



**cmpdi**  
A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लि.  
कोल इंडिया लिमिटेड की अनुषंगी कम्पनी 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

**NOTICE INVITING TENDER FOR SUPPLY OF PRINTED FORMS AT RI – V, CMPDI, RI V,  
BILASPUR (CG) – 495006.**

**Tender Enquiry No: RV/PMS/NIT/01/24-25/41**

**Dated:10.06.2024**

1. Name of the work: Sealed tenders in single part are invited from eligible bidders for Supply of Printed Forms at CMPDI, RI-V, Bilaspur (C.G) - 495006.
2. Last date of submission of offers: **Up to 10.30 am on 25.06.2024**
3. Place of Submission of offers: Office of the HOD (PMS) RI-V, CMPDI, Bilaspur.
4. Due date of opening of the offer: **At 11.00 am on 25.06.2024**
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 downloaded from our web site [www.cmpdi.co.in](http://www.cmpdi.co.in). from **11.06.2024** to **25.06.2024** and to be submitted with ANNEXURE – VII, of the NIT along with the offer.

Yours faithfully,

HOD (PMS)  
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, SECL Complex, Seepat Road, Bilaspur (CG)- 495006

## TENDER DOCUMENT

Sealed tenders in single part are invited from eligible bidders for procurements of items as mentioned below at RI-V, CMPDI, Bilaspur (C.G) – 495006.

### Technical Specifications:

SL No	Description of Item	Quantity
1	PRINTED FORMS	Enclosed in Annexure -1

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

Tender must be submitted in sealed main envelope cover containing the tender documents. 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. Envelope containing the tenders shall be properly sealed. Staped envelope is not accepted.

#### Tender documents shall consists the followings:

- i. Commercial and technical bid as per Annexure – I of NIT.
- ii. Undertaking as per Annexure – III 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 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) have been successfully executed.
- vii. Duly filled up check list as per Annexure – VI of NIT.

1. **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.

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

3. **Opening of Tender:** The tender shall be opened at the office of the HOD (PMS), CMPDI, RI-V, Seepat Road, Bilaspur 495 006, **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 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 Part -I 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. 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. Bid evaluation: - Parties are required to submit their offers for all the items or for some of the items as per Price Bid format (Annexure-II). However bids shall be evaluated on individual item wise (L-1) rate basis.
- e. Bidders are required to submit the undertaking as per annexure – III along with the offer.

## 7. OTHER TERMS AND CONDITIONS

- a. **Prices:** - Rates shall include all taxes, duties, levies, packing and forwarding, transport, and delivery at, CMPDI, RI-V, Bilaspur (CG). If specifically not included in the offer, it will be assumed that these are included in the offer.
- b. **Payment:** - 100% payment will be made within 21 days after supply of materials & submission of bill and acceptance of materials by the consignee. **The supplier shall upload their invoices in their GSTR-1 before claiming bills from RI V, CMPDI, Bilaspur.**
- c. **Delivery Schedule:** - The delivery schedule shall be 30 days from the date of supply order.
- d. **Guarantee / Warranty:** - Good quality of papers are to be used for printing the forms.
- e. **Inspection:** - Inspection of material will be carried out at our Store after supply of materials. If materials are not as per our specifications/requirement the same will be rejected and supplier shall replace material at their own cost.
- f. **Paying authority:** - The HOD (Finance), Regional Institute-V, Bilaspur (CG)
- g. **Consignee:** - Regional Director, RI-V, CMPDI, Bilaspur.
- h. **Place of Delivery:** CMPDI Store, Seepat Road, Bilaspur -495006 (C.G).
- i. All disputes are subject to Bilaspur (C.G.) Court Jurisdiction only.
- j. **LIQUIDATED DAMAGES CLAUSE:**
  - (i). 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.
  - (ii) 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 also be charged extra and the same is to be borne by the party.

- (iii). 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
- (iv). 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
- (v). 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.
- (vi). 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.
- (vii). To forfeit the security deposit fully or in part.

**k. Taxes and Duties**

- i. **Goods and Service Tax (Not Applicable for Exempted Goods / Services):** 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.
  - ii. 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. The bidder claiming exemption in this respect shall submit supporting documents as well as certificate from Practicing CA/ CMA/ CS to the effect that Bidder is fulfilling all the conditions prescribed in notification to make him exempt from registration. Where the bidder has opted for composition levy under Sec 10 of CGST, he should declare the fact while bidding (In the price bid).
  - iii. **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.
  - iv. In the event of placement of supply order, supplier should comply all the GST provisions for availing ITC (by CMPDI). *The Tax Invoice raised by the supplier must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN number for the supply to RI V, CMPDI, Bilaspur. Our provisional GSTN number is 22AAACC7475NIZE.*
  - v. 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.
- l. 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 along with the bid.

