



cmpdi
A Mini Ratna Company



सेन्ट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुपर्याप्त कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लैस, कांकिं रोड, राँची - 834 031, झारखण्ड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)
कोन्द्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोला-७१३३०४
Regional Institute-1, West End, G.T. Road, Asansol-713304

Ref. No: CMPDIL/RI-I/S&P/Registers/7/2023-24/33

Date: 16.06.2023

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from bonafide Printers/Suppliers for supply of following leather-bound registers, with good quality paper for CMPDI, RI-I, Asansol as per formats being provided along with this NIQ:

Sl. No.	Description of Item	Pages	Qty (Nos)	Unit Rate (₹)	GST (%)	Unit Rate including GST (₹)	Amount (₹)
1.	Stationery Register	250	1				
2.	Gem Register	250	1				
3.	Bill Passing Register	250	1				
4.	Advance Register	200	1				
5.	Vehicle Register	200	1				
6.	ARC Register	250	1				
7.	Budget Register	500	2				
8.	Bill Passing Register	300	1				
9.	Day Book	300	2				
10.	Bank Book	200	2				
11.	Bharat Bhraman /Home Town Register	500	2				
12.	Medical Bill Register	500	2				
13.	Leave Record Register	300	4				
14.	Dak Receipt Register	200	3				
15.	Dak Dispatch Register	200	3				

To be typed / hand – written on the bidder's letterhead



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16.	Daily Dak Record	200	3					
17.	TA-DA Bill Register	200	4					
18.	Tour Approval Register	300	4					
19.	Camp Billing Record Register	100	2					
20.	Daily Drilling Progress Report Register	200	3					
21.	Technical Library Book Issue Register	500	1					
22.	Daily Issue Register (Store)	500	1					
23.	Daily Received Register (Store)	500	1					
24.	Store Ledger Book (Store)	500	4					
25.	Store Issue Book	100	20					
26.	Vehicle Log Book	100	50					
27.	PR/ APR Form	100	20					
28.	TA/DA Form	100	20					
29.	TA/DA Bill Form	100	20					
30.	Medical Form	100	20					
31.	Medical Bill Form	100	20					
32.	Letter Head Pad	100	20					
33.	CL/RH Form	100	20					
34.	Cash Book	500	1					
35.	Bank Book	500	1					



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36.	Pay order Book	100	20				
37.	Dak Register	500	2				
38.	Daily Progress Report	100	30				
39.	Non Executive Form, A4paper	50	20				
40.	Leave account register form, 10 pages in a register ledger, cloth binding with cover printing	10	100				

NB : a) Paper used for register must be 80-90 GSM and of reputed brand.
b) The bidders can collect formats from CMPDI, RI-1 before submission of tender.
c) If the tender is not opened on the above date due to unforeseen circumstances then it will be opened on the next working day.

TERMS & CONDITIONS

1. **PAN** : Self attested copy of PAN
2. **GST Details:** CMPDIL, RI-1, Asansol have GSTIN No- **19AAACC7475N1Z1** having address - CMPDI LTD , REGIONAL INSTITUTE-I, G.T ROAD (WEST) , ASANSOL- 713304 (West Bengal).

Details of GST Registration of the bidders (to be filled by Bidders)

Name of Bidders as per GSTIN Information	GSTIN No of Bidders	STATE in which is Registered	Type of Registration (Regular/ Composition scheme/ Exempted From Registration) (To be clearly mentioned by Bidder)

a) Copy of GST Registration certificate towards GST duly self-attested, if applicable.

b) Copy of exemption certificate towards GST/SGST/IGST duly self-attested, If applicable.

Mandatory registration of bidder with statutory authorities like GST, is required, unless they are specifically exempt from registration under specific notification/circular/ section/rule issued by statutory authorities. The

bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration.



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For Example: If bidder is exempted from Registration under CGST ACT, 2017 due to his aggregate turnover is less than 20 lakhs then bidder has to submit the copy of Notification along supporting documents which prove that turnover of their business is less than 20 Lakhs and certificate from practicing Chartered Accountant having certificate of Practice and valid membership number of ICAI that Aggregate turnover from all business is less than 20 Lakh, hence he is exempted from Registration under GST Act, 2017.

