

CENTRAL MINE PLANNING AND DESIGN INSTITUTE LTD.

(A SUBSIDIARY OF COAL INDIA LTD.)

REGIONAL INSTITUTE-II, KOYLA BHAWAN COMPLEX, DHANBAD -826005

NIT NO. CMPDI/RI-II/E&M/DESKTOP PC/20-21/1480-89

DATED 31.07.2020

TENDER DOCUMENT

FOR

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PCs (20 NOS. ACER VERITON M200 Q77 MODELS AND 13 NOS. ACER VERITON M200 Q87 MODELS) AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

ESTIMATED VALUE : Rs. 29205.00 (Including Taxes)

EARNEST MONEY DEPOSIT : NIL

COST OF TENDER DOCUMENT : NIL

SALE OF TENDER DOCUMENT : FROM 31.07.2020 TO 22.08.2020

DUE DATE FOR SUBMISSION OF BIDS : 24.08.2020 upto 3-30 PM

OPENING OF TENDER : 24.08.2020 at 4.00 PM

NOTICE INVITING TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF 33 NOS. ACER MAKE DESKTOP PCs (20 NOS. ACER VERITON M200 Q77 MODELS AND 13 NOS. ACER VERITON M200 Q87 MODELS) AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

Tender Enquiry No.: CMPDI/RI-II/E&M/DESKTOP PC/20-21/1480-89 DATED 31.07.2020

1. **Name of the work** : Comprehensive Annual Maintenance Contract of 33 Nos. ACER Make Desktop PCs (20 Nos. Acer Veriton M200 Q77 Models and 13 Nos. ACER Veriton M200 Q87 Models) installed at CMPDI, RI-II, Koyla Bhawan Complex, Dhanbad-826005.
2. **Estimated Cost** : Rs. 29,205.00 (Including Taxes)
3. **Earnest Money** : NIL
4. **Cost of Tender Document** : NIL
5. **Date of sale of Tender Document** : From 31.07.2020 To 22.08.2020
6. **Due Date and time for submission of Bids** : 24.08.2020 upto 3-30 PM
7. **Date and Place of opening of tender** : 24.08.2020 at 4.00 PM at Office of HOD(E&M), CMPDI, RI-II.
8. **Place of Receipt of Tender document** : Office of HOD(E&M), CMPDI, RI-II.
9. **Downloading** : The Tender Document can be downloaded from the CMPDI website <http://www.cmpdi.co.in>. The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of Tender Document.

Yours faithfully,

Kajari Mallick
HOD (E&M)

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

Copy to: -

1. Regional Director, RI-II for kind information.
2. HOD (E&M), Convener, Tender Committee, RI – II.
3. Shri M.M.P Singh, CM (Civil), RI- II, Member of Tender Committee.
4. Shri V.S. Rathore , Dy. Mgr.(F), RI- II, Member of Tender Committee.
5. Shri Anuj Mandal, Sr. Mgr. (Exploration) RI- II, Member of Tender Committee.
6. HOD (P&A), RI- II - With a request to arrange for display on CMPDI Notice Board.
7. GM (Civil), BCCL, Koyla Nagar, Dhanbad – With a request to arrange to display on Notice Board.
8. GM (E&M), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
9. GM (TA), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.
10. GM(MM), BCCL, Koyla Nagar, Dhanbad- With a request to arrange to display on Notice Board.

TENDER NOTICE

Sealed Quotations are invited from reputed parties for Comprehensive Annual Maintenance Contract of 33 Nos. ACER Make Desktop PCs (20 Nos. Acer Veriton M200 Q77 Models and 13 Nos. ACER Veriton M200 Q87 Models), installed at CMPDI, RI-II, Koyla Bhawan Complex, Dhanbad-826005.

Sl. No.	Description of Work	E.M.D.	Cost of Tender Document	Estimated Cost. Including Taxes (Approx.)	Date and time of opening of Tender	CAMC Duration of Desktop PCs
1.	Comprehensive Annual Maintenance Contract (CAMC) of 33 Nos. ACER Make Desktop PCs (20 Nos. Acer Veriton M200 Q77 Models and 13 Nos. ACER Veriton M200 Q87 Models) at CMPDI, RI-II, Koyla Bhawan Complex, Dhanbad-826005.	NIL	NIL	Rs. 29,205.00 (Rupees Twenty Nine Thousand Two Hundred And Five Only)	At 16:00 Hours on 24.08.2020	M200 Q77 : 1 Year after finalization of NIT M200 Q87 : From 01.03.2021 to 28.02.2022.

