

	 <p>कोल इंडिया लि . Coal India Limited 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: gmadmn.cil@coalindia.in</p>	
---	---	---

संदर्भ संख्या/Ref. No. CIL/Admn/Vehicle/ 2021/965

दिनांक/Date : 25.06.2021

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.	Cleaning of departmental vehicle (16 Nos.) under CIL HQ Kolkata.	Coal Bhawan Newtown Rajarhat kolkata	Rs 1,08,615.00	NA	215 days

Note:- There shall be no EMD. Instead Bidders shall have to sign a Bid securing declaration as per Annexure I

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.	26.06.2021	11.00 A.M
2	Start date of document downloading / quotation collection.	26.06.2021	11.00 A.M
3	End date of document downloading /quotation collection.	05.07.2021	11.00 A.M
4	Start Date of Bid Submission	28.06.2021	11.00 A.M
5	End date of Bid submission	05.07.2021	11.00 A.M
6	Date of Opening of bids	05.07.2021	12.30 P.M

/

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. **EMD :-** There shall be no EMD. Instead Bidders shall have to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline or any other default which attracts forfeiture of EMD as per tender document, they will be banned for two years from being eligible to submit Bids in CIL and its subsidiaries. A Bid Securing Declaration shall be submitted by Bidder/s on his/her/their Letter Head as per Annexure I.
- 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/submitted bid, then an Authorization Letter to that effect has to be submitted along with the bid.
6. 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 (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.

4/4

9. Penalty: - If the contractor fails to complete the work and clear the site on or before the date of completion or extended date of completion, he shall without prejudice to any other right or remedy available under the law to the company on account of such breach, pay as compensation (Liquidated Damages):

i) @ half percent ($\frac{1}{2}$ %) of the contract amount/Revised Contract amount whichever is less, per week of delay.

OR

ii) $\frac{1}{2}$ % of the contract-value of group of items/revised completion value of group of items whichever is less, per week of delay, for which a separate period of completion is originally given.

The aggregate of such compensation/ compensations shall not exceed:

i) 10% (ten) percent of the total amount of the contract/ Revised contract amount, whichever is less.

OR

ii) 10% of the contract-value of group of items/ revised completion value of group of items whichever is less, for which a separate period of completion is originally given. The amount of compensation may be adjusted or set off against any sum payable to the contractor under this or any other contract with the company..

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 without assigning any reasons what so ever.


GM (Admn) 25-06-2021
Administration Department.
CIL, Kolkata

Distribution:

1. TS to D(P), CIL.
2. GM (Finance), CIL, GM/HOD (Civil), 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.

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 3% 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

- 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.
- 3% 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 and involvement of work.
 4. Company will not be liable / responsible in any manner for any incident happening during the contract period to the engaged person.
 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. If the performance of contractor was satisfactorily during the contract period, the contract may be extended for another 06 month or till finalization of new contract whichever is earlier on the same rate or lowest rate comes in new contract with same terms & conditions if approved by competent authority on mutual agreement basis.
 8. In case of any query /dispute, the same will be dealt as per MCEW which is available in CIL website.
-



Scope of Work

1. Total no. of departmental vehicles are 16 nos.
2. Each vehicle should be cleaned neatly on daily basis i.e 06 days in a week.
3. All vehicle should be clean with car shampoo extreme or equivalent only.
4. It is bidder's responsibility to provide all washing material such as car wash shampoo, cloth etc.
5. Cleaning of vehicles should be certified by authorized employee of CIL on each day basis.
6. Appropriate deduction / penalty will be made for non-cleaning of vehicles.



BOQ

Name of work: - Cleaning of departmental vehicle (16 Nos.) under CIL HQ Kolkata..

SI No	Description	Quantity	Unit	Rate	Amount
1	Cleaning of departmental vehicles (16 Nos.). (1 quantity = 16 vehicle X 26 days)	7	Nos.		
2	Car wash sampoo for cleaning. {1 quantity = 5 litre car shampoo extreme or equivalent with 2 piece cloth (minimum size is 40 cm X 40 cm)}	2	Nos.		
	Total Amount without GST				
	GST				
	Total Amount with GST				

Total Quoted Value in Words:

Name of Agency:

Address:

Signature with Seal and Date:



Annexure I

Performa for Bid securing declaration to be uploaded by bidder during submission of bid online on the
LETTER HEAD OF BIDDER

I/we accept that if I/we withdraw or modify the Bid during the period of validity, or if awarded the contract and fail to sign the contract, or to submit a performance security before the deadline or any other default which attracts forfeiture of EMD as per tender document, I/we shall be banned for two years from being eligible to submit Bids in CIL and its subsidiaries.