



**cmpdi**

*A Mini Ratna Company*

Ref. No.: CMPDI/RI-VI/CIVIL/21-22/ 28

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट  
लिमिटेड

(कोल इंडिया लिमिटेड की अनुबंधी कम्पनी/भारत सरकार का एक लोक उपकरण)

दोत्रीय संस्थान-6, जयन्त कोलियरी, जिला-सिंगराँली (म0प0) - 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: 10/12/2021

**QUOTATION TENDER**

Dear Sir,

Kindly, offer your quotation in percentage rate for the work "Running of mess of OTC at CMPDI Colony, Jayant for two months" as per Annexure I.

1. Name of the work:	Sealed tenders in <b>single cover</b> are invited for the work of "Running of mess of OTC at CMPDI Colony, Jayant for two months"
2. Estimated cost:	<b>Rs. 195614.00 (including GST)</b>
3. Earnest money:	<b>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.</b>
4. Period of completion:	<b>60 Days</b>
5. Cost of Tender Document:	<b>NIL.</b>
6. Last date of submission of offers:	<b>Up to 1.00 pm on 15.12.2021</b>
7. Place of Submission of offers:	Office of the HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI.
8. Due date of opening of offer:	<b>At 3.30 pm on 15.12.2021</b>
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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धोत्रीय संस्थान-6, जयन्त कोलियरी, जिला-सिंगराली (मप्र) - 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

### TENDER DOCUMENT

Sealed tenders in **single cover** are invited for the work of "Running of mess of OTC at CMPDI Colony, Jayant 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
Running of mess of OTC at CMPDI Colony, Jayant for two months.	195614.00 (Including GST)	0.0	Nil	2 Months

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 "**CMPDILtd. 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

*S. S. 10/12/21*

- 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 of NIT
- ix. Provident Fund - Copy of Provident Fund Registration Certificate issued by Govt. Dept of any Indian State.
- x. Food – License- Photocopy of valid Food License issued by appropriate authority

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).

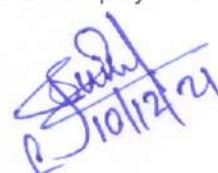
5. **Opening of Tender:** The tender shall be opened at the office of HOD (CIVIL), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P) at the time and date as given in the NIT.  
(If the tender is not opened on the above date due to unforeseen circumstances, then it will be opened on the next working date.

## 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.



S. Singh  
10/12/21  
HOD (CIVIL)  
CMPDI R-VI, Singrauli

ANNEXURE-IPRICE BID

Estimate for the work: Running of mess of OTC at CMPDI Colony, Jayant for two months.						
Sl. No	Description of Items	Unit	Qty.	Rate	Amount (Rs)	Ref.
1	Running of mess of OTC at CMPDI Colony, Jayant in two shifts (1st shift from 7:00am to 3:00 pm and 2nd shift from 3:00pm to 11:00 pm) with one cook and one helper in each shift, and additionally one unskilled worker in general shift from 8:00 am to 4:00 pm (total 5 (five) no of workers minimum) per day for a period of two months excluding sundays.	Days	51.00	3250.47	165774.17	Based on last tendered for OTC for one year
	<b>Total estimated amount excluding GST</b>				<b>Rs. 162586.21</b>	
	<b>Add GST of 18.00%</b>				<b>Rs. 29265.52</b>	
	<b>Total estimated amount inluding 18% GST (rounded )</b>				<b>Rs. 195614.00</b>	

Total estimated amount (Incl. GST) **Rs.195614.00**

I hereby quoted my rate \_\_\_\_\_ (in %) \_\_\_\_\_ (in words) above/below 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.
2. 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:

Full Signature &amp; 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/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-----

ANNEXURE- III

(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.

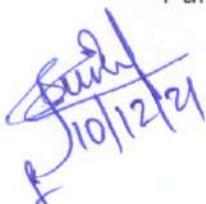
8. We have submitted e-payment as per format mentioned under Annexure-II.

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:

**ANNEXURE- IV**

**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																			
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Account Type	Savings	Current	Cash Credit													
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Account Number (as appearing in the Cheque Book)																			
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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:  
the Banks)

*R. Saini  
10/12/21*

(Signature of the Authorized official from

**ANNEXURE-V**

**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 :

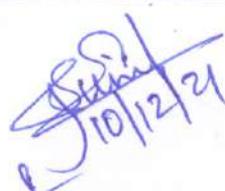
Place:..... Seal :

*Sunita  
10/12/21*

## SCOPE OF WORK

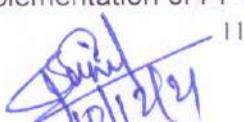
1. Contractor will engage all the required manpower (five) on each working day for the said work including experienced cook/s capable of preparing good vegetarian & non-vegetarian food. Mess of OTC will be operative in two shifts (1st shift from 7:00AM to 3:00PM and 2nd shift from 3:00PM to 11:00PM with one cook and one helper in each shift) and additionally one unskilled worker in general shift from 8.00 A.M. to 4.00 P.M. for a period of two month excluding Sundays. Mess of OTC shall be closed on all Sundays i.e. No food shall be cooked and served.
2. The contractor shall pay wages to his labourers as per the minimum wages acts and observe guide lines of these acts properly. He shall also pay all statutory payments for his 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 in a year excluding Sundays i.e. total = 51 (60-9) days.
5. Contractor shall have to keep all materials/company property including building, furniture, TV, fridge, geyser, fittings etc. in their safe custody and secured position, as per inventory given at the time of commencement of work/contract. The inventory will have to return back to CMPDI RI-VI in good condition at the time of completion of contract before giving 'No Dues' certificate. Missing items will have to be replaced by the contractor at his own cost. If contractor fails to do so, deduction will be made from the security deposit at actual or recovery from the bills
6. Contractor will be responsible for providing hygienic food and breakfast as per schedule at the approved rates of CMPDI RI-VI as mentioned in the table given below or EIC may change food items as per requirement :

