

कोल इण्डिया लिमिटेड

(भारत सरकार भारतका उपक्रम)

(एक महारत्ना कंपनी)

ब्लॉक ३, प्लेट - ए, तीसरा तल

पूर्वी किदवाई नगर ऑफिस कॉम्प्लेक्स,

नई दिल्ली - ११० ०२३

ईमेल: cil.delhi@coalindia.in



COAL INDIA LIMITED

(A Govt. of India Undertaking)

(A Maharatna Company)

Block 3, Plate - A, 3rd Floor,

East Kidwai Nagar Office Complex

New Delhi-110 023

Email: : cil.delhi@coalindia.in

CIL/ND/2025-26/Admin./RC-Printing/ 4447 (13)-8

28.09.2026

To,

All interested bidders/vendors

Dear Sir,

Coal India Ltd, New Delhi wishes to empanel, service providers for providing printing, scanning, binding and related services etc for a period of One (01) year on rate contract basis. Kindly submit your competitive rates in enclosed Annexure-A in sealed envelope on or before 15.00 hrs, 14.10.2026. The same will be opened by the committee at 16.00 hrs. on 14.10.2026 in the presence of available participants or their representatives.

The contract of empanelment will be valid for a period of one Year from the date of issue of empanelment letter and the rates offered will be firm for the period of empanelment. CIL, New Delhi may empanel more than one firm as per its requirement and can accept or reject any offer at any time without assigning any reason whatsoever. For more details/eligibility and terms and conditions, please refer to the Notice attached along with this email/Speed post.

For further information, please visit any of our Delhi office locations within working hour i.e. from 09:30 AM to 5:30 PM.

Encl.: Annexure A and Notice

Yours faithfully


(Amit Dogra)
Sr. Manager (Civil)


(Shalini Wason)
Manager (Fin)


(Shiwangi Singh)
Manager (Civil)



कोल इण्डिया लिमिटेड

ब्लॉक 3-, प्लेट-ए, तीसरा तल,
ईस्ट किदवई नगर कार्यालय कॉम्पलेक्स, दिल्ली-110023

CIL/ND/2026-27/Admn/Printing/4447(1-8)

Date:28.09.2026

Notice

"Eligible for participation by any prospective bidder"

Name of the work/Services: Empanelment of service providers for providing printing, scanning, binding and related services etc for a period of One (01) year.

1. Coal India Ltd, New Delhi wishes to empanel, service providers for providing printing, scanning, binding and related services etc for a period of One (01) year on rate contract basis.

2. **Important Details/Instructions to Bidders: -**

- i) Kindly submit your competitive rates/offer in the enclosed format (Annexure-A) in sealed envelope on or before 15.00 hrs, 14.10.2026 and same will be opened by the committee at 16.00 hrs on 14.10.2026 in the presence of available participants or their representatives, if available.
- ii) Following documents are required to be submitted by the bidder in the sealed envelope along with the BOQ (Bill of quantity):
 - a) Copy of PAN Card duly attested (with signature and seal) by the bidding agency.
 - b) The bidder is required to declare his relevant Goods and Service Tax Status (one of the three) from the following and submit the required document(s): -

Sr No.	Goods and Service Tax Status	Document Required to be Submitted
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 duly attested (with signature and Seal) by the bidding agency.
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. Duly attested (with Signature and seal) by the bidding agency.

c) Bidder is also required to submit Undertaking (signed and sealed) on his/her/their letter head as per enclosed proforma of Annexure-I for Authenticity of information.

d) All the documents submitted should be sealed and signed by the bidder or his authorized representative. In case the authorized representative is signing documents/submitting bid, then an Authorization Letter to that effect has to be submitted along with the bid.

3. Tender Evaluation, Award of work :-

- i) Lowest discovered rates of individual items from the offer received from different service providers will be discovered & same will be offered to all service providers for acceptance. Those service providers, who will accept the lowest rates discovered of individual items, will be empaneled for the rate contract. The empaneled service providers will render the services based on the finalized rates/lowest discovered rates as per requirement of this office/purchase order issued from time to time on credit basis. Payment will normally be released within 21 days after submission & acceptance of bills.
- ii) The contract of empanelment will be valid for a period of one Year from the date of issue of empanelment letter and the rates will be firm for the period of empanelment. CIL, New Delhi may empanel more than one firm as per its requirement and can accept or reject any offer at any time without assigning any reason whatsoever.

