



## **TENDER NOTICE**

NIT No.E-495372/2020

Dated: 22/05/2020

Sealed Tenders are invited from vendors for Procurement of Office stationery for REC Lab., CMPDI, RI-VII, Bhubaneswar.

Tender No : E-495372/2020 Dated: 22/05/2020

Description of Item : Procurement of Office stationery as per the Schedule of Requirement given in Annexure-I for REC Lab., CMPDI, RI-VII, Bhubaneswar.

Estimated value of tender : Rs. 32,533.00

Application Fee : NIL

Issue of tender documents :  
Begins on – 26/05/2020 at 04: 00 PM  
Closes on – 08/06/2020 at 04: 00 PM

Earnest Money Deposit Amount : Nil

DUE DATE & TIME OF SUBMISSION OF TENDER : 09/06/2020 at 03:00 PM

Date & Time of opening of Tenders: 09/06/2020 at 04:00 PM

Tender documents can be obtained from the HOD (Co-ordination), Co-ordination Department, 1<sup>st</sup> Floor, South side, Near Samantapuri, CMPDI, RI-VII, Bhubaneswar – 751013 on any working day. The same can also be downloaded from the CMPDI website [www.cmpdi.co.in](http://www.cmpdi.co.in) The bidder who will download tender document from website shall have to submit duly filled in certificate as per Annexure –III of Tender Document along with their offer.

Completed and sealed tender documents in accordance with instructions contained in Tender Document should be submitted/dropped in tender box located at HOD (Co-ordination), Co-ordination Department, 1<sup>st</sup> Floor, South side, Near Samantapuri, CMPDI, RI-VII, Bhubaneswar – 751013 on or before **09/06/2020 up to 03:00 P.M** and tender shall be opened on **09/06/2020 at 04:00 P.M** in Co-ordination Department, 1<sup>st</sup> Floor, CMPDI, RI-VII Bhubaneswar.

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HOD(Co-ordination)

Copy to:

1. RD, RI-VII, CMPDI, Bhubaneswar.
2. All Notice Boards, CMPDI, RI-VII, Bhubaneswar
3. HOD (Environment), CMPDI, RI-VII, Bhubaneswar
4. HOD (Geomatics) CMPDI, RI-VII, Bhubaneswar ( For kind information and for displaying tender notice & Tender document in CMPDI website)
5. HOD (Finance), CMPDI, RI-VII, Bhubaneswar.



## TENDER DOCUMENT

NIT NO:E-495372/2020

Dated: 22/05/2020

I	Sealed Offers are invited for the Procurement of Office stationery for REC Lab., CMPDI, RI-VII, Bhubaneswar as per the SCHEDULE OF REQUIREMENT (Ref: ANNEXURE – I) and terms & conditions given below	
II	DETAILS OF TENDER :	
a	<b>TYPE OF TENDER</b>	<b>Open Tender</b>
b	<b>ESTIMATED VALUE OF TENDER</b>	<b>Rs. 32533.00</b>
c	<b>EARNEST MONEY DEPOSIT (EMD) :</b>	<b>NIL</b>
d	<b>ISSUE OF TENDER DOCUMENT BEGINS</b>	<b>On 26/05/2020 at 04:00 PM</b>
e	<b>ISSUE OF TENDER DOCUMENT CLOSES</b>	<b>On 08/06/2020 at 04:00 PM</b>
f	<b>DUE DATE &amp; TIME OF SUBMISSION OF TENDER</b>	<b>On 09/06/2020 up to 03:00 P.M</b>
g	<b>DUE DATE &amp; TIME OF OPENING OF TENDER</b>	<b>On 09/06/2020 at 04:00 P.M</b>
h	<b>COST OF TENDER DOCUMENT</b>	<b>-NIL-</b>

### TERMS & CONDITIONS

#### I. MODE & METHOD OF SUBMISSION OF TENDER: -

The offer should be submitted in a sealed cover addressed to “The HOD (Co-ordination)” mentioning QUOTATION FOR ‘Procurement of Office stationery for REC Lab., CMPDI, RI-VII, Bhubaneswar ‘ on top of the envelope super scribed with the tender reference number & date and should be submitted/dropped in tender box located at HOD (Co-ordination), Co-ordination Department, 1<sup>st</sup> Floor, South side, Near Samantapuri, CMPDI, RI-VII, Bhubaneswar – 751013 on or before **09/06/2020 up to 03:00 P.M** .

#### IMPORTANT NOTE :-

Bidders are requested to submit the offer complete in all respects as per the tender document along with supporting documents, failing which the offer may not be considered.

**All pages of the offer, including enclosures, should be signed and stamped without which the offer shall be rejected.**

#### II. COMMERCIAL TERMS AND CONDITIONS: Bidders are requested to read the following terms and conditions carefully before submitting the offer. **It is essential for the Bidder to un-conditionally accept all the terms and conditions indicated below :**

- 1) The tenderers shall quote as per the specifications given in the Schedule of Requirement as per Annexure-I.



- 2) The rates quoted should be firm, inclusive GST and FOR CMPDI, RI-VII, Bhubaneswar and shall be valid for 120 days.
- 3) Firm delivery period should be specified and it should not be more than **30 days** from the date of supply order.
- 4) The tender shall be opened on 09/06/2020 at 04:00 P.M in 1<sup>st</sup> Floor, South side, Co-ordination Department., CMPDI, RI-VII, Bhubaneswar. [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) The materials have to be delivered at CMPDI Store, RI-VII, Bhubaneswar.
- 6) Liquidated Damage: As per Annexure-II.
- 7) Payment shall be made within 21 days of receipt of the material subject to satisfactory inspection report.
- 8) Guarantee/ Warranty: The above items should be guaranteed/ warranted as per manufacturer's policy.
- 9) **PURCHASE PREFERENCE TO PUBLIC SECTOR ENTERPRISES AND MSEs (Refer Annexure IV)**
- 10) The tenderer is required to submit GST Identification number/GSTIN certificate. In case the party is not registered for GST, a certificate on that account from a charted accountant must be submitted along with PAN Card.
- 11) Certificate as per Annexure –III to be furnished by the Bidder in case the tender document is downloaded from Website
- 12) Any legal issue arising out of the above tender is subject to the court of Bhubaneswar only.
- 13) The company reserves the right to reject any or all the quotations without assigning any reason thereof.

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HOD(Co-ordination)

**प्रतिलिपि :**

1. RD, RI-VII, CMPDI, RI-VII, Bhubaneswar.
2. All Notice Boards, CMPDI, RI-VII, Bhubaneswar.
3. HOD (Environment), CMPDI, RI-VII, Bhubaneswar.
4. HOD (Geomatics), CMPDI, RI-VII, Bhubaneswar ( For kind information and for displaying tender notice & Tender document in CMPDI website)
5. HOD (Finance), CMPDI, RI-VII, Bhubaneswar.



**ANNEXURE - I**

**SCHEDULE OF REQUIREMENT**

Sl.No.	Description of items	Unit	Quantity required (a)	Unit Price in Rs. (b)	Make (if any)	GST per unit in Rs. (c)	Unit price inclusive of GST in Rs. (d)= (b)+(c)	Total Amount inclusive of GST Rs. (a) X (d)
01	Sticker (4 cm * 2 cm)	Pkt (4800nos/ pkt)	5					
02	Envelop (50 nos in a packet) (250mm x 110mm)	pkts	55					
03	Thinner (50ml)	no.	24					
04	Grease (100 gm)	no.	12					
05	2.5 sq.mm 3 core Cable	meters	10					
06	Extension Board with two socket and 2 switch with 20 meter cable (3 Pin socket)	no.	12					
07	Cardboard box (Height- 450mm, Length-600mm, Breadth- 400mm)	kg	32					
08	SOx NOx bottles packet /Biopet bottle (atleast 30 ml bottle capacity and atleast 80 bottles in a packet)	no.	30					
09	10 A Machine Fuse (for use in PM10 sampler)	no.	24					



## Annexure-II

### **LIQUIDATED DAMAGE**

The time for and the date of delivery of the stores stipulated in the Purchase order shall be deemed to be of the essence of the contract and delivery of the stores must be completed by the date specified.