Sl. No.	Description of food	Rate in Rs.
1	Breakfast (Any one) <ol style="list-style-type: none"> <li>a. 3 Parathas, sabzi, chatni, pickle etc.</li> <li>b. 4 Puri, Sabzi, 2 Jelabi.</li> <li>c. Poha, 2 Jelabi</li> <li>d. 4 Bread, 2 Egg omlete, Milk, Cornflakes.</li> </ol>	30.00
2	Aloo Paratha or Satu Paratha per piece with 2-3 types of chatni, sauce, pickle	8.00
3	Veg. Lunch or Dinner, Quantity of roti & rice unlimited, daal fry, dry veg. bhujia, gravy veg. sabzi, salad, papad, pickle and curd.	50.00
4	Tea (Per cup)	5.00


  
 10/12/21

5	Coffee (Per cup)	7.00
6	Omlette (2 eggs)/ Bhujia (2 eggs)	22.00
7	Egg curry (2 eggs)	25.00
8	Chicken curry per plate (3 pieces)	55.00
9	Fish curry or fish fry per plate (3 pieces)	55.00
10	Mutton curry per plate (3 pieces)	60.00
11	Paneer sabzi or Paneer butter masala (per plate)	35.00
12	Kheer (per plate)	30.00
13	Sewai (per plate)	30.00
14	Lunch or Dinner packet (4 parathas, bhujia, one sweet, pickle)	30.00
15	Paneer Chilly (per plate)	50.00
16	Chicken Chilly (per plate)	50.00
17	Veg. Lunch or Dinner as per Sl. No.3 with Paneer Sabzi/Kheer in place of gravy vegetable	75.00

7. Contractor will be provided following materials by the company free of cost.
  - Electricity, water
  - Dining tables, chairs
  - Fridge
  - RO machine with water cooler
8. Food has to be prepared fresh and served hot. No leftovers to be served.
9. Vegetables (gravy or fried) are not to be repeated i.e. vegetables served in lunch are not to be repeated in dinner.
10. Contractor shall be responsible for disposing off the wastage of food materials.
11. Disposing of waste food material and daily used garbage should be given to waste collection worker on the daily basis.
12. Coal / charcoal / wood, as fuel for cooking, should not be used by the contractor.
13. Contractor should always keep the inside of mess (Dinning and cooking) including chair, table, cooking area and cooking utensils in neat and clean with disinfectants as per direction of EIC.
14. All the engaged workers should be present at work place in proper uniform (as approved by EIC)
15. All the time bottled hand wash with brand and white cotton towel with neat and clean (approved by EIC) should be kept at hand wash basin.
16. No liquor/alcoholic drink shall be served by the contractor in the canteen.
17. Preparing food and cleaning of utensils and kitchen room of OTC guest house is included in the scope of work.
18. Cooking Utensils, Serving Utensils, Gas and other tools & tackles necessary for work will be arranged by Contractor at his own.
19. Brands of the non-perishable items used in food i.e. edible oil, rice, pulses etc. will be specified as under: Cooking media should be of Standard ISI/reputed make.
20. The contractor shall get himself registered under Provident Fund, ESI and miscellaneous provisions (as applicable) within reasonable time and submit the registration no. or Code no. allotted for the specific establishment 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 5 workers under PF and Miscellaneous

  
11  
10/12/21

Provision Act, 1948.

19. Contractor shall arrange for storage and security of materials at his own cost. Work has to be performed with due safety and security.
20. Any liabilities arising during performance of contract to any authorities shall be at the risk and cost of the contractor.
21. Contractor shall pay the wages to his employee as per minimum wages of CLC(C) rates and pay PF as applicable.
22. 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.
23. All statutory taxes, duties, cess and other levies on work contract as applicable will be payable by the contractor.
24. GST & Cess if any, as applicable, will be paid extra for the work on production of proof of depositing the same to the state.
25. 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 the workers engaged by the contractor through bank as per minimum wages act.
26. The records, such as Attendance Register, Wages sheets, other statutory records related to contractor's workers shall be maintained.
27. The Attendance records related to contractor's workers shall be maintained through physical attendance register at office of EIC.

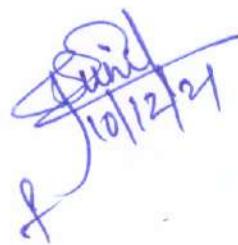
28. Penalty:-

- i. Contractor should ensure presence of at least one cook and one helper in each shift for a period of two year on all day excluding Sunday failing this penalty @ Rs.400.00 (excluding GST) per labour per day shall be made.
- ii. For non-compliance of any other terms and conditions of NIT, a penalty upto Rs.2000.00 per incidence may be imposed on discretion of Regional Director RI-VI on recommendation of EIC.
- iii. The contractor shall submit monthly payment proof of the labours engaged in this work failing this a penalty of Rs.2000.00 per month may be imposed due to delay payment to the labours
- iv. Penalty will be imposed either by EIC and/or the additional executive authorized by Regional Director, CMPDI, RI-6 for surprise check. In this regard the decision of Regional Director, CMPDI, RI-VI shall be final and binding.

29. The payment to the contractor shall be made by the HOD (Finance).
30. 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.

NOTE:

1. Due to epidemic COVID 19, all engaged labours 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.



A handwritten signature in blue ink, followed by the date 10/12/21.