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| <p>सामान्य सेवा विभाग, कोल इंडिया लिमिटेड (महारात्न कंपनी) कोल भवन, परिसर सं-4, एम.ए.आर, प्लॉट सं-ए.एफ-III, एक्शन एरिया- 1 ए, न्यू टाउन, राजारहाट, कोलकाता -700156 फोन: 033-7110 4665 फैक्स: 033-2324 6633 ई-मेल: gmadmn.cil@gmail.com वेब साईट : www.coalindia.in</p> |  <p>महारात्न कंपनी A Maharatna Company</p> | <p>GS/ ADMN DEPARTMENT COAL INDIA LIMITED, (Maharatna Company) Coal Bhawan, Premises No.4, MAR, Plot No.AF-III, Action Area- 1A, New Town, Rajarhat, Kolkata - 700156 TEL: 033-71104665 Fax: 033-2324 6633 E-MAIL: gmadmn.cil@coalindia.in WEBSITE: www.coalindia.in</p> |
| (एक ISO 9001:2015,ISO14001:2015 & ISO 50001:2011 प्रमाणित कंपनी) | | |

सन्दर्भ संख्या: CIL/ ADMN / 2020-21 / QTO/ 549

दिनांक: 15.03.2021

कोटेशन सूचना
Quotation Notice

Sealed Item Rate Quotations in Single Part are hereby invited from the experienced, interested parties/agencies for the work of "Annual Rate Contract for supply of flower on vase at Chairman's Bungalow and 5 Director's Bungalow at New Town, Rajarhat, Kolkata."

1. Quotation Details: -

| | |
|------------------------------|---|
| Name of Work | : "Annual Rate Contract for supply of flower on vase at Chairman's Bungalow and 5 Director's Bungalow at New Town, Rajarhat, Kolkata" |
| Estimated Cost put to tender | : ₹ 1,26,450.00 |
| Period of Work | : One year |
| Earnest Money | : ₹ 1,600/- |
| Location of Work | : Coal Bhawan, New Town, Rajarhat, Kolkata - 700156. |

2. Important Dates: -

| Sr. No. | Particulars | Dates |
|---------|--|-----------------------------------|
| 1 | Date of Publishing on Coal India website and CPP Portal | 17.03.2021 at 11.00 Hours (IST) |
| 2 | Start Date for downloading/collecting Quotation Document | 17.03.2021 at 11.00 Hours (IST) |
| 3 | Last Date for downloading/collecting Quotation Document | 25.03.2021 upto 17.00 Hours (IST) |
| 4 | Start Date for Submission of Bids | 17.03.2021 at 11.00 Hours (IST) |
| 5 | Last Date for Submission of Bids | 26.03.2021 upto 11.00 Hours (IST) |
| 6 | Date of Opening of Bids | 26.03.2021 at 12.00 Hours (IST) |

The quotation documents can be downloaded from the Coal India Website www.coalindia.in, and also from Central Public Procurement Portal i.e. CPP Portal (www.eprocure.gov.in).

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3. Important Details and Instructions: -

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

- i. Copy of PAN Card duly attested (with signature and seal) by the bidding agency.
- ii. Copy of Valid Trade License issued by the appropriate authority duly attested (with signature and seal) by the bidding agency.
- iii. The bidder is required to select his relevant Goods and Service Tax Status (one of the three) from the following and submit the required document(s): -

| SN. | Goods and Service Tax Status | Document Required to be Submitted | Tick (✓) any ONE of the three |
|-----|--|--|---|
| 1. | GST Registered Bidder under regular scheme | Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India, duly attested (with signature and seal) by the bidding agency | |
| 2. | GST Registered Bidder under composition scheme | Document: GST Registration Certificate (i.e. GST identification Number) issued by appropriate authority of India. | |
| 3. | GST Unregistered Bidder/Dealer | Document: A 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 rules of India, duly attested (with signature and seal) by the bidding agency. | |

- iv. Earnest Money of ₹ 1,600/- in the form of Banker's Cheque/Demand Draft drawn from a scheduled bank in favour of **Coal India Ltd.** payable at Kolkata.
- v. 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.
- vi. If the bidder is unsuccessful, then the EMD deposited by the bidder will be electronically refunded. For this purpose, the bidders are also required to fill and submit the Bank Mandate (enclosed).
- vii. Price Bid (in the same cover) as per the instructions stipulated (in Point No. IV) below.
- viii. Quotations will be received (either manually or by post) at the following address **only before the deadline for bid submission: -**
i.e upto 26.03.2021 at 11.00 Hours (IST)

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

II) The cover envelope shall indicate the Name of Work, NIQ reference number, Name of Bidder along with Address, Contact Number and E-mail Id.

Handwritten signature

III) It is the responsibility of the bidder to ensure that the bid is received in the office of the GM (Admin), CIL within the deadline for bid submission. The sealed quotations will be opened on the scheduled date in the presence of the bidders or their authorized representatives who choose to be present.

IV) The price bid must be carefully filled in by the bidder. All duties, taxes (excluding Goods and Services Tax (GST) & GST Compensation Cess (if applicable) only) and other levies, royalty, building and construction workers cess (as applicable in States) payable by the bidder/Contractor under the Contract, or for any other cause as applicable on the last date of submission of Bid, shall be included in the rates, prices and the total Bid Price submitted by the Bidder. The Rates must be quoted against each item in words as well as figures. Any kind of cutting and overwriting should be avoided. In case of any discrepancy in the Quoted Rate in Words and in Figures, the one mentioned in Words shall be considered as final. Hence, bidders must fill in the Price Bid very carefully. The Price Bid should also contain Name of Agency, Address, Signature and Seal of the Agency failing which the Price Bid will be considered invalid.

The L-1 will be decided based on "COST TO COMPANY"

Applicable GST, if any, either payable by bidder or by company under reverse charge mechanism shall be applicable.

All investments, operating expenses, incidentals, overheads, leads, lifts, carriages, tools and plants etc. as may be attendant upon execution and completion of works shall also be included in the rates, prices and total Bid price submitted by the bidder.

However, such duties, taxes, levies etc. which is notified after the last date of submission of Bid and/or any increase over the rate existing on the last date of submission of Bid shall be reimbursed by the company on production of documentary evidence in support of payment actually made to the concerned authorities.

Similarly, if there is any decrease in such duties, taxes and levies the same shall become recoverable from the contractor. The details of such duties, taxes and other levies along with rates shall be declared by the bidder.

The item wise rate quoted by bidder shall be inclusive of all taxes, duties & levies with including GST & GST Compensation Cess, if applicable. The payment of GST and GST Compensation Cess by service availer (i.e. CIL/Subsidiary) to bidder/contractor (if GST payable by bidder/contractor) would be made only on the latter submitting a Bill/invoice in accordance with the provision of relevant GST Act and the rules made there under and after online filing of valid return on GST portal. Payment of GST & GST Compensation Cess is responsibility of the service provider/contractor.

However, in case bidder/contractor is GST unregistered bidder/dealer or GST registered under composition scheme in compliance with GST rules, the bidder/dealer shall not charge any GST and/or GST Compensation Cess on the bill/invoice. In case of unregistered dealer/bidder, GST, if applicable will be deposited by CIL/Subsidiary directly to concerned authorities in terms with GST provisions.

Input tax credit is to be availed by CIL/Subsidiary as per rule.

If CIL/Subsidiary fails to claim Input Tax Credit(ITC) on eligible Inputs, input services and Capital Goods or the ITC claimed is disallowed due to failure on the part of supplier/vendor of goods and services in incorporating the tax invoice issued to CIL/Subsidiary in its relevant returns under GST, payment of CGST & SGST or IGST, GST (Compensation to State) Cess shown in tax invoice to the tax authorities, issue of proper tax invoice or any other reason whatsoever, the applicable taxes & cess paid based on such Tax invoice shall be recovered from the current bills or any other dues of the supplier/vendor along with interest, if any.



Note:

During the execution of the contract if the GST status of the bidder changes, then the payment of GST, if any, to the contractor will be made as per the GST status declared by the bidder during tender stage based on which cost to company has been ascertained or at actuals, whichever is lower.

V) The participating agencies are hereby advised to keep checking the websites www.coalindia.in (i.e., Coal India Website) and 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.

VI) Security Deposit shall consist of two parts:

- a) Performance Security 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 and should be submitted within 21 days of issuance of LOA by the successful bidder. The bid security may be adjusted against the Performance security (1st part of security deposit) at bidder's option.

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/earnest money. In addition to the above penal measures, the bidder will not be allowed to participate in future tenders in the subsidiary for a minimum period of 01 year from the date of issue of such letter.

5% Performance Security should be refunded within 14 days of the issue of defect liability certificate (taking over certificate with a list of defects).

All running on account bills shall be paid at 95% (ninety-five percent) of work value. The balance 5% shall be treated as retention money and will be second part of security deposit.

Retention Money should be refunded after issue of No Defect Certificate.

The Company shall be at liberty to deduct/appropriate from the security deposit such sums as are due and payable by the contractor to the company as may be determined in terms of the contract, and the amount appropriated from the security deposit shall have to be restored by further deduction from the contractors subsequent on account running bills, if any.

REFUND OF SECURITY DEPOSIT: The refund of security deposit shall be subject to company's right to deduct/ appropriate its due against the contractor under this contract or under any other contract.

On completion of the entire work and issue of defect liability certificate (taking over certificate with a list of defects) by the Engineer-in-charge, one half of the security deposit remaining with the company (Performance Security) shall be refunded as elaborated above.

The other half (Retention Money) shall be refunded to the contractor after issue of No Defect Certificate by the Engineer-in-Charge on the expiry of Defect Liability Period of six months, subject to the following conditions:

a) Any defect/defects in the work, if detected after issue of defect liability certificate (Taking over certificate with list of defects) is/are rectified to the satisfaction of the Engineer-in-Charge within the said defect liability period of six months or on its due extension till completion of the rectification works as required.

b) In the case of building work or other work of similar nature, the refund shall be made on the expiry of the said six month's period or at the end of one full monsoon period i.e. June to September, whichever is later in point of time and any defects such as leakages in roof, effloresces in walls, dampness, defects in drainage etc. should be rectified to the satisfaction of Engineer-in-Charge.



NB: In case of Maintenance contracts, that ends with successful completion of work, where question of Defect Liability Period does not arise (e.g. sweeping / cleaning, horticulture, tank cleaning, jungle cutting, grass cutting, surface dressing etc.), the performance security and retention money (second part of bid security) can be released simultaneously after completion of work and taking over by department.

VII) **Bid Validity:** The Bid Validity Period will be 120 (one hundred twenty) days from the end date of bid submission. The validity period of tender shall be decided based on the final end date of submission of bids.

VIII) Provisions for dealing with variations in respect of Abnormally High Rate (AHR) and Abnormally Low Rate (ALR) items:

The abnormally high rate items are those whose quoted rates are more than 20% of the justified rates decided by the owner.

The abnormally low rate items are those whose quoted rates are less than 20% of the justified rates decided by the owner.

In case of Item Rate Tenders, the revision of rates for (i) abnormally high rate items and (ii) abnormally low rate items, shall become operative under the following circumstances: -

For increase in quantity of more than 25% in respect of works executed below plinth level and 10% in respect of works executed above plinth level.

Quantity variation beyond the limit mentioned above shall be dealt by arriving at new rate based on prevalent market rate of materials and labour analyzed as per standard analysis of rate of CPWD/NBO. Payment of extra quantity over the permitted quantity as explained above would be made on the basis of the new analyzed rate.

The variation in quantity of abnormally low rate items for item rate tenders shall not be permitted below 25% for the items below plinth level and below 10% for the items above plinth level of the agreed schedule quantity, but in exceptional cases with written consent of Engineer-in-Charge arising out of technical necessity.

The above provisions shall be applicable for item rate tenders only and not applicable for percentage rate tenders for works based on standard schedule of rates of the company.

For the purpose of operation, the following works shall be treated as works related to foundation, unless otherwise defined in the contract:

- a) For Buildings: All works up to 1.2 meters above ground level or up to floor 1 level whichever is lower.
- b) For abutments, piers and well steining: All works up to 1.2m above the bed level.
- c) For retaining walls, wing walls, compound walls, chimneys, overhead reservoirs / tanks and other elevated structures: all works up to 1.2 meters above the ground level.
- d) For reservoirs / tanks (other than overhead reservoirs / tanks): All works up to 1.2 meters above the ground level.
- e) For basement: all works up to 1.2m above ground level or up to floor 1 level whichever is lower.
- f) For Roads, all items of excavation and filling including treatment of sub base.

IX) **Opening and Evaluation of Tenders:** Bids determined to be substantially responsive will be checked by the employer for any arithmetical errors. Errors will be corrected by the employer as follows:

- (i) In case of discrepancy in rates between description in words and figures, the rate which corresponds to the amount worked out by the contractor shall be taken as correct.
- (ii) In case of discrepancy in amount quoted by the contractor due to calculation mistakes of the unit rates and quantity, the unit rate shall be regarded as firm and amount corrected.



- (iii) When the amount of an item is not worked out by the contractor or if it does not correspond with the rates written either in figures or words, then the rates quoted by the contractor in words shall be taken as correct.
- (iv) Discrepancy in totalling or carry forward in the amount quoted by the contractor shall be corrected.

4. Penal Clauses/Recovery of Damages: -

- i. The work shall be started within 10 days of issue of work order or 7th day of handing over of the site whichever is later.
- ii. 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.
- iii. In case of failure to start the work within stipulated time, the company shall be at liberty by giving 15 days' notice in writing to start the work, failing which to forfeit the earnest money deposited by you and to rescind the work order. Additionally, you will be debarred from participating in future tenders for a minimum period of 12 months.

कोटेशन आयुक्त प्राधिकारी

Copy to: -

- 1. महाप्रबंधक (सिविल), CIL
- 2. महाप्रबंधक(सतर्कता), CIL
- 3. महाप्रबंधक(प्रशासन), CIL
- 4. मो. जमालुद्दिन, वरीय प्रबंधक(खनन), CIL
- 5. सूचना बोर्ड, रोहिणी आवास परिसर, उल्टाडांगा, कोलकाता - 700054.
- 6. प्रबंधक(प्रशासन), डेस्क ऑफिस, कोलकाता :- उनके सूचना बोर्ड में लगाने हेतु
 - * BCCL, 6 Lyons Range (5th floor), Kolkata - 700001.
 - * ECL & SECL, 13 R.N. Mukherjee Road, Kolkata - 700001.
 - * CCL, WCL, MCL and CMPDI at 10 N.S. Road, Old Coal Bhawan Annexe Building
 - * NCL, 15, Gariahat Road, Kolkata - 700019.

BANK MANDATE

1. Name of the Bidder :

2. Address of the Bidder :

..... City..... Pin Code.....

E-mail Id

Permanent Account Number

3. Particulars of Bank:

| | | | |
|--------------|--|-------------|--|
| Bank Name | | Branch Name | |
| Branch Place | | Branch City | |
| Pin Code | | Branch Code | |
| MICR No. | | | |

Digital Code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your Bank for ensuring accuracy of the Bank Name, Branch Name and Code Number.

[illegible]

| Account Type | Savings | Current | Cash Credit |
|--------------|---------|---------|-------------|
|--------------|---------|---------|-------------|

[illegible]

4. Date from which the mandate should be effective.

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold Company responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through SBI Net/RTGS transfer/NEFT. I agree to discharge responsibility expected of me as a participant under the scheme. Any bank charges levied by the bank for such e-transfer shall be borne by us.

Place :

Date :

Signature of the Party / Authorized Signatory

Certified that particulars furnished above are correct as per our records.

Banker's Stamp

Date :

Signature of the Authorized official from the Bank

[Signature]

PRICE BID

Note: 1) Contractor are advised to quote their rate **excluding GST**

| SN | Description of Item with location and requirement | Vase Qnty/ Year | Rate/vas | Amount |
|----|--|-----------------|----------|--------|
| I | Supplying of flower for big size vase containing 12 to 5 flower like Jaravera, Rose, Orchid and Carnation. | | | |
| a) | Chairman Bunglow (two vase at alternate day) i.e 2 vase X 365/2 = 365 Vase /year | 365 Nos/Year | | |
| b) | Five Director Bunglow (Twice per week) i.e 5 Bunglow X 52 Week X 2 = 520 Vase /year | 520 Nos/Year | | |
| c) | VIP Guest House (Twice per week) VIP Suit (4 Vase) + Main Reception (1 vase) i.e 5 Vase X 52 Week X 2 = 520 Vase /year | 520 Nos/Year | | |
| | Grand Total | | Rs. | |

Total Quoted Value (Excluding GST) in Words:

Name of Agency:

Address:

Signature with Seal and Date: