



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.  
कोल इंडिया लिमिटेड की अनुपंगी कंपनी/भारत सरकार का एक लोक उपक्रम  
क्षेत्रीय संस्थान-5, सी. एम. पी. डी. आई कॉम्प्लेक्स, सीपत रोड, बिलासपुर, 495006  
(छ.ग.)

**Central Mine Planning & Design Institute Limited**

A Subsidiary of Coal India Ltd/ A Govt. of India Public sector Undertaking

**CIN:U14292JH1975GO1001223**

RI-V, CMPDI Complex, Seepat Road, Bilaspur (CG)- 495006

ई मेल- / e-mail: [rdri5.cmpdi@coalindia.in](mailto:rdri5.cmpdi@coalindia.in)

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**TENDER NOTICE**

**Comprehensive annual maintenance contract (CAMC) of five nos of Reverse Osmosis water purifier cum chiller Water installed in office building of CMPDI, RI-V for a period of one year.**

**Tender No. RV/PMS/31/CAMC of Water Purifier/21-22/278**

**Dated 12.01.2022**

- 1. Name of work:** Comprehensive annual maintenance contract (CAMC) of five nos of Reverse Osmosis water purifier cum chiller water installed in office building of CMPDI, RI-V for a period of one year.
- 2. Place of work:** CMPDI, RI-V at Bilaspur.
- 3. Period of contract:** One year from the date of commencement of work.
- 4. Last date of submission of offers:** **Up to 10.30 AM on 27.01.2022**
- 5. Place of Submission of offers:** Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
- 6. Due date of opening of offer:** **At 11.00 AM on 27.01.2022**
- 7. Place of opening of tender :** Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
- 8. Down loading from website:** The tender document can be down loaded from our web site [www.cmpdi.co.in](http://www.cmpdi.co.in) and to be submitted with ANNEXURE – VI, of the NIT along with tender documents of the offer.

Yours faithfully,

HOD (PMS)  
RI-V, CMPDI, Bilaspur.

Copy to:

1. Notice Boards at RI-V, CMPDI, Bilaspur,

## **Tender Documents**

### **Comprehensive annual maintenance contract (CAMC) of five nos of Reverse Osmosis water purifier cum chiller Water installed in office building of CMPDI,RI-V for a period of one year.**

#### **1.0 INSTRUCTIONS TO THE TENDERER**

- 1.1 Sealed quotations are invited in single part from CMPDI, RI-V, Bilaspur, CMPDI Complex, Seepat Road, Bilaspur for Comprehensive annual maintenance of five nos of Reverse Osmosis water purifier cum chiller Water installed in office building of CMPDI, RI-V for a period of one year.
- 1.2 The tender document shall be submitted by the tenderer in a sealed envelope. Full name and address of the tenderer shall be written on the bottom left hand corner of all the sealed envelopes 'Tender No.' name of the work, date and time of opening shall be indicated on the top right hand corner of the envelope. The tenders will be addressed to HOD (PMS),RI-V,CMPDI , CMPDI Complex, Seepat Road, Bilaspur on or before due date and time as mentioned in the tender notice.
- 1.3 Tender received after due date and time shall be rejected without assigning any reasons. The tenderers are requested to submit their tenders in person / post/ courier.
- 1.4 The tender document in which the tender is submitted by the tenderer will become the property of the company and the company shall have no obligation to return the same to the tenderer.
- 1.5 The tender/offer shall be typed or written with indelible ink in English or Hindi.
- 1.6 The employer does not bind themselves to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever.
- 1.7 Every tenderer is expected, before quoting the rates to go through requirements and condition of contract and inspect the site to be acquainted with the work.
- 1.8 Corrections where unavoidable shall be made by crossing out and rewriting attested with full signature of the tenderer or his representative who is signing the offer.
- 1.9 Full information regarding tenderer such as full name, postal address, PAN number, GST registration number (if any) and phone number are required to be furnished.
- 1.10 Canvassing in connection with the tender in any shape or form is strictly prohibited and tender submitted by such tenderer shall be liable for rejection.
- 1.11 In case of any doubt regarding the tender document, the tenderer may submit to the official inviting tender a written request for the same before closing date of the tender. Any interpretation or clarification of the tender documents by formal amendments, if issued by the official inviting tender, shall be final and valid and binding on the company and tenderers.
- 1.12 The company reserves the right to postpone the date of receipt and opening of tenders or cancel the tenders without assigning any reason whatsoever.
- 1.13 The tenders will be opened on due date and time in the presence of attending tenderers. The representative attending the opening of the tender shall have authorization and signature attested by the person who has signed the tender. If the office is closed due to any reason on the date of opening of offers, the next working day will be considered for opening of offers.
- 1.14 The tenderer shall submit the offer in the format prescribed in this document and the signed copy of the terms and conditions as a token of acceptance. Otherwise the tender may be considered incomplete.

## **2.0 Mode & Method of Submission of Tenders**

Tender must be submitted in sealed envelope cover consisting duly filled Tender documents. The envelope cover must be super scribed with the Tender Name, Tender enquiry number and the date of opening at top of envelope and tenderer Name & Address at bottom left of envelope. The envelope containing the tender shall be properly sealed. Stapled envelopes are not accepted.

### **Tender Documents shall consists the following**

- i. Price bid as per Annexure – I of NIT.
- ii. An undertaking as per Annexure – II of NIT.
- iii. 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.
- iv. Copy of self – attested PAN Card issued by Income Tax Department Govt. of India.
- v. Copy of self – attested GST registration indicating GST number or documentary evidence in case of exemption.
- vi. Duly filled up check list as per Annexure – VI of NIT.

## **3.0 GENERAL TERMS AND CONDITIONS**

- 3.1 The tenderer shall submit his offer in the prescribed format as given in Annexure-I.
- 3.2 The Regional Director, CMPDI, RI-V, Bilaspur reserves the right to terminate the contract at any time without assigning any reason whatsoever.
- 3.3 The contractor shall employ only competent, skilful and orderly work men to perform the preventive and breakdown maintenance job.
- 3.4 The contractor shall carry out the complete the work in every respect in accordance with the contract.
- 3.5 No escalation shall be payable during the contract period.
- 3.6 The contractor shall arrange the instruments, tools, tackles required for the maintenance work.
- 3.7 In case of any dispute, decision of the Regional Director, CMPDI, RI-V, Bilaspur (CG) shall be treated as final and firm.
- 3.8 The court at Bilaspur (C.G) will have the jurisdiction to deal with any legal matters or dispute.
- 3.9 The offer shall be valid for 120 days from the date of opening of the offers and the rates shall be firm.
- 3.10 The CAMC can be terminated with one month notice if the maintenance work is not satisfactory or the machine is in break down condition continuously for thirty days (minimum)
- 3.11 Bid evaluation:- Parties are required to submit their offers for all the items as per Price Bid format (Annexure-I). However bids shall be evaluated on overall lowest (L-1) rate basis.
- 3.12 Bidders are required to submit an undertaking as per annexure – II in own letter head with the offer.

## **4.0 SPECIAL TERMS AND CONDITIONS**

- 4.1 **Scope of Service:** Periodic and systemic checking, cleaning, lubrication and proper adjustments of all components, safety devices/switches etc. of the water purifier and their associated accessories including all type of damage/breakdown shall be carried out by the contractor for safe and trouble free operation of the water purifier.
- 4.2 **Nos. of Visits:**
  - a) Preventative maintenance visits –Ones in every month for each equipment.
  - b) Emergency visit (Break down) - On call, if required. The emergency visits shall be made whenever called to do so by fax/telephone/email etc.as per need.

- 4.3. Price:** The above price would be firm throughout the contract period. No any escalation will be entertained. However GST rate at the time of payment will be applicable.
- 4.4. Payment Terms:** Payment will made within 21 days from the date of submission of Invoice after the successful completion of quarterly services and maintenance of the water purifier and their associated accessories. The contractor is required to submit the bill quarterly.
- 4.5. Paying Authority:** HOD (F), CMPDI RI-V, Bilaspur
- 4.6. Period of AMC :** One year from the date of acceptance of Work Order.
- 4.7. Liquidated Damage Clause:**
- (a) The AMC holder should attend the breakdown of the equipment within 48 Hours of intimation/call from our end. Otherwise LD as per company's norms shall be applicable.
  - (b) Breakdown (if any) of the equipment should be attended by the AMC holder within 48 Hours on complaint through telephone, Fax, E-mail or letter etc. If the AMC holder fails to attend the breakdown within 48 hours on complaint and if the breakdown of the equipment will exceed 72 hours, LD clause will be imposed which is of 0.50% per week and part there of up to a maximum 10% will be deducted from the monthly bill. Where felt necessary the limit of 10% can be increased to 15%. GST on LD to be borne by you.
- 4.8. Spare Parts:** All the spares parts required to be arranged by the contractor to restore the equipment in smooth working condition.
- 4.9.** The maintenance and repairing of equipment would be done at the office of CMPDI, RI-V, Bilaspur, CMPDI complex, Seepat Road Bilaspur Dist. Bilaspur (CG) pin 495-006 by the contract holder's service personals, on their own arrangement. No transport and accommodation facility would be provided by the Department.
- 4.10. Service Certificate:** The contract holder shall provide a certificate confirming CAMC visit under preventive/routine or emergency/breakdown maintenance specifically, duly signed by service personal and officer from the E&M.
- 4.11.** The service provider would be responsible for all statutory obligation regarding PF etc. of their employees according to Government Rules and Guidelines.
- 4.12** All the equipment (Water Purifier) will be handed over to contractor in running condition after completion of contract period. The contractor will hand over all the equipment (Water Purifier) to CMPDI in running condition. If any equipment is found in break down condition, the cost of repair of faulty spares will be deducted from the final bill of contractor.

## **5.0 COMMERCIAL TERMS AND CONDITIONS**

- 5.1 All maintenance will be done by contractor.
- 5.2 No advance will be paid.
- 5.3 Pre-receipted and signed bills in triplicate shall be submitted for payment, along with performance report.
- 5.4 Paying authority will be HOD (F), CMPDI, RI-V Bilaspur (CG).
- 5.5 Payment will made within 21 days from the date of submission of Invoice after the successful completion of monthly services and maintenance of the water purifier and their associated accessories.
- 5.7 In case of failure on the part of contractor's role during the contract period the employer has the right to get the work done by any other party and employer shall deduct the charges payable for the service from contractor's bills.

- 5.8 If any sum found due and payable to employer from the contractor in connection with this contract or any other contract, the employer shall have right to deduct the amount due from the bills of the present contract.

**6.0 TECHNICAL TERMS AND CONDITIONS**

- 6.1 The equipment would undergo for preventive maintenance once in every month. Joint inspection certificate will be signed by the contractor and the representative of HOD (E&M) in every month.
- 6.2 Breakdown (if any) of the equipment should be attended by the AMC holder within 48 hours on complaint through telephone, Fax, E-mail or letter etc.

HOD (PMS)  
CMPDI, RI-V, Bilaspur (CG)

**FORMAT OF PRICE BID****(To be submitted by the bidder in his own letter head)**

<b>Sl. No.</b>	<b>Equipment</b>	<b>Qty.</b>	<b>Unit Cost/ yearly Rs.</b>	<b>Total Cost Rs.</b>
1	Comprehensive annual maintenance of Reverse Osmosis water purifier cum chiller Water installed in office building of CMPDI, RI-V for a period of one year.  Chiller Water Dispensers Storage Capacity of 20 Ltrs	05 Nos.		
<b>Total</b>				
<b>GST @ .....%</b>				
<b>G/ TOTAL</b>				

Place :

Full Signature &amp; Seal of the Authorized person

Date :

**PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY BIDDER WITH PART-I**

**On Letter Head**

**UNDER TAKING**

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

1. I/We am/are submitting Tender for the Work for Comprehensive annual maintenance of five nos of Reverse Osmosis water purifier cum chiller Water installed in office building of CMPDI, RI-V for a period of one year. against Tender No: RV/PMS/31/CAMC of Water Purifier/21-22/278, Dated 12.01.2022
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 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. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
6. 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-----**

**(To be filled and submitted with the tender in the letter head of the bidder)**

Ref.:-

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

To,  
The HOD (PMS)  
CMPDI, RI-V, CMPDI Complex, Seepat Road,  
Bilaspur (CG)

Ref.:- Your NIT No.:- RV/PMS/31/CAMC of Water Purifier/21-22/278, Dated 12.01.2022

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 person 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 schedule of requirement & technical Bid as per Annexure-I
5. 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.
6. Our GST No. is .....(Photo copy proof attached)
7. Our PAN No is .....(Photocopy of PAN card enclosed)
8. We have submitted Price Bid as per format mentioned under Annexure-I.
9. We have submitted e-payment as per Format- Annexure-IV.
10. We have submitted Affidavit as per Annexure-II.
11. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
12. Our Contact Number:

Full signature & Seal of the authorized person  
Name:



**Format for e-Payment**

To  
The Regional Director,  
Regional Institute, CMPDI  
Seepat Road, CMPDI Complex  
Bilaspur (CG)

Ref: - Authorization of all our payment through electronic fund transfer system/RTGS/CBS/Intra Bank Transfer.

We, hereby authorize CMPDI Limited to make all our payments against our bills, Refund of Earnest Money Deposit and Security Deposit, through Electronic Fund Transfer System/RTGS/CBS/Intra Bank Transfer. The detail for facilitating the payments are given below.

***(TO BE FILLED IN CAPITAL LETTERS)***

1. Name of the Beneficiary: .....

2. Address: .....

.....

City ..... PIN CODE ..... e-mail ID .....

Telephone No. (with STD Code) .....

3. Bank Particulars:-

Bank Name :- ..... Branch Name..... Bank Branch Code.....

Branch Address .....

..... PIN CODE .....

Telephone No. (With STD Code) ..... FAX No. (With STD Code) .....

4. 9 Digit MICR Code of the Bank Branch (Enclosed copy of a cancelled cheque):

5. 11 Digit IFSC Code of beneficiary Branch:

6. Bank Account Number:

7. Bank Account Type (Tick One): SAVING /CURRENT/ LOAN/ CASH CREDIT/ OTHERS (If Other, Specify)

8. Permanent Account Number (PAN):

9. CMPDI Vendor Code:

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information, I/we would not hold the Company responsible. We also agree to bear the bank charges, if any for enabling such transfer.

SIGNATURE

(AUTHORISED SIGNATORY)

Name .....

Date .....

(Official Stamp)

***BANK CERTIFICATION***

It is certified that above mentioned beneficiary holds a Bank Account No. .... with our branch and the Bank Particulars mentioned above are correct.

SIGNATURE

(AUTHORISED SIGNATORY)

Name .....

Date .....

(Official Stamp)

**ANNEXURE - V**

	<b>CHECK-LIST</b>	
Type of Document	Details	Yes/No
1) PAN Card	Attach self-attested Copy of PAN Card issued by income tax department.	
2) GST Registration / GST Exemption Certificate	Attach self-attested Copy of GST registration or GST Exemption Certificate as the case may be.	
3) Undertaking	Attach an Undertaking as per Annexure –III of NIT.	
4) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
5) Other Annexures	Annexure-I, Annexure-II, Annexure-III, Annexure-IV and Annexure-VI have been submitted in company's letter head.	
<b>(Signature of authorized person with Seal &amp; date)</b>		

**CERTIFICATE FROM THE TENDERER THOSE WHO DOWN LOADED TENDER DOCUMENT  
FROM WEBSITE**

This is to certify that I/We have downloaded this tender document from CMPDIL website and is being submitted without tempering at any page. Further we understand that in the event of such tempering being detected at any stage or time, CMPDIL has the right to terminate this work and our firm can be black listed.