



cmpdi
A Mini-Ratna Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
क्षेत्रीय संस्थान-४, कस्तूरबा नगर, जरीपटका, नागपुर-४४००१४

Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Regional Institute-IV, Kasturba Nagar, Jaripatka, Nagpur-440014
Corporate Identity Number (CIN) : U14292JH1975GOI001223

Phone : 0712-2807287,
2807291, 2807296, 2807299

क्षेत्रीय निदेशक का कार्यालय
OFFICE OF THE REGIONAL DIRECTOR

Fax : 0712-2643231
E-mail : rdri4.cmpdi@coalindia.in

Tender Notice/Quotation Enquiry

NOTICE INVITING TENDER FOR OUTSOURCING THE PHOTOCOPY WORK OF CMPDI, RI-IV, NAGPUR (MH).

Tender Enquiry No: RIN/PMS/PHOTOCOPY/22-23/02

Dated: 20.08.2022

1. Name of the work : Sealed tender in two parts (part –I and Part-II) are invited from eligible bidders for outsourcing the photocopy work of CMPDI, RI-IV Nagpur.
2. Estimated Value : Rs. 1,35,235/- (excluding GST)
3. Last date of submission of offers : Up to 11.00 am on 27.08.2022
4. Place of Submission of offers: Office of the HOD (PMS) RI-IV, CMPDI, Nagpur.
5. Due date of opening of part I offer: At 11.30 am on 27.08.2022
6. Place of opening of tender : Office of the HOD (PMS), RI-IV, CMPDI, Nagpur.
7. Down loading from website: The tender document can be downloaded from our web site www.cmpdi.co.in from 20.08.2022 to 27.08.2022 and to be submitted with ANNEXURE – VIII, of the NIT along with Part-I of the offer.


HOD (PMS)
RI-IV, CMPDI, Nagpur.

Copy to:

1. Regional Director, CMPDI RI-IV Nagpur for kind information.
2. HOD(Documentation), CMPDI RI-IV Nagpur
3. HOD(Finance), CMPDI RI-IV Nagpur
4. Notice Boards at RI-IV, CMPDI, Nagpur



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Tender Enquiry No: RIN/PMS/PHOTOCOPY/22-23/02

Dated: 20.08.2022

Sealed quotations are invited from experienced tenderer for outsourcing the photocopy work of CMPDI, RI-IV Nagpur, as indicated in the attached schedule of requirement indicated in Annexure-I.

1.0 ELIGIBILITY CRITERIA FOR TENDER

1.1 Experienced tenderer are eligible to quote in this tender.

1.2 PROVENESS CRITERIA FOR TENDER:

- Offers of only those tenderers will be considered who have past experience in photocopying of similar works (i.e photocopying of color and B&W of any size of paper etc.) 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.
- Tenderers must submit the self attested copies of work orders received by them from any Govt./ Semi Govt. organizations, Public sector undertakings or private organizations for similar work(s) in recent past in techno-commercial bid (part-I) in support of their eligibility.

2.0 SUBMISSION OF TENDER:

2.1 Tender must be submitted in sealed covers, which must be superscribed with the Tender number and the date of opening. All the envelopes containing the tenders shall be properly sealed. **Envelopes stapled shall not be accepted.**

2.2 Tender is to be submitted in two parts viz Part-I & part-II.

Part-I: Envelope for Part-I of the bid shall consist the following:

- Commercial and technical bid as per Annexure-I of NIT.
- Annexure-III, IV, VI, VII, VIII on the letterhead of bidder as per NIT.
- Duly sealed and signed copy of NIT (on all pages) as a token of acceptance of terms and conditions of NIT along with authorization to sign the tender documents in case the same are signed by a person other than owner/proprietor of the firm.
- Copy of self – attested PAN Card issued by Income Tax Department Govt. of India.
- Copy of self – attested GST registration indicating GST number or documentary evidence in case of exemption.
- Self – attested copies of past supply orders of similar works (i.e photocopying of colour and B&W of any size of paper etc.) 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.
- Duly filled check list as per Annexure-VI of NIT.
- Any other document as per requirement of NIT.

[Signature]

[Signature]

Part-II: The second part of the tender shall consist of details of prices only as per Annexure-II. The price bids of only those tenderers, whose offer in Part-I is found to be techno-commercially acceptable, will be opened, which will be intimated to the successful bidders separately.

