

**Tender Document
for Participation
in Proficiency Testing Programs for
Environment Laboratory, CMPDI, RI-I,
Asansol**



December, 2023

CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED
(A SUBSIDIARY OF COAL INDIA LIMITED)
(An ISO 9001:2008 Company)
**REGIONAL INSTITUTE – I, G. T. ROAD WEST END,
ASANSOL – 713304**



cmpdi
A Mini Ratna Company



भारत 2023 INDIA

वैश्वेव कुरुमुक्कम्

ONE EARTH • ONE FAMILY • ONE FUTURE

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अफिलीय कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के 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)
CORPORATE IDENTITY NUMBER - U14292JH1975601001223
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसंसोला-७१३३०४
Regional Institute-1, West End, G.T. Road, Asansol-713304

CMPDI/RI-I/Env./proficiency testing/2023-24/375

Date: 14.12.2023

NOTICE INVITING TENDER

Sealed tenders are invited from ISO/IEC 17043: 2010 accredited proficiency testing providers for participation in different proficiency testing programs for Environment Laboratory, CMPDI, RI-I, Asansol as per TERMS & CONDITIONS given below:

- | | |
|---|-------------------------------------|
| a) Estimated Amount | : Rs. 32302.50 |
| b) Tender Fee in INR | : Nil |
| c) Earnest Money | : Nil |
| d) Date of Commencement of sale of Tender Documents | : 14.12.2023 (10.30 AM onwards) |
| e) Last date of sale of Tender Documents | : 26.12.2023 up to 1.00 PM. |
| f) Last date & time for submission of bid | : 26.12.2023 up to 03:00 PM. |
| g) Due date & time of opening of bid | : 26.12.2023 at 04.00 PM |
| h) Validity Period of bid | : 60 days from the date of opening. |
| i) Type of Tender | : Single bid |

NOTE:

1. IF THE TENDER IS NOT OPENED ON THE ABOVE DATE, DUE TO UNFORESEEN CIRCUMSTANCES, THEN IT WILL BE OPENED ON THE NEXT WORKING DATE.
2. L1 WILL BE DECIDED ON THE BASIS OF TOTAL QUOTED PRICE.
3. BIDDERS OR THEIR AUTHORIZED REPRESENTATIVES MAY ATTEND THE OPENING OF THE TENDER.

Tender document can be obtained from the office of HOD (Env.), CMPDI, RI-I, Asansol from 10.30 AM to 4.00 PM on all working days from 14.12.2023 to 26.12.2023.

Tender documents can also be downloaded from CMPDI'S website www.cmpdi.co.in during the period from 14.12.2023 to 26.12.2023.

In case of any discrepancy between the tender documents downloaded from the website and the master copy available in the office, the latter shall prevail and will be binding on the bidders. No claim on this account will be entertained.

HOD (Env.)



फोन नम्बर/Phone No. : 0341-2253504
फैक्स नम्बर/Fax No. : 0341-2250935
ई-मेल/E-mail: rdri1.cmpdi@coalindia.in
वेब साइट/Website : www.cmpdi.co.in

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INSTRUCTIONS:

- I. Please go through the Tender Document carefully and submit your offer accordingly complete in all respect with supporting documents, wherever asked for.
- II. Any order resulting from this enquiry shall be governed by the terms & conditions of the tender document and the work order.
- III. Where counter terms and conditions have been offered by the service provider, the service shall not be governed by them unless specific acceptance has been given in writing in the work order by the purchaser. **NO DEVIATIONS TO THE TERMS & CONDITIONS ARE ALLOWED.**
- IV. The Company has the right to cancel the bid or extend the due date of receipt of offer and / or opening of tender without assigning any reason thereof.

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Terms & Conditions:**1. Mode & Method of Submission of Tender**

The bidders must submit their offer within the scheduled date and time. The bid will contain all documents in compliance of techno-Commercial terms & conditions.

- A. The bid must contain all confirmatory documents in support of commercial terms as per clause 2 of NIT.
- B. The price bid must be type-written on the bidder's own letterhead with all columns duly filled in the format provided in Annexure – III of this NIT. The bids will be ranked as per the total summation amount and not item-wise.

