



**cmpdi**  
*A Mini Ratna Company*



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.  
कोल इंडिया लिमिटेड की अनुपर्यंती कंपनी / भारत सरकार का उपक्रम  
क्षेत्रीय संस्थान-V, सीएमपीडीआई काम्प्लेक्स, सीपत रोड, बिलासपुर, (छ.ग.) 495006  
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  
पी.एम.एस. विभाग

### **Tender Notice/Quotation Enquiry**

### **NOTICE INVITING TENDER FOR PROCUREMENT OF PRINTED ITEMS AT CMPDI, RI V, BILASPUR (CG)**

**Tender Enquiry No: RV/PMS/NIT/01/23-24/24**

**Dated: 30.05.2023**

1. Name of the work: Sealed tenders in single part are invited from eligible bidders for Procurement of Printed items at CMPDI, RI-V, Bilaspur (C.G).
2. Last date of submission of offers: **Up to 10.30 AM on 09.06.2023**
3. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
4. Due date of opening of offer: **At 11.00 AM on 09.06.2023**
5. Place of opening of tender : Office of the HOD (PMS), RI-V, CMPDI, Bilaspur.
6. Down loading from website: The tender document can be down loaded from our web site [www.cmpdi.co.in](http://www.cmpdi.co.in) from 31.05.2023 to 09.06.2023 and to be submitted with ANNEXURE – VI, of the NIT along with the offer.

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

**Copy to:**

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

**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  
**TENDER DOCUMENTS**

Sealed tenders in single part are invited from eligible bidders for procurements of Printed Items at CMPDI, RI-V, Bilaspur (CG).

**Technical Specifications:**

SL No	Description of Item	Technical Specifications
1	Printed Items	Enclosed in Annexure -I

**1. Mode & Method of Submission of Tenders**

Tender must be submitted in sealed envelope. 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. All envelopes containing the tenders shall be properly sealed. **Stapled envelopes are not accepted.**

Envelope for the bid shall consists the following

- i. Technical parameter cum 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. Self – attested copies of past supply orders of tendered items or other computer related items issued by any Govt./ Semi Govt. organizations, Public sector undertakings or private organizations along with an undertaking on the letter head of the bidder that the supply order (s) has/have been successfully executed.
- vii. Duly filled up check list as per Annexure – V of NIT.

**2. 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.

**3. Submission of Tenders:** Tenders will be submitted in tender box in sealed covers at the address:-  
Office of the HOD (PMS) CMPDI, RI-V, CMPDI Complex, Seepat Road, Bilaspur 495 006 (C.G)

**4. Opening of Tender:** The tender shall be opened at the office of HOD (PMS), CMPDI, RI-V, CMPDI Complex, Seepat Road, Bilaspur 495006, 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 day/date.)

**5. SPECIAL TERMS AND CONDITIONS**

- a. The prices quoted must be firm till delivery. The prices offered should be given preferably both in words and figures.
- b. Printed terms and conditions of the vendor shall not be considered. Tenderers are requested to submit their offer complete in all respects maintaining serial number of items, terms and conditions as per the tender documents along with all supporting documents failing which offer may not be considered and no further clarification on technical commercial aspects may be entertained.
- c. Payment terms are as per general conditions of contract and are enclosed with this tender notice. CMPDI has the provision of making e- payment of supplier's bills through Electronic Fund Transfer (EFT), if bidders want to get this payment through EFT mode, they requested to submit their mandate as per Annexure – V in original Signature and stamp a long with of the offer.

d. Normally no deviation is acceptable to our tender document & terms and conditions. Tenders which have deviations are liable for rejection without making any back reference to the tenderers. Submitted tenders must be complete in all respects.

e. **Basic Qualification:**

Only those bidders who have successfully supplied the tendered items or other similar items in the recent past to any Central/ State Govt. organization, Semi Govt., PSU, and reputed private organizations are eligible to participate. Self-attested copies of order received from such organizations for the quoted items or items of higher specifications should be submitted along with the quotation. **Also an undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed is required to be submitted.**

f. All disputes are subject to Bilaspur (C.G.) Court Jurisdiction only.

