

	 <p><b>कोल इंडिया लि.</b> <b>Coal India Limited</b></p> <p><b>Department: Administration Department</b> Regd. Off. : Coal Bhavan, Premise No. – 04 VAR, Plot No. AF –III, Action Area – 1A Newtown, Rajarhat, Kolkata – 700156 (Corporate ID No. – L23109WB1973GOI028844) (An ISO 9001:2015, ISO 14001:2015 &amp; ISO 50001:2011 Certified Company) Email:gmadmnci@coalindia.in</p>	
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संदर्भ संख्या/Ref. No.CIL/Admn/sofa/2020/ 1754

दिनांक/Date : 10-11-2020

**NOTICE INVITING QUOTATION (NIQ)**

1. Sealed Item Rate Quotations in **Single Part** are hereby invited from the experienced, interested parties / agencies / contractors for the following work:

Sl. No.	Name of work	Location	Estimated cost (excluding GST)	Earnest money	Contract Period
1.	Repairing of Sofa set located in Chairman office Bungalow, Director (Tech.) Secretariat. and VIP guest house (first and second floor lobby and room no 201) of CIL HQ Kolkata	Coal Bhavan Newtown Rajarhat,	Rs 1,12,390.00	Rs 1500/-	30 Days

Quotation documents can be obtained free of cost from the office of the GM(Admn.), Coal India Ltd. Newtown, Rajarhat, Kolkata on written application as per the date & time mentioned below. The complete tender document can be downloaded from the Website of CIL at [www.coalindia.in](http://www.coalindia.in) & also in Central Public Procurement Portal i.e CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The company shall not be responsible for any delay/difficulties /inaccessibility of down loading facility for any reason whatsoever.

- 2 **Important Dates & time:-**

SL. No.	Particulars	Date	Time
1	Date of Tender Publication in Coal India website and CPP Portal.	11.11.2020	10.00 hours (IST)
2	start date of document downloading / quotation collection.	11.11.2020	10.00 hours (IST)
3	End date of document downloading /quotation collection.	19.11.2020	11.00 hours (IST)
4	Start Date of Bid Submission	12.11.2020	10.00 hours (IST)
5	End date of Bid submission	19.11.2020	11.00 hours (IST)
6	Date of Opening of bids	19.11.2020	12.30 hours (IST)

3 **First Envelope(qualifying criteria) shall contain the following:**

Sealed filled up quotations in Single Part will be received in the Office of GM(Admn), CIL in the aforesaid time period along with the following documents:

- a. **The Earnest Money:-** Earnest money should be deposited in the form of Banker's Cheque/Demand Draft drawn from scheduled bank issued after the date of issue of this notice in favour of "Coal India Ltd." payable at Kolkata.
- b. **PAN:** - Photocopy of PAN card duly attested (with signature and seal) by bidder.
- c. **GST registration:** - Photocopy of GST registration (i.e. GST identification Number) duly attested (with signature and seal) by bidder and issued by appropriate authority. In case of GST unregistered bidder/Dealer Certificate from a practicing Chartered Accountant having membership number with Institute of Chartered Accountants of India certifying that the bidder is GST unregistered bidder/dealer in compliance with the relevant GST rule.

4. **Second Envelope (price bid)** shall contain i.e. bid document duly signed and BOQ duly filled in.

These two envelopes shall be placed in another single envelope and submitted by the bidder. The Cover of envelope shall indicate the Name of work, Name of the bidder along with the address, Reference Quotation Notice No. The second envelope shall be opened only if the documents in first envelope are properly submitted.

5. All the documents submitted should be sealed and signed by the bidder or his authorized representative. In case the authorized representative is signing documents/submitting bid, then an Authorization Letter to that effect has to be submitted along with the bid.
6. If the bidder is unsuccessful, then the EMD deposited by the bidder will be electronically refunded.
7. Quotations will be received (either manually or by post) at the following address: -  
GM(Admn), 1st Floor, Administration department, Coal India Limited, Coal Bhawan, Premises No:04, MAR, Plot No: AF-III, Action Area-1A, New Town, Rajarhat, Kolkata – 700156 (West Bengal).

It is the responsibility of the bidder to ensure that the bid is received in the office of the GM(Admn), CIL before the last date (and time) of bid submission, failing which the bid will be considered invalid.

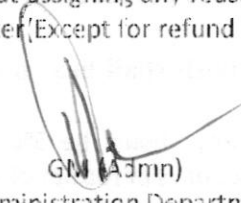
The sealed quotations will be opened on the scheduled date in the presence of the bidders or their authorized representatives. It is the bidder's responsibility to present during opening of bid.

8. The participating agencies are hereby advised to keep checking the websites [www.coalindia.in](http://www.coalindia.in) (i.e., Coal India Website) and [www.eprocure.gov.in](http://www.eprocure.gov.in) (i.e., Central Public Procurement Portal) for any corrigenda issued in respect of this Notice Inviting Quotation, extension in Document Download Dates, Bid Submission Dates and Date of Bid Opening, etc., to keep themselves updated.

