



INDIAN INSTITUTE OF COAL MANAGEMENT

KANKE, RANCHI - 834 006

Telephone No. 0651-2451030,31, 33, 7112001 Fax No.:- 0651-2451022

WEB SITE: www.iicm.ac.in

NIT No: IICM/ /Quotation Notice/18-19/ 973

Dated: 06.10.2018

QUOTATION NOTICE

Quotation in sealed envelope are invited from reputed and experienced agencies for supplying the following items :--

Sl. No.	Description of Work	Estimated Value (Rs)	Earnest Money (Rs.)	Tender document cost (Non-refundable)	Delivery Period (In Days)
1	Supply of items of stationary with Logo of IICM (Logo/address is available on the website of IICM)	1,88,267.25	Rs. 3770.00	NIL	30 Days

Scope of Supply: Supply of items of stationary as per the following description

Sl. No.	Description	Unit	Quantity
1	Reynolds Ball Pen 045 duly printed with name of IICM	No	2,000
2	Writing pad on J.K. Copier paper ordinary binding duly printed text and logo of IICM as instructed, on every pages A/4 size 20 sheet, 80 GSM.	No	5600
3	Writing pad on J.K. Copier paper ordinary binding duly printed text and logo of IICM on every pages A/4 size 10 sheet, 80 GSM	No	4300
4	Envelop duly printed text and logo along with address of IICM in bi-colour on Maplitho paper A/4 size 12"x10", 120 GSM.	No	9600
5	Envelop duly printed text and logo along with address of IICM in bi-colour on Maplitho paper 10"x4" size, 90 GSM.	No	4000

6	Brown/White/Yellow cloth envelop duly text and logo along with address of IICM 10"x4", 90 GSM.	No	300
7	Envelop duly printed text and logo along with address of IICM in bi colour on Maplitho paper 6"x4" size, 90 GSM.	No	1000
8	Brown/White/Yellow cloth envelop duly printed text and logo along with address of IICM 16"x12", 120 GSM.	No	130
9	Brown/White/Yellow cloth envelop duly printed text and logo along with address of IICM 14"x10" 120 GSM	No	400
10	Letter head A/4 size duly printed text and logo along with address of IICM in multi-colour on Executive Bond paper 80 GSM full scape	Set (Pad of 100 sheets)	45
11	Note Sheet A-4 size duly printed text and logo in single colour on Executive Bond paper 80 GSM	Set (Pad of 100 sheets)	65
12	Printing of visiting card in double colour on plastic coated card	Box of 100 sheet	25
13	Tag file full scape duly printed good quality 18 Kg board/ As per sample.	No	65
14	Leather Look special folder(as per sample) duly embossed with logo of IICM .	No	50
15	Board file duly printed text and logo with address of IICM of good quality on 28 onz board	No	55
16	Spiral Diary (15 Pages) with printed cover with text and logo of IICM . Executive Bond paper 85 GSM (plain/ruled) wiro spiral binding	No	165

L1 will be decided based on the Cost to company basis based on item wise lowest rates

2. Time Schedule of Tender :

Sl. No.	Particulars	Date	Time
a.	Tender e-Publication date	08.10.2018	04:00 PM
d.	Bid Submission start date	09.10.18	10:00 AM
e.	Bid submission end date	30.10.18	11:00 AM
h.	Bid Opening date	30.10.18	12.00 PM

Earnest Money: Rs. 3770.00 to be submitted in the form of Demand Draft drawn in favour of “Indian Institute of Coal Management” payable at Ranchi. EMD submitted by the successful bidder shall be retained till successful completion of the contract. EMD of all other bidders shall be refunded after opening of price bid. EMD will not carry any interest. EMD of the bidder shall be liable to forfeited if bid is withdrawn at any stage after submission of bid.

Delivery Clause: **Materials to be supplied within 30 days from the date of issue of Supply order.**

Penalty Clause : In the event of failure to delivery of the item within the stipulated time period in accordance of the specification and in event of breach of any terms and condition as mentioned in the supply order IICM shall have right to recover from the successful bidder as agreed liquidated damage not less than 0.5 % of the price of the item which the successful bidder has not been able to supply for each week or part thereof a week during which the delivery of such items may be in arrears, limited to 10 % of the price of the items, which the successful bidder has not been able to supply. Where it is felt necessary limit of 10% can be increased to 15 % with the discretion of Head IICM.

Bid Validity: **Bids submitted shall be remain valid for the period of 180 days from the date of opening of Techno commercial bid and may be extended on mutual consent.**

Price Variation Clause: Price quoted by the bidder shall be firm till the delivery of the items, otherwise bid will be rejected.

Note:

I. Conditional quotation including that of conditional rebate put forth by the party will not be considered. IICM will be free to avail of the rebate without accepting the conditions attached.

