



**cmpdi**  
A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट लिमिटेड  
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)  
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)  
**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
**CORPORATE IDENTITY NUMBER - U14292TH1975601001223**  
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोला-७१३३०४  
Regional Institute-1, West End, G.T. Road, Asansol-713304

Ref. No: CMPDIL/RI-I/S&P/ARC Printing & Binding/5/2021-22/244

Date: 16.10.2021

### NOTICE INVITING QUOTATIONS

Sealed quotations (on letterheads of bidders as per given format) are invited from bonafide Printers cum Binders having experience in the jobs of printing and binding of reports in CMPDI/ECL/IISCO and other public sector Undertaking/Private Companies for following works on rate contract basis for the period from the date of issue of work-order upto 2 (two) years and extendable by another 1(One) year subject to satisfactory performance as per schedule of requirement and terms & conditions given below:

**Estimated Amount of work for the period of Rate Contract for 1(One) year : Rs 150000.00 (Rupees One Lakh only)**

Sl No	Description of jobs	Estimated Unit Rate (Exclusive of GST) (₹)	Quoted Price			
			Unit Rate (₹)	GST (% & ₹)	Unit Rate inclusive of GST (₹)	Amount (₹)
1	Binding of reports with plastic/metal spirals					
i)	Upto 50 pages	57.00				
ii)	51 to 100 pages	67.00				
iii)	101 to 200 pages	92.00				
iv)	201 to 400 pages	100.00				
v)	Above 400 pages	114.00				
2	Supply of Transparent Plastic Folder to accommodate 20 nos of A0 folded drawings	91.00	To be filled up by the bidder on his own letterhead			
3	Rexine binding folder to accommodate 75 nos of A4 size folded drawings	140.00				
4	Supply and printing of plastic coated front / back cover page	13.00				
5	Supply of multi-coloured offset printed cover pages of 250 GSM quality (set of front and back)	9.00				
6	Supply and printing of stiff card board type box	1000.00				



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7	Supply of printed classification sheet in book form					
i)	3 part, 3x100 pages in a book	370.00				
ii)	2 part, 2x100 pages in a book	320.00				
8	Supply and fixing of plastic jacket to accommodate					
i)	Upto 30 nos Plans	110.00				
ii)	Upto 75 Plans	120.00				
9	Cutting and Folding of Drawings					
a)	As a part of report	15.00				
b)	Without part of report					
i)	Upto 10 drawings	15.00				
ii)	11-50 drawings	15.00				
iii)	Above 50 drawings	15.00				
10	Vouchers Binding	100.00				

To be filled up by the bidder  
on his own letterhead

**Note: Samples wherever necessary will be supplied by the departments**

#### **TERMS & CONDITIONS**

- PAN** : Self attested copy of PAN
- GST Details:** CMPDIL, RI-1, Asansol have GSTIN No- **19AAACC7475N1Z1** having address - CMPDI LTD , REGIONAL INSTITUTE-I, G.T ROAD ( WEST) , ASANSOL- 713304 ( West Bengal).

#### **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 GST/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.



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For Example: If bidder is exempted from Registration under CGST ACT, 2017 due to his aggregate turnover is less than 20 lakhs then bidder has to submit the copy of Notification along supporting documents which prove that turnover of their business is less than 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 20 Lakh, 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 such.

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 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-1.

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 **19AAACC7475N1Z1** of CMPDI Ltd in case of supply to CMPDI Ltd within the state of West Bengal.

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 supplier.

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.



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However if the tendered items 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.

k) **E-way Bill**: The e-way bill, if any, required in connection with supply of goods shall be arranged by the supplier.

