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**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

## **Technical Bid Documents**

**TENDER FOR  
SUPPLY OF COMPUTER STATIONERIES  
AT BALASORE SSA**

Tender no. **Comp-74/10-11/08** dated at BLS **the 28<sup>th</sup> June 2010**

**O/o the General Manager Telecom District,  
Balasore -756001.**

## **BHARAT SANCHAR NIGAM LIMITED**

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Tender for Supply of Computer Stationeries at Balasore SSA

**SECTION-I**

No. - **Comp-74/10-11/08**

Dated at Balasore the **28<sup>th</sup> June 2010.**

**NOTICE INVITING TENDER**

Sealed Tenders are hereby invited by the General Manager Telecom District, Balasore, on behalf of the CMD, BSNL from experienced and reputed firms/dealers for supply of Computer Stationeries. The Tender document can be obtained from the SDE (IT), Office of the General Manager Telecom District, Balasore, PO/Dist-Balasore-756001, on production of demand Draft of Rs.520/- drawn on any scheduled bank stationed at Balasore in favour of A.O. (Cash), BSNL,O/o GMTD. Balasore on any working day between **11:00 Hrs to 13:00 Hrs from 01.07.2010 to 20.07.2010** or Tender paper can be downloaded from tender section of our website **[www.orissa.bsnl.co.in](http://www.orissa.bsnl.co.in) ( Balasore page)** & a demand draft or banker's cheque of **Rs.520/-** in favour of **A.O. Cash, BSNL O/o the GMTD, Balasore** should be submitted along with the technical Bid document as the cost towards the tender paper. Such bids without the cost of tender paper will be rejected straight forth. Approximate cost of the tender is Rs 6,50,000/-(Rupees Six Lakhs Fifty Thousands only/-) it may vary subject to field requirements.

Details of work

NAME OF THE WORK	Approximate estimated cost	EMD
Supply of Computer Stationeries at Balasore SSA	Rs.6.50,000/-	Rs.13,000/-

Non-interest bearing Earnest Money Rs. 13,000/- in the form of Bank Draft/Banker's cheque for (Rupees Thirteen Thousands ) only from any Scheduled Bank drawn in favour of the Accounts Officer (cash), BSNL, O/o GMTD, Balasore must be attached along with the Tender offer.

Tender to be deposited in the tender Box kept with	<b>Divisional Engineer (P&amp;A), O/o GMTD, Balasore.</b>
Tender will be received up to	<b>13:00 hrs of 21.07.2010</b>
Time & date of opening of the tender	<b>16:00 hrs of 21.07.2010</b>
Venue of opening of Tender	<b>Office Chamber of Divisional Engineer (P&amp;A), O/o GMTD, Balasore.</b>

**A. Eligibility criterion for the above works :**

- i) The bidder should have Certificate of incorporation/registration .
- ii) The bidder should have Articles of memorandum of Association/Certificate of registration of firm in case of partnership firm.
- iii) The bidder should have VAT Registration of the firm along with TIN No. / OST No.
- iv) The bidder should have Certificate from the manufacturing Co. regarding Dealership/Distribution ship.
- v) The bidder should have Valid PAN Card

**B. Period of Contract:**

The contract will remain valid for a period of one year from the date of signing of agreement. However the GMTD, Balasore reserves the right either to reduce or extend the contract period for another one year in the interest of service and administrative grounds.

If holiday or bandh is declared for some reason on the date of opening of tender then tender will be opened on the next working day.

**Divisional Engineer (P&A)  
BSNL, O/o GMTD, Balasore.**

**SECTION – II**  
**BID FORM**

Tender No **Comp-74/10-11/08**

Date : **28<sup>th</sup> June 2010**

**To**

**The GMTD,  
Bharat Sanchar Nigam Ltd.  
Balasore.**

Dear Sir,

1. Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply computer stationeries and in conformity with the said conditions of contract and specifications for the works shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted the supply computer stationeries shall commence immediately on placement of work order and in accordance with specifications, time limits & terms and conditions stipulated in the tender document.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract for a period of 18 months.
4. We agree to abide by this Bid for a period of **150 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal Agreement of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... day of ..... 2010

Signature of Authorised Signatory .....

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature .....

Tender for Supply of Computer Stationeries at Balasore SSA

**SECTION -III**

**TENDERER'S PROFILE**

Passport size photograph of the tender/ authorised signature holding power of attorney
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1. Name of the tenderer /firm \_\_\_\_\_
2. Name of the person submitting the tender whose Photograph is affixed Shri / Smt \_\_\_\_\_

**(In case of Proprietary / Partnership firms, the tender has to be signed by Proprietor / Partner only, as the case may be)**

3. Present Address .....
4. Permanent Address .....
5. Tel. No. (with STD code ) (O) ..... (Fax).....[R].....Mob.....  
E-mail Id .....
6. Registration & incorporation particulars of the firm:  
i) Proprietorship  
ii) Partnership  
iii) Private Limited.

(Please attach attested copies of documents of registration / incorporation of your firm with the competent authority as required by business law)

7. Name of Proprietor /Partners / Directors .....
8. Tenderer's bank, its address and his current account number .....
9. Permanent Income Tax number, Income Tax Circle .....

I/ We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of tenderer / authorised signatory.....

Name of the tenderer-----

**Seal of the Tenderer**

## Tender for Supply of Computer Stationeries at Balasore SSA

### **SECTION-IV**

#### **INSTRUCTIONS TO BIDDERS**

##### **A. INTRODUCTION**

#### **1. DEFINITIONS**

- 1.1 "The Department" means the BSNL, Balasore acting on behalf of the CMD,BSNL and represented by the General Manager Telecom District, Balasore.
- 1.2 "The Bidder" means the individual or firm who participates in this tender and submits its bid.
- 1.3 "The goods" means all computer stationeries, which the bidder is required to supply to the department under the contract.
- 1.4 "The letter of Intent" means the intention of purchaser to place the purchase order on the bidder.
- 1.5 "The purchase order" means the order place by the department on the bidder signed by the department including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase shall be deemed as "contract" appearing in the document.
- 1.6 "The contract price" means the price payable to the bidder under the purchase order for full and proper performance of the contractual obligations.

#### **2. ELIGIBLE BIDDER:**

This invitation for bids is open to all reputed firms registered to manufacture the items or their authorized representatives/supplier dealing with MNC Brand. The proof of such registration to manufacture/authorized dealership in India shall be attached with the bid.

#### **3. COST OF BIDDING:**

The bidder shall bear all costs associated with the preparation and submission of the bid. The Department will in no case, be responsible or Liable for these costs, regardless of the outcome of the bidding process.

##### **B. THE BID DOCUMENT**

#### **4. Bid Documents include:**

##### **4.1 Technical Bid Document**

Technical bid document includes

- Section-I : Tender Notice
- Section-II : Bid form
- Section-III : Tenderer's Profile
- Section-IV : Instruction to Bidders
- Section-V : General & Commercial Terms & Condition
- Section-VI : ANNEXURE I,II,III,IV

##### **4.2 Financial Bid Document**

- Section VII : Price Schedule

The Bidder is expected to examine all instruction, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of Bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

#### **5. CLARIFICATION OF BID DOCUMENTS**

A prospective bidder, requiring any clarification of the Bid Documents shall notify the Department in writing or by FAX at the Department's mailing address indicated in the Invitation for Bids. The Department shall respond in writing to any request for clarification of the Bid Documents, which it receives not later than 10 (Ten) days prior to the date for the submission of bids. Copies of the query (without identifying the source) and clarifications by the Department shall be sent to all the prospective bidders who have received the bid documents.

#### **6. AMENDMENT OF BID DOCUMENTS**

- 6.1 At any time, prior to the date for submission of bids, the Department may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.

## Tender for Supply of Computer Stationeries at Balasore SSA

- 6.2 Any amendments to the bid document or changes in specification will be uploaded in our website [www.orissa.bsnl.co.in](http://www.orissa.bsnl.co.in) and also be intimated to all prospective bidders who have directly purchased the document, by FAX. There shall be normally no advertisement of corrigendum / amendments in the newspapers as such bidders are look for the amendments (prior to seven days of opening of technical bid) in the website regularly in their own interest.

### **C. PREPARATION OF BIDS**

#### **7 DOCUMENTS COMPRISING THE BID**

The tender of the bidder shall comprise the following components:

- 7.1 Documentary evidence established in accordance with Clause 2 and 10 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- 7.2 Bid Security (i.e. EMD) furnished in accordance with Clause 11.
- 7.3 Technical Bid Document completed in all respect & signed.
- 7.4 Financial Bid Document having price schedule completed in accordance with Clause 9.

#### **8 BID FORM**

The bidder shall complete the technical Bid Form and the appropriate Price schedule furnished in the Financial Bid document . All pages of tender documents are to be signed in token of accepting all term and condition of the NIT otherwise the tender will be treated as incomplete and rejected.

#### **9. BID PRICES:**

- 9.1 The price of the goods shall be quoted inclusive of suitable packing, insurance and taxes under the contract as per the price schedule given in section -VII and shall quote the prices both in words and figure.
- 9.2 The bidder shall quote as per the price schedule given in section VII.
- 9.3 The basic price quoted by the bidder shall remain fixed during the entire period of contract, i.e. up to one year, and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and liable to be ejected.
- 9.4 The price approved by the Department for procurement will be inclusive of levies and taxes, packing, forwarding, freight and insurance. Break up in various heads like ED. Sales Tax, Insurance, Freight and other taxes paid/ payable is for the information of the purchaser and any change in these shall have no effect on price during the scheduled period of delivery.

#### **10 TECHNICAL BID OR QUALIFYING BID I.E. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS**

The bidder shall furnish, as part of his bid documents establishing the bidder's eligibility, the following valid documents:

- a) Bid Security in accordance to clause no. 11 of section IV
- b) Cost of tender paper as per NIT.
- c) Bid Form, duly filled in, as per section II.
- d) Tenderer's profile duly filled in, as per section III of the tender document.
- e) Technical Bid document, in original, duly filled in and signed by tenderer or his authorized representative along with seal on each page. All corrections and overwriting must be initialed with date by the tenderer or his authorized representative.
- f) Certificate of incorporation/registration
- g) Articles of memorandum of Association/Certificate of registration of firm in case of partnership firm.
- h) VAT Registration of the firm along with TIN No. / OST No.
- i) Certificate from the manufacturing Co. regarding Dealership/Distribution ship.
- j) Xerox copy of Valid PAN Card
- k) Certificate for non-participation of near relatives of BSNL employee in the format as per section Annexure III section VI.

Without any one of the above documents tender will be summarily rejected.

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### 11. **BID SECURITY (EMD)**

- 11.1 The bidder shall furnish, as part of his bid, a bid security (EMD) for an amount of Rs.13,000/- (Rupees Thirteen thousands) only.
- 11.2 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the security's forfeiture.
- 11.3 The bid security in the form of Bank Draft/Bankers Cheque for Rupees Thirteen thousands (Rs. 13,000/-) from any Scheduled Bank drawn in favor of Accounts Officer (Cash), BSNL, O/o GMTD, Balasore must be attached with the BID. The EMD will not carry any interest.
- 11.4 A BID NOT SECURED IN ACCORDANCE WITH PARA 11.1 AND 11.3 SHALL BE REJECTED BY THE DEPARTMENT AS NON-RESPONSIVE.
- 11.5 The bid security of the unsuccessful bidder will be returned as promptly as possible but not later 30 days after the expiry of the period of bid validity prescribed by the Department.
- 11.6 The EMD of successful bidder will be retained as S.D. till the completion of tender period. The SD will not earn any interest.
- 11.7 The bid security may be forfeited :
- 11.7.1 If a bidder withdraws his bid during the period of bid validity specified in the bid document or
- 11.7.2 If the bidder makes any modifications in the terms and conditions of the tender before acceptance of the tender, which are not acceptable to the Department or
- 11.7.3 In case of a successful bidder, if the bidder fails:  
(i) to sign the agreement,  
**or**  
(ii) to furnish the performance Security

### 12. **FORMAT AND SIGNING OF BID**

- 12.1 The bidder shall prepare one copy of bid in the prescribed form with section given in the tender document.
- 12.2 The Bids shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The bid price should be written both in words and figures. The letter of authorization shall be indicated by written power of attorney accompanying the bid. The bids submitted shall be sealed properly.
- 12.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

### **D. SUBMISSION OF BIDS**

### 13 **METHOD OF PREPARATION OF BIDS**

- 13.1 The bid should be submitted in 3(three) envelopes placed inside. These envelope should contain the following:

	Envelope	Marked on the Cover	Contents
a.	First	Bid Security	Containing Bid Security as per Clause No:-11.
b.	Second	Technical Bid or Qualifying Bid	Containing documents as per Clause No:-10 and cost of tender paper as specified in the NIT.( Only to be submitted in case of tender paper downloaded from <a href="http://www.orissa.bsnl.co.in">www.orissa.bsnl.co.in</a> not purchased from BSNL Office directly)
c.	Third	Financial Bid	Rate quoted as per Schedule of Prices Section-VII .