**6. GENERAL TERM AND CONDITIONS FOR SUBMISSION OF OFFERS**

a. The complete offer should be typed/hand written on the letter head of the tenderers. If firm's letter heads are not sufficient to accommodate technical and pricing details, preferably bigger papers should be used, such sheets along with other pages of the offer should be signed and stamped by company's authorized representative/official.

b. Quotations, erased and over written, will be summarily rejected unless corrections are authenticated with the tenderer's signature.

c. 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.

d. Parties are required to submit their offers for all the items or some of the items as envisaged in schedule of requirement (Annexure-1) mentioning the serial no. Parties are required to submit their offers in Price Bid format (Annexure-II). However bids shall be evaluated on Item wise lowest(L1) rate basis

e. Bidders are also required to submit the undertaking as per annexure – III with of the offer.

**7. OTHER TERMS AND CONDITIONS**

a. **PRICES:** - Rates shall include all taxes, duties, levies, insurance, packing and forwarding, transport, and delivery at, Store of CMPDI, RI-V, Bilaspur (CG).

b. **PAYMENT:** - 100% payment will be made within 21 days after supply of materials & submission of bill and acceptance of materials by the consignee.

c. **DELIVERY SCHEDULE:** - The delivery schedule shall be 15 days from the date of supply order.

d. **GUARANTEE / WARRANTY:** - All the items should be delivered in good condition if any breakage/damage found during inspection of the item, the supplier shall liable to replace the items at their own cost.

e. **INSPECTION:** - Inspection of material will be carried out at store of CMPDI, RI-V, Bilaspur. after supply of materials. If materials are not as per our specifications the same will be rejected and supplier shall replace material at their own cost.

f. **PAYING AUTHORITY:** The HOD (Finance), Regional Institute-V, CMPDI, Bilaspur (CG).

g. **CONSIGNEE:** Regional Director, CMPDI, RI-V, Bilaspur (CG)

h. **PLACE OF DELIVERY:** Store of CMPDI, RI-V, Bilaspur (CG)

i. **LIQUIDATED DAMAGES CLAUSE:** In the event of failure to deliver/dispatch the equipment/stores within the stipulated date/period in accordance with the terms and conditions and the specifications mentioned in the supply order and in the event of breach of any of the terms and conditions mentioned in the supply order, CMPDI, shall be entitled at its option to enforce the following:

i) To recover from the successful Bidder as agreed Liquidated Damages, a sum not less than 0.5% (Half Percent) of the price of any stores which the successful Bidder has not been able to supply as aforesaid for each week or part of a week during which the delivery of such stores may be in arrears limited to 10% (TEN Percent). Where felt necessary the limit of 10% can be increased to 15% at the discretion of Head of the Materials Management Division. GST on LD will be charged extra and to be borne by the party.

- ii) To cancel the supply order or a portion thereof, and if so desired to purchase the stores at the risk and expenses of the defaulting supplier and also/or
- iii) To purchase elsewhere after notice to the successful Bidder on the account and at the risk of the defaulting supplier, the equipment/stores not supplied or others of similar description without cancelling the supply order in respect of the consignment not yet due for supply/or
- iv) Whenever under this contract any sum of money is recoverable from and payable by the supplier, CMPDI Ltd., shall be entitled to recover such sum by appropriating in part or in whole by deducting any sum or which at any time thereafter may become due to the successful Bidder in this or any other contracts. Should this sum be not sufficient to recover the full amount recoverable, the successful Bidder shall pay on demand to CMPDI the balance amount. The supplier shall not be entitled to any gain on any such purchase.
- v) To extend the period of delivery with or without Liquidated Damages as may be considered fit and proper. The Liquidated Damages, if imposed, shall not be more than the agreed Liquidated Damages referred to in para (i) above.
- vi) To forfeit the security deposit fully or in part.
- vii) The tender should be submitted strictly in line with the check list as in Annexure – VI of NIT. Any shortcoming or non-compliance may result rejection of the bid summarily. Signed copy of Annexure – VI shall be enclosed in the bid.

**j. PURCHASE PREFERENCE TO PUBLIC SECTOR ENTERPRISES AND MSEs :**

**A.**

- i. Purchase Preference to Public Sector Units will be applicable as per BPE / GOVT. OF INDIA guidelines, issued from time to time.
- ii. **Micro & Small Enterprises** – Purchase preference will be applicable to the Micro & Small Enterprises, as under, as per provision of “Public Procurement Policy for Micro and Small (MSEs) Order, 2012” and the Govt. of India guidelines issued from time to time : -  
*“MSEs quoting price within price band of L1+15 percent shall be allowed to supply a portion upto 20% of requirement by bringing down their price to L1 price, where L1 is non MSEs. Out of the said 20%, 4% is earmarked for MSEs owned by Scheduled Cast/ Scheduled Tribe (SC/ST) entrepreneurs”.*

The vendors should confirm their MSME Registration for the tendered item(s) along with the name of the Registering Authority and also attach a duly Notarized copy of the complete set of valid registration certificate with their offer.

**NB: The above mentioned purchase preference will not be applicable for the items, which are not covered under MSME registration.**

**B. Prior experience – prior turnover criteria for Startup, Micro and Small Enterprises (MSEs) in Public Procurement:**

- i. Prior experience and prior turn over criteria is not applicable for Startup & MSEs in respect of either of the following situations and no further documents regarding proven-ness will be required to be submitted by this category of Bidders.
  - a. If Bidders have submitted documents to prove the Startup / MSE status for the tendered item without certificate towards quality, assurance and capability from some authority like MSME, NSIC, etc., the Tender Inviting Authority, if required, may assess the techno-commercial capability of the vendors to manufacture and deliver goods as per the prescribed quality and technical specification before awarding contract to them. If required, a techno-commercial team of the organization may visit the manufacturing unit of the vendor without any undue delay for quick finalization of the tenders.
  - b. If favorable technical capability reports obtained earlier on such firms for supply of the item in question as per the required specification is available, these may be considered, provided date of such reports is not more than one year from the date of opening of bids. In case there is deficiency in technical capacity of the firm, the same shall be communicated to them by the Tender Inviting Authority for improvement in the quality of their product for future tenders, clearly indicating that their offer cannot be considered for relaxation against the tender in question and to avoid any future complications. The issues relating to Technical capability may be decided by the Head of the Technical Department.
  - c. If Bidders have submitted documents to prove the startup / MSE status for the tendered item and whose products are ISI marked / DGMS approved / covered under DGS&D Rate Contracts on them / current holding Rate Contracts with CIL or its Subsidiary for supply of the tendered item / supplied and proven

in CIL or its Subsidiary Companies / Proven product of the Ancillary unit of a Subsidiary Company of CIL, they will be required to submit the applicable related documents, duly notarized, for relaxation: -

- Valid BIS Marking License for the quoted items on them.

OR

Rate contract as issued by CIL / any other Subsidiary for the quoted items on them.

OR

- Valid DGMS Approval certificate for the quoted items on them.

OR

- Proven Ancillary certificate issued by Subsidiary Companies for the quoted items on them. The Document (s) / Certificate (s), by the Bidders for ISI marking and DGMS approval for any relaxation should be valid as on date of tender opening and a copy of such document / certificate valid as on date of supply, duly notarized, must accompany their bill(s).

ii. N.B.:

- Definition and Eligibility of Startup shall be in line with OM vide letter no. F-20/2/2014 PPD (pt.) Dtd. 25.07.2016 of Under Secretary to GOI, Ministry of Finance, Department of Expenditure, Procurement Policy Division, New Delhi, with subsequent amendments, if any.
- Definition of MSEs shall be as per Public Procurement 2012, with subsequent amendments, if any.

**k. Taxes and Duties**

- Goods and Service Tax (GST):** GST will be payable extra as per prevailing GST Rules. Bidders have to clearly indicate GST rates applicable (SGST, CGST, IGST) in Price Bid/BOQ.
- If the tenderer is exempted from paying the GST or Bidder has opted for GST under Composition scheme, the same must also be confirmed with valid documentary evidence.
- Input Tax Credit (ITC):** Set off against ITC of GST will be considered while arriving at Landed cost vis-a-vis ranking of the firms.
- In the event of placement of supply order, supplier should comply all the GST provisions for availing ITC (by CMPDI).
- In case of failure of the supplier to comply GST provisions for availing ITC (by CMPDI), the supplier has to pay the amount to CMPDI and also CMPDI will have the right to recover the amount from any payment due to supplier.

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

**FORMAT OF PRICE BID**

(To be submitted by the bidder in his own letter head)

Sl. No.	Description of Materials	Accounting Unit	Basic Price (₹)	GST		Total Unit Cost (FOR Destination) (₹)	Quantity Req.	Total Cost (₹)
				GST @.....	GST in (₹)			
A	B	C	D	E	F	G= (D+F)	H	I=(G*H)
1.	Bill Forwarding form, 100 Pages/Pad	Pad					07	
2.	Cash Book for HQ in GST format, 300 Pages with numbering	Pad					04	
3.	CL/RH form Pad, 100 Pages (100 x 2 forms in each sheet) middle perforation	Pad					22	
4.	Dr. Prescription Pad (50 x 2 forms in each sheet)	Pad					40	
5.	DPR Book, 100 Pages	Pad					170	
6.	DRR Book, 300 Pages	Pad					07	
7.	Joining Report (100 x 2 forms in each sheet) middle perforation	Pad					15	
8.	Leave Application Form, 100 Pages	Pad					29	
9.	Medical Health Card, 40 Pages	Pad					80	
10.	Medical Reimbursement form, 100 Pages	Pad					40	
11.	O.T. Form, 100 Pages	Pad					03	
12.	Pay Order Book, 100 Pages	Pad					09	
13.	Requisition Book, 50 x 2 with numbering	Pad					260	
14.	Store Return Voucher (50 x 2 forms in each sheet)	Pad					07	
15.	Tour Approval Final Bill, 100 Pages	Pad					35	
16.	Tour Approval Advance Form, 100 Pages	Pad					09	
17.	XA Advance Form, 100 Pages	Pad					07	
18.	XA Reimbursement Form, 100 Pages	Pad					12	
<b>Grand Total (₹)</b>								

Place:

Full Signature & Seal of the Authorized person:

Date:-

**PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER WITH OFFER**  
**TO BE SUBMITTED IN LETTER HEAD**

**UNDERTAKING**

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

1. I/We am/are submitting Tender for Supply of Printed Items against Tender **No: RV/PMS/NIT/01/23-24/24 , Dated: 30.05.2023.** All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this Tender is complete, correct and true.
2. None of the partners of our firm is relative of employee of Central Mine Planning & Design Institute.
3. 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.
4. Our status with regard to GST registration: **GST registered/Unregistered/Registered under Composition Levy** (Strike off whichever is not applicable).
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/NIT/01/23-24/24, Dated: 30.05.2023**

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 ..... (Self-attested photocopy proof attached).  
\*Please submit certificate from practicing CA/CMA/CS indicating that the bidder is exempted from GST registration.
7. Our PAN No is ..... (Self-attested photocopy proof enclosed).
8. We have submitted Price Bid as per format mentioned under Annexure-II.
9. We have submitted e-payment as per Format- Annexure-V.
10. We have submitted an undertaking as per Annexure-III.
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) Technical Parameter cum Price Bid	Technical Parameter cum Price Bid as per Annexure-I of NIT.	
4) Undertaking	Attach an Undertaking as per Annexure -II of NIT.	
5) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
6) Other Annexures	Annexure-I, Annexure-II, Annexure-III have been submitted in company's letter head.	
7) Eligibility/Provenness Criteria	Self-attested Copy (s) of past supply order(s) issued by any Govt. Organizations, Public Sector Undertakings, Private Organizations along with an undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed.	

**(Signature of authorized person with Seal & date)**

**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, forfeit the EMD / Security Deposit submitted by us and our firm can be black listed

(Signature of authorized person with Seal & Date)