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

**Part –I**  
**Commercial & Technical Bid**

(To be submitted on the letter head of the bidder along with Part – I)  
**TECHNICAL PARAMETERS / SCHEDULE OF REQUIREMENTS**

<b>Sl. No.</b>	<b>Description of Materials</b>	<b>No. of Pages</b>	<b>Quantity Req.</b>
1	Bill Forwarding form, 100 Pages/Pad	100	7
2	Cash Book for HQ in GST format, 300 Pages with numbering	300	8
3	Cash Book for Camp in GST format, 300 Pages with numbering	300	5
4	CL/RH form Pad, 100 Pages (100 x 2 forms in each sheet) middle perforation	100	22
5	DPR Book, 100 Pages	100	164
6	DRR Book, 300 Pages	300	7
7	Joining Report (100 x 2 forms in each sheet) middle perforation	100	15
8	Leave Application Form, 100 Pages	100	29
9	Medical Health Card, 40 Pages	40	260
10	Medical Reimbursement form, 100 Pages	100	40
11	O.T. Form, 100 Pages	100	2
12	Pay Order Book, 100 Pages	100	9
13	Requisition Book, 50 x 2 with numbering	50	195
14	Store Return Voucher (50 x 2 forms in each sheet)	50	2
15	Tour Approval Final Bill, 100 Pages	100	35
16	Tour Approval Advance Form, 100 Pages	100	15
17	XA Advance Form, 100 Pages	100	7
18	XA Reimbursement Form, 100 Pages	100	10

Place:

Full Signature &amp; Seal of the Authorized Person:

Date:-

**FORMAT OF PRICE BID**

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

Sl. No.	Description of Materials	No. of Pages	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	100					7		
2	Cash Book for HQ in GST format, 300 Pages with numbering	300					8		
3	Cash Book for Camp in GST format, 300 Pages with numbering	300					5		
4	CL/RH form Pad, 100 Pages (100 x 2 forms in each sheet) middle perforation	100					22		
5	DPR Book, 100 Pages	100					164		
6	DRR Book, 300 Pages	300					7		
7	Joining Report (100 x 2 forms in each sheet) middle perforation	100					15		
8	Leave Application Form, 100 Pages	100					29		
9	Medical Health Card, 40 Pages	40					260		
10	Medical Reimbursement form, 100 Pages	100					40		
11	O.T. Form, 100 Pages	100					2		
12	Pay Order Book, 100 Pages	100					9		
13	Requisition Book, 50 x 2 with numbering	50					195		
14	Store Return Voucher (50 x 2 forms in each sheet)	50					2		
15	Tour Approval Final Bill, 100 Pages	100					35		
16	Tour Approval Advance Form, 100 Pages	100					15		
17	XA Advance Form, 100 Pages	100					7		
18	XA Reimbursement Form, 100 Pages	100					10		
<b>Grand Total (₹)</b>									

**Our status in respect of GST is:** GST Registered Bidder / GST unregistered Bidder / Bidder has opted for composition levy under Sec 10 of CGST  
(Strike off whichever is not applicable)

Place:

Date:-

Full Signature &amp; Seal of the Authorized person:

**PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER ALONG WITH THE OFFER**

**UNDERTAKING**

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

1. I/We am/are submitting Tender for the Work for Supply of Stationary printed items against Tender No **RV/PMS/NIT/01/24-25/41, Dated:10.06.2024.**
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 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 and banning/ delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.
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.
7. Our status in respect of GST registration is: GST Registered Bidder / GST unregistered Bidder / Bidder has opted for composition levy under Sec 10 of CGST.

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

Ref.:- Your NIT No.:- **RV/PMS/NIT/01/24-25/41, Dated:10.06.2024.**

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 TIN No. is .....(Photo copy proof attached)
7. Our PAN No is .....(Photocopy of PAN card 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 Affidavit as per Annexure-III.
11. Our Registered E-mail ID (Please indicate your firms registered E-mail ID)
12. Our Contact Number:

Note: - Unregistered bidders are required to submit a certificate from practicing Chartered Accountant certifying that the bidder is GST unregistered bidder compliance with the relevant GST rules.

Full signature & Seal of the authorized person  
Name:



**Format for e-Payment**

To  
The Regional Director,  
Regional Institute - 5, CMPDI  
Seepat Road,  
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)

<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	Attach self-attested Copy of GST registration/ Exemption/ Declaration for opting composition levy	
3) Commercial and Technical Bid	Attach Commercial & Technical bid as per Annexure-I of NIT.	
4) Undertaking	Attach an Undertaking as per Annexure –III 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-IV have been submitted in company's letter head.	
7) Eligibility/Provenness Criteria	Attach self-attested Copy (s) of past supply order(s) issued by any Govt. Organizations, Public Sector Undertakings, Private Organizations along with an <b>undertaking on the Letter Head of the bidder that the supply order(s) have been successfully executed.</b>	
<b>(Signature of authorized person with Seal &amp; date)</b>		

**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 and our firm can be black listed

(Signature of authorized person with Seal & Date)