

कोल इण्डिया लिमिटेड

(महाराष्ट्र कंपनी)

(भारत सरकार उपक्रम)

.....डिविजन,

'कोल भवन', प्रेमिसिज से.04 एमएआर,

प्लॉट से.-एएफ-III, एक्शन एरिया-1 ए, न्यूटाउन, राजरहाट,

कोलकाता-700 156

वेबसाइट: www.coalindia.in

सी आई एन सं. L23109WB1973GOI028844



5 DECADES OF UNEARTHING ENERGY

COAL INDIA LIMITED

(A Maharatna Company)

(A Govt. of India Undertaking)

.....Division,

'Coal Bhawan', Premises No.04-MAR,

Plot No-AF-III, Action Area -IA,

New Town, Rajarhat

Kolkata - 700 156

Website: www.coalindia.in

CIN No.L23109WB1973GOI028844

Ref:- CIL/C3(B)/Apex/

Dated: 11.06.2025

To

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NOTICE INVITING QUOTATION (NIQ)

1. Quotation Details:-

Sealed Item Rate Quotations in Single Part are hereby invited from the interested parties/agencies/contractors for the following work:-

Sl No	Binding Job Description	Location	Quantity (Nos)	Estimated Cost (Including GST) (₹)	Earnest Money (₹)	Contract Period
1	500 Pages Binding (Cloth and 32 Pound Board)	Finance Department, Coal Bhawan, Rajarhat, New Town Kolkata	1260	₹ 1,85,850/-	₹ 2400/-	1 Year

2. Important Dates:-

Sl No	Particulars	Dates	Time
1	Date of Tender Publication in Coal India website and CPP Portal	12.06.2025	11.00 A.M
2	Start Date for downloading/collecting Quotation Document	12.06.2025	11.00 A.M
3	Last Date for collecting downloading/Quotation Document	20.06.2025	04.00 P.M
4	Start Date for Submission of Bids	13.06.2025	11.00 A.M
5	Last Date for Submission of Bids	20.06.2025	04.00 P.M
6	Date of Opening of Bids	20.06.2025	04.30 P.M

Quotation documents can be obtained free of cost from the Office of the General Manager (Finance) ,5th Floor - Finance Department, 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.

3. Important Details and Instructions: -

A. Sealed filled up quotations in Single Part containing the following documents:-

- a. PAN: - Photocopy of the PAN card duly attested (with signature and seal) by bidder.
- b. GST registration: - Photocopy of GST registration (i.e. GST Identification Number) duly attested (with signature and seal) by bidder. In case of GST unregistered bidder/Dealer certificate having UDIN 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.
- c. 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.
- d. Price Bid as per the instructions stipulated below.
- e. Quotations will be received (either manually or by post) at the following address:

Office of the General Manager (Finance), CIL 5th Floor, Finance Department, Coal India Limited, Coal Bhawan, Premises No: 04, MAR, Plot No: AF-I, 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 Finance Department, 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.

- f. 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.
- g. 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 PUNBO143720 Bank Name Punjab National Bank Branch address Newtown Rajarhat.

B. In Quotation Notice bid shall be submitted in the following manner:-

Envelope/ cover shall contain the following duly stamped and signed –

- i) PAN details
- ii) Document to support GST status of bidder
- iii) Bid document duly signed
- iv) BOQ duly filled in.

The envelope/ covers shall be sealed and submitted by the bidder. The envelope/ cover shall indicate the name of the work, name of the bidder along with the address, reference Tender Notice No., Contact Number and E-mail ID.

The evaluation of quotations received shall be done in line with evaluation done in Single cover system. The evaluation will be done based on the documents submitted by the bidder along with his bid and no clarification shall be sought from bidders.

C. After checking for calculation errors, the documents submitted by L-1 bidder as enlisted in the NIQ will be put up to the Tender Committee. The tender Committee will examine the documents. In case the L-1 bidder submits requisite documents as per NIQ, then the bidder will be considered eligible for award of Contract. In case the L-1 bidder fails to submit requisite documents as per NIQ which changes the eligibility status of the bidder, then his bid shall be rejected.

In case the L1 bidder is technically eligible but rejection is due to high rate quoted by him/her then the quotation notice shall be cancelled and reinvited.

In case the L1 bidder is rejected due to noncompliance of documents then the L2 bidder will become L-1 bidder and documents of this bidder shall be evaluated by TC and the above process shall be repeated. The process shall be repeated till the work is either awarded or all the eligible bidders are exhausted.

In case none of the bidder complies the technical requirement, then re-tender will be done (with the same or different quantity, as per the instant requirement).

If L1 bidder backs out (i.e. Techno commercially established L1 bidder), then the bidder will be debarred for minimum one (1) year from participating in tenders in CIL/Subsidiary.

D. The price bid must be carefully filled in 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"

E. Procurement from Micro and Small Enterprises (MSEs) (APPLICABLE FOR NATURE OF SERVICE TENDERS)

- i. Subject to meeting terms and conditions stated in the tender document including but not limiting to prequalification criteria, 25% of the work will be awarded to MSE as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for the tendered work/item. Where the tendered work can be split, MSE quoting a price within a price band of L1 + 15% shall be awarded at least 25% of total tendered work provided they match L1 price. In case the tendered work cannot be split, MSE shall be awarded full work provided their quoted price is within a price band of L1 + 15% and they match the L1 price.
- ii. In case of more than one such MSEs are in the price band of L1 + 15% and matches the L1 price, the work may be shared proportionately if the job can be split.

If the job cannot be split, then the opportunity to match the L-1 rate of the tender shall be given first to MSE who has quoted lowest rate among the MSEs and the total job shall be awarded to them after matching the L-1 price of the tender, in case the L1 is other than MSE. If MSE is a L1 bidder, full work will be awarded to such bidder. If the MSE who have quoted lowest rate among the MSEs in the price band of L1 + 15% do not agree to match the rate of L1 of the tender, then the MSE with next higher quoted rate in the price band of L1 + 15% shall be given chance to match the rate of L1 for award of the complete job. This process to be repeated in till work is awarded to MSE or MSE bidders are exhausted.

- iii. Out of the 25% target of annual procurement from micro and small enterprises 3(three) percent shall be earmarked for procurement from micro and small enterprises owned by women. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 3(three) percent sub-target so earmarked shall be met from other MSEs.
- iv. Out of the 25% target of annual procurement from micro and small enterprises 4(four) percent shall be earmarked for procurement from micro and small enterprises owned by Scheduled Caste & Scheduled Tribe entrepreneurs. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, four percent sub-target so earmarked shall be met from other MSEs.
- v. To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by District Authority must be submitted by the bidder in addition to certificate of registration with anyone of the agencies mentioned in paragraph (I) above. The bidder shall be responsible to furnish necessary documentary evidence for enabling CIL/ Subsidiary to ascertain that the MSE is owned by SC/ST. MSE owned by SC/ST is defined as:

- In case of proprietary MSE, proprietor(s) shall be SC /ST
- In case of partnership MSE, The SC/ST partners shall be holding at least 51% shares in the enterprise.
- In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- In case of Public Limited Companies, at least 51% share shall be held by SC/ST entrepreneurs at any given point of time.

- vi. Classification of Micro and Small Enterprise are as under:
 - a. Micro Enterprise –Enterprise where the investment in plant and machinery or equipment does not exceed one crore Rupees and turnover does not exceed five core rupees.
 - b. Small Enterprise- Enterprise where the investment in plant and machinery or equipment does not exceed ten crore Rupees and turnover does not exceed fifty core rupees.
- vii. Micro and Small Enterprises (MSEs) registered under Udyam Registration are eligible to avail the benefits under the policy.
- viii. The MSEs are required to submit copy of documentary evidence, issued by their registering authority whether they are small enterprise or micro enterprise as per provisions of Public Procurement Policy for Micro and Small Enterprise (MSEs) Order, 2012 with latest guidelines/clarifications provided by MoMSME.
- ix. If MSE Bidder withdraws his offers after last date of bid submission or fails to sign the Agreement or commence the work as per Conditions of Contract then such Bidder shall be debarred for a minimum period of 1(One) year in line with provisions of Guidelines on Debarment of firms from Bidding.

4. General Terms and Conditions:-

- 1. Binding of Vouchers, reports, books etc. with supply of all necessary material required for binding as per the quoted price. The Job is to be done at Coal India Limited HQ, Finance department premises. No instrument/machine shall be provided by the company for the said work. The material supplied for binding should be of standard quality.
- 2. Duration of Contact period: - The job shall be assigned/awarded to the party as and when required throughout the period of 1 year from the date of issue of the work order.
- 3. Prices: - Firm & on FOR Destination basis.
- 4. Validity of offer rate: - The offered rate shall be valid throughout the contract period.
- 5. Taxes: - All taxes and duties are indicated separately.
- 6. 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.
- 7. Lowest price certificate:-Declaration from service provider that rates quoted are the lowest and not higher than those quoted to other government, public sector and private organizations.
- 8. Banning Certificate: - Certificate of not banning by CIL/Subsidiary Company.
- 9. (a) Mode of Payment: - Payment against Bill/Invoice shall be released only after satisfactory work completion on Monthly basis. Payment will be made direct to the supplier account through NEFT. No request for other mode of payment will be entertained. No escalation shall be payable during the contract period. No advance payment will be made. The Tax Invoice should be submitted in the name of Coal India Limited indicating GSTIN: - 19AABCC3929J1ZH of CIL Kolkata.

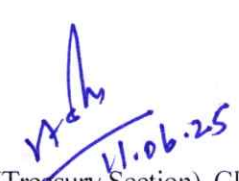
(b) The amount of CGST and SGST as indicated in tax invoice shall be paid only when they appear in GSTR 2B of CIL HQ Kolkata and the Contractor has filed valid return in accordance with the provision of GST act and rules made there under.

10. Company will not be liable/responsible in any manner for any incident happening during the contract period to the engaged person.
11. Appropriate deduction will be made against damages.
12. 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.

5. **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 rescind the work order. Additionally, the bidder will be debarred from participating in future tenders for a minimum period of 12 months.

Note: BoQ and Format of Bank Mandate to be attached.


HOD (Treasury Section), CIL
Finance Department, CIL

BOQ to be submitted in the Bidder's Letterhead

Name of Work: - Contract for Binding Work with supply of materials required for Binding work in Finance Department, CIL

Sl No	Binding Job Description	Quantity (Nos)	Unit Price (₹)	GST	Total Amount with GST (₹)
1	500 Pages Binding (Cloth and 32 Pound Board)	1260 Nos			

Total Quoted Value in words:-

Name of Agency:-

Address:-

Signature with seal and date