- c) If bidder is eligible for charging lower than the normal rate is applicable (**where Bidder has opted Composition Scheme**), then bidder has to submit the authentic documents for such.
- d) The legally applicable rate of CGST/SGST/IGST/ Cess should be clearly mentioned.
- e) In case of COMPOSITION TAX, the supplier is liable to pay tax at concessional rate but can't collect any tax from CMPDIL and on the invoice, it should be mentioned by the supplier that "composition taxable person not eligible collect tax on supplies" The supplier shall be entirely responsible for all taxes and other such levies imposed as per GST or by any other law by government from time to time, including all Bank Charges.
- f) The supplier also shall comply the provisions of GST including "Anti Profiteering clause" of GST.
- g) The bidder shall indicate their GST Reg. No and should submit GST Reg. Certificate along with the offer, if applicable. The successful Bidder shall comply with GST requirements as per law, without any financial implication to CMPDIL, RI-1.
- h) The tax invoice raised by the supplier against the goods supplied must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN **19AAACC7475N1Z1** of CMPDI Ltd in case of supply to CMPDI Ltd within the state of West Bengal.

Supplier shall ensure timely submission of correct invoice(s) as per GST rules/ regulation, with all required supporting document(s) within a period specified in contract to enable CMPDIL to avail input credit of GST(CGST & SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods/ Services with requisite details. If input tax credit is not available to CMPDIL for any reason which is not attributable to CMPDIL, then CMPDIL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by CMPDIL to the supplier.

- i) In case the tendered item is eligible for Input Tax credit then the L-1 status shall be decided by deducting the Input Tax Credit (CGST, SGST or IGST, GST Cess (if applicable) as the case may be) Amount.

However, if Bidder has opted composition scheme under Section 10 of GST Act, 2017, they cannot levy GST, hence the CGST/SGST/IGST/GST Cess, the L-1 status will be determined on the basis of their quoted price.

In case Bidder is exempted from Registration under GST ACT and submitted the required documents as mentioned above, CMPDIL is liable to deposit the CGST, SGST, GST Cess (if applicable) under reverse charge as per the Provision of CGST Act, then applicable CGST, SGST, GST Cess will be included in landed price. However if the tendered items is eligible for Input Tax credit, the same will be deducted while computing the L-1 status.

- j) **TDS** : The TDS, if applicable, shall be made at applicable rate from the payment made or credited to the supplier against tax invoice issued in relation to supply of goods or services.
- k) **E-way Bill**: The e-way bill, if any, required in connection with supply of goods shall be arranged by the supplier.



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3. **Credentials / Eligibility:** Experience of having supplied at least 25% of the tendered quantity of the required items / similar items over the last 5 years along with proof of supply (supply order along with either received challan or affidavit on bidder's letterhead for having successfully made this supply).
4. **Due Date:** Due date of submission of offer up to 3.00PM of 30.06.2023. Due date of Opening is on 30.06.2023 at 4.00PM.
5. **Mode & Method of Submission of Quotation:** Quotation on bidder's own letterhead must be in sealed cover super scribbling Tender No. and date and time of opening and put in box provided for this purpose in the office of the undersigned. All documents attached with the bid should be signed and stamped by the bidder.
6. **Rates:** The rates shall be quoted on FOR destination basis and inclusive of GST as applicable and delivery cost.
7. **Delivery:** The item must be delivered within 30 days from the issue of the purchase order.
8. **Consignee:** General Store, CMPDI, RI-1.
9. **Payment:** 100% of the billed amount will be paid on receipt of the materials in good condition, inspection of material and on production of pre-receipted bill in triplicate along with signed challan. The delivery challan must be produced in duplicate. **The payment shall be made by e-payment (RTGS/NEFT).**
10. **Paying Authority:** HOD (F), CMPDI, RI-1, Asansol.
11. **Inspection:** Acceptance of supplied materials is subject to inspection by an Authority to be deputed for this purpose at consignee's end.
12. **Liquidated damages:** Except causes beyond control of the supplier, liquidated damages @ 0.5% of ordered value will be imposed per week of delay in supply from stipulated period subject to maximum of 10% of ordered value.
13. **Validity:** The offer must remain valid for minimum 3(Three) months.

CMPDI, RI-1 reserves the right to cancel the tender in part or whole without assigning any reason. No correspondences in this regard will be entertained.

This issue with the approval of competent authority.

HOD(S&P)

Copy To:

1. RD, RI-1, Asansol
2. HOD(Fin.), RI-1, Asansol
3. Office Copy.



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