2.3 The tender should be submitted in sealed envelopes as under:

Envelope no.	Envelope to Contain	Envelope to be superscribed
Envelope no.1	1. Commercial and technical bid as per Annexure-I of NIT. 2. Annexure-III, IV, VI, VII, VIII on the letterhead of bidder as per NIT. 3. Duly sealed and signed copy of NIT (on all pages) as a token of acceptance of terms and conditions of NIT along with authorization to sign the tender documents in case the same are signed by a person other than owner/proprietor of the firm. 4. Copy of self – attested PAN Card issued by Income Tax Department Govt. of India. 5. Copy of self – attested GST registration indicating GST number or documentary evidence in case of exemption. 6. Self – attested copies of past supply orders of similar works (i.e photocopying of colour and B&W of any size of paper etc.) 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. 7. Duly filled check list as per Annexure-VI of NIT. 8. Any other document as per requirement of NIT.	Tender Number and the date of opening and marked as “ Part-I”
Envelope no. 2	Price bid only, as per Annexure-II and should be properly sealed.	Tender number and the date of opening marked as “ Part-II (price bid)”
Envelope no.3	All the above two envelopes, duly sealed, should be put in a bigger envelope superscribed with tender number and the due date of opening.	

2.4 Tenders may be deposited in person by tenderers in the Tender Box kept in “ PMS dept, CMPDI RI-IV Jaripatka Nagpur”. Alternately Shri. R.A.Ninawe, HOD(PMS) (Mob) : 8830447146 and Shri Rahul Singh, Dy. Mgr(E&T/PMS), (Mob) : 7757824434 may be contacted for submission of tender. E-mail of HOD(PMS) : ra.ninawe@coalindia.in

2.5 Tenderer may send their tenders by post/courier. CMPDI, however does not take any responsibility for loss of tender in transit. Similarly, claim for receipt of tenders after due date and time if sent by post/courier services will not be accepted.



2.6 Tender which has not received on the due date and before the due time of opening of the tender, the same will not be considered. No relaxation in this respect will be entertained.

2.7 Tenders sent through Telegram, Fax or E-mail will not be considered.

2.8 Unsolicited correspondence will not be entertained after closing date of the tender.

3.0 OPENING OF TENDER :

3.1 **Part-I (Techno-commercial bid)** will be opened on the due date and time of opening of tender in presence of the attending tenderers or their authorized representative present at the time of opening of tender. In case tenderers or their authorized representatives are not present, in that case tender will be opened on due time and same will be recorded.

3.2 **Part-II(Price Bid)** of only those tenders, whose offers in Part-I are found to be techno-commercially acceptable, will be opened. Date of opening of price bids will be fixed after completion of the Techno-commercial evaluation, which will be intimated to the successful bidders.

3.3 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 at the same time.

4.0 IMPORTAT NOTE :

4.1 The complete offer should be typed in the letterhead of the tenderers. If firm's letterhead is not sufficient to accommodate technical and price details, preferably bigger papers are used, such sheets should be signed by the tenderer and duly stamped.

4.2 Tenderers are requested to submit their offer complete in all respect maintaining serial number of the items, terms and conditions as per tender document along with supporting documents failing which offer may not be considered and no further clarification on Technical/Commercial aspect may be entertained. Printed terms and conditions of the tender shall not be considered.

4.3 All pages of the tender in Part-I (Techno-commercial Bid) including all enclosures submitted with the tender except printed leaflets/catalogues are to be submitted duly signed and stamped.

4.4 Offer received without signature and seal on all pages in part-II (Price bid) shall be rejected.

4.5 Quotations, erased and over written, will be summarily rejected unless correction is authenticated with the tender's signature.

4.6 Conditional offer will not be considered.

4.7 The prices offered should be given both in words and figures.

4.8 The rate shall be quoted FOR destination basis with breakup of prices as per Annexure-II.

4.9 **BUYER'S RIGHT TO DECIDE THE TENDER:** CMPDI reserves the right to reject or accept or withdraw the tender in full or in part as the case may be. Tenderers are advised to carefully note that the deviation in these terms will not be entertained. Offers, as asked for, must be submitted complete in all respect.



4.10 **DECLARATION REGARDING BANNING/DELISTING:** The bidder should give a declaration as per Annexure-VII, that they have not been banned or delisted by any govt. or Quasi Govt. agencies or PSUs. If a bidder has been banned/delisted by any Govt. or Quasi Govt. agencies or PSUs, the fact must be clearly stated. In case the tenderer has been banned/delisted and this fact has not declared, the bid will be rejected as non responsive.

4.11 Tenderers are requested to go through the complete tender documents including technical details and commercial terms and conditions thoroughly before submitting their offer. In the event the tenderer remaining silent on any terms and conditions of NIT, it will be presumed that the tenderers (s) have accepted such terms and conditions in the event of any order on them. Any deviation in the technical details and commercial terms should be specified very distinctly indicating corresponding serial number of NIT (Technical and Commercial).

4.12 Tender documents are not transferable.

4.13 The company reserves the right to cancel the whole tendering process at any stage without assigning any reason what so ever.

5.0 SCOPE OF WORK :

Photocopy of A-4 size paper (Black & white)-367610 pages and Photocopy of A-3 size paper (Black & white)-9255 pages.

Photocopier papers of A4 and A3 size of 75 GSM shall be provided by CMPDI.

Any other charges i.e cost of Toner /cartridge/other consumables/spare parts/electricity charges, etc shall be born by bidder. Photocopier machine has to be provided by the bidder and photocopying has to be done at bidder site.

Plan/documents for photocopying shall be provided at bidder site by CMPDI and collected from bidder site by CMPDI.

5.1 TERMS AND CONDITIONS:

i. . Contract period shall be one year from the date of acceptance of contract.

ii. Photocopying work shall be completed within 48 hrs after issue of requisition slip by Demanding officer/HOD(Doc), CMPDI, RI-IV Nagpur.

In case, job is not completed in stipulated time of 48 hrs, liquidated damage amount of not less than 5% of the price of that job shall be charged. Liquidated damage amount may increase up to 10% whenever felt necessary.

iii. Inspection of photocopying shall be done by Demanding officer/HOD(DOC), CMPDI, RI-IV Nagpur. If the copied papers are not up to mark the same will be rejected and the bidder shall re-photocopy the job at their own cost within 24 hrs. for this job , no paper will be provided by CMPDI.

iv. Security deposit:- SD amount shall be 3% of the value of rate contract.

5.2 **PRICES** - The prices quoted must be firm throughout the contract period and FOR destination. Rates shall include all taxes.

5.3 **Validity Period of Tenders:** The rates, terms and conditions offered shall be valid for a period of 90 days from the date of opening of the tender.

5.4 **Paying authority:** The HOD (Finance), Regional Institute-IV, CMPDI, Nagpur (MH).

5.5 Officer In charge/ Demanding Officer : HOD(Documentation) ,CMPDI , RI-IV Nagpur.

5.6 PLACE OF DELIVERY : Documentation department, CMPDI , RI-IV Nagpur.

5.7 Payment : payment will be made 15 days to the firm on the monthly basis on the basis of requisition slips issued by demanding officer i.e HOD(Documentation), CMPDI RI-IV Nagpur. For this purpose, the firm shall submit pre-receipt bill/invoice of their claim with the requisition duly signed and stamped by the Demanding officer ,after completion of every month.

Our GST no. 27AAACC7475N1Z4 is required to be incorporated in your tax invoice. The firm shall upload their invoices in their GSTR-1 before claiming bills from CMPDI, RI-IV Nagpur. (If applicable)

CMPDI will make payment of supplier's bills through Electronic Fund transfer (EFT) only. Successful bidder (L-1 bidder) has to submit their mandate form as per Annexure-V along with the final bill. Annexure-V must have original signature and stamp of tenderer as well as bank officials.

5.8 WORK COMPLETION PERIOD: Photocopying work shall be completed within 48 hours after issue of requisition by demanding officer.

5.9 TAXES AND DUTIES:

- a) 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.
- b) 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.
- c) Input Tax credit (ITC): Set off against ITC of GST will be considered while arriving at landed cost vis-à-vis ranking of the firms.
- d) In the event of placement of work order, tenderer should comply all the GST provisions for availing ITC(by CMPDI)
- e) In case of failure of the tenderer to comply GST provisions for availing ITC(by CMPDI), the supplier has to pay the amount to CMPDI will have the right to recover the amount from any payment due to supplier. The supplier shall upload their invoices in the GSTR-1 before claiming bills from CMPDI, RI-IV Nagpur.

5.10 Earnest Money Deposit (EMD) - Not Applicable.

5.11 SECURITY DEPOSIT: The successful tenderer will be required to deposit as security money 3% of the value of order (FOR destination price including taxes and duties) in the form of Demand Draft drawn in favour of CMPDI, RI-IV Nagpur, payable at Nagpur within 15 days from the date of issue of work order. If security is submitted in the form of Bank Draft, it will be returned after successful completion of contract.

- a. In case tenderer fails to deposit Security money within the stipulated period the order shall be cancelled. Simultaneously action can be processed to order elsewhere at the risk and cost of the tenderer and their performance shall be kept in record for future dealings.
- b. The security deposit will be forfeited in case of unsatisfactory performance and/or contractual failure.

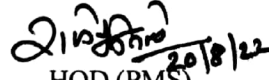
5.12 CMPDI reserves the right to cancel the tender in part or whole without assigning any reason.

5.13 No advance payment will be made in any case.

5.14 Tax would be deducted at source as per rule (if applicable)

5.15 No extra payment/ compensation etc. on account of natural calamity/accident or otherwise, will be made to the bidder by CMPDI, RI-IV Nagpur.

- 5.16 The contractor shall not sub-contract the work in whole or part to third party for the performance of this contract.
- 5.17 CMPDI is not responsible for non-receipt/delayed receipt of tender documents.
- 5.18 JURISDICTION: All disputes are subject to Nagpur court Jurisdiction.


HOD (PMS)

RI-IV, CMPDI, Nagpur.

Encl:

1. Annexure-I (Technical Parameters/Schedule of requirement)
2. Annexure-II (Format of Price Bid)
3. Annexure-III (Performa for undertaking)
4. Annexure-IV (Certificate for lowest rate)
5. Annexure-V (Format for e-payment)
6. Annexure-VI (Checklist)
7. Annexure-VII (Declaration)
8. Annexure-VIII (Website downloaded certificate)

ANNEXURE – I

TECHNICAL PARAMETERS/ SCHEDULE OF REQUIREMENT

CONSIGNEE: HOD(Documentation), CMPDI, RI-IV Nagpur.

DESTINATION: Documentation Department, CMPDI RI-IV Jaripatka , Nagpur-440014

S.N	Description of Job	Required Quantity (within 12 months)
1	Photocopy of A-4 size paper (Black & White)	3,67,610 pages
2.	Photocopy of A-3 size paper (Black & White)	9,255 pages

Note : Photocopy on both sides of single page will be treated as two page photocopying.


HOD(PMS)
CMPDI, RI-IV Nagpur

ANNEXURE-II

Part -II

FORMAT OF PRICE BID

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

S.N	Description of work	Basic Price (in Rs.) Per pages	GST @.....% (in Rs.)	Total unit cost (FOR destination (in Rs.) (E=C+D)	Quantity in pages	Total cost (in Rs.) G= E*F
A	B	C	D	E	F	G
1	Photocopy of A-4 size paper (Black & White)				3,67,610 pages	
2	Photocopy of A-3 size paper (Black & White)				9,255 pages	

TO BE SUBMITTED ON THE LETTER HEAD OF TENDERER IN PART-II

Place:

Date:-

Signature of Tenderer (With Seal)

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY BIDDER WITH PART-ITO BE
SUBMITTED IN LETTER HEAD

UNDERTAKING

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

I/We am/are submitting Tender for work of “**outsourcing the photocopy work of CMPDI, RI-IV Nagpur**” against Tender No. **RIN/PMS/PHOTOCOPY/22-23/02 Dated: 20.08.2022**

All information furnished by me/us in respect of fulfilments of eligibility criteria and qualification information of this Tender is complete, correct and true.

1. None of the partners of our firm is relative of employee of Central Mine Planning & Design Institute.
2. 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.
3. Our status with regard to GST registration: **GST registered/Unregistered/Registered under Composition Levy** (Strike off whichever is not applicable).
4. I/We have never been banned or delisted by any Govt. or Quasi Govt. Agency or any Public Sector Undertaking.
5. 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-IV, Kasturba Nagar , Jaripatka,
Nagpur (MH)-440014

Ref.:- NIT No.:- **RIN/PMS/PHOTOCOPY/22-23/02** Dated: **20.08.2022**

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-IV, CMPDI
 Kasturba Nagar , Jaripatka
 Nagpur (MH)-440014

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.
 branch and the Bank Particulars mentioned above are correct.

With our

SIGNATURE(AUTHORISED SIGNATORY)

Name

Date(official stamp)

ANNEXURE - VI

CHECK-LIST		
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) Commercial and Technical Bid	Attach Commercial & Technical bid as per Annexure-I of NIT.	
4) Signed copy of NIT	Attach duly sealed & signed copy of NIT (on all pages) as a token of acceptance of Terms & Conditions of NIT.	
5) Other Annexures	Annexure-I, Annexure-II, Annexure-III, Annexure-IV, Annexure-VII, Annexure-VIII have been submitted in company's letter head.	
6) 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)		

ANNEXURE – VII

DECLARATION

I/We hereby declare that I/we have not been banned or delisted by any Govt. or Quasi Govt. Agencies or PSUs.

Signature of Tenderer
(With seal)

Note: If a bidder has been banned/delisted by any Govt. or Quasi Govt. agencies or PSUs, the fact must be clearly stated. In case the tenderer has been banned/delisted and this fact has not declared, the bid will be rejected as non-responsive.

TO BE SUBMITTED ON THE LETTER HEAD OF
TENDERER IN PART-I

**CERTIFICATE FROM THE TENDERER THOSE WHO DOWN LOADED TENDER
DOCUMENTFROM 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 Security Deposit submitted by us and our firm can be black listed.

Signature of Tenderer
(With seal)

**TO BE SUBMITTED ON THE LETTR HEAD OF
TENDERER IN PART-I**