



NIT No: CMPDI/RI-VI/EnM/Printing St./2023-24/1043

Date: 02.05.2023

**QUOTATION NOTICE**

Kindly, offer your quotation for the work "**Printing of Stationery Items for the use of CMPDI, RI-6, Jayant, Singrauli** "

1.	Name of the work	: Sealed tenders in <b>single cover</b> are invited forth work of " <b>Printing of Stationery Items for the use of CMPDI, RI-6, Jayant, Singrauli</b> "
2.	Estimated cost	: <b>Rs. 113691.82</b> (Rupees One Lakh Thirteen Thousand Six Hundred Ninety One and eighty two paisa) only including @ GST
3.	Earnest money	: <b>Rs 1430.00</b> in the form of A/c payee demand Draft drawn in favour of " <b>CMPDI Ltd, RI-6, Singrauli</b> " on any scheduled Bank, payable at Singrauli.
4.	Period of completion	: <b>45 days</b>
5.	Cost of Tender Document:	: NIL.
6.	Start Date of Bid Submission	: <b>Up to 10.00 am 03.05.2023</b>
7.	Last date of submission of offers	: <b>Up to 1.00 pm on 17.05.2023.</b>
8.	Place of Submission of offers	: <b>HOD (E&amp;M), CMPDI Office, RI-VI, JAYANT, SINGRAULI.</b>
9.	Due date of opening of offer	: <b>At 3.30 pm on 17.05.2023.</b>
10.	Place of opening of tender	: <b>HOD (E&amp;M), CMPDI Office, RI-VI, JAYANT, SINGRAULI.</b>
11.	Tenders downloaded from website	: Complete tender document can also be downloaded from CMPDI's Web site <a href="https://www.cmpdi.co.in">https://www.cmpdi.co.in</a>

Yours faithfully,

GM/HOD (E&M)  
CMPDI RI-VI, Singrauli.

**Copy to:**

1. RD, RI-VI - for kind information.
2. 2 Copies - For display on notice board of RI-VI Office and notice board of maintenance office at colony.
3. Staff Officer (E&M), NCL Projects: Amlohri, Nigahi, CWS (Jayant), Jayant, Dudhichua, Khadia, Bina, Kakri, Block-B & Jhingurdah, Krishnashila - with a request to kindly display on Notice Board
4. Members - Tender Committee.
5. Vigilance officer, CMPDI-RI-VI.



### TENDER DOCUMENT

**Name of work:** Sealed tenders in **single cover** are invited for the work of “**Printing of Stationery Items for the use of CMPDI, RI-6, Jayant, Singrauli**”

Name of work	Estimated Cost in Rs. (Incl. GST @ 18%)	E.M.D. in Rs.	Application fee for tender document	Period of completion
<b>Printing of Stationery Items for the use of CMPDI, RI-6, Jayant, Singrauli</b>	<b>113691.82 (Including GST)</b>	<b>1430.00</b>	<b>Nil</b>	<b>45 Days</b>

- 1. Earnest Money---- 1430.00 (Rupees – One Thousand Four Hundred thirty only)** as *Earnest Money* is to be deposited in the form of A/c Payee Bank **Demand Draft** 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 shall bear no interest.
- 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.

**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 levi or concessional rate.
- Demand draft for Rs.1430.00 – **(One Thousand Four Hundred thirty)** only towards EMD in favour of **“CMPDI Ltd , RI-6, Singrauli”**.

**Note: Bids without Earnest Money will be out rightly rejected.**

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

5. **Opening of Tender:** The tender shall be opened at the office of **HOD (E&M), CMPDI RI-VI, JAYANT, SINGRAULI 486 890 (M.P) at 3.30 pm on 17.05.2023.**

(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. L1 will be decided on overall quoted value i.e. cost to the company.

7. **OTHER TERMS AND CONDITIONS**

- a. **Prices:** - Price bid as per Annexure – I of NIT.
- b. **Paying authority:** The HOD (Finance), Regional Institute-VI, Singrauli (MP).
- c. **Controlling Authority:** HOD (E&M), CMPD, RI-6, Singrauli or his authorized representative.
- d. The printing work shall be completed within 45 days of the receipt of the work order.
- e. **Penalty** - In case of delay in printing work, a penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed and recovered along with applicable GST.
- f. **Security Deposit:**

- i) Performance Security should be 3.00% 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 drawn in favour of CMPDI Ltd, RI-6, Singrauli on any Scheduled Bank payable at its Branch.

3.00% Performance security should be released after 14days from the end of contract.

- 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 will be released after expiry of six month from the end of contract.

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.

- g. In case of any other loss due to mishandling or any other reason caused by the contractor same will be recovered along with applicable GST from the bill of contractor as decided by EIC.
- h. The Earnest Money of the unsuccessful bidders shall be refunded after award of work and shall

bear no interest.

- i. Management reserves its right to accept or reject any offer without assigning any reason whatsoever.

**Note:- In case of absence of specific provision in NIT, GTC of civil manual will be applicable. GTC available on CIL portal under Info bank – manual tab with up to date amendment.**

**GM/HOD (E&M) CMPDI  
RI-VI, Singrauli**

## **Scope Of Work**

Scope of work for “**Printing of Stationery Items for the use of CMPDI, RI-6, Jayant, Singrauli**” are as follows.

1. The Bidder shall ensure that the work conforms strictly to the instruction of EIC. The EIC will have every right to reject the supplied materials if it is found Non-standards items.
2. The printing work shall be completed within 45 days of the receipt of the work order.
3. **Penalty** - In case of delay in printing work, a penalty @ 0.5% per week or part thereof subject to a maximum of 10% shall be imposed and recovered along with applicable GST.

**FORMAT OF PRICE BID**

BOQ of "Printing of Stationery Items for the use of CMPDI, RI-6, Jayant, Singrauli (M.P)".

SI No	Description	Qty.	Unit	Rate (excluding GST)	Amount in (RS) (excluding GST)
1	Medical Reimbursement Form(100 Pages )	40	Nos.		
2	TA/DA Final Bill Form (100 pages)	50	Nos.		
3	Vehicle Log Book(40 Page)	600	Nos.		
4	Joining Report (100 Pages)	20	Nos.		
5	Casual Leave(100 Page)	30	Nos.		
6	Annual Leave (100 Page)	30	Nos.		
7	Adv./Reims. Form(100 pages)	15	Nos.		
8	Despatch Register(500 Pages)	20	Nos.		
9	Receipt Register(500 Pages)	20	Nos.		
10	Attendance Register(60 Pages)	30	Nos.		
11	Leave Account Register (200 pages)	4	Nos.		
12	Audit& Payment Register (200 Pages)	2	Nos.		
13	Plan Entry and Despatch Register (250 pages)	2	Nos.		
14	TA Register (250 pages)Size 14"x10"	4	Nos.		
15	XA Register (250 Pages ) Size 14"x10"	4	Nos.		
16	Medical Register (250 Pages) Size 14"x10"	2	Nos.		
17	Daily receipt register(250 pages) Size 14"x10"	3	Nos.		
18	Budget Concurrence Register(120 Pages )Size 13"x9"	2	Nos.		
19	Store requisition book (2x50 pages)	200	Nos.		
20	Cash Book Register(100 pages) Size 13"x17"	4	Nos.		
21	Service Book	200	Nos.		
<b>Total Amount Rs. (Excluding GST) =</b>					
<b>Total Amount Rs. (Excluding GST) in Words</b>					

**GSTN No of Bidder-** \_\_\_\_\_

**Applicable rate of GST-** \_\_\_\_\_

**Note:**

1. **Bidders are required to quote their total amount excluding GST in the space provided both in numeric and in words.**
2. **GSTN no and applicable rate of GST (in case of Registered Bidder)**

Place:

Full Signature & Seal of the Authorized person:

Date:-

**(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/EnM/Printing St./2023-24/**..... 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 (E&M)  
CMPDI RI-VI, JAYANT,  
Singrauli (M.P)

Ref.: - Ref. No.: - **CMPDI/RI-VI/EnM/Printing St./2023-24/-----**

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 Undertaking as per format mentioned under Annexure-II.
9. Our Registered E-mail ID (Please indicate your firms registered E-mail ID):
10. Our Contact Number:

Full signature & Seal of the authorized person

**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)**