



cmpdi

A Mini Ratna Company

Ref. No.: CMPDI/RI-VI/E&M/20-21/

सेन्ट्रल माइन प्लानिंग एण्ड डेजाइन इन्स्टीट्यूट लोमटड
(कोल इंडिया लिमिटेड की अनुंतंगी कम्पनी/भारत सरकार का एक लोक उपक्रम)
क्षेत्रीय संस्थान-6, जयन्त कोलियरी, जिला-सिंगराउली (मध्यप्रदेश) - 486 890
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Regional Institute-VI, P.O.-Jayant Colliery, Distt.-Singrauli (M.P.) - 486 890

Corporate Identity Number : U14292JH1975GOI001223

Dated: 31.03.2021

QUOTATION TENDER

Dear Sir,

Kindly, offer your quotation for the work “Repairing of Plotter HP Design jet 800” as per Annexure I.

1. Name of the work:	Sealed tenders in single cover are invited forth work of “Repairing of Plotter HP Design jet 800”
2. Estimated cost:	Rs. 15989.00
3. Earnest money:	Rs 0.0 (Rupees zero only) in the form of A/c payee demand Draft/Cheque drawn in favour of “ CMPDI, Regional Institute, Singrauli ” on any scheduled Bank, payable at Singrauli.
4. Period of completion:	15 Days
5. Cost of Tender Document:	NIL.
6. Last date of submission of offers:	Up to 1.00 pm on 15.04.2021
7. Place of Submission of offers:	Office of the HOD (E&M), CMPDI RI-VI, JAYANT, SINGRAULI.
8. Due date of opening of offer:	At 3.30 pm on 15.04.2021
9. Place of opening of tender:	Office of the HOD (E&M), CMPDI RI-VI, JAYANT, SINGRAULI.

Copy to:

1. RD, RI- VI-for kind information
2. ES to RD (2 Copies) - For display on notice board of RI-VI Office and notice board of maintenance office at colony.
3. OIC, CMPDI Drilling Camp Singrauli- For display on notice board.
4. Members - Tender Committee
5. Vigilance officer, CMPDI-RI-VI
6. Cashier, RI-VI

Yours faithfully,

Wif P.M. - 31/3/21
HOD (E&M)
CMPDI RI-VI, Singrauli.

Suraj Raut



TENDER DOCUMENT

Sealed tenders in **single cover** are invited for the work of “Repairing of Plotter HP Design jet 800”

Name of work:

Name of work	Estimated Cost in Rs.	E.M.D. in Rs.	Application fee for tender document	Period of completion
“Repairing of Plotter HP Design jet 800”	15,989.00 (Including GST)	0.0	Nil	15 Days

1. Mode & Method of Submission of Tenders

Tender must be submitted in sealed single cover which must be super scribed with the Tender name, Tender notice number along with date at top of envelope and tenderer name & address at bottom left of envelope. Envelope containing the tenders shall be properly sealed. **Stapled envelope are not accepted.**

List of Mandatory documents to be submitted in Main Envelope of the bid:

- i. Price bid as per Annexure – I of NIT.
- ii. An undertaking as per Annexure – II of NIT.
- iii. Letter of bid as per Annexure – III of NIT.
- iv. Mandate Form for ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT as per Annexure – IV of NIT
- v. Duly sealed and signed copy of NIT (on all pages) as a token of acceptance of terms and conditions of NIT along with the authorization to sign the tender documents in case the same are signed by a person other than owner / proprietor of the firm.
- vi. Copy of self – attested PAN Card issued by Income Tax Department, Govt of India.
- vii. Copy of self – attested GSTIN registration indicating GSTIN number or documentary evidence in case of exemption / short levy or concessional rate.
- viii.

2. Validity Period of Tenders: The rates, terms and conditions offered shall be valid for a period of 120 days from the date of opening of the tender.

3. Submission of Tenders: Tenders will be submitted in tender box in sealed covers at the address:-Office of the HOD (E&M), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P.).

4. Opening of Tender: The tender shall be opened at the office of HOD (E&M), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P) at the time and date as given in the NIT.

(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. GENERAL TERM AND CONDITIONS FOR SUBMISSION OF OFFERS

- a. Quotations, erased and over written, will be strictly rejected.

- b. CMPDI reserves the right to reject or accept or withdraw or cancel the tender in full or part as the case may be without assigning any reason thereof at any point of time. Tenderers are advised to carefully note that the deviation in these terms will not be entertained.
- c. Bid evaluation: - Parties are required to submit their offers for all the items as per Price Bid in Annexure-I. However, bids shall be evaluated on overall lowest (L-1) rate basis.

6. OTHER TERMS AND CONDITIONS

- a. **Prices:** -Rates shall include all taxes, duties, levies. If specifically, not included in the offer, it will be assumed that these are included in the offer.
- b. **Paying authority:** The HOD (Finance), Regional Institute-VI, Singrauli (MP)
- c. **Warranty-** The spares provided and fitted shall be under warranty for six months from date of fitment

W.P. 31/3/21
HOD (E&M)
CMPDI RI-VI, Singrauli
Xud. Raja

PRICE BID

Sl.No.	Description	Qty	Unit	Rate	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total estimated amount (Incl. GST) **15,989.00**

I hereby quoted my rate _____ (in words) on the estimated value including GST.

Note:

1. Bidders are required to quote their rate in the space provided both in numeric and in words.

Place:

Full Signature & Seal of the Authorized person:

Date: -

(PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDERIN LETTER HEAD)

UNDERTAKING

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

1. I/We am/are submitting Tender for the Work of..... against Ref. No. **CMPDI/RI-VI/E&M/20-21/.....**, Date:and I/we offer to execute the work in accordance with all terms, conditions and provisions of the bid.
2. All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. None of the proprietor/partners of our firm is relative of employee of Central Mine Planning & Design Institute.
4. If any information furnished by me/us in support of the information furnished by me/us is found to be false/incorrect at any time, the department may cancel my Tender and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of Earnest Money and banning/ delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.
5. Our status with regard to GST registration: GST registered/Unregistered/Registered under Composition Levy (Strike off whichever is not applicable).
6. I/ We hereby authorize department to seek references / clarifications from our Bankers.
7. We hereby undertake that we shall register and obtain license from the competent authority under the contract labour (Regulation & Abolition Act) as relevant, if applicable.
8. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
9. All documents / credentials submitted along with this tender are genuine, authentic, true and valid.

*Strike out whichever is not required

Full Signature of the Authorized person

Dated-----

(PROFORMA FOR LETTER OF BID TO BE SUBMITTED BY BIDDER IN LETTER HEAD)

LETTER OF BID

Ref.: -

Dated: -/...../

To,
The HOD (E&M)
CMPDI RI-VI, JAYANT,
Singrauli (M.P)

Ref.: - Ref. No.: - **CMPDI/RI-VI/ E&M /20-21/-----**

Dated: -----

Dear Sir,

With reference to the above referred NIT we are pleased to offer you our lowest quotation with the following details.

1. Name and Full Address of the firm:
2. Type/Status of the firm:
(Indicate whether Company / Partnership firm/ Proprietorship firm etc.)
3. Name & designation of the firm authorized to sign the tender documents:
(Please submit the copy of authorization with signature duly attested in case the tender is signed by person other than the proprietor / owner of the firm)
4. We have submitted signed and stamped copy of all the pages of NIT terms and conditions as token of acceptance of commercial & general terms and conditions of NIT.
5. Our **GSTIN No.** is (Photocopy of GSTIN proof attached)
6. Our **PAN No.** is (Photocopy of PAN card enclosed)
7. We have submitted **Price Bid** as per format mentioned under Annexure-I.
8. We have submitted e-payment as per format mentioned under Annexure-II.
9. We have submitted Undertaking as per format mentioned under Annexure-III.
10. Our Registered E-mail ID (Please indicate your firms registered E-mail ID):
11. Our Contact Number:

Full signature & Seal of the authorized person

Name:

Mandate Form for ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT**To****Central Mine Planning & Design Institute Limited,
Regional Institute-VI, Jayant, Singrauli-486890.****Sub:** Authorization for release of payment due from Central Mine Planning & Design Institute Limited, Regional Institute-VI, Jayant, Singrauli through Electronic Fund transfer/ Internet Banking. (SBI-NET)

Ref: Order No. _____ Date _____ and/or Tender/Enquiry/Letter No. _____ Date _____

(Please fill in the information in CAPITAL LETTERS, Please TICK wherever it is applicable).**1. Name of the Party**_____

_____**2. Address of the Party**

City _____ PIN Code _____

3. E- Mail Id _____**4. Permanent Account Number** _____**5. Particulars of Bank**

Bank Name				Branch Name			
Branch Place				Branch City			
PIN Code				Branch Code			
MICR No.							
(9 Digits code number appearing on the MICR Band of the Cheque supplied by the Bank. Please attach Xerox copy of a Cheque of your bank for ensuring accuracy of the bank name, branch name and code number)							
RTGS CODE							
Account Type	Savings	Current	Cash Credit				
Account Number (as appearing in the Cheque Book)							

4. Date from which the mandate should be effective: _____

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information. I shall not hold Central Mine Planning & Design Institute Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through SBI Net.

Place:

Date:

Signature of the party/Authorized Signatory.

Certified that the particulars furnished above are correct as per our records.

Banker's Stamp.