



**cmpdi**  
A Mini Ratna Company



ONE EARTH • ONE FAMILY • ONE FUTURE

सेन्ट्रल माइन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड  
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)  
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (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 - U14292JH1975GOI001223

To

M/s .....

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Sub : **Quotation document for the work 'Binding of vouchers, ledgers and other official documents at CMPDI (HQ), Ranchi for One year'.**

Quotation Notice No. : 86 of 2023-24 dt. 24.01.2024

Dear Sir,

Please submit your offer for as per enclosed BOQ.

Encl. : Bill of Quantity & Terms and conditions.

  
Dy Manager (E&M)/TE&CM



फोन नम्बर/Phone No. :  
फैक्स नम्बर/Fax No. :  
ई-मेल/E-mail:  
वेब साईट/Website:



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## CENTRAL MINE PLANNING AND DESIGN INSTITUTE LIMITED

(A Subsidiary of Coal India Ltd.)

Gondwana Place, Kanke Road, Ranchi - 834008

No. TE&CM/E

Dt. 24.01.2024

### QUOTATION NOTICE

#### Quotation Notice No. 86 of 2023-24 Dt. 24.01.2024

Sealed item rate quotations are invited from the eligible contractors for the following work to be executed at CMPDI(HQ), Ranchi.

Quotation Notice no.	Name of work	Estimated Cost (Rs.)	Cost of Tender Document	Completion Period
86 of 2023-24 Dt. 24.01.2024	Binding of vouchers, ledgers and other official documents at CMPDI (HQ), Ranchi for One year.	Rs. 1,20,000.00 Including GST	Rs. 1500.00	365 days

Quotation document can be downloaded from the CMPDI website (<https://www.cmpdi.co.in/en/tenders/current-tenders>) from dated **24.01.2024 to 31.01.2024**.

Duly filled sealed quotations in Single Part should be submitted in the office of the Head of Department (TE&CM), CMPDI(HQ), Ranchi upto **3.00 p.m. on dt. 31.01.2024** and quotations shall be opened at **3.30 pm on dt. 31.01.2024** in presence of the attending bidders or their authorized representatives at the office of the Head of Department (TE&CM), CMPDI(HQ), Ranchi.

The **Earnest Money** will have to be deposited in the form of **Demand Draft/Banker's Cheque/NEFT** in favour of **"CMPDI Ltd., Ranchi"** (No interest shall be paid on the EMD amount deposited by the bidders).

### TERMS & CONDITIONS :

- Payment :** Payment will be made by Finance Department of CMPDI(HQ), Ranchi within 21 days after the completion of the job and submission of duly certified bill by the concerned officer of TE&CM Department of CMPDI(HQ). The Final bill shall be accepted by the HOD(TE&CM), CMPDI(HQ), Ranchi.
- Period of Completion :** 365 Days from the date of issue of work order .
- Penalty :** Penalty shall be imposed @ 0.5% /per week (subject to maximum 10%) for not completing the work within stipulated time period

PTO



फोन नम्बर/Phone No. :  
फैक्स नम्बर/Fax No. :  
ई-मेल/E-mail:  
वेब साईट/Website :





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### Bill of Quantity

**Name of work : Binding of vouchers, ledgers and other official documents at CMPDI (HQ), Ranchi for One year.**

Quotation notice no. : 86 of 2023-24 dt. 24.01.2024

Sl. No.	Description of items	Rate per unit/ No. (Rs)	GST @ 18%
1	Voucher Binding in Book Form (including arranging the vouchers before binding).		
2	Ledger Binding (including tearing of continuous computer paper and arranging them page wise).		
3	Salary Bill binding (including tearing of continuous computer paper and arranging them page wise).		
4	Re- binding of old vouchers using existing card board.		

Signature of Tenderer  
Date :



फोन नम्बर/Phone No. :  
फैक्स नम्बर/Fax No. :  
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4. Payments shall be made after submission of pre-receipted bill by the party and accepted by the Engineer-In-Charge of the work.
5. Controlling Authority: **HOD (TE & CM)**, CMPDI (HQ), Ranchi or his authorized representative.
6. Paying Authority: **HOD (F)**, CMPDI (HQ), Ranchi.
7. **Other Terms & Conditions :**
  - (i) All the rates should be inclusive of cost of materials, printing (wherever required) tearing of computer stationery and arranging in order as per requirement. The said voucher binding job may be coming under works contract as the same job consists of consumption of material for binding of vouchers & service component like skills for binding of vouchers.
  - (ii) The representative of the Binder will attend the work in the Finance Division of CMPDIL, HQ office premises till completion of the job. He will report to the nominated representatives of CMPDIL, Finance Division for development of work during the month on the last working day of every month and on completion of the job for each month, the representative of the firm will obtain a certificate of completion of the job from the concerned section of Finance Division, CMPDIL.
8. Bidders are required to submit the following in sealed envelop :
  - i) **EMD** can be submitted in the form of **Demand Draft/Banker's Cheque/NEFT** in favour of "**CMPDI Ltd., Ranchi**".
  - ii) **Self attested** copy of **PAN**(Permanent Income Tax Account Number)
  - iii) **Self attested** Document in support of **GST** status of bidder.
  - iv) Dully filled & signed/stamped **BOQ** along with signed copy of **NIQ** documents.

CMPDI does not bind itself to accept the lowest quotation and reserves the right to reject any or all the quotation without assigning any reason whatsoever.

*Rajesh*  
24/11/24  
HOD(TE&CM)

Copy to :

1. HOD (F), CMPDI, Ranchi
2. Dy Manager (E&M)/TE&CM, CMPDI, Ranchi.
3. Notice Board of TE&CM, CMPDI, Ranchi.



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