Last Date and Time of Submission of Tender: 24.08.2020 up to 15:30 Hours

Date and Time of Opening of Tender: At 16:00 Hours on 24.08.2020.

Sale of Tender Document :

Tender Document will be available for download from the CMPDI website-<http://www.cmpdi.co.in> from **31.07.2020 to 22.08.2020**. The intending bidder must submit the documentary evidence in support of their eligibility for taking up the work, along with their offer, failing which the tender will be rejected. In the event of the specified date for submission / opening of bids being declared a holiday, the bids will be received / opened at the appointed time on the next working day.

The Tender Document may be seen and downloaded from the website <http://www.cmpdi.co.in>. The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of tender paper.

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

The bidders will be required to submit an undertaking that they will accept the tender documents as available in the website and their tender shall be rejected if any tampering in the tender document is found to be done at the time of opening of tender.

In case of any discrepancy between the tender documents downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on the bidders. No claim on this account will be entertained.

Eligibility Criteria for taking up the Work :

1. The tenderer has to fulfill the following eligibility criteria (documentary evidence to be submitted in Part-1 i.e. techno-commercial bid of the tender) :
 - a) Average Annual Financial Turnover during the last 3 years ending 31st March (i.e. during 2017-18, 2018-19 & 2019-20) of the previous financial year should be at least 30% of the estimated cost, i.e. Rs. 8800/- (approx.)
 - b) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application is invited should be either of the following
 - i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost, i.e. Rs. 11682/- or
 - ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost, i.e. Rs. 14602.50/- or
 - iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost, i.e. Rs. 23364/-

Similar Work means work involving Annual Maintenance Contract of Desktop PCs.

In addition to above mentioned documents, the bidder must submit the following: -

1. PAN

2. Status of firm :

- I. If an individual: Full Name, Postal address, Place of Business.
- II. If proprietary firm: Name of the proprietor, full postal address of firm / proprietors.
- III. If a partnership firm: Full name of partners, full postal address of the registered office of the firm, and the partners, registered partnership deed.

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

- IV. In case of company : Date and place of registration, Memorandum, & articles of association, name of all the directors, full postal address of the registered office & all the directors.

3. Goods and Services Tax No:-

CMPDIL, RI-II, Dhanbad have **GSTIN No- 20AAACC7475N1ZI** having address - CMPDI LTD. REGIONAL INSTITUTE-II, Koyla Bhawan Complex, Dhanbad-826005 (Jharkhand).

Details of GST Registration of the bidders (to be filled by Bidders) Name of Bidders as per GSTIN Information	GSTIN No. of Bidders	STATE in which is Registered	Type of Registration (Regular/ Composition scheme/ Exempted From Registration) (To be clearly mentioned by Bidder)

- a) Copy of GST Registration certificate towards GST duly self-attested, if applicable.
- b) Copy of exemption certificate towards CGST/SGST/IGST duly self-attested, if applicable.

Mandatory registration of bidder with statutory authorities like GST, is required, unless they are specifically exempt from registration under specific notification/circular/section/rule issued by statutory authorities. The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration. For Example : If bidder is exempted from Registration under CGST ACT, 2017 due to his aggregate turnover being less than Rs. 20 lakhs then bidder has to submit the copy of Notification along with supporting documents which prove that turnover of their business is less than Rs. 20 Lakhs and certificate from practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Aggregate turnover from all business is less than Rs. 20 Lakhs, hence he is exempted from Registration under GST Act, 2017.

- c) If bidder is eligible for charging lower than the normal rate is applicable (where Bidder has opted Composition Scheme), then bidder has to submit the authentic documents for the same.

- d) The legally applicable rate of CGST/SGST/IGST/ Cess should be clearly mentioned.