4. Additional Terms and conditions:-

- i) The Service provider will have to deliver the job/service at the desired place and time. The jobs may have to be done at odd hours/Sundays/ public holidays also. No extra payment will be made for pickup & delivery for the above work also in odd hours. Payment will normally be released within 21 days after submission & acceptance of bills.



- ii) No earnest money/security deposit is required.
- iii) Price certificate- The supplier shall submit a certificate along with the bill(s) as under:-
"I/We certify that there has been no reduction in the sale price of the offered / supplied goods/services under this contract or similar item(s) and such goods/services have not been offered/sold by me/ us to any Organization / Ministry / Department of the Govt. of India or Coal India Ltd. and/or its Subsidiaries or other PSU or any other private organization, as the case may be, during the currency of the contract at a price lower than the price charged under the contract."

Signature of Inviting Authority



(THIS IS TO BE SUBMITTED BY BIDDER/S ALONG WITH BIDS)

PROFORMA FOR UNDERTAKING REGARDING RELATIVES AS EMPLOYEES OF COMPANY, LOCAL SUPPLIER STATUS OF THE BIDDER ETC.:

I / We, ..., Proprietor/Partner/Legal Attorney/Director/ Accredited Representative of M/s., solemnly declare that:

1. Myself/Our Partners/Directors don't has/have any relative as employee of Coal India Limited/Subsidiary.

Or

The details of relatives of Myself/Our Partners/Directors working as employee of Coal India Limited is as follows:

- a) Name of the employee
- b) Place of posting
- c) Department
- d) Designation
- e) Type of relation - Wife/Husband/ Father/ Step-Father/Mother / Step-Mother/ Son/Step-son/ Son's wife / Daughter / Daughter's Husband / Brother/ Step-Brother/ Sister / Stet-Sister.

2. *I/We hereby confirm that we have registration with CMPF / EPF Authorities. We shall make necessary payments as required under law.

Or

*I/We hereby undertake that we shall take appropriate steps for registration as relevant under CMPF / EPF authorities, if applicable. We shall make necessary payments as required under law.

* Delete whichever is not applicable.

3. ** I/We have not been debarred or banned or delisted by any Govt., or Quasi Govt. Agencies or PSUs.

Or

**I / We have been debarred or banned by the organization named " _____ " for a period of..... year/s, effective from to.....

** Delete whichever is not applicable.

4. Certificate regarding compliance to order no.F.No.6/18/2019-PPD dt 23/7/2020 as amended from time to time of Ministry of Finance, Dept of Expenditure, Public Procurement Division with respect to restrictions on procurement of goods, services or works from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries - I/we have read the Clause regarding restrictions on procurement from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that I am/ we are not from such a country or, if from such a country, has/have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that I/we fulfil all requirements in this regard and I am/ we are eligible to be considered.

Note: Where applicable, evidence of Competent Authority shall be attached along with this Undertaking.

5. **I/We have not been debarred by any procuring entity for violation of Preference to Make in India (as applicable) vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020, issued by Govt. of India as amended from time to time.

OR

**I / We have been debarred by (name of procuring entity) for violation of Preference to Make in India vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020, issued by Govt. of India as amended from time to time for a period of year/s, effective from to

**Delete whichever is not applicable.

Note: A bidder who has been debarred by any procuring entity for violation of Preference to Make in India vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020, issued by Govt. of India as amended from time to time shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of debarment.

6. I/we abide the Code of Integrity for Public Procurement (CIPP) as given in the tender document.

7. I/we accept the "price fall clause" as per CIL purchase manual.

7. *I/we do not have any previous transgression of CIPP in last three years with any entity in any country.

Or

*I / We have been debarred by.....(name of procuring entity) for violation of Code of Integrity for Public Procurement (CIPP), for a period of..... year/s, effective from to.....

*Delete whichever is not applicable.

8. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and Debarment of our firm and all partners of the firm etc from Bidding, as per the tender document.

(-----)

Seal & Signature of Bidder



Code of Integrity for Public Procurement (CIPP):

1. Introduction

Public procurement is perceived to be prone to corruption and ethical risks. To mitigate this, the officials of Procuring Entities involved in procurement and the bidders/ contractors must abide by the following Code of Integrity for Public Procurement (CIPP). All Procuring Officials shall give an undertaking to abide by the Code of Integrity of Public Procurement (CIPP) in ERP while processing PR in SAP ERP. The undertaking shall be put in format of PR itself in ERP. However, if estimate is processed outside ERP then separate undertaking in this regards shall be given by all procuring officials. The bidders/ contractors should be asked to sign a declaration about abiding by a Code of Integrity for Public Procurement (including sub-contractors engaged by them) during submission of bid, with a warning that, in case of any transgression of this code, it would be liable for punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on.

