

नार्थईस्टर्नकोलफील्ड्स
कोलइण्डियालिमिटेड
(महाराजकम्पनी)
महा प्रबन्धककाकार्यालय
मार्घेरिता -786181 (असम)
फोन - (03751)220381
ईपिबिएक्स -03751-220329 /220339
फैक्स -03751 -220354
कपरित आइटी
नु . L23109WB1973GO1028844
ई.मेल- gm.nec.cil@coalindia.in



NORTH EASTERN COALFIELDS

Coal India Limited

(A MaharatnaPSU under MoC)

Office of the General Manager

Margherita-786181 (ASSAM)

Phone - 03751 -220381

EPABX - 03751 - 220329 / 220339

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Corporate ID No. L23109WB1973GO1028844

E-mail: gm.nec.cil@coalindia.in

Quotation No: E&T/XEROX/2023-24/117

Date: 19/12/2023

कोटेशन सूचना
Quotation Notice

Sealed Quotations are hereby invited from the experienced, interested parties/agencies for the work of "COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR M/S CANON INDIA PRIVATE LIMITED MAKE (MODEL: IMAGE RUNNER 2525W) PHOTOCOPIER MACHINE OF AREA OFFICE, NEC, MARGHERITA ."

1. Quotation Details: -

Name of Work	:	<u>COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR M/S CANON INDIA PRIVATE LIMITED MAKE (MODEL: IMAGE RUNNER 2525W) PHOTOCOPIER MACHINE OF AREA OFFICE, NEC, MARGHERITA .</u>
Estimated Cost put to tender (including GST)	:	<u>Rs. 25050.00</u>
Period of Contract	:	<u>365 Days(01 year) from the date of receipt of Work Order</u>
Earnest Money	:	<u>Rs. 400.00</u>
Location of Work	:	<u>Area Office, NEC, Margherita</u>

2. Important Dates: -

Sr. No.	Particulars	Dates
1	Start Date for downloading/collecting Quotation Document	19/12/2023 (10:00 AM)
2	Last Date for downloading/collecting Quotation Document	27/12/2023 (10:00 AM)
3	Start Date for Submission of Bids	19/12/2023 (10:30 AM)
4	Last Date for Submission of Bids	27/12/2023 (03:00 PM)
5	Date of Opening of Bids	27/12/2023 (03:30 PM)

The quotation documents can be downloaded from the office of the General Manager (E&M),NEC, Margherita, Assam

3. Important Details and Instructions: -

- 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.

Amol
19/12/2023

Engineer I/c (E & T)
NEC, CIL, Margherita

- ii. 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.	

- iii. Earnest Money of ₹ **400.00** in the form of Banker's Cheque/Demand Draft drawn from a scheduled bank in favour of Coal India Limited payable at Margherita
- iv. 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.
- v. 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).
- vi. Price Bid as per the instructions stipulated below.
- vii. 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**
- viii. 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
 - Manufacturer's Authorization Certificate:**
 - Sole Selling Agents/Distributors/Dealers quoting for the tender to submit Current Valid Dealership/Distributorship Certificates from the M/s Canon India Private Limited.
 - In case Original Equipment Manufacturer is participating directly in the Tender then Self Certification regarding the same to be submitted
 - 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.

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.

- III) 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** 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) 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:
- 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.
 - 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.
 - 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.
 - Discrepancy in totalling or carry forward in the amount quoted by the contractor shall be corrected.
- V) 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.

- VI) 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