



# INDIAN INSTITUTE OF COAL MANAGEMENT

KANKE, RANCHI - 834 006

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

WEB SITE: www.iicm.ac.in

NIT No: IICM /Stores /NIQ/Cert./17-18/ 1353(a)

Dated: 01.12.2017

## QUOTATION NOTICE

Quotation in sealed envelope are invited from reputed and experienced contractors for undertaking the following works.

Sl. No.	Description of Work	Estimated Value (Rs)	Earnest Money (Rs.)	Tender document cost	Completion Period
1	<p><b>Printing and Supply of Certificates and Pocket Folder of Training Programmes of IICM</b></p> <p>1.1 .Printing of “<b>CERTIFICATE</b>” Size:210 mmx280 mm (approx.) One side multi colour printing on 250GSM Artboard Paper</p> <p>1.2 Printing of “<b>POCKET FOLDER</b>” Size:218mm x 285mm (approx.) One side multicolour printed on 300 GSM art board with matt lamination ,With Pocket multicolour printed on 210 GSM art board Paper</p>	126000	1600	Free	30 Days

Quotation Notice documents can be had from the office of the undersigned during working hours on any working Day and from website from 02.12.17.

Due date of submission: 08.12.2017, up-to 5.00 PM

Due date & time of opening: On 08.12.2017, at 5.30 PM

**Earnest Money:** Rs. 1600/-

### **Eligibility: Work Experience:**

The Intending bidder must have in its name of having successfully **completed similar works**, during last 7(seven) years ending last day of month previous to the one in which bid applications are invited (i.e. eligibility period) should be any of the following: -

Three similar **completed works** each costing not less than the amount equal to 40% of the estimated cost put to tender.

**OR**

Two similar **completed works** each costing not less than the amount equal to 50% of the estimated cost put to tender.

**OR**

One similar **completed work** costing not less than the amount equal to 80% of the estimated cost put to tender.

**Similar nature of work shall include “printing of certificates, booklets, journals or books etc in any of the reputed organization or any Government organization including any Central PSU, Municipal bodies or state PSU”**

Experience for those works only shall be considered for evaluation purposes, which match eligibility requirement stipulated above, on or before the last day of month previous to one in which tender has been invited (publication date of NIT). The experience of incomplete/ongoing works as on last date of eligibility period will not be considered for evaluation

In all the above cases, while considering the value of completed works, the full value of completed work be considered whether or not the date of commencement is within the said 7(seven) years period.

Cost of previous completed works shall be given a simple weightage of 5% per year to bring them at current price level, while evaluating the qualification requirement of the bidder. Such weightage shall be considered after end date of completion. Updating will be considered for full or part of the year (total no. of days / 365) i.e. considering 365 days in a year, till the last day of month previous to one in which bid has been invited.

## **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: -

- (1.) All pages of Quotation Notice duly signed and Stamped without indicating the rates quote
- (2) Earnest Money Deposit: Rs 1600 /- in the form of Demand Draft in favour of “INDIAN INSTITUTE OF COAL MANAGEMENT” Payable at Ranchi.
- (3) Experience proving eligibility in the form of self-certified copy of work order along with self-certification regarding completion of work.
- (4) Photo copy of PAN Number.
- (5) Documents in support of Proprietorship /Partnership /company or any other establishment.
- (6) Copy of certificate of registration & allotment of GST No. In case of unregistered bidders” exemption certificate from the Chartered Accountant that the bidder is not required to be registered under GST Act.
- (7) Power of Attorney in the case quotation is signed by an authorized representative of the tenderer.
- (8) An undertaking regarding genuineness of the papers submitted and information furnished.
- (9) Declaration that the tenderer has not been banned or de-listed by any Govt. or Quasi-Govt. Agencies or PSU’s
- (10) Quotation incomplete in all/any respect including e-payment form are liable for outright rejection
- (11) A declaration should be given by the tenderer to the effect that no condition has been given in the price Bid.
- (12) In case it is found that any information given is wrong, IICM reserve the right to BAN the party in doing further business.

**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 superscribed 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 superscribed with quotation enquiry number and date and **“QUOTATION FOR Printing and Supply of Certificates & Folders at IICM, Ranchi.**
- 1.3 The quotation notice duly filled in all respects and having completed in all applicable formalities should be submitted **to the Office of the Manager (Envt.), IICM, Kanke, Ranchi 834 006 on or before 5:00 PM on 08.12.2017. Quotations received after 5:00 PM on 08.12.2017 for any reason whatsoever 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 & conditions of their own, the Envelope 2 i.e. financial offers will be opened for further evaluation and ranking before awarding the contract.
- 1.5 If the representative of the bidder desires to remain present while opening of quotation, the same will be allowed.
- 1.6 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.
- 1.7 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).
- 1.8 The Price Bid is to be submitted as per the format attached in a legible words and Figures in English

Languageonly

- 1.9 A copy of previous year sample may be collected from the Office-in charge / Manager(Envt.) IICM at the time of collecting quotation from the office during office hours.

**Manager (Envt.)**

**IICM**

**Distribution :**

1. Main Notice Board. / IICM
2. Website of IICM( [www.iicm.ac.in](http://www.iicm.ac.in))



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WEB SITE: www.iicm.ac.in

NIT No: IICM/Stores /NIQ /Cert/ 17-18/1353(b)

Dated: 01 .12. .2017

## (PRICE BID/ BOQ)

**Scope of work: Printing and Supply of “Certificates and Pocket Folders” of Training at IICM.**

Sl.No	Description of work	Qty. (Nos)	Rate Per Unit Excluding GST (Rs.)	Amount Excluding GST (Rs.)	GST Rate	Amount Including GST(Rs.)
1	<b>Printing and Supply of “Certificates” and “Pocket Folder” of Training Programmes of IICM</b>					
	1.1)Printing of “CERTIFICATE” Size:210mm x 280mm ( approx.). One side multi colour printing on 250GSM Artboard Paper	<b>6000</b>				
	1.2) Printing of “POCKET FOLDER” Size:218mm x 285mm( approx.) One side multicolour printed on 300 GSM art board with matt lamination ,With Pocket multicolour printed on 210 GSM art board Paper	<b>6000</b>				
	<b>GRAND TOTAL</b>					

(Rupees.....  
.....) only.

**L1 will be decided based on the Cost to company basis as a consolidated work.**

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 works shall be done within the time stipulated in the contract / work order
- III.Payment after necessary deduction of Income Tax & work Contract Tax etc. Shall be made after submission of the invoice after successful completion of work, the payment will be made through ECS. 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.

**Manager(Envt.) / IICM**

**Signature of Contractor WITH SEAL**

**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  
work.....

.....  
.....

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  
:

**DOCUMENTS IN SUPPORT OF EXPERIENCE.**

Following documents in support of my experience are enclosed with my offer against quotation notice no..... Dated: .....Total amount of completed work done during the financial year .....As Per enclosed documents are Rs.....

<u>Sl No.</u>	<u>Description of documents</u>	<u>Amount</u>
1.		
2.		
3.		
4.		
5.		
	.....	
	.....	

Total Amount Rs.

.....

Bidder (S)

Signature with stamp of

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