The bid envelope must be super-scribed with “Participation in proficiency testing programs for Environment laboratory, CMPDIL, RI-I, Asansol”, the Tender No. and Date & Time of Opening. The bid should be addressed to the **HOD (Env), CMPDIL, RI-I, G.T. Road West End, Asansol, Distt.- Paschim Bardhaman, West Bengal-713304.**

2. Commercial terms:

- A. **Eligibility:** The intending bidder must be accredited as per ISO/IEC 17043: 2010 for providing proficiency testing as per their scope of accreditation for desired parameters as mentioned in Annexure-II. The bidder will have to submit signed and stamped copy of their ISO/IEC 17043: 2010 accreditation certificate along with their scope of accreditation.
- B. **Goods and Service Tax (GST):** CMPDIL, RI-I, Asansol have GSTIN No- **19AAACC7475N1Z1** having address - CMPDI LTD., REGIONAL INSTITUTE-I, G.T. ROAD (WEST), ASANSOL- 713304 (West Bengal). The bids must include the following information:

- 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.

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, if 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 service provider 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 service provider that “composition taxable person not eligible to collect tax on services” The service provider shall be entirely

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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 bidder shall also 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-I, Asansol.

h) The tax invoice raised by the service provider against the services provided must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN **19AAACC7475N1Z1** of CMPDI Ltd in case of services to CMPDI Ltd within the state of West Bengal.

Service provider 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 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 of services.

i) In case the tendered work 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.

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 services shall be arranged by the service provider.

C. Permanent Account Number (PAN): Bidder must submit signed and stamped copy of their PAN card.

D. Subletting of work: No subletting of work by the service provider is permissible under any circumstances.

3. Confirmatory documents: All the confirmatory documents as enlisted in the NIT in support of information furnished by the bidder are to be submitted along with the bid. The following documents will be submitted by the bidder with bid:

- a) Signed and stamped copy of their ISO/IEC 17043: 2010 accreditation certificate along with the scope of accreditation.
- b) Copy of GST Registration certificate towards GST duly self-attested or copy of exemption certificate towards GST/SGST/IGST duly self-attested as per clause 2 B of terms and conditions of NIT.
- c) Signed and stamped copy of Permanent Account Number (PAN) card as per clause 2 C of terms and conditions of NIT.

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- d) Copy of e-Mandate form duly filled in as per Performa for Electronic Fund Transfer as per Annexure-III of NIT.
- e) Copy of the NIT duly signed and stamped by the authorized signatory.
5. **Validity of Offer:** The offer must be valid for a period of 60 (sixty) days from the date of opening of tender.
6. **Consignee:** Regional Director, CMPDIL, RI-I, G.T. Road West End, Asansol, West Bengal-713304.
7. **Paying Authority:** HOD (Fin.), CMPDIL, RI-I, G.T. Road West End, Asansol, West Bengal-713304.
8. **Price:** The quoted rates must be inclusive of all taxes and discount, if any. If there is any discrepancy between the rates quoted in words and in figures, the rate enclosed in figure shall be considered. The rates should be inclusive of all applicable taxes and duties.
The price quoted must be firm and offers must remain open for acceptance for 60 (Sixty) days from the due date of opening of the tender.
9. **Schedule of bid submission:** Offers received after the submission time of the due date of the tender shall not be accepted.
10. **Parameters covered in Proficiency testing programs:** All the desired parameters as mentioned in Annexure-II must be covered in quoted proficiency testing programs. However, any additional parameter can be accommodated in the quoted proficiency testing programs.
12. **Schedule of Proficiency testing programs:** The quoted proficiency testing programs covering all desired parameters as mentioned in Annexure-II must be completed till March, 2025.
13. **Force Majeure Clause:** If the execution of the contract is delayed beyond the stipulated period of 21 (twenty one) days as result of hostilities, declaration of embargo or blockade or flood, act of nature or any other contingency beyond the supplier's control due to act of God, the CMPDI may allow such additional time by extending the work period as is considered justified by the circumstances of the case and its decision shall be final. In case additional time is granted by CMPDI for execution of the Contract/Work Order, the Contract/Work Order shall be read and understood as if it had contained from its inception the delivery as extended.
- a) The successful bidder will advise, in the event of his having to resort to this clause, by a registered letter, duly certified by the local chamber of commerce, or statutory authorities, the beginning and end of the causes of the delay, within 15 days of the occurrence and cession of such force majeure conditions. In the event of delay lasting out of force majeure, CMPDI will reserve the right to cancel the contract, and provisions governing termination of contract as stated in the bid documents will apply.
- b) For delay arising out of force majeure, the bidder will not claim the extension in completion date for a period exceeding the period of delay attributable to the causes of force majeure and neither CMPDI nor the bidder shall be liable to pay extra cost provided it is mutually established that the force majeure conditions did actually exist.
- c) If any of the force majeure conditions exist in the place of operation of bidder even in the time of submission of bid, he will categorically specify them in his bid, and state whether they have been taken into consideration in their quotation.
14. **Payment:** A work order along with the registration form for proficiency testing programs will be issued to successful bidder. The payment will be made to successful bidder against proforma invoice. The payment shall be made by e-payment (RTGS/NEFT). Bidders are advised to submit duly filled up ECS mandate form given along with the proforma invoice as per Annexure – III.
15. **Price Variation Clause:** Normally, the rates are not subject to any upward revision until the period of contract is completed. However where additional Statutory Levies are imposed by the Government in the form of Duties/and or Taxes during the currency of the Contract which directly affect the