II. Time is the essence of the contract and as such all the supplies shall be done within the time stipulated in the contract / supply order

III. Payment after necessary deduction as applicable shall be made within 21 days of submission of the invoice after successful supply as per the BOQ. Invoice to be submitted in duplicate with GST No. of IICM. The GST no. of IICM is 20AAATI4669P1ZB. If IICM fails to avail GST input credit of eligible input due to the fault of the bidder, same may be recovered by IICM with any dues of the bidders.

Security Deposit: The successful bidder has to deposit security deposit amounting to 10 % of the value of the awarded contract in the form of Bank Draft drawn in favour of Indian Institute of Coal Management, payable at Ranchi. Security money shall be deposited within 15 days from the date of issue of supply order. EMD can be converted into the part of security deposit. Security deposit shall be refunded back to the bidder within 30 days from the date of satisfactory execution of the contract. In case bidder fails to deposit the security deposit so required, order placed shall be cancelled. In case of unsatisfactory performance and/ or contractual failure the security money shall be forfeited.

INSTRUCTIONS;

1. Submission of Offer (Two Envelope System):

1.1. The offers are required to be submitted in two envelopes as under: -

a) **Envelope 1:** It should contain the following documents duly self-certified: -

1. All pages of Quotation Notice duly signed and Stamped without indicating the rates quote
2. Earnest Money Deposit: Rs 3770.00 in the form of Demand Draft in favour of "INDIAN INSTITUTE OF COAL MANAGEMENT" Payable at Ranchi.
3. Photo copy of PAN card of the bidder
4. Copy of certificate of registration & allotment of GST No. In case of unregistered bidders' or exemption certificate from the Chartered Accountant that the bidder is not required to be registered under GST Act
5. An undertaking regarding genuineness of the papers submitted and information furnished
6. Copy of supply order in support of the fact that bidder is in the business of supply of the stationary items to Govt. Organizations/ Private or Public Limited Companies/ Public Sector Undertakings/ Govt aided organizations/Deemed Universities/Body registered under societies Act.
7. Declaration **(in Annexure –A)** that the tenderer has not been banned or de-listed by any Govt. or Quasi-Govt. Agencies or PSU's
8. Duly filled and stamped e payment mandate as per the attached format **(Annexure-B)**

b) **Envelope 2:** It should contain the price offer i.e. rate part strictly in the format prescribed in Annexure – I of the 'NIQ (Price Bid).

- 1.2 The two separate Envelope 1 and Envelope 2 should be submitted in sealed condition duly super scribed with Envelope Number, quotation enquiry number and date. These two sealed covers should be put in a bigger cover and sealed again. This bigger cover should also be super scribed with quotation enquiry number and date and marked with **"QUOTATION FOR SUPPLY OF STATIONARY ITEMS AT IICM "**
- 1.3 The quotation notices duly filled in all respects and having completed in all applicable formalities should be submitted **to the Office of the Sr. Manager (Env't.), IICM, Kanke, Ranchi 834 006 as per the mentioned timeline. Any offer received after the time period mentioned for any reason what-so-ever will not be accepted.**
- 1.4 The Envelope 1 shall be opened at the first instance and on being confirmed that the quotation has been submitted along with all the required documents and accepted terms & conditions given in the quotation notice without stipulating any terms, Envelope 2 i.e. financial offers will be opened for further evaluation and ranking before awarding the contract
- 1.5 In case two or more quotationers emerge as L-1 with equal rate, IICM will reserve the right to award the contract to distribute the order among more than one parties. Decision of IICM in this regard shall be final and it cannot be challenged.
- 1.6 IICM reserves the right to cancel / reject or scrap any or all the offers at any stage without assigning any reason to the quotationer (s).

1.7 In case where supply is to be made as per sample, sample can be seen in the office of the Sr. Manager (Envnt.) IICM during office hours of IICM.

1.8 Quotation incomplete in all/any respect including e-payment form are liable for outright rejection

1.9 In case it is found that any information given is wrong, IICM reserve the right to BAN the party

All other terms and condition of CIL Purchase Manual will be applicable during the tendering process. The CIL purchase manual is available in Coal India website <http://coalindia.in>

Sr. Manager (Envnt.)
IICM

Distribution:

1. Notice Board. IICM
2. Website of IICM(www.iicm.ac.in)

Undertaking in Letter Head of Bidder

I, Partner
/Legal

Attorney/Proprietor/Accredited Representative of M/s.
.....

..... Solemnly declare that:

1. I/We are submitting quotation for the supply of
.....
.....against quotation Notice
No.....Dated.....

2. Our partners do not have any relative working in IICM or I/We do not have any relative working in IICM.

3. All information furnished by me/us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true.

4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid and we are not banned/delisted by any Govt. or quasi-govt. agencies or PSU.