3. **Credentials / Eligibility**: Experience of having carried out similar works over the last 3 years to Govt. / PSU / Private entities along with proof of works done (copy of supply order along with either receipted challan or affidavit on bidder's letterhead for having successfully carried out the works).
4. **Due Date**: Due date of submission of offer is up to 3.00PM of 01.11.2021 and the offers will be opened on the same date at 4.00PM.
5. **Mode & Method of Submission of Quotation**: Typewritten Quotation on bidder's own letterhead must be in sealed cover super scribing Tender No. and date and time of opening and dropped in box provided for this purpose in the office of the undersigned. The NIQ document along with all documents attached with the bid should be signed and stamped by the bidder.
6. **Rates**: The rates shall be quoted on FOR destination basis and inclusive of GST as applicable and delivery cost & must remain valid and firm for a period of 2 (Two) years from the date of commencement of ARC. The rates will also remain unchanged in case the contract period is extended by another 1 (one) year.
7. **Printing & Binding Materials**: The printing and binding materials are to be collected from the individual Project Leaders/Co-ordinators at a suitable time as intimated by the Project Leaders/Co-ordinators of the institute and carried to the working place of the successful tenderer at their own cost.
8. **Delivery**: Written orders as per the ARC will be placed for carrying out the above works as and when required by various departments of CMPDI, RI-I and the work must be collected, completed and delivered within short time-span of 24 - 72 hours depending upon the nature and urgency of the work.
9. **Consignee**: General Store / Requisitioning Department of CMPDI, RI-I.
10. **Payment**: 100% of the billed amount will be paid on receipt of the materials in good condition, inspection of material and its acceptance by the concerned department on production of pre-receipted bill in triplicate along with signed challan. The delivery challan must be produced in duplicate. **The payment shall be made by e-payment (RTGS/NEFT).**
11. **Paying Authority**: HOD (F), CMPDI, RI-1, Asansol.
12. **Inspection**: Acceptance of supplied materials is subject to inspection by an Authority to be deputed for this purpose at consignee's end.
13. **Liquidated damages**: Except causes beyond control of the supplier, Liquidated damages @ 0.5% of ordered value will be imposed per week of delay in supply from stipulated period subjected to maximum of 10% of ordered value.
14. **Validity**: The offer must remain valid and firm for a period of 2(Two) years from the date of commencement of ARC and further 1 (one) year on mutual consent under same terms and conditions.
15. **Force Majeure Clause**: If the execution of the Contract/Supply Order is delayed beyond the period stipulated in the Contract/Supply Order as result of hostilities, declaration of embargo or blockade or flood, act of nature or any other contingency beyond the supplier's control due to act of God, the CMPDI may allow such additional time by extending the delivery period as is considered justified by the circumstances of the case and its decision shall be final. In case additional time is justified by the



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circumstances of the case and its decision shall be final. In case additional time is granted by CMPDI for execution of the Contract/Supply Order, the Contract/Supply Order shall be read and understood as if it had contained from its inception the delivery as extended.

a) The successful bidder will advise, in the event of his having to resort to this clause, by a registered letter, duly certified by the local chamber of commerce, or statutory authorities, the beginning and end of the causes of the delay, within 15 days of the occurrence and cession of such force majeure conditions. In the event of delay lasting out of force majeure, CMPDI will reserve the right to cancel the contract, and provisions governing termination of contract as stated in the bid documents will apply.

b) For delay arising out of force majeure, the bidder will not claim the extension in completion date for a period exceeding the period of delay attributable to the causes of force majeure and neither CMPDI nor the bidder shall be liable to pay extra cost provided it is mutually established that the force majeure conditions did actually exist.

c) If any of the force majeure conditions exist in the place of operation of bidder even in the time of submission of bid, he will categorically specify them in his bid, and state whether they have been taken into consideration in their quotation.

**16. PRICE VARIATION CLAUSE:** The rates at which the stores are to be supplied under the Contract are fixed for the duration of the Contract. Normally therefore the rates are not subject to any upward revision until the period of contract is completed. However where additional Statutory Levies are imposed by the Government in the form of Duties/and or Taxes during the currency of the Contract which directly affect the finished goods, a Price increase may be permitted on production of adequate documentary evidence in support of such increase of Levies and quantum of variation in the ultimate price of goods.

**17. PRICE FALL CLAUSE:** The prices charge for the stores supplied shall in no event exceed the lowest price of supplied stores of identical description to any other party/organization during the said period. If the sale price is reduced lower than the price chargeable under the Contract, such reduction shall be incorporated and stores supplied after the date coming into force on such reduction and stores supplied after the date coming into force on such reduction or sell shall stand correspondingly reduced.

CMPDI, RI-1 reserves the right to cancel the tender in part or whole without assigning any reason. No correspondences in this regard will be entertained.

This issue with the approval of competent authority.

HOD(S&P)

**Copy To:**

1. RD, RI-1, Asansol
2. HOD(Geo.), RI-1, Asansol
3. HOD(Fin.), RI-1, Asansol
4. HOD (Min.), RI-1, Asansol
5. Committee Member, RI-1, Asansol
6. Office Copy.



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