kanke Road,  
Ranchi-834008,  
India.

Dear Sir,

Sub: Authorization of all our payments through Electronic  
Fund Transfer system/RTGS/NEFT.

We hereby authorize Coal India Ltd. to disburse all our payments through Electronic Fund Transfer system/RTGS/NEFT. The details for facilitating the payment are given below: -

1	Name of the Beneficiary, address with Telephone No.	
2	Bank name, address with Telephone No.	
3	Branch name & code	
4	Bank account number with style of account (Savings/Current)	
5	IFSC Code No. of the Bank	
6	PAN No. of the Beneficiary	
7	E-Mail No. and Mobile No. of the Beneficiary for intimation of release of payment.	

I/We hereby declare that particulars given above are correct and complete and if the transaction is delayed or credit is not effected due to incorrect information, I/we will not hold Coal India Ltd. responsible.

Authorized Signatory  
Name:  
Official Stamp with date

**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.

Authorized Signatory  
Name:  
Official Stamp with date