1. In the event of failure to deliver/dispatch the stores within the stipulated delivery date/period in accordance with the sample and/or specifications mentioned in the supply order and in the event of breach of any of the terms and conditions mentioned in the supply order, the CMPDI should have the right:
  - a) To recover from the successful tenderer as agreed liquidated damages a sum not less than half percent ( $\frac{1}{2} \%$ ) of the price of any stores which the successful tenderer 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 ten percent (10%). Where felt necessary, the limit of 10% can be increased to 15% at the discretion of Head of the Material Management Department.
  - b) To purchase elsewhere, after due notice to the successful tenderer on the account and at the risk of the defaulting supplier the stores not supplied or others of a similar description without canceling the supply order in respect of the consignment not yet due for supply; Or-
  - c) To Cancel the supply order or a portion thereof and if so desired to purchase the stores at the risk and cost of the defaulting supplier and also
  - d) To extend the period of delivery with or without penalty as may be considered fit and proper, the penalty if imposed shall not be more than the agreed liquidated damages referred to in Clause (a) above, except in cases referred to in Clause-2 below.
  - e) To forfeit the security deposit full or in part:
  - f) Whenever under this contract a sum of money is recoverable from and payable by the supplier, CMPDI shall be entitled to recover such sum by appropriating, in part or in whole by deducting any sum or any other contract should this sum be not sufficient to recover the full amount recoverable, the successful tenderer shall pay the CMPDI on demand the remaining balance. The supplier shall not be entitled to any gain on any such purchase.
2. If the execution of the supply order is delayed beyond the period stipulated in the contract/supply order as a result of outbreak of hostilities, declaration of an embargo or fire, or blockade, flood, acts of nature or any other contingencies beyond the supplier's control, due to act of god than CMPDI may allow such additional time by extending the delivery period as it considers to be justified by the circumstances of the case and his decision shall be final. If and when an additional time is granted by the CMPDI, the supply order shall be read or understood as if it had contained from the inspection of the delivery date as extended.

### **PRICE FALL CLAUSE**

The price charged for the stores/equipment supplied against the order shall in no event exceed the lowest price at which the bidder shall sell or offer to sell the Stores/ Equipment of identical description to its any other customer during the Supply order. If the successful tenderer at any time during the supply order sells or offers to sell such stores to any customer, at a price lower than the price stipulated in the supply order placed by CMPDI, the successful tenderer shall forthwith notify to CMPDI such reduction in sale price of stores/equipment supplied after such reduction coming into force shall stand correspondingly reduced.



### ANNEXURE-III

#### Format

(Certificate to be furnished by the Bidder in case the tender document is downloaded from Website.)

#### CERTIFICATE

(only for Tenderer using downloaded tender document from Website)

I/We.....undertake that the Tender submitted by us is downloaded from Website (<http://www.cmpdi.co.in> or <http://www.tenders.gov.in>) and is same in content and form (verbatim), and any deviation, if detected, at any stage, would entitle CMPDI to reject our bid/offer without assigning any reason or recourse to any penal action, and would be legally binding on us.

Signature of Tenderer

Seal.....



**Annexure IV**

**PURCHASE PREFERENCE TO PUBLIC SECTOR ENTERPRISES AND MSEs :**

(a) Purchase Preference to Public Sector Units will be applicable as per BPE / GOVT. OF INDIA guidelines, issued from time to time.

(b) **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 25% 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

The vendors should confirm their MSME Registration for the tendered item(s) along with the name of the Registering Authority and also submit self-attested 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.