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On all the envelopes the name of the firm & whether " BID SECURITY" or "TECHNICAL BID" or "FINANCIALBID" must be clearly mentioned & should be properly sealed. These envelopes are to be placed inside a separate envelope properly sealed. All envelopes (3 inner & 1 outer) must bear the following:

**Tender for Supply of Computer Stationeries , Balasore SSA** not to be opened before due date of Tender No:-**Comp-74/10-11/08 dated:- 28<sup>th</sup> June 2010** full address of the Tendering authority.

- 13.2 The envelope should indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared 'late' or is rejected due to any other reason.
- 13.3 The BIDs delivered in person shall be delivered to **D.E. (P&A), O/o GMTD,BSNL, Balasore** on or before **21-07-2010 at 13.00hrs**. The Department shall not be responsible if the bids are delivered elsewhere.
- 13.4 In case the envelope is not sealed (i.e. Wax or PVC tape sealed) and marked as required, the Department shall not accept the BID.
- 13.5 Tender shall either be sent by Registered Post or Delivered in person the responsibility for ensuring that the Tender is delivered in time would vest with the bidder.

### **14 SUBMISSION OF BIDS**

- 14.1 Bids must be received by the Department at the address specified under Para 13.3.
- 14.2 The Department may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with Clause-6 in which case all rights and obligations of the Department and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 14.3 THE BIDDER SHALL HAVE TO SUBMIT THE BID IN THE ORIGINAL PROFORMA OBTAINED FROM THE DEPARTMENT FOR THE PURPOSE. THE BIDS NOT SUBMITTED IN THE ORIGINAL PROFORMA SHALL NOT BE CONSIDERED. Not more than one independent and complete offer shall be permitted from one bidder.

### **15 LATE BIDS**

Any Bid received by the Department after the deadline for submission of bids prescribed by the Department, shall be rejected and returned unopened to the bidder.

## **E. BID OPENING AND EVALUATION**

### **16 OPENING OF BIDS BY DEPARTMENT**

- 16.1 The Department shall open the bids in the presence of bidders or their authorized representatives who chose to attend, at 16.00 hrs. on due date of opening. The bidder's representatives, who are present, shall sign an attendance register. Authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening in the format enclosed as per Annexure-IV of section VI.
- 16.2 A maximum of one representative for any bidder shall be authorized and permitted to attend the bid opening.
- 16.3 The Bidder's names etc. as the Department, at its discretion, may consider appropriate; will be announced at the opening
- 16.3.1. The bid opening committee shall count the number of bids and assign serial No of the bids. For example if 10 have been received the bids shall be numbered as 1 of 10,2 of 10 etc. All the members shall initials on the outer envelopes of all the bids with date.

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- 16.3.2. The envelopes containing the tender offer not properly sealed (i.e. Wax or PVC tape sealed) shall not be opened and shall be rejected outright. The reason for not opening such tender offers shall be recorded on the face of the envelope and all the members of bid opening committee shall put signature with date.
- 16.3.3. The outer envelope containing the three envelopes be opened. TOC shall put initial on all the envelopes with date.
- 16.3.4. Among these envelope the envelope marked " BID SECURITY" shall be opened first and examined.
- 16.3.5. The bidders who have submitted proper bid security as per tender document their "TECHNICAL BID" shall be opened and shall be serially numbered and signed by the bid opening committee members.
- 16.3.6. After recording of the TECHNICAL BID the documents alongwith TOC report will be handed over to TEC.
- 16.3.7. "FINANCIAL BID" of the qualifying bidders as reported by the TEC and accepted by Tender accepting authority will be opened only.
- 16.3.8. After opening the "FINANCIAL BID" the bidders name, bid price etc will be announced at the opening.
- 16.3.9. In case there is discrepancy in figures and words in the quote, the same shall be announced in the bid opening, but the quote in words shall be prevail.

### **17 CLARIFICATION OF BIDS**

To assist in the examination, evaluation and comparison of bids, the Department may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. HOWEVER, NO POST BID CLARIFICATION INITIATIVE OF THE BIDDER, SHALL BE ENTERTAINED.

### **18 PRELIMINARY EVALUATION**

- 18.1 Department shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 18.2 If there is discrepancy between words and figures, the amount in words shall prevail.
- 18.3 Prior to the detailed evaluation, the Department will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without deviations.
- 18.4 A bid, determined as substantially non-responsive will be rejected by the Department and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

### **19 EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**

The Department shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to clause 21.

### **20 CONTACTING THE DEPARTMENT**

- 20.1 No bidder shall try to influence the Department on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

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20.2 Any offer by a bidder to influence the Department in the Department's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the Bid.

### **21 DEPARTMENT'S RIGHT TO ACCEPT ANY BID TO REJECT ANY OR ALL BIDS**

The Department reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Department's action. The Department is also not bound to accept the lowest rate if the rates are not reasonable or inadequate competitive tenders are received. The BSNL shall consider award of contract only to the bidder whose offers will be found technically, and financially acceptable. The BSNL reserves the right to award the work to one or more than one supplier in the approved rates. However the decision of the General Manager Telecom District, BSNL, Balasore in this respect will be final and binding on all concerned.

### **22 ISSUE OF LETTER OF INTENT (LOI)**

22.1 The issue of an LOI shall constitute the intention of the Department to enter into the contract with the bidder; Work order will be issued over the period of 1 year for the requirement of the Department.

22.2 The tenderer, whose bid is selected by the GMTD Balasore, shall be communicated of such award through a letter of intent/acceptance

22.3 its Earnest Money Deposit shall be converted into Performance Security Deposit simultaneously. The supplier will have to deposit the balance of requisite security as per clause 2 of section V within 30 days of date of issue of letter of intent to BSNL. The supplier will have to sign an agreement within 10 days of date of issue of letter of intent with BSNL.

### **23 RIGHT TO VARY QUANTITY**

BSNL reserves the right to increase or decrease quantity of items to be supplied as per its requirement, specified in the schedule of requirements without any change in rate charges of the offered quantity and other terms and conditions.

### **24. ANNULMENT OF AWARD:**

Failure of successful bidder to comply with the requirement of clause-22 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the purchaser may make the award to any other bidder at the discretion of the purchaser or call for new bids.

### **25. PATENT RIGHTS**

The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof in Indian Telecom Network.

### **26. DELIVERY AND DOCUMENTS:**

26.1 Delivery of the goods and documents shall be made by the supplier in accordance with the terms specified by the purchaser in its schedule of Requirements and special conditions of contract and the goods shall remain at the risk of equipment shall be to the ultimate consignee as given in the purchase order.

26.2 The delivery of the goods and documents shall commence immediately on placement of purchase order on vendor and be completed within two weeks at site from the date of issue of purchase Order. However, the actual delivery schedule will be given in purchase order.

26.3 In case the CONTRACTOR fails to complete the supply and installation of the Computer Stationeries within the stipulated time frame (2 Weeks) a penalty shall be imposed @ 0.5% of the value of the order for delay per week or part thereof. Maximum penalty will be restricted to 2 % of the agreed price for the contract.

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### **27. WARRANTY:**

- 27.1 The contractor shall warrant for a period of one year or as applicable on that stores to be supplies shall be new and free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally excepted standards for materials of the type ordered and shall perform in full conformity with the specifications and drawings. The contractor shall be responsible for any defects that may develop under the conditions provided by the contract and under proper use, arising from faulty materials, design or workmanship.
- 27.2 If it becomes necessary for the contractor to replace or renew any defective portion/portions of the goods under this clause, the provisions of the clause shall apply to the portion/portions of the equipment so replaced or renewed or until the end of the above-mentioned period of one years or as applicable on that item. If any defect is not remedied within a responsible time, the purchaser may proceed to do the work at the contractor's risk and expenses, but without prejudice to any other rights, which the purchaser may have against the contractor in respect of such defects.
- 27.2.1 Replacement under warranty clause shall be made by the contractor free of all charges at site including freight, insurance and other incidental charges.

### **28. PAYMENT TERMS:**

- 28.1.1 100% payment shall be made on receipt of the goods in good condition, installation and testing/ commissioning.

### **29. PRICE**

- 29.1 Prices charged by supplier for goods delivered and services performed under the contract shall not be higher from the price quoted by the supplier in his BID.
- 29.2 In the case of revision of statutory levies/taxes during the finalization period of the tender the purchaser reserve the right to ask for reduction in the prices. Price once fixed remains valid for the period of contract. Increase and decrease of taxes and other statutory duties will not affect the price during this period. In case of delayed supplies after delivery period the advantage of reduction of tax/duty would be passed on to the purchaser and no benefit of increase in price will be permitted to the supplier if there is any increase in tax/duty.

- 30. DISPUTES IN TENDER FINALISATION:** In the event of any disputes arising out of finalizing the tender agreement or any other matter relating to this tender, the decision of the GMTD, Balasore shall be final and binding.

- 31. DISQUALIFYING CLAUSE:** The purchaser reserves the right to disqualify such bidders who have a record of not meeting the contractual obligation against earlier contracts entered into with the purchaser. The terms and condition enumerated above shall be binding and the bidder shall have to accept them in writing along with tender.

**SECTION – V**

**GENERAL /COMMERCIAL CONDITIONS OF CONTRACT**

**1. Application**

Submission of bid against this offer shall bind the bidder for the acceptance of all the terms & conditions specified herein or in NIT unless otherwise agreed to by BSNL.

**2. PERFORMANCE SECURITY IN SHAPE OF BANK GUARANTEE.**

**2.1** The tenderer shall furnish performance security to the BSNL for an amount equal to 10% of the estimated cost within 30 days after the receipt of the LOI by the bidder valid for a period of 18 months.

**2.2** The EMD of successful bidder will be retained as S.D. till the completion of tender period. The SD will not earn any interest.

**2.3** The balance amount after deducting the EMD amount from 10% of the estimated cost i.e. Rs 52,000/- has to be furnished as performance security deposit in form of Performance Bank Guarantee from a scheduled Bank or A/C Payee DD drawn in favour of A.O. (Cash), BSNL, O/o G.M.T.D. Balasore. The proforma for Bank Guarantee is provided in Section VII of the bid document.

**2.4** The performance security is required to protect the BSNL, against the risk of bidder's conduct, which would warrant the security forfeiture.

**2.5 The performance Security Deposit will be forfeited in part/ whole in case of:-**

2.5.1 Unsatisfactory service.

2.5.2 Unprofessional attitude.

2.5.3 Theft or misappropriation of articles of BSNL.

2.5.4 Damage caused to the BSNL, assets.

2.5.5 Withdrawal of the successful tenderer from the contract before its expiry

**3. Execution of Time Limit**

The adherence to time period, as stipulated in the contract or letter of intent, shall be deemed to be essence of the contract.

**4. Payment Terms**

Payment will be made on ordered basis, bills for which shall be submitted by the Supplier in duplicate to the authority specified in contract along with challan slips duly signed by the receiver.

Billing amount will be paid after full supply of computer consumables ordered.

**5. Termination of Contract**

BSNL may, without prejudice to any other action to be taken for breach of contract, may terminate the contract in whole or part and the security deposit shall be forfeited in the following circumstances:-

(a) If the supplier fails to supply the requisite item/items within 15 days of date of agreement unless the time is extended by the GMTD, Balasore on reasonable grounds.

(b) If the supplier fails to perform any obligation(s) under the contract. BSNL may without prejudice, to other rights under law or the contract provided, get the items arranged from other source at the risk and cost of the supplier, in above circumstances.

**6. Termination for insolvency**

BSNL may also, by giving written notice of one month and without compensation to the supplier terminate the contract if the supplier becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as purchaser.

**7. Set Off**

Any sum of money due and payable to the supplier (including security deposit refundable to him) under this contract may be appropriated by BSNL and set off the same against any claim of BSNL for payment of a sum of money to be paid by the contract or arising out of this contract or under any other contract made by the contractor with BSNL.

## Tender for Supply of Computer Stationeries at Balasore SSA

### **SPECIAL CONDITIONS OF CONTRACT**

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section IV and general/ commercial conditions of the contract as contained in section V
2. In case the date fixed for opening of bids, is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against contract entered into with BSNL earlier.
4. BSNL reserves the right to blacklist a bidder/contractor for a suitable period in case he fails to honour his bid without sufficient ground.
5. The purchasing authority i.e. BSNL will have no liability and will not owe any responsibility whatsoever for causing to any one or any loss/damage of any property due to the faulty article for reason, whatsoever, and shall not entertain any such claim under any provision of law.
6. No sub-contracting is permissible by BSNL. The near relatives of all BSNL employees (Non-executive employees working in B.S.N.L. & executive employees (also called Group-A & Group-B officers) working in BSNL either directly recruited or on deputation are prohibited from participating in this tender. The near relatives for this purpose are defined as:
  - o Members of a Hindu Undivided family;
  - o The one is related to the other, in manner, as husband, wife, father, mother, son(s) & son's wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law) brother(s) and brother's wife, sister(s) sister's husband (brother-in-law), father-in-law, mother-in-law, grandfather, grandmother, grandsons, granddaughters, uncles, aunts, first cousins, nephews, nieces, relationship established by legal adoptions.The tenderer(s) should give a certificate to the effect that none of his/her such relative is working anywhere in the BSNL. In case of proprietorship firm the certificate will be given by the proprietor, in case of partnership firm, by all the partners and in case of Limited company by all the Directors of the Company. Any breach of these conditions by any person, firm or company, the tender awarded/work order issued will be cancelled and earnest money/security deposit will be forfeited at any stage it is noticed. BSNL will not pay any damages to the concerned person, firm or company. Such person, firm or the Company will also be debarred from further participation in the tender of concerned unit.
7. BSNL reserves right to negotiate against the price quoted by the bidder.
8. No advance payment in any case shall be made to the supplier.

### **SUPPLY OF COMPUTER CONSUMABLES & PERIOD**

<b>Supply:-</b>	Supply of computer consumables/equipments for office of the General Manager Telecom District, Balasore.
<b>Period</b>	Under normal circumstances the contract shall be valid for a period of one year from date of agreement. However, contract may be extended for further period up to one year if agreed to by the contractor and BSNL on the same rate, terms and conditions.
<b>Quantity</b>	Approximate Estimated costs are as mentioned at NIT. However it should be clearly noted that BSNL shall place the order only as per the actual requirement from time to time.
<b>Penalties</b>	If the supplier fails to deliver the computer consumables, quantity as well as quality, within the period prescribed for delivery, BSNL shall be entitled to recover 0.5% of the value of the delayed supply for each week of delivery or part thereof for a period of 4 weeks. If the supplies are not completed in the extended delivery period, the P.O. shall be short-closed and the performance securities shall be forfeited.
<b>WARRANTY</b>	The successful tenderer will indicate the Guarantee/ Warranty period of the computer consumables. During this period the supplier should see that the faulty/date expired computer consumable replaced within 2 weeks, free from all charges at site.

#### **Special Requirements**

- (i) Intending bidder must have a telephone and a fax where requisition of articles can be conveyed all the days in working hrs. Both telephone no and fax no. must be specified in the bid.
- (ii) Payment of any Govt. tax or duty for the articles will be liability of contractor.
- (iii) Transportation & Packing charges paid by the bidder, if any, should not be claimed by the bidder, for reimbursement.
- (iv) The bidder has to supply the items through his personal representative at BSNL office premises only. Not by Bus or courier etc.

Tender for Supply of Computer Stationeries at Balasore SSA

**SECTION-VI**  
**ANNEXURE – I**

**AGREEMENT**

This agreement made this .....day of .....(2010) Two thousand and Ten between the C.M.D., BSNL presented through the General Manager Telecom District, Balasore or any other authority appointed by him, hereinafter called "**The GMTD**" (which expression shall, unless excluded by or repugnant to the context include his successors on Office and assigns) of the one part and M/s,.....a company incorporated under the companies Act and having its registered office at.....hereinafter called "**The contractor**"(which expression shall, unless excluded by or repugnant to the context include its successors and assigns) of the other part. Where as the GMTD is desirous of procuring Computer Stationeries from the contractor and the said contractor has agreed to supply and install the Computer Stationeries for a period of one year from the date signing of agreement.

**E-1 General conditions**

The CONTRACTOR agrees that the Computer Stationeries, to be supplied shall be as per specification in section-VII of the tender Document.

The CONTRACTOR agrees to deliver free of charge, the items ordered, to any site within the jurisdiction of GMTD to be specified in the purchaser order.

**E-2 Time scheduled of Delivery.**

The CONTRACTOR agrees to complete delivery and installation of the items ordered within 2 (two) weeks from the date of issue of purchase order.

**E-3 Warranty**

The Computer Stationeries supplied shall carry a comprehensive warranty for a period of one (1) year from the date of completion of successful installation. The CONTRACTOR agrees to issue a certificate to this effect immediately on completion of installation.

**E-4 Security deposit:**

- i) The contractor undertakes to provide security deposit for a sum equivalent to ten percent (10%) of the value of the total order in the form of Bank Draft/ Bank Guarantee on any scheduled Bank in favour of Accounts Officer (Cash), BSNL, O/o GMTD, Balasore, along with signing of the agreement as security for due performance of the contract.
- ii) The contractor agrees that any sum of money due to the contractor (including security deposit returnable to him) under this contract may be appropriated or withheld as a lien by the General Manager Telecom District, Balasore against any claim of the BSNL for the payment of sum/sums of money arising out of or under this contract and/or against any sum/sums of money outstanding against the said contractor which are presently claimed by the BSNL or any organization of or under the said department of Telecommunications under any other contracts made by the contractor with the department.

**E-5 Penalty**

- i) In case the CONTRACTOR fails to complete the supply and installation of the Computer Stationeries within the stipulated time frame (2 Weeks) a penalty shall be imposed @ 0.5% of the value of the order for delay per week or part thereof. Maximum penalty will be restricted to 2% of the agreed price for the contract.
- ii) If the delay beyond the stipulated time frame is more than one (1) months the General Manager Telecom District, Balasore shall have the right to terminate the contract and forfeit the security deposit.
- iii) In the event of any breach of or non-fulfillment of any contractual obligation by the CONTRACTOR, the security deposit shall be forfeited.

**E-6 Disputes and arbitration.**

- i) In the event of any doubt, dispute or differences arising under this Tender agreement or in connection wherewith except as to matters the decision on which is specifically provided under the terms and conditions of this Tender, the same shall be referred to the sole arbitration of the General Manager Telecom District, Balasore or any other person appointed by him as the Arbitrator.

## Tender for Supply of Computer Stationeries at Balasore SSA

- ii) No objection to any such appointment on the ground that the arbitrator is a BSNL servant shall be entertained, the arbitrator will not be a person who had an opportunity to deal with the matter to which the agreement relates to or that in the course of his/her duties has expressed his/her view. On all or any of the matters in dispute or in difference.
- iii) The **Awards of the arbitrator shall be final and binding** on the parties.
- iv) In the event of such arbitrator, to whom the matter was originally referred to, being transferred or vacating his office due to death, resignation, or refusal to work or neglecting his work or being unable to act as a arbitrator for any reason whatsoever, the General Manager Telecom District, Balasore, shall appoint another person to act as the Arbitrator in place of the outgoing arbitrator in accordance with the terms of the contract agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- v) The arbitrator may, from time to time, with the consent of parties, enlarge the time for making and publishing the award of arbitration. Upon any such reference, the assessments of the costs incidental to the reference and award respectively shall be in the discretion of the arbitrator.
- vi) All incidental expenses in the arbitration proceeding will be born by the party as decided by the arbitrator.
- vii) Subject to the aforesaid provisions, the arbitrator Act, 1940 and the rules made there under and any stipulation/modification for the time being force shall be deemed to apply to the arbitration proceedings.
- viii) The venue of the arbitrator proceedings will be decided by the arbitrator, however it will be in a locality within the jurisdiction of GMTD.
- ix) The court in the city of Balasore alone shall have the jurisdiction to entertain any application or any other proceedings in respect of dispute arising under this agreement.
- x) Case against any award/ Awards made by the sole arbitrator hereunder shall be filed in the concerned Court in the city of Balasore only.

### **E-7 Force Majeure Clause**

- i) If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract be prevented or delayed by reason of:
  - a) Any war or hostility,
  - b) Acts of public enemy, civil commotion, sabotage, explosions,
  - c) Effects of flood, epidemics, quarantine restrictions, freight embargoes,
  - d) General strikes, Bandhs,
  - e) Acts of God.

Hereinafter referred to as EVENT, neither party shall, by reason of such EVENT, be entitled to terminate this contract, nor shall any party have any claim to the damages against the other in respect of such non-performance or delay in performance, - provided that NOTICE of happening, of any such event is given by either party to the other within 7 (seven) days from the date of occurrence of such **event**.

- ii) If a force Majeure EVENT occurs, the CONTRACOR shall promptly notify the department in writing of such conditions and the cause thereof. Unless otherwise directed by the Department in writing, the CONTRACTOR shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure EVENT.
- iii) Expected work and deliveries under this contract shall resume as soon as practicable after such EVENT comes to an end or ceases to exist. The decision of the General Manager Telecom District, Balasore as to whether the situation has become normal or not, shall be final and conclusive.
- iv) If the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such EVENT for a period exceeding 60 (sixty) days, either party may, at his/ their option, terminate this contract.

### **E-8 All the SECTIONS of the Tender Document constitute integral part of this agreement.**



Tender for Supply of Computer Stationeries at Balasore SSA

In witness whereof the parties hereto have their respective hands hereunto the day month and year herein first above written.

Schedule refers to above.

Signed and delivered by

.....  
(Name-Designation)

**[Company seal]**

for and on behalf of the Contractor M/s.....

In the presence of witness:

1).....

2).....

Signed, sealed and delivered at Balasore by the Department for and on behalf of the CMD, BSNL

.....  
(Name-Designation)

**[Seal]**

In presence of Witness:

1).....

2).....

Tender for Supply of Computer Stationeries at Balasore SSA

**SECTION-VI**  
**ANNEXURE - II**

**PERFORMANCE SECURITY GUARANTEE (Bond Form)**

1. In consideration of the Bharat Sanchar Nigam Limited (hereinafter called "the bidder") having agreed to exempt \_\_\_\_\_ (hereinafter called "the said contractor (s)") from the demand, under the terms and conditions of an agreement/ (purchase order) No \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor(s) of the term and conditions contained in the said Agreement, of production of the bank guarantee for \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_ (hereinafter refer to as "the Bank") at the request of \_\_\_\_\_ ( contractor (s)) do here by undertake to pay to the beneficiary an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the Government/BSNL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the BSNL by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the Bank under this guarantee where the decision of the BSNL in these count shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_.

3. We undertake to, pay the BSNL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being obsolete and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee therein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ (office/department) Ministry of \_\_\_\_\_ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in

Tender for Supply of Computer Stationeries at Balasore SSA

writing on or before the expiry of ONE AND HALF YEARS (as stipulated in P.O) from the date thereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) \_\_\_\_\_ further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).

7. We (name of the bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_

for \_\_\_\_\_

(indicate the name of the bank)

Tender for Supply of Computer Stationeries at Balasore SSA

**SECTION-VI**  
**ANNEXURE – III**

**DECLARATION BY THE BIDDER FOR NON-PARTICIPATION OF NEAR RELATIVES**

I/We \_\_\_\_\_ S/o. \_\_\_\_\_  
\_\_\_\_\_ Resident of \_\_\_\_\_

hereby certify that non of my relative (s) as defined in the tender document is/ are employed in BSNL Unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, BSNL shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Note: The near relatives for this purpose are defined as:

- A. Members of a Hindu Undivided family.
- B. They are husband and wife.
- C. The one is related to the other in the manner as father, mother, son (s) and son's wife (daughter in law), Daughter (s) and daughter's Husband ( son in law), Brother (s) & brothers wife, sister (s) and sister's husband (Brother in law).

Signature of the bidder.

Name of the Contractor.

Place:  
Date:

Tender for Supply of Computer Stationeries at Balasore SSA

**SECTION-VI**  
**ANNEXURE - IV**

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

Tender No. **Comp-74/10-11/08**

Dated at Balasore the **28<sup>th</sup> June 2010.**

To

**The Divisional Engineer (P&A)**  
**Bharat Sanchar Nigam Limited,**  
**% G.M.T.D. Balasore,**  
**Door Sanchar Bhavan, Balasore - 756001**

Subject: Authorization for attending bid-opening on \_\_\_\_\_ (date) for the tender of supply of computer stationeries at Balasore SSA

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (bidder) in order of preference given below.

---

Order Preference	Name	Specimen Signature
I.		
II.		

Alternate Representative

Signature of Bidder  
Or  
Officer authorized to sign the Bid  
Document on behalf of the Bidder.

Note: 1. Maximum of one representative will be permitted to attend the Bid opening.  
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

# **Financial Bid Document**

## **TENDER FOR SUPPLY OF COMPUTER STATIONERIES AT BALASORE SSA**

Tender no. **Comp-74/10-11/08** dated at BLS the **28<sup>th</sup> June 2010.**

**O/o the General Manager Telecom District,  
Balasore -756001.**

**SECTION-VII**  
**FINANCIAL BID**  
**SCHEDULE OF REQUIREMENT & PRICE SCHEDULE**

Tender for supply of computer stationeries

Rate quoted by M/s / Shri .....

Sl. No	Name of the Item	Description of item	Appx. Qty required	Make	Unit Price in Rs. inclusive all taxes & levies (in figure)	Total Price (In Rs) = (Appox Qty x Unit Price)	
						(In figure)	(In words)
A1	1.44 MB Floppy	Sony/ Imation/ Moserbaer	50				
A2	150 MB Data Cartridge	Imation/Sony	2				
A3	525 MB Data Cartridge	Imation/Sony	5				
A4	2 GB Data Cartridge	Imation/Sony	1				
A5	4 GB Data Cartridge	Imation/Sony	1				
A6	Optical Disk (R, R/W) (640 MB)	Mitsubishi-640MB	5				
A7	Optical Disk (R,R/W ) (2.6 GB)	HP/Imation/Sony	2				
A8	Optical Disk (R,R/W) (4.7 GB )	Sony/Imation/Fuji	2				
A9	1.2 GB SLR cartridge drive head cleaning cartridge	Sony/Imation/Fuji/ Other	1				
A10	4 GB Flash Drive (Pen Drive)	Sony/Imation/Fuji	10				
A11	8 GB Flash Drive (Pen Drive)	Sony/Imation/Fuji	5				
A12	2.5 inch External USB HardDisk (320GB)	Iomega/iball/seagate	2				
A13	Hard Disc 160 GB (IDE)	Seagate/Samsung	2				
A14	Hard Disc 160 GB (SATA)	Seagate/Samsung	2				
A15	Blank CD RW 700MB (With Jewelbox)	Imation/Sony/Iomega/Moserbaer	20				
A16	Blank CD RW 700MB (Without Jewelbox)	Imation/Sony/Iomega/Moserbaer	50				
A17	Blank CD R 700MB (With Jewelbox)	Imation/Sony/Iomega/Moserbaer	50				
A18	Blank CD R 700MB (Without Jewelbox)	Imation/Sony/Iomega/Moserbaer	100				
A19	Blank DVD R 4.7GB (With Jewelbox)	Imation/Sony/Iomega/Moserbaer	20				

Tender for Supply of Computer Stationeries at Balasore SSA

Sl. No	Name of the Item	Description of item	Appx. Qty required	Make	Unit Price in Rs. inclusive all taxes & levis (in figure)	Total Price(In Rs) = (Appox Qty x Unit Price)	
						(In figure)	(In words)
A20	Blank DVD R 4.7GB (Without Jewelbox)	Imation/Sony/Iomega/Moserbaer	20				
A21	Blank DVD RW 4.7GB (With Jewelbox)	Imation/Sony/Iomega/Moserbaer	10				
A22	Blank DVD RW 4.7GB (Without Jewelbox)	Imation/Sony/Iomega/Moserbaer	10				
B1	Ribbon Cartridge for 80-col TVSE (Including inkbank)	TVSE	10				
B2	Ribbon Cartridge for TVS-PROTON (80 -Col printer)(Incl InkBank)	TVSE	10				
B3	Ribbon Cartridge for 132-col TVSE (Incl Inkbank)	TVSE	10				
B4	Ribbon Cartridge for 136 Col TVSE (Incl Inkbank)	TVSE	10				
B5	Inkbank (TVSE)	TVSE	30				
B6	Ribbon Refill for 80-Col DMP (10 Mtrs) TVSE/Wipro/Epson DMP	Lipi/TVSE/Wipro/Epson	200				
B7	Ribbon Refill for 80-Col DMP (15 Mtrs) TVSE/Wipro/Epson DMP	Lipi/TVSE/Wipro/Epson	50				
B8	Ribbon Refill for 132-Col DMP (15 Mtrs)	Lipi/TVSE/Wipro/Epson	50				
B9	Ribbon Cartridge for LIPI MT 661	LIPI	2				
B10	Ribbon Cartridge for Tally T-6215 ( 50 Million ch)	Tally/LIPI	2				
B11	Ribbon Cartridge for Tally T-2250 ( 50 Million ch)	Tally/LIPI	2				
B12	Ribbon Refill for LIPI MT 661	Tally/LIPI (25.4 mm x 45 M)	15				
B13	Ribbon Refill for Tally T-6215	Tally/LIPI (31.75 mm x 60 M)	30				
B14	Ribbon Refill for Tally T-2250	Tally/LIPI	15				
C1	HP C9351AA (21) Ink Cartridge	HP	20				
C2	HP C9352AA (22) Ink Cartridge	HP	10				
C3	HP C8727AA (27) Ink Cartridge	HP	35				



Tender for Supply of Computer Stationeries at Balasore SSA

Sl. No	Name of the Item	Description of item	Appx.Qty required	Make	Unit Price in Rs. inclusive all taxes & levies (in figure)	Total Price(In Rs) = (Appox Qty x Unit Price)	
						(In figure)	(In words)
C4	HP C8728AA (28) Ink Cartridge	HP	15				
C5	HP C6658 AA (58) Ink Cartridge	HP	1				
C6	HP C6615 D (15) Ink Cartridge	HP	1				
C7	HP C6578 D (78) Ink Cartridge	HP	1				
C8	Epson T038 Ink Cartridge (Black)	Epson	2				
C9	Epson T039 Ink Cartridge (Colour)	Epson	2				
C10	Epson T0461 Ink Cartridge (Black)	Epson	2				
C11	Epson T0472 Ink Cartridge (Cyan)	Epson	2				
C12	Epson T0473 Ink Cartridge (Magenta)	Epson	2				
C13	Epson T0474 Ink Cartridge (Yellow)	Epson	2				
C14	Epson T0761 Ink Cartridge (Black)	Epson	3				
C15	Epson T0762 Ink Cartridge (Cyan)	Epson	3				
C16	Epson T0763 Ink Cartridge (Magenta)	Epson	3				
C17	Epson T0764 Ink Cartridge (Yellow)	Epson	3				
D1	HP C8061X (61X) Toner	HP	2				
D2	HP C8543X (43X) Toner	HP	13				
D3	HP C5942A (42A) Toner	HP	3				
D4	HP C7115A (15A) Toner	HP	2				
D5	HP Q2612A (12A) Toner	HP	2				
D6	HP Q5949A (49A) Toner	HP	1				
D7	HP CC388A (88A) Toner	HP	12				
D8	HP Q3960A Toner (Black)	HP	1				
D9	HP Q3961A Toner (Cyan)	HP	1				
D10	HP Q3962A Toner (Yellow)	HP	1				
D11	HP Q3963A Toner (Magenta)	HP	1				
D12	HP Q3964A Toner (imaging drum)	HP	1				
D13	HP Q3971A Toner (Cyan)	HP	1				
D14	HP Q3972A Toner (Yellow)	HP	1				
D15	HP Q3973A Toner (Magenta)	HP	1				

Tender for Supply of Computer Stationeries at Balasore SSA

Sl. No	Name of the Item	Description of item	Appx.Qty required	Make	Unit Price in Rs. inclusive all taxes & levis (in figure)	Total Price(In Rs) = (Appox Qty x Unit Price)	
						(In figure)	(In words)
D16	HP Q6470A Toner (Black)	HP	1				
D17	HP Q6471A Toner (Cyan)	HP	1				
D18	HP Q6472A Toner (Yellow)	HP	1				
D19	HP Q6473A Toner (Magenta)	HP	1				
D20	Xerox 113R00730 Toner	XEROX PHASER 3200MFP	1				
D21	Xerox 113R00735 Toner	XEROX PHASER 3200MFP	1				
D22	HP Q7551A (51A) Toner	HP	2				
D23	Samsung ML-2850A Toner	Samsung	2				
E1	1.44 MB FDD Cleaning Kit	Any	2				
E2	CD/DVD Drive Lens Cleaning Kit	Any	10				
E3	1.44 MB Floppy Container Box	Any	5				
E4	CD Wallet with chain (100 Capacity)	Any	5				
E5	Anti- glare screen for 15" Monitor	Any	10				
E6	Anti- glare screen for 17" Monitor	Any	5				
E7	Optical mouse (USB )	Iball/Intex/Logitech/Enter/zebronic	10				
E8	Optical mouse (PS2)	Iball/Intex/Logitech/Enter/zebronic	5				
E9	Mouse pad (should be Heavy duty)	Any	10				
E10	Dust Cover set for tower model PC	Any	10				
E11	Dust Cover set for flat model PC	Any	5				
E12	Keyboard (Plain 107/108 PS2)	Any	5				
E13	Keyboard USB)	Any	5				
E14	Keyboard (Multimedia/ Internet )	Any	5				
E15	Modem Data Cable	Any	10				
E16	Printer USB Data Cable	Any	15				
E17	Printer Parallel Data cable(DMP)	Any	10				
E18	USB Cable A to B	Any	10				
E19	PC Power Cable	Any	15				
E20	USB to Serial Converter	Any	5				
E21	USB to PS2 Converter	Any	5				

Tender for Supply of Computer Stationeries at Balasore SSA

Sl. No	Name of the Item	Description of item	Appx. Qty required	Make	Unit Price in Rs. inclusive all taxes & levis (in figure)	Total Price(In Rs) = (Appox Qty x Unit Price)	
						(In figure)	(In words)
E22	USB Hub switch (4 Port)	Any	5				
E23	Ethernet Hub Switch (8 Port)	D-Link/Net Gear	2				
E24	DVD Combo Drive	Samsung/Sony	5				
E25	DVD RW Drive (10X)	Samsung/Sony	5				
E26	CD RW Drive (52X)	Samsung/Sony	5				
E27	10/100 PCI Ethernet Adapter	D-Link	15				
E28	FAX Center Black Cartridge	Xerox-170	5				
E29	Godrej Refill Rolls (FAX)	Godrej TTR-645/685-45 MTR	10				
E30	USB Wi-Fi Adapter (802.11 b/g/n )	D-Link , I-ball , Linksys	2				
E31	Modem 56-128Kbps Internal.	D-Link	5				
E32	TVSE Printer Head (9 Pin)	TVSE	2				
E33	TVSE Printer Head (24 Pin)	TVSE	2				
E34	UPS (1 KVA)	Any	5				
E35	UPS (0.6 KVA)	Any	10				
E36	RJ 45 Connector	Any	50				
E37	Spike Booster (6x5amp pin with individual switch) Indian/Chineese/Western	Any	10				
				<b>GRAND TOTAL</b>			

**N.B. The prices are inclusive of all taxes excluding VAT. The quantities are indicative only. Actual quantity may vary as per the requirement. So Rates may be quoted accordingly, inclusive of all taxes & levies. Single rate must be quoted for each item irrespective the brands mentioned. Multiple rates will not be accepted. The purchaser reserves all rights to place purchase order of any brand mentioned against the items as per the approve rate depending on the requirements. The bidder has to quote the rates for every item given above.**

If my / our bid is accepted I/we shall submit the security deposit as per the conditions mentioned in the contract. I/We agree to abide by this bid for a period of 150 days from the date of opening of financial bid and it will remain binding upon me/us to accept the bid at any time before the expiry of that date..

Signature of the tenderer\_\_\_\_\_

Name & Address of tenderer\_\_\_\_\_