

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/PHOTOCOPY/20-21/3302-11

DATED 18.12.2020

TENDER DOCUMENT

FOR

**ANNUAL RATE CONTRACT FOR B/W PHOTOCOPY OF A4 SIZE PAGES AT CMPDI, RI-II,
KOYLA BHAWAN COMPLEX, DHANBAD-826005.**

ESTIMATED VALUE : Rs. 1,20,000.00 (Excluding Taxes)

EARNEST MONEY DEPOSIT : NIL

COST OF TENDER DOCUMENT : NIL

SALE OF TENDER DOCUMENT : FROM 18.12.2020 TO 02.01.2021

DUE DATE FOR SUBMISSION OF BIDS : 04.01.2021 upto 3-30 PM

OPENING OF TENDER : 04.01.2021 at 4.00 PM

**NOTICE INVITING TENDER FOR ANNUAL RATE CONTRACT FOR B/W PHOTOCOPY OF
A4 SIZE PAGES AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.**

Tender Enquiry No.: CMPDI/RI-II/E&M/PHOTOCOPY/20-21/3302-11

DATED 18.12.2020

1. **Name of the work** : Annual Rate Contract for B/W Photocopy of A4 Size Pages at CMPDI, RI-II, Koyla Bhawan Complex, Dhanbad-826005.
2. **Estimated Cost** : Rs. 1,20,000.00 (Excluding Taxes)
3. **Earnest Money** : NIL
4. **Cost of Tender Document** : NIL
5. **Date of sale of Tender Document** : From 18.12.2020 To 02.01.2021
6. **Due Date and time for submission of Bids** : 04.01.2021 upto 3-30 PM
7. **Date and Place of opening of tender** : 04.01.2021 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 ANNUAL RATE CONTRACT FOR B/W PHOTOCOPY OF A4 SIZE PAGES AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

Copy to: -

1. Regional Director, RI-II for kind information.
2. Convener, Tender Committee, RI – II.
3. Shri M.M.P Singh, CM (Civil), RI- II, Member of Tender Committee.
4. Smt. Pallavi Shidgane , Asst. 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 Annual Rate Contract for B/W Photocopy of A4 Size Pages at CMPDI, RI-II, Koyla Bhawan Complex, Dhanbad-826005.

Sl. No.	Description of Work	E.M.D.	Cost of Tender Document	Estimated Cost. (Approx.)	Date and time of opening of Tender	Duration of ARC
1.	Annual Rate Contract for B/W Photocopy of A4 Size Pages at CMPDI, RI-II, Koyla Bhawan Complex, Dhanbad-826005.	NIL	NIL	Rs. 1,20,000.00 (Rupees One Lakh Twenty Thousand Only) (Excluding Taxes)	At 16:00 Hours on 04.01.2021	12 months from date of issue of Work Order.

Last Date and Time of Submission of Tender: 04.01.2021 up to 15:30 Hours

Date and Time of Opening of Tender: At 16:00 Hours on 04.01.2021.

Sale of Tender Document :

Tender Document will be available for download from the CMPDI website-<http://www.cmpdi.co.in> from **18.12.2020 to 02.01.2021**. 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.

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.

TENDER DOCUMENT FOR ANNUAL RATE CONTRACT FOR B/W PHOTOCOPY OF A4 SIZE PAGES AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

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. 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.
- 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

TENDER DOCUMENT FOR ANNUAL RATE CONTRACT FOR B/W PHOTOCOPY OF A4 SIZE PAGES AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

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 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 :

Sealed Tender must be submitted in the prescribed form on or before **15:30 hours of 04/01/2020** 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 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.

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 duration of ARC.

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 ***“Annual Rate Contract for B/W Photocopy of A4 Size Pages at CMPDI, RI-II, Koyla Bhawan Complex, DHANBAD-826005.”*** against Tender Notice No. CMPDI/RI-II/E&M/PHOTOCOPY/20-21/.....Dated : 18.12.2020.
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):

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SCOPE OF WORK

1. Scope of Work covers collection of Original Report / Document(s) required to be photocopied from CMPDI, RI-II Office Building, Delivery of Photocopies (Output) along with original Set of Report / Documents, as per quoted price in the schedule of price. The job shall be done at the bidder's premises. For doing the job at his / their premises, the bidder is required to collect the original Report / Document(s) from respective department of RI-II Office, Koyla Bhawan and deliver them after photocopying to the concerned department at RI-II Office, Koyla Bhawan, at his / their own risk within stipulated time period of Seven (7) Working Days. No instrument / machine / Labour shall be provided by the company (CMPDI, RI-II, Dhanbad) for the said work.
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 Work Order. The quantum of job for each phase shall be determined by the concerned departmental head. 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.
3. Entire job of Photocopying shall be done as per the instructions, issued by concerned department and is subject to changes, if felt necessary by the concerned department.
4. Payment shall be made separately for each phase of work after satisfactory completion of the job.
5. No resources shall be provided by CMPDI, RI-II, Dhanbad, for Photocopying work. All the requisite inputs (viz. Electricity, Paper (Min. 75 GSM), Labour, etc.) will be arranged by the Bidder only. The Pages to be used for Photocopying purpose must be of 75 GSM (Minimum).
6. The Concerned Department of CMPDI, RI-II, Dhanbad, shall duly fill up the Form, given in Annexure 'A' & get it countersigned by the Bidder or his representative, for each Phase or Volume of Work.

ANNEXURE 'A'

1. NAME OF DEPT. :
2. JOB NO. & DESCRIPTION :
3. TOTAL NO. OF A4 SIZE B/W COPIES :
4. DATE OF GIVING ORIGINAL DOCUMENT(S) TO BIDDER FOR PHOTOCOPY :
5. DATE OF RECEIPT OF COMPLETED SETS AFTER PHOTOCOPY :
6. WHETHER JOB HAS BEEN COMPLETED SATISFACTORILY :

SIGNATURE OF HOD (Dept.)
CMPDI, RI-II

SIGNATURE OF BIDDER
OR REPRESENTATIVE

MAJOR 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 rates, terms and conditions offered shall be valid for a period beginning from the date of opening of Price Bid / Revised Price Bid (if any) **to the date of completion of Work Order of Annual Rate Contract (if finalized)**. It is the onus of the contractor to have the liability for any compensation to self and his engaged worker / labour in case of eventuality. CMPDI, RI-II will have no liability in any case and in any manner.
9. If the contractor fails to maintain the required progress in terms of agreed time and progress chart or to complete the work and clear the site on or before the contract or extended date of completion, he shall, without prejudice to any other right or remedy available under the law to the company on account of such breach, pay as compensation (Liquidated damages) @ half percent (1/2%) of the consignment value per week of delay. The aggregate of such Compensation shall not exceed 10 (ten) percent of the consignment value.

TENDER DOCUMENT FOR ANNUAL RATE CONTRACT FOR B/W PHOTOCOPY OF A4 SIZE PAGES AT CMPDI, RI-II, KOYLA BHAWAN COMPLEX, DHANBAD-826005.

10. The job of delivery of Final Photocopies of Reports / Documents / Drawings to the concerned Dept. of CMPDI, RI-II, will have to be completed within seven (7) working days from the date of receipt of Original Set of Report / Documents / Drawings from concerned Dept. of CMPDI, RI-II, Dhanbad.
11. Paying authority: HOD(Finance), CMPDI, RI-II, Dhanbad.
12. The successful bidder will submit bills in triplicate, duly stamped and pre-receipted to the Consignee for arranging payment in time along with all relevant documents.
13. All disputes are subject to Dhanbad Court Jurisdiction.
14. 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.
15. 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.
16. The contractor shall not employ any labour under 18 years of age on the job.
17. Security of the persons employed by the contractor shall be borne by the contractor.
18. Entry to our office building in Koyla Bhawan Complex for the contractor's workers shall be the responsibility of the contractor himself.
19. **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 subsystems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed by or on

behalf of CMPDIL, in any jurisdiction, and any 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.

CMPDIL 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 CMPDIL 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.

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.	Item Description	Unit Rate (Rs.) per Copy (Excluding Taxes) = x	Total Cost (Rs.) = (85000 * x)
1.	B/W Photocopy for Tentative 85000 Copies (approx.) for 1 year Paper Size : A4 (Min. 75 GSM)		
TOTAL (EXCLUDING TAXES) (A)			
TAXES @ % (B)			
GRAND TOTAL IN FIGURES (A) + (B)			
GRAND TOTAL IN WORDS			

Note : Total Cost is inclusive of supply of all materials required for B/W Photocopying , labour charges, all taxes, duties, levies, insurance, packing and forwarding, transport & delivery of output Consignment upto concerned Department of CMPDI,RI-II, Koyla Bhawan Complex, Koyla Nagar, Dhanbad (Jharkhand) -826005.

Place :

Signature & Seal of the Bidder

Date :

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