5. I/we declare that no condition has been given in the price Bid.

6. If any information or document submitted is found to be false/incorrect, department may cancel my Tender and action as deemed fit may be taken against me/us including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of our firm and all partners of the firm etc.

Date

Signature with stamp of the Bidder

:

Annexure-B

To

Indian Institute of Coal Management

Kanke, Ranchi

Dear Sir,

Ref.: AUTHORISATION OF ALL OUR PAYMENTS THROUGH ELECTRONIC FUND TRANSFER SYSTEM/RTGS/CBS/INTRABANK TRANSFER.

We hereby authorize Indian Institute of Coal Management to make all our payments against our bills, Refund of Earnest Money Deposit and security deposit, through Electronic Fund Transfer System/RTGS/CBS/Intra Bank Transfer. The details for facilitating the payments are given below

(TO BE FILLED IN CAPITAL LETTERS)

1. NAME OF THE BENEFICIARY :
2. ADDRESS (WITH PIN CODE) :
3. TELEPHONE NO.(WITH STD CODE) :
4. BANK PARTICULARS :
 - (A) BANK NAME :
 - (B) BANK TELEPHONE NO. :
(WITH STD CODE)
 - (C) BRANCH NAME :

- (D) BANK BRANCH CODE :
- (E) BRANCH ADDRESS :
(WITH PIN CODE)
- (F) BANK FAX NO. :
(WITH STD CODE)
- (G) 9 DIGIT MICR CODE OF
THE BANK BRANCH (ENCLOSE
COPY OF A CANCELLED CHEQUE) :
- (H) 11 DIGIT IFSC CODE OF
BENEFICIARY BRANCH :
- (I) BANK ACCOUNT NUMBER :
- (J) BANK ACCOUNT TYPE(TICK ONE) :
- SAVING :
- CURRENT :
- LOAN :
- CASH CREDIT :
- OTHERS :
- IF OTHERS, SPECIFY :
5. PERMANENT ACCOUNT NUMBER(PAN) :
6. E-MAIL ADDRESS FOR INTIMATIONS :

I/We hereby declare that particulars given above are correct and complete. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, I/We would not hold the Company responsible. We also agree to bear the bank charges, if any for enabling such transfer.

SIGNATURE
(AUTHORISED SIGNATORY)

Name :.....

Date, Official Stamp

BANK CERTIFICATION

It is certified that above-mentioned beneficiary hold a Bank account No. with our branch and the Bank particulars mentioned above are correct.

SIGNATURE

(AUTHORISED SIGNATORY)

Authorization No.

Name :.....

Date, Official Stamp

Annexure – I

Price Bid / BOQ for Supply of items of stationary at IICM

Sl. No.	Description	Unit	Quantity	Rate per unit without GST	Amount excluding GST	GST rate	Amount including GST
1	Reynolds Ball Pen 045 duly printed with name of IICM	Each	2,000				
2	Writing pad on J.K. Copier paper ordinary binding duly printed text and logo as instructed, on every pages A/4 size 20 sheet, 80 GSM.	Each	5600				
3	Writing pad on J.K. Copier paper ordinary binding duly printed on every pages A/4 size 10 sheet, 80 GSM	Each	4300				
4	Envelop duly printed in bi-colour on Maplitho paper A/4 size 12"x10", 120 GSM.	Each	9600				
5	Envelop duly printed in bi-colour on Maplitho paper 10"x4" size, 90 GSM.	Each	4000				
6	Brown/White/Yellow cloth envelop duly printed 10"x4", 90 GSM.	Each	300				
7	Envelop duly printed in bi colour on Maplitho paper 6"x4" size, 90 GSM.	Each	1000				
8	Brown/White/Yellow cloth envelop duly printed 16"x12", 120 GSM.	Each	130				
9	Brown/White/Yellow cloth envelop duly printed 14"x10" 120 GSM	Each	400				

10	Letter head A/4 size duly printed in multi-colour on Executive Bond paper 80 GSM foolscap	Pad of 100 sheets	45				
11	Note Sheet A-4 size duly printed in single colour on Executive Bond paper 80 GSM	Pad of 100 sheets	65				
12	Printing of visiting card in double colour on plastic coated card	Box of 100 sheet	25				
13	Tag file foolscap duly printed good quality 18 Kg board/ As per sample.	Each	65				
14	Leather Look special folder(as per sample) duly embossed.	Each	50				
15	Board file duly printed of good quality on 28 onz board	Each	55				
16	Spiral Diary (15 Pages) with printed cover. Executive Bond paper 85 GSM (plain/ruled) wire spiral binding	Each	165				
	Total (Rs.)						

Name of the Bidder:

Stamp with signature:

Address of the Bidder:

Mobile No:
