

3. Important Details and Instructions: -

- l) Sealed filled up quotations in Single Part will be received in the Office of **The General Manager(E&M),NEC** in the aforementioned time period along with the following documents: -
- Copy of PAN Card duly attested (with signature and seal) by the bidding agency.
 - 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): -

SL 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 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 in compliance with the relevant GST rules of India.	

- Earnest Money of ₹ **500.00** in the form of Banker's Cheque/Demand Draft drawn from a scheduled bank in favour of Coal India Limited payable at Margherita
- 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.
- 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).
- Price Bid as per the instructions stipulated below.
- Quotations will be received at the following address only before the deadline for bid submission: - **Office of the General Manager(E&M),NEC,CIL,Margherita-786181**
- It is the responsibility of the bidder to ensure that the bid is received in the **Office of the General Manager(E&M),NEC,CIL,Margherita** before the last date (and time) of bid submission, failing which the bid will be considered invalid.

ii) In Quotation Notice (below Rs. 2 lakhs) bid shall be submitted in the following manner:- Envelope/ cover shall contain the following duly stamped and signed -

- The earnest money,
- PAN details
- Document to support GST status of bidder
- Valid Trade License, if required
- Power of Attorney, as applicable
- Bid document duly signed
- 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.