

<p>सिविल अभियांत्रिकी विभाग, कोल इंडिया लिमिटेड (महारात्र 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 4180 फैक्स: 033-2324 6633 ई-मेल: gmcivil.cil@gmail.com वेब साईट : www.coalindia.in</p>	 महारात्र कंपनी A Maharatna Company	<p>CIVIL ENGG. DIVISION COAL INDIA LIMITED, (Maharatna Company) Coal Bhawan, Premises No.4, MAR, Plot No.AF-III, Action Area-1A, New Town, Rajarhat, Kolkata - 700156 TEL: 033-71104180 Fax: 033-2324 6633 E-MAIL: gmcivil.cil@coalindia.in WEBSITE: www.coalindia.in</p>
(एक ISO 9001:2015, ISO14001:2015 & ISO 50001:2011 प्रमाणित कंपनी)		

सन्दर्भ संख्या: सी.आई.एल/सिविल/RH-43/1109

दिनांक: 30.08.2022

कोटेशन सूचना
Quotation Notice

Sealed Item Rate Quotations in **Single Part** are hereby invited from the experienced, interested parties/agencies for the work of "Preparation of Architectural and interior design and drawing, scope of work of contractor, Detailed Estimate including specification and Monitoring & and Supervision of rearrangement of space and allied Interior works at Coal Bhawan CIL Office Complex, Kolkata".

1. Quotation Details: -

Name of Work	: Preparation of Architectural and interior design and drawing, scope of work of contractor, Detailed Estimate including specification and Monitoring and Supervision of rearrangement of space and allied Interior works at Coal Bhawan CIL Office Complex, Kolkata.
Earnest Money	: Rs. 2,500.00
Period of Completion	: 90 Days (15 Days for Submission of Draft Drawing and Construction Period approx. 75 Days)
Location of Work	: CIL Office

Note: As per Scope of Work mentioned at clause no. 5, the value of consultancy services shall be decided based on the quoted rates. Estimated value is limited to Rs.2,00,000/- including GST.

2. Important Dates: -

Sr. No.	Particulars	Dates
1	Date of Publishing on Coal India website and CPP Portal	31.08.2022 (11.00 hours IST)
2	Start Date for downloading/collecting Quotation Document	31.08.2022 (11.00 hours IST)
3	Last Date for downloading/collecting Quotation Document	07.09.2022 (11.00 hours IST)
4	Submission of Bids	07.09.2022 from 11.00 AM to 02.00 PM
5	Date of Opening of Bid	07.09.2022 at 04.00 PM

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).

3. Important Details and Instructions: -

I) Sealed filled up quotations in Single Part will be received in the Office of GM/HoD (Civil) 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. from the following and submit the required document(s): -

Sr. No.	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.	

- iii. Valid Certificate of Registration in the Council of Architecture of the Owner/ Partner/ Director as the case maybe.
- iv. **Earnest Money** of ₹ 2500.00 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/submitted 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. II) below.
- viii. Quotations will be received manually and the bidders shall drop their bids in the Tender Box located at the following address on the scheduled period on 07.09.2022 from 11.00 AM to 02.00 PM: -

GM/HoD(Civil), 1st Floor, Civil Engineering Division, 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/HoD(Civil) 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 the work, name of the bidder along with the address, reference Tender Notice No., Contact Number and E-mail ID.

III) It is the responsibility of the bidder to ensure that the bid is received in the office of the GM/HoD (Civil) 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 but excluding 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 3% 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 participating in future tenders in the subsidiary for a minimum period of 01 year from the date of issue of such letter.

3% 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) 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.

IX) 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 and EMD of L-1 bidder will be forfeited.

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 re-invited.

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).

It is responsibility of Bidders to upload legible/clearly readable scanned copy of all the required documents.

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

X) Procurement from Micro and Small Enterprises (MSEs)

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) The MSEs should be registered with District Industries Centers (DICs)/ Khadi & Village Industries Commission (KVIC)/ Khadi & Village Industries Board (KVIB)/ Coir Board/ NSIC/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) are eligible for availing benefits under the Public Procurement Policy for Micro and Small Enterprise (MSEs) Order, 2012 as amended from time to time.

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 banned for a minimum period of 1(One) year in line with provisions of Banning of Business.

4. Penal Clauses/Recovery of Damages: -

- i. The work shall be started from the next day of issue of Work Order.

- ii. In case of failure to complete the work on or before the scheduled date of completion (i.e. Consultant's work), 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 period of 1(one) year from the date of issue of order.

5. Scope of Work:

The Scope of Work for the third floor at Corporate Block near lift area towards East Enclave is as follows-

- i) To Provide Architectural/Structural/Interior Drawing (Draft/ Final).
- ii) To Provide Detail Estimate including Specification (As per CPWD DSR2018).
- iii) Monitoring and Supervision of Work after the Work Order.
- iv) Certification that the Construction Work has been done as per the Drawing.
- v) Good For Construction Drawings.

Note1: The Consultant shall submit the Draft architectural / interior design to the company and on approval of the same, he shall submit the final drawing with structural details. The draft drawings are to be modified based on the requirements of CIL, if any. The scope of work may vary as per instructions of Engineer-in-Charge.

Note2: Any firm hired to provide consultancy services for the preparation or implementation of a project and any of its affiliates will be disqualified from subsequently providing goods or works or services related to the initial assignment for the same project. Consultants or any of their affiliates will not be hired for any assignment, which by its nature may conflict with another assignment of the consultant.

6. Payments of Bills: 50% of the payment will be released after submitting the final drawing & detailed estimate. This payment shall be calculated based on the quoted percentage on the estimate value.

The remaining payment (i.e. Consultancy charges as mentioned at clause no. 7(v) – 1st installment already paid) will be released after completion of project.

Note: Further Statutory deductions as per the norms shall be effected.

7. Additional Terms & Conditions:

- i. The work shall be considered to be started from the next day of issue of Work Order.
- ii. One weeks' time (seven working days considering Sunday as holiday) may be given to consultant for preparation and submission of Architectural design and drawing, scope of work of contractor. Detailed Estimate including specifications shall be submitted within one week after the finalization of design and drawing by CIL, considering the urgency of the work.
- iii. Detailed Estimate for the work shall be prepared by the consultant based on rates available in CPWD SOR 2018. In case of non-availability of any items in CPWD SOR 2018, rate shall be arrived at by means of rate analysis in line with CPWD DAR 2018, taking into consideration prevalent rates of materials and labour.
- iv. The consultant will monitor and supervise the work during the course of execution till satisfactory completion of subject work.
- v. Consultancy charges at quoted percentage of Executed Value or the Estimated Cost, whichever is lower will be released after completion of the subject work on submission of bill.

- vi. GST will be paid extra at a rate of 18% and Input Tax Credit (ITC) is available for GST for subject work.
- vii. Consultant may be called for any clarification if required.
- viii. Extra amount of account of travel expenses, boarding and lodging will not be paid to the Consultant.
- ix. The consultant or any of his affiliates will not be hired for any assignment, which by its nature is in conflict with another assignment of the consultant and his affiliates. The consultant and his affiliates shall be disqualified from execution of subject work. The consultant shall avoid any conflict of interest while discharging his contractual obligations and bring, before-hand, any possible instance of conflict of interest to the knowledge of CIL while rendering advice or services.
- x. The consultant is expected to carry out the assignment with due diligence and in accordance with the prevailing standards of his Architectural profession.
- xi. It is not necessary to execute an agreement for the subject work. After issue of work order, the Consultant shall sign in all pages and return a copy of such work order as a token of his acceptance which be kept under proper custody for future record.

SD/-
महाप्रबंधक/विभागाध्यक्ष (सिविल)

PRICE BID

BoQ for the work of "Preparation of Architectural and interior design and drawing, scope of work of contractor, Detailed Estimate including specification and Monitoring & and Supervision of rearrangement of space and allied Interior works at Coal Bhawan CIL Office Complex, Kolkata."						
Item No.	Item Description	Quantity	Unit	Rate (in %)	Quoted % (in Figures)	Quoted % (in Words)
1	Preparation of Architectural and interior design and drawing, scope of work of contractor, Detailed Estimate including specification and Monitoring & and Supervision of rearrangement of space and allied Interior works at Coal Bhawan CIL Office Complex, Kolkata.	1	Job	% of Estimated Value of Project or Executed Value of Project whichever is less		

Name of Agency:

Address:

Signature with Seal and Date:

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.

RTGS CODE																				
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Account Type	Savings	Current	Cash Credit
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Account Number (as appearing in the Cheque Book.																				
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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