



**cmpdi**  
A Mini Ratna Company

सन्त्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड

(कोल इण्डिया लिमिटेड की अनुगुंगी कम्पनी/भारत सरकार का एक लोक उपक्रम)

क्षेत्रीय संस्थान-6, जयन्त कोलियरी, जिला-सिंगरौली (म0प्र0) - 486 890

Central Mine Planning & Design Institute Limited

Ref. No.: CMPDI/RI-VI/CIVIL/21-22/27

Dated: 10/12/2021

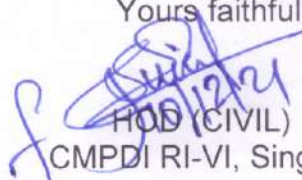
### QUOTATION TENDER

Dear Sir,

Kindly, offer your quotation in percentage rate for the work "Cleaning and Upkeep of CMPDI, RI-6 office at Jayant and its premises for two months" as per Annexure I.

1. Name of the work: Sealed tenders in **single cover** are invited for the work of "Cleaning and Upkeep of CMPDI, RI-6 office at Jayant and its premises for two months"
2. Estimated cost: **RS. 197474.00 (including GST)**
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: **60 Days**
5. Cost of Tender Document: **NIL.**
6. Last date of submission of offers: **Up to 1.00 pm on 15.12.2021**
7. Place of Submission of offers: **Office of the HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI.**
8. Due date of opening of offer: **At 3.30 pm on 15.12.2021**
9. Place of opening of tender: **Office of the HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI.**

Yours faithfully,

  
HOD (CIVIL)  
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



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Central Mine Planning & Design Institute Limited

### TENDER DOCUMENT

Sealed tenders in **single cover** are invited for the work of "Cleaning and Upkeep of CMPDI, RI-6 office at Jayant and its premises for two months"

Name of work:

Name of work	Estimated Cost in Rs.	E.M.D. in Rs.	Application fee for tender document	Period of completion
Cleaning and Upkeep of CMPDI, RI-6 office at Jayant and its premises for two months.	197474.00 (Including GST)	0.0	Nil	60 Days

1. ~~Earnest Money~~ (Rupees ~~only~~) as ~~Earnest Money~~ is to be deposited in the form of A/c Payee Bank Demand Draft/cheque of any scheduled Bank in favour of "CMPDI Ltd. RI-6, Singrauli". The EMD of all unsuccessful bidders will be refunded as promptly as possible after finalization of the tender. The EMD of successful bidder will be adjusted with the Performance security. EMD money deposit for the work should be from his A/C with Bankers certificate as per Annexure-II to enable the refund of EMD of unsuccessful bidders. EMD shall bear no interest.

Bidders have to sign a bid securing declaration (as per Annexure-V) accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they 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, they will be banned for two years from being eligible to submit bids in CIL and its subsidiaries. The banning shall be done under the provisions of the NIT with the approval of Tender Accepting Authority with intimation to all concerned.

2. **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:**

- Price bid as per Annexure – I of NIT.
- An undertaking as per Annexure – II of NIT.
- Letter of bid as per Annexure – III of NIT.
- Mandate Form for ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT as per Annexure – IV of NIT
- 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.
- Copy of self – attested PAN Card issued by Income Tax Department, Govt of India.
- Copy of self – attested GSTIN registration indicating GSTIN number or documentary evidence in case of exemption / short levy or concessional rate.
- Bid Securing Declaration as per Annexure – V of NIT
- Provident Fund - Copy of Provident Fund Registration Certificate issued by Govt. Dept of any Indian State.



3. **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.
4. **Submission of Tenders:** Tenders will be submitted in tender box in sealed covers at the address:-Office of the HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P).
5. **Opening of Tender:** The tender shall be opened at the office of HOD (CIVIL), 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.

#### 6. 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.

#### 7. 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. **Security Deposit:**

- i. **Performance Security** would be 3% of contract amount and should be submitted within **21 days** of issuance of LOA by the successful bidder in any of the form of Demand Draft/Cheque drawn in favour of CMPDI Ltd, RI-6, Singrauli any Scheduled Bank payable at its Branch.

The bid security deposited in the form of Demand draft may be adjusted against the Performance security (1<sup>st</sup> part of security deposit) at bidder's option.

3% Performance Security should be refunded within 14 days of the issue of defect liability certificate (taking over certificate with a list of defects).

- ii. All running on account bills shall be paid at 95% (ninety-five percent) of work value. The balance 5% shall be treated as retention money and will be second part of security deposit.

Retention Money should be refunded after issue of No Defect Certificate.

The refund of security deposit shall be subject to company's right to deduct/ appropriate its due against the contractor under this contract or under any other contract.

  
HOD (CIVIL)  
CMPDI RI-VI, Singrauli

PRICE BID

Sl.No.	Description	Unit	Qty.	Rate	Amount (in Rs.)
1	Sweeping/cleaning of floors inside office building (excluding toilet/ washroom, lift, electrical room and sub-station) and security post including dusting of all table, chair, computers, self, almirah, file cabinet, partions etc. collection and lifting of garbage/waste from floors and dustbin and dumping it in a waste land/dumping yard outside the office compound including collection, carriage and disposal of garbage manually or mechanically daily as per instruction of EIC.	100sqm	1433.07	42.24	60532.88
2	Moping/washing of floors inside office building (excluding toilet/ washroom, lift, electrical room and sub-station) and security post using detergent and phenyl (Detergent and phenyl paid separately) as per requirement daily including as per per instruction of EIC.	100sqm	1433.07	56.32	80710.50
3	Cleaning of toilet/ wash room using suitable material such as detergent, phenyl,colin, toilet cleaner etc (Materials to be paid separately) including all w.c.pan, urinal, wash basins and mirror etc. daily.	100sqm	53.50	281.58	15064.53
4	Watering maintaining of flower beds, flower pots, lawn etc. including operation of pump and filling water in roof top storage tank daily including providing gardening equipments as per instruction of EIC.	100sqm	23.61	85.24	2012.52
5	Supply of materials (Qty. Of materials should be supplied proportionately average consumption per month):-				
a	Phenyl (Black)	lt.	12.00	60.00	720.00
b	Phenyl (White)	lt.	12.00	50.00	600.00
c	Colin	lt.	5.00	110.00	550.00
d	Detergent	kg.	12.00	60.00	720.00
e	Phenyl goli	kg.	5.00	280.00	1400.00
f	Seek Jhadu	no.	10.00	35.00	350.00
g	Mopping cloth	no.	10.00	40.00	400.00
h	Duster	no.	12.00	30.00	360.00
i	Phool Jhadu	no.	12.00	60.00	720.00
j	Odonil	Pkt.	12.00	35.00	420.00
k	Harpic	lt.	12.00	135.00	1620.00
l	Bleaching powder	kg.	3.00	60.00	180.00
m	Liquied Hand wash	lt.	10.00	99.00	990.00

Total estimated amount (Incl. GST) Rs. **197474.00**

I hereby quoted my rate \_\_\_\_\_ (in %) \_\_\_\_\_ (in words) above/below on the estimated value including GST.

Note:

- Bidders are required to quote their rate in the space provided both in numeric and in words.
- PF is considered in the estimate. The contractor shall ensure implementation of PF for **minimum 4 workers** under PF and Miscellaneous Provision Act, 1948.

Place:

Date: -



Full Signature &amp; Seal of the Authorized person:



**(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/CIVIL/21-22/**....., **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-----**

*f. S. S. S.*  
*10/12/21*

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

**LETTER OF BID**

Ref.: -

Dated: - ...../ .... /

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

Ref.: - Ref. No.: - **CMPDI/RI-VI/CIVIL/21-22/-----**

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.

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 :

*Signature*  
*10/12/21*



## SCOPE OF WORK

1. Contractor should ensure presence of **minimum four (4) labours (unskilled labours) on every working day**. Failing this, **penalty of Rs.200 per labour per day** shall be made.
2. The contractor shall pay wages to his/their labourers as per the minimum wages acts and observe guide lines of these acts properly. He/ they shall also pay all statutory payments for his / their laborers as per relevant acts and through bank account only.
3. This is **percentage rate tender**. Tenderers are required to quote percentage rate above or below the quoted rates in figure and words. If any tenderer fails to comply with the requirement, this may lead to possible rejection of the tender.
4. **Working days means all days excluding Sundays and Second Saturdays and gazetted holiday**. Total 48 (60-9-2-1) working days for two months for this works.
5. The contractor shall get himself registered under **Provident Fund**, ESI and miscellaneous provisions registration no. or Code no. allotted for the specific establishment within reasonable time and submit the same to the employer, which are to be obtained before payment of 1st on a/c bill. The contractor shall ensure implementation of PF for **minimum 4 workers** under PF and Miscellaneous Provision Act, 1948.
6. Guidelines Specifications and terms and conditions etc. are applicable as per CIL manual for civil engineering works.
7. Contractor shall arrange for storage and security of materials at his own cost. Work has to be performed with due safety and security.
8. Any liabilities arising during performance of contract to any authorities shall be at the risk and cost of the contractor.
9. **Water will be supplied by the company to execute the work and charges @ 1% will be deducted on this account.**
10. The contractor shall be responsible for claiming his bills on monthly/quarterly basis on the basis of schedule of quantities with unit rates accepted by the company showing the period of the work and after effecting all the deductions as per statute and as per NIT. Such bills will be submitted to the Officer-in-charge, who will process the same after ensuring the following:
  - I. Contractor has to submit the CLIP (**Contract Labour Information Portal**) of CIL generated wage sheet.
  - II. Proof of payment of wages to all workmen engaged through bank before submission of bill.
  - III. Proof of payment of provident fund to all workmen engaged along with copy of PS-5 only.
  - IV. All the relevant returns/"VV" statements shall be submitted against each RA bills.
11. 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.
12. All statutory taxes, duties, cess and other levies on work contract as applicable will be payable by the contractor.
13. GST & Cess if any, as applicable, will be paid extra for the work on production of proof of depositing the same to the state.
14. The contractor shall maintain all records as per provisions made in various statutes including contract labour (R&A) at 1970 and **ensure payment of minimum wages to all the workers engaged** by the contractor through bank as per minimum wages act.
15. All the relevant returns/"VV" statements shall be submitted against each RA bills.
16. The records, such as Attendance Register, Wages sheets, other statutory records related to contractor's workers shall be maintained.
17. The Attendance records related to contractor's worker shall be maintained through physical attendance register at the CMPDI RI-VI office, Jayant.
18. The payment to the contractor shall be made by the HOD (Finance).
19. **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.**

*[Handwritten signature]*  
5/10/24

1. Due to epidemic COVID 19, the engaged labour will be provided by the contractor with MASKS, HAND GLOVES, HAND WASH, and SANITIZER for the protection and to control the spread of the virus in the colony premises. And the contractor instructed to follow all the instructions to be issued in the future by the Central govt./State govt. related to COVID 19 time to time.

10/12/21