

	 <p>कोल इंडिया लि. Coal India Limited</p> <p>Department: Administration Department Regd. Off. : Coal Bhavan, Premise No. – 04 MAR, Plot No. AF –III, Action Area – 1A Newtown, Rajarhat, Kolkata – 700156 (Corporate ID No. – L23109WB1973GOI028844) (An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company) Email:gmadmncil@coalindia.in</p>	
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संदर्भ संख्या/Ref. No. CIL/Admn/sofa/ 2023/2654

दिनांक/Date : 11.08.2023

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 (including GST)	Earnest money	Contract Period
1.	Repairing of sofa set located at secretariats in 3rd and 4th floor of office block under CIL HQ Kolkata	Coal Bhawan Newtown Rajarhat kolkata	Rs 1,52,161.00 /-	Rs 2000/-	15 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 & also in Central Public Procurement Portal i.e CPP Portal (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.	14.08.2023	11.00 A.M
2	Start date of document downloading / quotation collection.	16.08.2023	11.00 A.M
3	End date of document downloading /quotation collection.	25.08.2023	11.00 A.M
4	Start Date of Bid Submission	16.08.2023	11.00 A.M
5	End date of Bid submission	25.08.2023	11.00 A.M
6	Date of Opening of bids	25.08.2023	12.30 P.M

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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 Demand Drafts/ Banker's cheque/ NEFT from scheduled bank issued after the date of issue of this notice in favour of "Coal India Ltd." payable at Kolkata. The earnest money of the unsuccessful bidder shall be refunded as promptly as possible and shall bear no interest. Quotation without earnest money as stated above shall be rejected. The Coal India Limited Account No. 0100050002081 IFSC Code PUNB0143720 Bank Name Punjab National Bank Branch address Newtown Rajarhat.

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from the payment of earnest money (applicable only for Services tenders). In case of exemption of EMD, a copy of document (attested by notary public) in support of exemption will have to be submitted by the bidder during submission of their quotation.

- 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.

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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 (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.
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 120 Days from the last date of submission of bid.
11. Conditional bid submitted by bidder will not be acceptable.
12. Competent authority of CIL reserves the right to accept or reject any quotation or distribute the work among different tenderers without assigning any reasons what so ever.


GM (Admn)
Administration Department.
CIL, Kolkata

Distribution:

1. TS to D(P), CIL.
2. GM (Finance), CIL,
3. GM (System), CIL - with a request to publish this NIT on the Govt. website, CIL website and CPP Portal along with the Tender Document containing detailed Tender Notice (soft copy is being attached herewith)
4. Notice Board at Rohini Housing Complex, Ultadanga. Guest House, Syam Kunj Apartment 12-C L/s Road.10 NS road building, All desk office.

Scope of Work

1. Details of Sofa Set :-

- a) 3- Seater Sofa – 04 Nos. (i.e 4 X 3= 12 seats)
 - b) 2- Seater Sofa – 12 Nos. (i.e 12 X 2 = 24 Seats)
 - c) 1- seater sofa – 03 Nos. (03 X 01 = 03 Seats)
- Total Seat = 39 Nos.

2. Materials Details :-

Sl No	Description	Quantity	Unit
1	Rexine	115	Mtr
2	Markin	90	Mtr
3	Cotton	10	Kg
4	Adhesive	10	Ltr
5	Nails (100 gram)	25	pkt
6	Engsh twin	50	mtr
7	Velco	210	Mtr
8	1 inch thick "foam (6ft x 3 ft)	10	Nos.
9	4 inch thick "foam (6ft x 3 ft)	5	each

Note-The items and quantities are tentative

3. Before changing the rexine of sofa , A sample must be shown to Engineer in Charge.
4. The quality of rexine must be as similar as rexine existing presently.
5. All material should be of good quality.
6. If any defect arises in any sofa, within 06 months the same will be rectify within a week after getting information.

General Terms & Conditions

1. Bidder are advised to quote their rate as per BOQ.
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/work order by the successful bidders in any of the form given below

- Payment through NEFT/RTGS in the designated account of CIL/Subsidiary as indicated in the LOA/WO
- A Bank Guarantee in the form given in the bid document from any Scheduled Commercial bank (i.e. Indian or Foreign Banks included in the Second Schedule of Reserve Bank of India Act, 1934 excluding Co-operative banks or Regional Rural Banks). The BG issued by outstation bank shall be operative at its local branch at Kolkata or branch at Bank Guarantee against Performance Security shall be applicable if the amount of Performance Security exceeds Rs. 5.0 lakhs.
- Govt. Securities, FDR or any other form of deposit stipulated by the owner and duly pledged in favour of owner.

The account details is as under
Coal India Limited
Account No. 0100050002081
IFSC Code PUNB0143720
Bank Name Punjab National Bank
Branch address Newtown Rajarhat.

- 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. Bidders are requested to visit the site of work in consultation with CIL before submitting the Quotation to assess the actual nature of work.
4. Company will not be liable / responsible in any manner for any incident happening during the contract period to the engaged person.

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5. Appropriate deduction will be made against damages.
 6. The bidder has to take all safety precautions in regard to employees for the time of working. The bidder will be solely responsible for any mis-happening during working of employees.
 7. All material should be of good quality
 8. If any defect arises in any sofa within 06 months, the same will be rectify within a week after getting information.
 9. In case of any query /dispute, the same will be dealt as per Coal India manual of works (MCEW) which is available in CIL website.
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Bill of Quantity (BOQ)

Name of work: - Repairing of sofa set located at secretariats in 3rd and 4th floor of office block under CIL
HQ Kolkata

Description	Quantity	Unit	Rate per seat	Amount
Repairing of sofa with good quality rexine and all necessary materials including transportation cost etc	39	Per seat		
Total				
<u>GST@18%</u>				

Total Quoted Value in Words:

Name of Agency:

Address:

Signature with Seal and Date: