



**cmpdi**

*A Mini Ratna Company*

Ref. No.: CMPDI/RI-VI/ENV/21-22/

सन्दर्भ माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लोमेटड  
(कोल इण्डिया लिमिटेड की अनु रंगी कम्पनी/भारत सरकार का एक लोक उपक्रम)  
क्षेत्रीय संस्थान-6, जयन्त कोलियरी, जिला-सिंगरौली (मोप्र) - 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: 12.08.2021

## 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 Quotation in **single cover** are invited forth work of “Repairing of Plotter HP Design jet 800”

2. Estimated cost: **Rs. 58,764.00**

3. Earnest money: **Rs 0.0** (Rupees zero only)

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 27.08.2021**

7. Place of Submission of offers: **Office of the HOD (ENV), CMPDI RI-VI, JAYANT, SINGRAULI.**

8. Due date of opening offer: **At 3.30 pm on 27.08.2021**

9. Place of opening of tender: **Office of the HOD (ENV), CMPDI RI-VI, JAYANT, SINGRAULI.**

Yours faithfully,

*For Daily 27/8/21*

HOD (ENV)

CMPDI RI-VI, 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



### 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”	58,764.00 (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 (Duly signed)**

- 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. Bid Securing declaration as per Annexure V.

**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 (ENV), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P.).

**4. Opening of Tender:** The tender shall be opened at the office of HOD (ENV), 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.

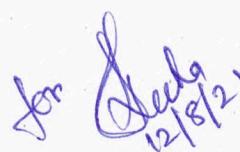
#### **5. GENERAL TERM AND CONDITIONS FOR SUBMISSION OF OFFERS**

- 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.
- d. All other T&C as applicable under CIL manuals.



Mr. Deepak  
12/8/22

HOD (ENV)  
CMPDI RI-VI, Singrauli

**PRICE BID**

<b>SI.No.</b>	<b>Description</b>	<b>Qty</b>	<b>Basic Rate</b>	<b>GST</b>	<b>Total Amount</b>
1	USB CARD /LOGIC CARD FOR HP DESIJNJet 800 PS PLOTTER	01			
2	INK SUPPLY STATION WITH CARD FOR HP DESIJNJet 800PS PLOTTER	01			
3	CARRAGE ASSEMBLY PRINT HEAD FOR HP DESIJNJet 800 PS PLOTTER	01			
4	CARRAGE BELT FOR HP DESIJNJet 800 PS PLOTTER	01			
5	FITTING & INSTALLATION CHARGES	ONE JOB			
6					
7					
8					
9					
10					

Total estimated amount (Incl. GST) **58,764.00**

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: -

**ANNEXURE-II**

**(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/ENV/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 (ENV)  
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, Régional 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.

Date:

**(Signature of the Authorized official from the Banks)**

**Bid Securing Declaration**  
**(On the letter head of Bidder)**

I / We ..... Proprietor/Partner/Legal Attorney/ Director/ Accredited Representative of M/S. ...., solemnly accept that if we, withdraw or modify our bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline or any other default which attracts forfeiture of EMD as defined in the request for bids documents than we will be banned for two years from being eligible to submit bids in CIL and its subsidiaries.

Signature :

Name :

Designation :

Date:..... Name of Firm :

Place:..... Seal :

## SCOPE OF WORK

1. All work must be under six months' comprehensive warranty.
2. All four parts namely Usb card/logic card, Ink supply station with card, carriage assembly, carriage belt should be genuine.
3. You shall have to comply provisions of various statutes in force like labour license Contract Labour Act (R&A) 1970, Contract Labour (R&A)-Central Rules 1971, Minimum Wages act, Workmen Compensation Act and latest amendments thereof and maintain records accordingly. You will make payment to your workers as per prevailing minimum wages through Bank A/c only.
4. The contractor shall pay wages to his/their laborers engaged on site as per the minimum wages act **through bank account only** according to the attendance register maintained by the contractor duly certified by EIC. Contractor shall ensure compliance of all applicable labour laws, PF etc. as applicable to him.
5. All Guidelines Specifications and terms and conditions etc. are applicable as per CIL manual work.
6. No escalation shall be payable for the work on any account.
7. Any liabilities arising during performance of contract to any authorities shall be at the risk and cost of the contractor.
8. TDS as per income tax act 1961 and commercial tax as applicable shall be recovered from each bill of the contractor along with any other duty/cess etc.
9. **The CMPDI RI-6 Authority reserves the right to cancel the work any time and without prior notice with or without assigning any reason what so ever without any compensation to the contractor and same shall be binding on the contractor.**