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services, a Price increase may be permitted on production of adequate documentary evidence in support of such increase of Levies and quantum of variation in the ultimate cost of services.

16. **Price Fall Clause:** The prices charged for the services shall in no event exceed the lowest price of services of identical description to any other party/organization during the said period. If the service price is reduced below the price chargeable under the Contract, such reduction shall be incorporated and the rates shall stand correspondingly reduced.
17. The Company has the right to cancel the enquiry or extend the due date of receipt of offer and/or opening of tender without assigning any reason thereof.
18. **CMPDI, RI-I reserves the right to accept or reject fully or partly any or all offers amongst the tenderers without assigning any reason thereof.** No disputes of any kind can be raised against this right of the buyer in any court of law or elsewhere. **NO CORRESPONDENCES WILL BE ENTERTAINED IN THIS REGARD.**
19. **ALL DISPUTES ARE SUBJECT TO ASANSOL COURT JURISDICTION ONLY.**

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ANNEXURE - II

FORMAT FOR PRICE BID
(To be submitted on Bidder's own letterhead)

Sl. No.	Proficiency testing scheme code	Description of proficiency testing scheme	Duration of Proficiency testing scheme (from.... to)	Rate of Proficiency testing scheme (₹)	Discount in Proficiency testing scheme, if any (₹)	Discounted rate of Proficiency testing scheme (₹)	GST Amount (₹)	Total Amount inclusive of GST (₹)
1		Effluent water: Biological Oxygen Demand (BOD), Chemical Oxygen Demand (COD), Dissolved Oxygen (DO), Oil and Grease (O&G), pH, Total Dissolved Solids (TDS), Total Suspended Solids (TSS)						
2		Ambient Air (Qualitative and Quantitative): Particulate matter (PM ₁₀), Fine Particulate matter (PM _{2.5})						
3		Ambient Noise Level (Qualitative)						
4		Gound/Surface/Drinking/ water (Quantitative): Arsenic (As), Cadmium (Cd), Chromium (Cr), Copper (Cu), Iron (Fe), Manganese (Mn), Nickel (Ni), Lead (Pb), Zinc (Zn).						
5		Drinking/Ground/Surface water (Quantitative): Ammonia (as NH ₃ -N), Boron (as B), Fluoride (as F), Nitrate (as NO ₃), Potassium (as K), Residual Free Chlorine, Sulphate (as SO ₄)						
6		Effluent water: Colour, Odour.						
7	Other charges, if any							
8	Net amount inclusive of all taxes							

Note: L1 will be decided on total quoted amount.

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Annexure- III

MANDATE FORM

To,
Central Mine Planning & Design Institute Ltd.,
Regional Institute-1, G.T Road (W).
Asansol-713304

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 details 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) _____

Mobile No. _____

3. Bank Particulars

Bank Name	Branch Name		
	Bank Branch Code		
Branch Address	PIN CODE Telephone No. (with STD Code) FAX NO. (With STD Code)		
9 digit MICR Code of the BANK Branch (Enclosed copy of a cancelled cheque)			
11 digit IFSC Code of beneficiary Branch			
Bank Account Number			
Bank Account Type (Tick One)	1. Saving 2. Current 3. Loan 4. Cash Credit 5. Others (If other ,specify)		
Permanent account number (PAN)			

6. 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.....

(AUTHORIZED SIGNATORY)

Name..... Date.....

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.....

(AUTHORIZED SIGNATORY)

Name..... Date.....

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