- e) In case of COMPOSITION TAX, the supplier is liable to pay tax at concessional rate but can't collect any tax from CMPDIL and on the invoice, it should be mentioned by the supplier that "composition taxable person not eligible to collect tax on supplies". The supplier shall be

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

entirely responsible for all taxes and other such levies imposed as per GST or by any other law by government from time to time, including all Bank Charges.

f) The supplier also shall comply the provisions of GST including “Anti Profiteering clause” of GST.

g) The bidder shall indicate their GST Reg. No. and should submit GST Reg. Certificate along with the offer, if applicable. The successful Bidder shall comply with GST requirements as per law, without any financial implication to CMPDIL, RI-II.

h) The tax invoice raised by the supplier against the goods supplied must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN **20AAACC7475N1ZI** of CMPDI Ltd. in case of supply to CMPDI Ltd. within the state of Jharkhand.

Supplier shall ensure timely submission of correct invoice(s) as per GST rules / regulation, with all required supporting document(s) within a period specified in contract to enable CMPDIL to avail input credit of GST (CGST & SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services with requisite details. If input tax credit is not available to CMPDIL for any reason which is not attributable to CMPDIL, then CMPDIL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by CMPDIL to the contractor.

i) In case the tendered item is eligible for Input Tax credit, then the L-1 status shall be decided by deducting the Input Tax Credit (CGST, SGST or IGST, GST Cess (if applicable) (as the case may be) Amount. However, if Bidder has opted composition scheme under Section 10 of GST Act, 2017, they cannot levy GST, hence the CGST/SGST/IGST/GST Cess, the L-1 status will be determined on the basis of their quoted price.

In case Bidder is exempted from Registration under GST ACT and submitted the required documents as mentioned above, CMPDIL is liable to deposit the CGST, SGST, GST Cess (if applicable) under reverse charge as per the Provision of CGST Act, then applicable CGST, SGST, GST Cess will be included in landed price. However, if the tendered item is eligible for Input Tax credit, the same will be deducted while computing the L-1 status.

j) TDS: The TDS, if applicable, shall be made at applicable rate from the payment made or credited to the supplier against tax invoice issued in relation to supply of goods or services.

Copies of all the certificates to be submitted along with the tender shall be duly authenticated by the bidder.

4. Mode & Method of Submission of Tender :

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

Sealed Tender must be submitted in the prescribed form on or before **15:30 hours of 24.08.2020** in tender box in E&M Department, CMPDI, RI-II, Koyla Bhawan Complex, Koyla Nagar, Dhanbad. **Postal tenders will not be accepted. Any bid received after the stipulated time will not be accepted.**

Tender must be submitted in sealed cover, which must be superscribed with the Tender Enquiry Number and the date of opening. Full Name and address of the bidder shall be written on the bottom left corner of the sealed cover. The tender document shall become the property of the Company and shall not be returned to the bidder.

All envelopes containing the tenders shall be properly sealed. The Tender is to be submitted in two parts viz. Part – I and Part – II in separate sealed envelopes superscribed by Part –I and Part –II. **The Envelope- I containing Part-I & Envelope- II containing Part-II should be inside one outer cover.** The outer cover shall bear the address of the purchaser and full Name and address of the bidder shall be written on the bottom left corner.

The Tender should be submitted in two parts in two Envelope system and both these envelopes shall be in one outer cover. The first envelope i.e., **Part - I** of the tender document shall contain credentials (duly authenticated by the bidder) in support of his qualification in accordance with Eligibility criteria. The second envelope i.e., **Part - II** shall contain duly filled in Price Bid. Then, both the PART– I (**Techno Commercial Bid**) and PART– II (**Price bid**) shall be put inside a third **overall envelope** and sealed & secured and submitted.

Validity of the offer shall be 180 days from opening of Price Bid / Revised Price Bid (if any).

The date and time of opening of Price Bid or Part II of the tender shall be communicated over telephone to technically qualified bidders in due course of time after consideration of (first Envelope) Part -I.

Each page of the tender document should be duly signed by the tenderer. This will not contain any alternative items or suggestions, comments, or conditions. Late tender / incomplete tenders / telegraph tenders, tenders received through Post / Courier services or tenders received after due date and time of tender submission shall not be accepted. The rate for the work should be inclusive of all incidentals, overheads, taxes, octroi, duties, leads, lifts, carriage, etc. as required for completion of work.

Supplied items should be in good condition with packing & free from any defect.

Specifications will be strictly followed as per the schedule. Any loss or damage to the item while handling / Transporting till such time the items are delivered and handed over to this office is the responsibility of Successful bidder.

Evaluation of bid shall be based on total value of the entire job including supplies of materials as specified in schedule of price and not on individual items.

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

All the bidders are requested to be present on the scheduled date and time of opening. However, their absence will not stop the opening of bids.

Auto Extension of Critical Dates :

If number of bids received is found to be less than 03 (three) on End Date of bid submission, then the following critical dates of the Tender will be extended initially for a period of 02 (two) days; and, if the number of bids still remains less than 03 (three), then for another 05 (five) days

- Last Date of Sale of Tender.
- Last date of Submission of Bid.
- Date of Opening of Tender.

This extension will be also applicable in case of receipt of zero bid.

NOTE :

1. The validity period of tender shall be decided based on the final end date of submission of bids.
2. The auto extension shall work on the basis of number of bids received only. It may so happen that any of these bids may be eventually rejected during Tender Opening.
3. After two extensions, with approval of Competent authority, the tender shall be opened irrespective of available number of bids on the extended date of opening of tender.

The Tender Committee reserves the right to accept / reject any tender fully or partly or split up the work without assigning any reason whatsoever and its decision will be final as well as binding.

The offer for the successful bidder shall be firm for entire durations of Comprehensive AMC.

Kajari Mallick
HOD(E&M)

UNDERTAKING BY TENDERER(S)

(In the form of affidavit on Non Judicial Stamp Paper of Rs. 10/- (or More))

I, proprietor / partner / accredited representative of M/s.
....., solemnly declare that :

1. We are submitting tender for the work ***“Comprehensive Annual Maintenance Contract of 33 Nos. ACER Make Desktop PCs (20 Nos. Acer Veriton M200 Q77 Models and 13 Nos. ACER Veriton M200 Q87 Models) installed at CMPDI, RI-II, Koyla Bhawan Complex, DHANBAD-826005.”*** against Tender Notice No. CMPDI/RI-II/E&M/DESKTOP PC/20-21/1480-89 Dated : 31.07.2020.
2. I/We, partners/proprietor of the firm, am / are not related to any employee of CIL and its subsidiaries.
3. All the information furnished by me / us in respect of fulfillment of eligibility criteria & qualification information of this tender are complete, true & correct.
4. All documents / credentials submitted through this tender are genuine, authentic, true & valid.
5. I / we have not been banned / de-listed by any Govt. / PSU organization.
6. If any information & document submitted is found to be false/ incorrect anytime, department may cancel my tender & action as deemed fit may be taken against me/ us, including termination of the contract, forfeiture of all dues including EMD & banning/ de-listing of my/our firm.

... ..

(Seal of Notary)

Signature of Tenderer

.. .. .

Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm (proprietor/partner/legal representative etc.):

Date:

Place:

Official Seal (Stamp):

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

SCOPE OF WORK

1. The successful bidder shall enter into Comprehensive Annual Maintenance Contract (CAMC) for 33 Nos. Desktop PCs (20 Nos. ACER Veriton M200 Q77 Models and 13 Nos. ACER Veriton M200 Q87 Models), that includes replacement of defective / unserviceable parts. The defective parts will be replaced with equivalent quality in performance. The parts will be provided on exchange basis, i.e. the defective parts replaced will become the Party's property.
2. Each Machine would undergo Preventive Maintenance, once every quarter. Joint Certificate or Preventive Maintenance Report shall be signed for each quarter.
3. Regular Maintenance Service will be provided during general shift of CMPDI's working hours on weekdays only.
4. In the event of Breakdown, the Party shall ensure that the fault will be attended within 24 hours from the date / time of intimation by CMPDI, RI-II, Dhanbad and provide a standby arrangement, in case repair of the machine takes long time for want of spares.
5. The Bidder hereby confirms that the Comprehensive AMC of the machines will have back to back support from the OEM of the Desktop PCs, i.e. M/s. Acer India.

MAJOR TERMS AND CONDITIONS :

1. Period of Comprehensive Annual Maintenance Contract :

The Comprehensive AMC will be valid for a period of One (1) Year as follows :

CAMC Period for 20 Nos. ACER Veriton M200 Q77 Desktop PCs :

1 Year after finalization of the NIT.

CAMC Period for 13 Nos. ACER Veriton M200 Q87 Desktop PCs :

1 Year from 01.03.2021 to 28.02.2022.

2. Comprehensive AMC Charges :

The Quoted Comprehensive AMC Charges shall remain firm throughout the Comprehensive AMC Period. GST shall be applicable at actual Rates.

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

3. Payment :

The Comprehensive AMC Charges will be payable on Quarterly basis, after expiry of each Quarter, on submission of pre-receipted bill, in triplicate (duly signed and stamped), along with Performance Report / Preventive Maintenance Report of the Desktop PCs, to Regional Director, CMPDIL, Regional Institute –II, Dhanbad-826005.

4. Uptime Guarantee :

The Bidder ensures 95% uptime of the machines. The Uptime and Downtime Penalty will be calculated on the basis of following points :

- (i) The bidder guarantees 95% availability (Uptime) for each machine on quarterly basis.
- (ii) Machine downtime will be reckoned only during working days. Downtime Period beyond these hours on a working day would be excluded.
- (iii) The downtime period will start from the date and time of reporting complaint to the party.
- (iv) The availability percentage for each machine will be calculated for each quarter.
- (v) Penalty can be imposed on pro-rata basis, if the availability falls below 95%.

$$\text{Thus, Penalty} = \frac{(95\% - \text{Actual Availability}) \times \text{Quarterly AMC Charges}}{95\%}$$

- (vi) No Bonus or additional amounts shall be payable, if the availability is more than 95%.

- (vii) Actual Availability Percentage for each machine will be calculated as follows :

$$\text{Actual Availability} = \frac{(\text{No. of Working Days} \times 8) - (\text{Downtime Hours during Quarter})}{(\text{No. of Working Days} \times 8)} \times 100$$

- (viii) Penalty for any quarter for each machine to be imposed, will be calculated on the basis of the following table :

Availability Percentage (Rounded)	Penalty
95% And Above	Nil
85% To 94%	As per Amount Calculated in 4 (ii), (v), (vii)
50% To 84%	Double the Calculated Amount as per Amount Calculated in 4 (ii), (v), (vii)
Below 50%	No AMC Payment for the Quarter

5. The Scope of Comprehensive AMC will not include the following :

- (a) Electrical Works external to the machine or other devices not included as per the Work Order.
- (b) Damages resulting from Accidents, Fire & Flood Transportation, and other causes occurring, apart from the normal use of the machines.
- (c) Repairing / Opening of the Machines by any unauthorized persons.
- (d) Data Loss due to misuse and mishandling.

6. Submission of Bill :

Bill (Invoice) will be submitted in triplicate on quarterly basis at the end of the quarter, along with Performance Report or Preventive Maintenance Report.

7. Paying Authority :

HOD(Finance), CMPDIL, Regional Institute-II, Koyla Bhawan Complex, Koyla Nagar, Dhanbad (Jharkhand) - 826005.

8. Non-Disclosure / Confidentiality Clause :

The bidder will not, at any time, during pendency of contract or afterwards, disclose to any person, any information as to documents, components, parts, information, drawings, data, sketches, plans, programs, specifications, techniques, processes, software, inventions and other materials, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance , invention, research, design or development of information system and any supportive or incidental Sub-systems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed by or on behalf of CMPDI, in any jurisdiction, and any

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.

CMPDI also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit or for the benefit of other, any Proprietary Information which is disclosed to the bidder by CMPDI at any time during the agreement / award of work / execution of work and thereafter. The bidder shall disclose Proprietary Information received under the contract to person within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary Information. This clause shall survive and continue after any expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.

9. ALL DISPUTES ARE SUBJECT TO DHANBAD COURT JURISDICTION ONLY.

ADDITIONAL TERMS AND CONDITIONS

1. 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.
2. Competent authority reserves the right to cancel / terminate the contract in between, in case the quality of job being done is not satisfactory, within seven days' notice either verbally or in writing. No payment shall be made in that case, for part supply or part completion of the job done.
3. Conditional / Incomplete tenders will not be accepted and shall be out right rejected.
4. Issuance of tender documents does not mean that the parties are considered to be qualified.
5. The experience as given in the eligibility criteria should be in the name & style in which tender is filled. The experience in the name of some other firm / company will not be considered for this purpose.
6. 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 violation of contract and shall be cancelled and terminated. The bidder shall closely study all terms and conditions in details, which govern the rates for which he/she/they is/are tendering.
7. The company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders, without assigning any reason whatsoever and split up the work between two or more tenders or accept the tender in part and not in entirety.
8. The contractor shall be wholly and solely responsible for full compliance with provisions under all labour laws and / or regulations if it is applicable to him, 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 law and rules, under time to time.
9. The contractor shall, at his own cost, arrange for safety provisions stipulated by Government or 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 contractor 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 contractor.

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

10. The contractor shall not employ any labour under 18 years of age on the job.
11. Security of the persons employed by the contractor shall be borne by the contractor.
12. Entry to our office building in Koyla Bhawan Complex for the contractor's workers shall be the responsibility of the contractor himself.

Accepted:

Signature of the Contractor / bidder: Dated:

NAME OF THE SIGNATORY IN BLOCK CAPITAL:

Official Seal / Stamp:

Kajari Mallick
HOD(E&M)

PART-II

FORMAT OF PRICE BID

FORMAT OF PRICE BID
(To be submitted in Envelope-II)

Sl. No.	Comprehensive AMC of ACER Make Desktop PCs	Unit AMC Rate (Excluding Taxes) (Rs.)	Total AMC Amount of Respective Desktop PCs at Sl. Nos. 1 & 2 (Excluding Taxes) (Rs.)
1.	ACER VERITON M200 Q77 – 20 NOS.		20 * =
2.	ACER VERITON M200 Q87 – 13 NOS.		13 * =
3.	TOTAL AMC AMOUNT OF 33 NOS. DESKTOP PCs (EXCLUDING TAXES) (1 + 2)		
4.	TAXES @ % OF (3)		
GRAND TOTAL AMOUNT (3 + 4)			
GRAND TOTAL AMOUNT IN WORDS :			

Place :

Signature & Seal of the Bidder

Date :

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

NOTICE INVITING TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF 33 NOS. ACER MAKE DESKTOP PCs (20 NOS. ACER VERITON M200 Q77 MODELS AND 13 NOS. ACER VERITON M200 Q87 MODELS) AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

Tender Enquiry No.: CMPDI/RI-II/E&M/DESKTOP PC/20-21/1480-89 DATED 31.07.2020

1. Name of the work : Comprehensive Annual Maintenance Contract of 33 Nos. ACER Make Desktop PCs (20 Nos. Acer Veriton M200 Q77 Models and 13 Nos. ACER Veriton M200 Q87 Models) installed at CMPDI, RI-II, Koyla Bhawan Complex, Dhanbad-826005.
2. Estimated Cost : Rs. 29,205.00 (Including Taxes)
3. Earnest Money : NIL
4. Cost of Tender Document : NIL
5. Date of sale of Tender Document : From **31.07.2020 To 22.08.2020**
6. Due Date and time for submission of Bids : **24.08.2020 upto 3-30 PM**
7. Date and Place of opening of tender : **24.08.2020 at 4.00 PM** at Office of HOD(E&M), CMPDI, RI-II.
8. Place of Receipt of Tender document : Office of HOD(E&M), CMPDI, RI-II.
9. Downloading : The Tender Document can be downloaded from the CMPDI website <http://www.cmpdi.co.in>. The company shall not be responsible for any delay / difficulties / inaccessibility of the downloading facility for any reason whatsoever. The downloading facility shall be available during the period of sale of Tender Document.

Yours faithfully,

Kajari Mallick

Kajari Mallick
HOD (E&M)

31/07/2020

TENDER DOCUMENT FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 33 NOS. ACER MAKE DESKTOP PC AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.