2. Code of Integrity for Public Procurement

Procuring authorities as well as bidders, contractors and consultants should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:

- i) **"Corrupt practice"**: making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
- ii) **"Fraudulent practice"**: any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
- iii) **"Anti-competitive practice"**: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of the procuring entity, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- iv) **"Coercive practice"**: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v) **"Conflict of interest"**:

Participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business



transactions with any official of procuring entity who are directly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the procuring entity with an intent to gain unfair advantage in the procurement process or for personal gain.

- vi) **“Obstructive practice”**: materially impede the procuring entity’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/ or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the procuring entity’s rights of audit or access to information;

3. Obligations for Proactive Disclosures

i) Procuring authorities as well as bidders, contractors and consultants, are obliged under Code of Integrity for Public Procurement to suo-moto proactively declares any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this code of integrity; and

ii) Any bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of integrity.

iii) To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest may be evaluated and mitigation steps, if possible, may be taken by the procuring entity. Similarly voluntary reporting of previous transgressions of Code of Integrity elsewhere may be evaluated and barring cases of various grades of debarment, an alert watch may be kept on the bidder’s actions in the tender and subsequent contract.

4. Punitive Provisions

Without prejudice to and in addition to the rights of the procuring entity to other penal provisions as per the bid documents or contract, if the procuring entity comes to a conclusion that a (prospective) bidder/ contractor directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the procuring entity may take appropriate measures including one or more of the following:

- i) If his bids are under consideration in any procurement
 - a) Forfeiture or encashment of bid security;
 - b) calling off of any pre-contract negotiations; and
 - c) rejection and exclusion of the bidder from the procurement process
- ii) If a contract has already been awarded



- a) Cancellation of the relevant contract and recovery of compensation for loss incurred by the
procuring entity;
 - b) Forfeiture or encashment of any other security or bond relating to the procurement;
 - c) Recovery of payments including advance payments, if any, made by the procuring entity
along with interest thereon at the prevailing rate;
- iii) Provisions in addition to above:
- a) banning/ debarment of the bidder from participation in future procurements of the
procuring entity for a period not less than one year;
 - b) In case of anti-competitive practices, information for further processing may be filed under a
signature of concerned Director of CIL/Subsidiary, with the Competition Commission of India.
 - c) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found
responsible.



Annexure-A**Bill of Quantity**

Sr.No.	Specification	Quoted Rate	
A. Photocopy Per Page		B&W	Colour
1.	A4 Size		
2.	A3 Size		
3.	FS Size		
B. Printing Per Page			
1.	A4 Size		
2.	A3 Size		
3.	FS Size		
C. Scanning (Per Page)			
1.	A4 Size		
2.	A3 Size		
3.	FS Size		
D. Scanning Maps			
1.	A2 Size		
2.	A1 Size		
3.	A0 Size		
4.	A00 Size		
E. Lamination			
1.	A4 Size		
2.	A3 Size		
3.	FS Size		



F. Binding (per booklet)			
1.	Spiral Binding		
2.	Stick Binding		
3.	Spico Binding		
G. Printing & Binding Booklet/pad for different purposes			
1. Vehicle Duty Slip (As per Annexure-I)	100 pages per pad of carbonless paper (Size-210x165 mm)		
2. Hotel BTC (As per Annexure-II)	100 pages per pad of carbonless paper (Size-260x200 mm)		
3. Bill Passing Sheet Booklet (Vehicle, Hotel)	200 pages per pad (04 colour pages white, pink, yellow, Green (Size-260x200 mm)		
H. Designing & Printing of ID Cards, Medical Cards, Visitor card etc.			
1. ID Card	PVC Card (Size-88x55 mm)		
2. Medical Card	PVC Card (Size-88x55 mm)		
3. Visitor's Card	Bilingual printing on both side with texture paper (Size-88x55 mm)		

Note: 1) Page quality should not be less than 70 gsm for Sr.No. A & B.

2) Kindly quote Basic Price of the items/services inclusive of freight and all other charges. GST as applicable will be paid extra.

Signature of vendor with seal