9. **Penalty:** - In case of failure to complete the work on or before the scheduled date of completion, compensation shall be payable @ 0.5% of contract price / revised contract price whichever is less per

week of delay. The total value of such compensation shall not exceed 10% of awarded value/revised completion value whichever is lower.

10. The validity of the bid shall be 150 Days from the last date of submission of bid.
11. conditional bid submitted by bidder will not be acceptable.
12. CIL reserves the right to accept or reject any or all offers without assigning any reason thereof . Also CIL shall not entertain any correspondence from bidder in this matter (Except for refund of EMD).

  
GM (Admn)  
Administration Department,  
CIL, Kolkata

## General Terms & Conditions

1. Bidder are advised to quote their rate in BOQ and L-1 will be decided on cost to company.
2. Security Deposit: Security Deposit shall consist of two parts;
  - a) Performance Security and additional security (if applicable) to be submitted at award of work and
  - b) Retention Money to be recovered from running bills.

**The security deposit shall bear no interest.**

Performance Security should be 5% of contract amount including earnest money and should be submitted within 21 days of receipt of LOA by the successful bidders in any of the form given below

- Demand Draft drawn in favour of Coal India Ltd on any Scheduled Bank payable at its Branch at Kolkata
- All running on account bills shall be paid at 95% (ninety five percent) of work value. This 5% (five percent) deduction towards Retention Money will be the second part of security deposit.
- 5% Performance Security should be refunded within 14 days of the issue of defect liability certificate (taking over certificate with a list of defects). Retention Money should be refunded after issue of No Defect Certificate. Retention Money should be deducted at 5% from running bills.

**Failure of the successful bidder to comply with the requirement as above shall constitute sufficient ground for cancellation of the award of work and forfeiture of the bid security.**

3. **Additional Performance security** shall be applicable if the price bid is below 15 % of the justified price finalized by CIL. The amount of such additional performance security shall be the difference between 85 % of the justified price finalized by CIL and quoted price. The Additional Performance Security shall be furnished by bidder along with the normal performance security. Failure to submit such Additional performance security may result into termination of the contract.
  4. Bidders are requested to visit the site of work in consultation with CIL before submitting the Quotation to assess the actual nature and involvement of work.
  5. Company will not be liable / responsible in any manner for any incident happening during the contract period to the engaged person. Appropriate deduction will be made against damages.
  6. All statutory deduction will be made as per rule.
  7. GST will be applicable as per the rule.
  8. Appropriate deduction will be made against damages.
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## Scope of Work

### 1. Location:-

- a) Director (technical) secretariat: - Four-seater sofa – 01 no., two-seater – 05 nos. one seater sofa – 2 nos. chairs – 13 nos.
  - b) VIP Guest house room no 201, 1st floor loby and 2nd floor lobby -3 Set ( 3 seater 03 nos. and single seater 06 Nos)
  - c) Chairman office bungalow: - 3 seater – 01 no., Single seater -- 02 no.
2. Leather / cloth of same material and foam to be change only in seat and bottom portion with necessary materials
  3. Sofa in VIP Guest house: - Leather and foam to be change only in seat and bottom portion if required with necessary materials.
  4. Chair in D(T) Sectt: - Total repairing and refurbishing of chair
  5. The material should be of good quality.
  6. If any defect arises in any sofa within 06 month the same will be rectify within a week after getting information.

Note: - Bidders are advised to visit the site before participating in the tender/quoting the rates

## BOQ

Name of work :- Repairing of Sofa set located in Chairman office Bungalow, Director (Tech.) Secretariat. and VIP guest house (first and second floor lobby and room no 201) of CIL HQ Kolkata

Sl No	Items	quantity	Unit	Rate	Amount
1	Cloath	33	Mtr		
2	Rexine(Normal)	66	Mtr		
3	Rexine(leather)	33	Mtr		
4	Markin	132	Mtr		
5	4"foam	2	Mtr		
6	1"foam	7	Mtr		
7	cotton	13	kg		
8	Adhesive	10	mtr		
9	Tape	137	mtr		
10	Nails	14	pkt		
11	Engsh twin	16	mtr		
12	Velco	72	mtr		
13	Thread	6	mtr		
14	Neor	5	mtr		
15	Sy. Elastic (big)	3	mtr		
16	Sy. Elastic (Small)	2	mtr		
17	Cutting & Stitching Charges (rexine leather)	5	each Seat		
18	Opening fitting fixing Charges (rexine leather)	5	each Seat		
19	Cutting & Stitching Charges	21	each Seat		
20	Opening fitting fixing Charges	21	each Seat		
21	Cutting Fitting Fixing of Dining Charge	6	Each.		
22	Transportation cost	1	trip		
	Total (Excluding GST)				

Total Quoted Value in Words:

Name of Agency:

Address:

Signature with Seal and Date: