



Technical Bid Documents

Tender for Data Entry Job under Balasore SSA

Tender no. **IT-74/12-13/02** dated at BLS the **4th August 2012**

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

BHARAT SANCHAR NIGAM LIMITED

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Tender for Data Entry Job under Balasore SSA

SECTION-I

No.IT-74/12-13/02

Dated at Balasore the 4th August 2012.

NOTICE INVITING TENDER

Sealed Tenders in prescribed form are invited by General Manager, Telecom District, BSNL, Balasore on behalf of CMD BSNL from experienced Contractors for Data Entry job in computer system for different zones in Balasore SSA. 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/banker's cheque/pay order of Rs.525/- (Five hundred twentyfive) only including 5% Sales Tax 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 13:30 Hrs from 16-8-2012 to 04-09-2012** or Tender paper can be downloaded from our website <http://www.orissa.bsnl.co.in/tender.php> (Balasore page) & a demand draft/banker's cheque / pay order of Rs.525/- in favour of A.O.(Cash), BSNL O/o the GMTD, Balasore should be submitted along with the tender in an envelop super scribed as the cost towards the tender paper. Such bids without the cost of tender paper will be rejected straight forth.

Details of work :- Data Entry Job for different Zones of Balasore SSA

Zone No.	Details of areas as under	Approximate estimated cost	EMD
Z1	Accounts , TRA & Computer Billing Section in o/o GMTD , BSNL , Balasore	Rs. 6,00,000/-	Rs.12,000/-
Z2	All Field unit offices under SSA Balasore & O/o the GMTD , Balasore .(excluding Accounts , TRA , Computer Billing Section)	Rs. 8,00,000/-	Rs.16,000/-

Non-interest bearing Earnest Money for the different zones in the form of Bank Draft/Banker's cheque from any Scheduled Bank stationed at Balasore drawn in favour of the A.O.(Cash), BSNL, O/o GMTD, Balasore must be attached along with the Tender offer.

Tender to be deposited in the tender Box kept with	AGM (HR & ADMN), O/o GMTD, Balasore.
Tender will be received up to	13:00 hrs of 05-09-2012
Time & date of opening of the tender	16:00 hrs of 05-09-2012
Venue of opening of Tender	Office Chamber of AGM (HR & ADMN), O/o GMTD, Balasore.

A. Eligibility criterion for the above works :

- i) One bidder can apply for a maximum of one zone only. The participation of a bidder in this tender will be treated as cancelled if the same bidder applies for more than one zone.
- ii) The bidder should have a valid Labour Licence from Central labour commissioner under the Contract Labour (R & A) Act 1970 and the Contract Labour (Regulation and Abolition) Central Rules 1971. A copy should be produced. If the bidder do not have a valid labour license ,then an undertaking to get it before commencement of work to be attached. In such case where the bidder fails to submit the labour license before commencement of work , then its bid will be cancelled or rejected .
- iii) The bidder should have experience in BSNL/MTNL/Any other PSU/Central Government in executing data entry work/job contract work/ U/G cable work / OFC work. He should have completed such work to the tune of Rs 3,00,000/- (Rs Three Lakhs) during last two financial years 2010-11 & 2011-12. The experience certificate issued by an officer not below the rank of JAG level or DGM equivalent shall only be considered.
- iv) The bidder should have valid PAN card.
- v) The bidder should have valid EPF registration certificate.
- vi) The bidder should have valid ESI registration certificate.
- vii) The bidder should have valid service tax registration certificate .
- viii) The bidder should have bank solvency certificate worth Rs.2,40,000/- (Rupees Two Lakhs Fourty Thousands) for Zone Z1 & Rs.3,20,000/- (Rupees Three Lakhs Twenty Thousands) for Zone Z2.The date of issue of solvency certificate should not be older than the date of notification of tender.

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 six months 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.

**AGM (HR & ADMN)
BSNL, O/o GMTD, Balasore.**

Signature of bidder

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SECTION – II

BID FORM

Tender No.IT-74/12-13/02

Dated at Balasore the 4th August 2012.

To

The General Manager
Telecom District , BSNL,
Balasore

Dear Sir,

1. Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we, undersigned, offer to execute DATA ENTRY JOB for the Zone Z1 / Z2 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 data entry work 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 **180 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 2012

Signature of Authorised Signatory

Name _____

In the capacity of _____

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

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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

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SECTION-IV

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. DEFINITIONS:

- (a) "The BSNL" means the General Manager, Telecom District, BALASORE on behalf of the Bharat Sanchar Nigam Limited.
- (b) "The Bidder" means the individual or firm who participates in this tender and submits his/its bid.
- (c) "The Contractor" means the individual or firm who has been awarded the contract for undertaking the job, after been selected in the tendering process.
- (d) "Letter of Intent (LOI)" means the intention of BSNL to place order of contract on the selected bidder.
- (e) "The Award of Contract" means the order place by the BSNL on the Contractor signed by the BSNL including all attachments and appendices there to and all documents incorporated by reference therein.
- (f) "The Contract Price" means the charges for undertaking the job in full and proper performance of its contractual obligations.

2. ELIGIBLE BIDDERS.

- i) One bidder can apply for a maximum of one zone only. The participation of a bidder in this tender will be treated as cancelled if the same bidder applies for more than one zone.
- ii) The bidder should have a valid Labour Licence from Central labour commissioner under the Contract Labour (R & A) Act 1970 and the Contract Labour (Regulation and Abolition) Central Rules 1971. A copy should be produced. If the bidder do not have a valid labour license ,then an undertaking to get it before commencement of work to be attached. In such case where the bidder fails to submit the labour license before commencement of work , then its bid will be cancelled or rejected .
- iii) The bidder should have experience in BSNL/MTNL/Any other PSU/Central Government in executing data entry work/job contract work/ U/G cable work / OFC work. He should have completed such work to the tune of Rs 3,00,000/- (Rs Three Lakhs) during last two financial years 2010-11 & 2011-12. The experience certificate issued by an officer not below the rank of JAG level or DGM equivalent shall only be considered.
- iv) The bidder should have valid PAN card.
- v) The bidder should have valid EPF registration certificate.
- vi) The bidder should have valid ESI registration certificate.
- vii) The bidder should have valid service tax registration certificate .
- viii)The bidder should have bank solvency certificate worth Rs.2,40,000/- (Rupees Two Lakhs Fourty Thousands) for Zone Z1 & Rs.3,20,000/- (Rupees Three Lakhs Twenty Thousands) for Zone Z2.The date of issue of solvency certificate should not be older than the date of notification of tender.

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 conduct of outcome of the bidding process.

A. 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&V

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4.2 Financial Bid Document

Section VII : Price Schedule (for Zone Z1 and Z2 as per NIT)

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.
- 6.2 Any amendments to the bid document or changes in specification will be uploaded in our website 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 to look for the amendments (prior to seven days of opening of technical bid) in the website regularly in their own interest.

B. 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 for the applied Zone (**i.e. Zone Z1 or Z2**) completed in accordance with Clause 9.

8. BID FORM

The bidder shall complete the technical Bid Form and the appropriate Price schedule for the applied Zone (**i.e. Zone Z1 or Z2**) 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. Price indicated on the Price Schedule for the applied Zone (**i.e. Zone Z1 or Z2**) shall be entered in the following manner.
- 9.2. The bidder is required to quote only rate i.e., rate for entry of all details of one record in the Computer, as the case may be. The document rates for the various documents given in **Section VII** shall be worked out on the basis of average character punching required to be input for each document. If a tenderer quoted no rate for one or more items, the tender will be rejected straightway. The rate to be quoted must be inclusive of all levies , taxes excluding Service Tax.
- 9.2 The prices quoted by the bidder shall remain fixed during the entire period of contract 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 rejected.

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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) Bid Form, duly filled in, as per **section II**.
- c) Tenderer's profile duly filled in, as per **section III** of the tender document.
- d) 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.
- e) The bidder should have a valid Labour Licence from Central labour commissioner under the Contract Labour (R & A) Act 1970 and the Contract Labour (Regulation and Abolition) Central Rules 1971. A copy should be produced. If the bidder do not have a valid labour license ,then an undertaking to get it before commencement of work to be attached. In such case where the bidder fails to submit the labour license before commencement of work , then its bid will be cancelled or rejected ..
- f) Original "Power of Attorney" in case person other than the Tenderer has signed the Tender documents.
- g) Experience certificate as required under **clause no. 2 (iii) Section IV** of the Bid document in the format as per **Annexure-III Section VI** .
- h) Certificate for non-participation of near relatives of BSNL employee in the format as per **Annexure IV under Section VI**
- i) Valid ESI registration certificate . (attested Xerox copy).
- j) Valid PAN card (attested Xerox copy)
- k) Valid EPF registration certificate.(attested Xerox copy)
- l) Service tax registration certificate .(Attested Xerox copy)
- m) The bidder should have bank solvency certificate worth Rs.2,40,000/- (Rupees Two Lakhs Fourty Thousands) for Zone Z1 & Rs.3,20,000/- (Rupees Three Lakhs Twenty Thousands) for Zone Z2.The date of issue of solvency certificate should not be older than the date of notification of tender.

11. BID SECURITY (EMD)

- 11.1 The bidder shall furnish, as part of his bid, a bid security (EMD) for an amount as mentioned in the NIT for different Zones.
- 11.2 The bid security is required to protect the service 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 an amount as mentioned in the NIT from any Scheduled Bank drawn in favour 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,
 - (ii) to furnish the performance Security
 - (iii) unsatisfactory Service.

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.

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- 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 with WAX or PVC Tape.
- 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 4 nos (Four) of envelopes. These envelope should contain the following:

	Envelope	To Be Marked on the Cover	Contents
a.	First	Cost Towards Tender Paper	Containing cost of tender paper as specified in the NIT.(Only to be submitted in case of tender paper downloaded from www.orissa.bsnl.co.in not purchased from BSNL Office directly)
b.	Second	Bid Security	Containing Bid Security as per Clause No:-11.
c.	Third	Technical Bid	Containing documents as per Clause No:-10.
d.	Fourth	Financial Bid	Rate quoted as per Schedule of rate Section-VII .

On all the envelopes the name of the firm & whether "**COST TOWARDS TENDER PAPER**" or "**BID SECURITY**" or "**TECHNICAL BID**" or "**FINANCIAL BID**" must be clearly mentioned & should be properly sealed (i.e. Wax or PVC tape sealed). These envelopes are to be placed inside a separate envelope properly sealed (i.e. Wax or PVC tape sealed). All envelopes (4 inner & 1 outer) must bear the following:

Tender for Data Entry Job for Zone(Zone no Z1 or Z2 to be clearly mentioned) not to be opened before due date of **Tender No:-IT-74/12-13/02 dated:- 04-08-2012** full address of the Tendering authority.

- 13.2 The envelope should indicate the name and complete postal address with PIN Code 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 **AGM (HR & ADMN) o/o GMTD , BSNL , Balasore AT : Room No 202 , Door Sanchar Bhawan , FM Golai Balasore – 756001** on or before **at 13:00 hrs**. 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 Section IV**.
- 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 Section IV** in which case all rights and obligations of

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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. One bidder can apply for one Zone only as specified in the NIT (i.e. either Zone Z1 or Z2). 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-V 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.

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.

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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 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.
- 18.3 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.
- 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 incur 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.

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 as per the requirement of the Department.
- 22.2 The bidder shall within 21 days of issue of the LOI, give his acceptance in writing in conformity provided with the bid documents.

23. PAYMENT TERMS

- 23.1 Respective field units will give work order to contractor specifying anticipated quantity of data entry work to be made for an individual month.
- 23.2 Contractor will submit individual bill for each unit in duplicate after execution of work duly certified by the controlling officers of concerned office and countersigned by the countersigning authority on monthly basis (By 10th of succeeding month of bill).The following documents should be attached with the bill as mentioned below.
- a) Copy of the wage register indicating name of individual data entry operator engaged with their respective EPF ESI Code ,total work days, salary , allowances, EPF ESI contribution , payment amount and date of payment etc etc with their signature (in case payment made to their bank account then bank name and account number to be mentioned) for receipt of payments by each worker duly countersigned by the controlling officer of having disbursed the said amount in his presence .
 - b) The copy of receipt towards payment of Service tax pertaining to the previous month.
 - c) The copy of receipt towards payment of EPF, ESI Chalans etc along with list of workers indicating the EPF/ ESIC code, amount etc against each data entry operator(beneficiary), for the previous month.

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- 23.3 It shall be responsibility of the controlling officer to ensure that all the requirements are fulfilled at the time of certifying the bill , getting it countersigned and submitting within 1st week of succeeding month for period of bill . He should maintain a register containing the datewise quantity of work done with item name and signed by him/her for every billed month.
- 23.4 The countersigning authority shall check that all the documents as mentioned above are invariably attached to the bill before countersigning and workdone specified in the bill is in conformity with the register containing daily list of workdone.
- 23.5 100% payment will be made.
- 23.6 Income Tax , Surcharge , Education Cess , Higher Educational Cess as in force will be deducted from each bill.

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SECTION – V

GENERAL (COMMERCIAL) TERMS & CONDITIONS

1. APPLICATION

The general terms & conditions shall apply in contracts made by the BSNL for the execution of works.

- 1.1 The quantum of job of this tender have been assessed by BSNL authority taking various factors into consideration. The authority is not liable to explain the tenderer the detail of assessment so estimated under any circumstances.
- 1.2 The GMTD, BSNL Balasore will not be responsible for any loss incurred by the contractor in carrying out the contract work.
- 1.3 Taxes will be recovered as per statutory tax laws of Govt. of India and Govt. of Orissa as applicable from time to time.
- 1.4 The tenderer will not claim any permanent absorption of workers to be engaged in this Office or the worker engaged should not claim permanent absorption.**
- 1.5 The tenderer will observe necessary formalities as per the provision of the Contract Labour (R & A) Act 1970 and the Contract Labour (Regulation and Abolition) Central Rules 1971 and the GMTD, Balasore will not in any way be responsible for any breach of Labour Act for any such case (s) relating to Labour & Employment.
- 1.6 The contractor shall not assign or sublet to any other person or agency without the prior written approval of GMTD, Balasore.**
- 1.7 The BSNL will pay no advance of any kind.
- 1.8 The GMTD, Balasore reserves the right to impose any other conditions, if necessary at any time during the validity of the tender.
- 1.9 Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the **GMTD, BALASORE** on behalf of BSNL can terminate the contract without compensation to the contractor. However **GMTD, BALASORE**, at his discretion may permit contractor's heirs to perform the duties or engagements of the contractor under the contract, in case of his death. In this regard the decision of **GMTD, Balasore** shall be the final.

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 48,000/- for Zone Z1 and Rs 64,000/- for Zone Z2 respectively 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.
- 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
 - 2.5.6 Unauthorised stoppage of data entry work.

The decision of the GMTD Balasore in this regard will be final & binding.

3. The terms and conditions are given below :-

- 3.1 The nature of work is the operating office work/data entry in CDR , Accounting & Commercial package of BSNL/for data entry in CCN (Terminal for mobile service), HR Package and other software package of BSNL as per **Section-VII**. The operator must have basic knowledge on office work/data entry in CDR , Accounting & Commercial package of BSNL/data entry in CCN (Terminal for mobile service).
- 3.2 The data entry operator to be engaged by the contractor must have the minimum basic knowledge about computer handling/operating. He should be punctual, obedient, sincere and reliable. GMTD Balasore reserves every right to remove the operator through contractor if he is dissatisfied in his work, conduct & behaviour etc.

Tender for Data Entry Job under Balasore SSA

- 3.3 The data will be provided on as per either in raw form or in the shape of different Input forms.
- 3.4 The software program as well as the data entry will be made on PCs/terminals supplied by BSNL. The data entry shall have to be done at the premises of the office of BSNL. No entry shall be carried out at the premises of the contractor.
- 3.5 The contractor has to ensure 100% error-free input/entry. If at any stage, any error is noted, it will be the discretion of GMTD to impose any amount of financial penalty on the contractor. The decision of GMTD, Balasore shall be final and binding in this regard.
- 3.6 The types of various data entries to be made and their expected quantity is as per list in **Section-VII**.
- 3.7 The amount payable for data entry work shall be calculated on the basis of document's rate as worked out in section VII.
- 3.8 The GMTD Balasore reserves the right to increase or decrease the quantity from what is specified in the schedule of quantities, without any change in unit price or other terms and conditions depending on actual requirement.
- 3.9 A register containing the quantity of different items for which data feeding was done to be maintained at the concerned office on daily basis positively. The register which will be kept as record to be signed by the AOs/SDEs/SDOs concerned & to be countersigned by CAO/AGM concerned. If required this record will be subject to verification by any representative of GMTD Balasore. Any discrepancy in the quantity found for which bills raised will be deducted from the amount payable to the contractor.
- 3.10 The successful bidder shall sign an agreement with the General Manager, Telecom District Balasore for execution of work. The Tender shall be valid for one years from the date of signing. However, the General Manager, Telecom District, Balasore reserves the right to increase, or decrease the duration of the tender.
- 3.11 The General Manager, Telecom District, Balasore shall supervise the work through his representatives.
- 3.12 The payment for the work done shall be made once in a month. THE CONTRACTOR/BIDDER SHOULD PAY MINIMUM WAGES TO THE DATA ENTRY OPERATOR as applicable under Central & State Government Wage Laws. BSNL shall not be responsible for any escalation of cost of labour or materials, machinery, equipment etc., whatsoever or any increase in any duties levies or taxes, in respect of whatsoever and the contractor's rates and contractor's obligation shall remain unaltered by such escalation
- 3.13 Telephone Bill, NTC registration, Advice note release are continuous jobs and requires data to be entered continuously without delay. Deduction from the payment shall be made for delayed work. For the delayed entries 0.5 % per day of the total quantum of work/bill amount will be deducted as a penalty and the decision of the G.M.T.D, Balasore shall be final in this regard. If the delay is more than two week, the agreement shall be cancelled and the contract may be terminated. Also any unauthorized stoppage of work will be liable to cancellation of agreement and termination of contract.
- 3.14 In case of any dispute arising during the execution of the work, the decision of the General Manager, Telecom District shall be final binding.
 - 3.14.1 The data entry operator, supplied by the bidder, if at any point of time found to be doing any alterations, deletions, additions to the official records given to him for data entry without the permission of the supervising authority, will be viewed seriously and the following action will be taken.
 - 3.14.2 GMTD, Balasore, will examine such cases as mentioned at 3.14.1 above to assess the loss, if any, incurred by BSNL for such mishandling of records and the data entry operator, if found guilty, the amount of loss will be made good by the contractor. The data entry operator will forthwith be removed from such job.
 - 3.14.3 If the bidder or the data entry operator supplied by the bidder, violates any of the conditions of this tender, the Contract agreement will be liable to be terminated and the Bank Guarantee will be en-cashed in full or in part. In this regard, the decision of GMTD, Balasore, shall be final.
- 3.15 The contractor shall be responsible for the proper and careful working of the operator(s) so engaged by him. Any loss due to non performance by the operator(s), shall be made good by the operator, besides removing such operator from engagement.
- 3.16 As penalty, the contractor will be black-listed in the entire Orissa Telecom Circle and barred from doing any data entry work in BSNL.
- 3.17 It shall be responsibility of the contractor to ensure utmost confidentiality of information/data of BSNL and if any time, any such information to the contrary is brought to notice, the contract shall be terminated and the Bank Guarantee will be en-cashed in full, apart from taking suitable action.
- 3.18 In case, the data entry operator are found/proved to have damaged Hardware & Software system, penalty will be imposed on actual basis on the contractor.
- 3.19 The contractor is liable to comply with all statutory requirements of labour laws in so far as payment to full time data entry operators are concerned and their entitlements like EPF & ESI etc. The records maintained in this respect are subject to inspection by BSNL or any other statutory body. The EPF and ESI chalangans may be submitted periodically to BSNL or else the contractor bills will not be processed.

Tender for Data Entry Job under Balasore SSA

- 3.20 Muster roll has to be maintained by the contractors in respect of contract labourers engaged by them.
- 3.21 The payment of contract labourers by the contractor is to be carried out as per the rate approved by the Central Govt. from time to time.
- 3.22 The contract labourers engaged by the contractors must be covered under ESI and EPF scheme by the contractor himself as per rules. Also contractor must ensure that contract labourers must have a valid bank account in their name from the date of commencement of work.
- 3.23 The contractor will issue employment cards of engaged contract labourers.

3.24 LABOUR WELFARE MEASURES AND WORKMAN COMPENSATION;

3.24.1 BSNL, Balasore office shall not be responsible for any form whatsoever, if during the course of discharging of duty, any person employed by the contractor suffers from any damage or injury during the stay inside/outside the campus of this office or is put to any hardship or suffers any damage in any form whatsoever.

3.24.2 The contractor will be responsible for the safety and security to the skilled and unskilled labours employed by him for execution of work.

3.24.3 Payment of Wages:

The contractor shall fix wage periods in respect of which wages shall be payable.

3.24.3.1 No wage period shall exceed one month.

3.24.3.2 Where the employment of any worker is terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the second working day from the date on which his employment is terminated.

3.24.3.3 Wages due to every worker shall be paid to him direct or to other person authorized by him in his behalf in presence of authorized representative of BSNL issuing work order. The BSNL personnel should be witness in the wage register & the copy of wage register should be attached with the bills submitted by the contractor. The contractor can also deposit the wages to the personal bank a/c of individual data entry operator directly.

3.24.3.4 Wages shall be paid without any deductions of any kind except those specified by the Central Government by general or special order in this behalf or permissible under the Payment of Wages Act 1956.

3.24.4 Fines and deductions, which may be made from wages.

3.24.4.1 The wages of a worker shall be paid to him without any deduction of any kind except the following: -

- a) Fines.
- b) Deductions for absence from duty. The amount of deduction shall be in, proportion to the period for which he was absent.
- c) Deductions for damage to or loss of goods expressly entrusted to the employed person for custody, where such damage or loss is directly attributable to his neglect or default.
- d) Deduction for recovery of advances or for adjustment of overpayment of wages.
- e) Any other deduction, which the Central Government may allow from time to time.

3.24.4.2 No fine shall be imposed on a worker and no deduction for damage or loss shall be made from his wages until the worker has been given an opportunity of showing cause against such fines or deductions.

3.24.5 Labour records

3.24.5.1 The contractor shall maintain **Register of Persons employed** on work on contract in Form XIII of the Contract Labour (R & A) Central Rules 1971.

3.24.5.2 The contractor shall maintain a Wage **Register** in respect of all workmen employed by him on the work under contract in Form XVII of the Contract Labour (R & A) Rules 1971.

3.24.5.3 **Register of accidents** - The contractor shall maintain a register of accidents at the Work place and the same shall include the following particulars:

- i. Full Particulars of the labourers who met with accident,
- ii. Rate of Wages,
- iii. Sex.
- iv. Age.
- v. Nature of accident and cause of accident,
- vi. Time and date of accident,
- vii. Date and time when admitted in hospital.
(a) Date of discharge from the hospital.

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(b) Period of treatment and result of treatment.

- viii. Percentage of loss of earning capacity and disability as assessed by Medical Officer,
- ix. Claim required to be paid under Workmen's Compensation Act.
- x. Date of payment of compensation.
- xi. Amount paid with details of the person to whom the same was paid,
- xii. Authority by whom the compensation was assessed,
- xiii. Remarks.

3.24.5.4 The contractor shall maintain a **Register of Fines** in the Form XII of the CL (R & A) Rules 1971. The contractor shall display in a good condition and in a conspicuous place of work the approved list of acts and omission for which fines can be imposed.

3.24.5.5 The contractor shall maintain a **Register of deductions for damage or loss** in Form XX of the Contract Labour (R & A) Rules 1971.

3.24.5.6 The contractor shall maintain a **Register of Advances** in Form XXIII of the Contract Labour (R & A) Rules 1971.

3.24.5.7 The contractor shall maintain a **Register of Overtime** in Form XXIII of the Contract Labour (R & A) Rules 1971

3.24.5.8 Attendance card-cum wage slip

- a. The contractor shall issue an Attendance card.
- b. The card shall be valid for each wage period.
- c. The contractor shall mark the attendance of each workman on the card twice each day.
- d. The card shall remain in possession of the worker during the wage period under reference.
- e. The contractor shall complete the wage slip portion on the reverse of the card at least a day prior to the disbursement of wages.
 - i) The contractor shall obtain the signature or thumb impression of the worker on the wage slip at the time of disbursement of wages and retain the card with him.

3.25 For failure to comply any terms and conditions laid down under **clause 3 section V** , the contractor will be black-listed in the entire Orissa Telecom Circle and barred from doing any data entry work in BSNL

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SECTION-VI ANNEXURE – I

AGREEMENT

This agreement made thisday of(2012) Two thousand and Twelve 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 for Data feeding job from the contractor and the said contractor has agreed to supply the Data feeding operator.

Validity

1. The contract will valid for one year from the date of signing of the agreement and may be extended, if necessary by the GMTD, Balasore another six months in the interest of service and administrative grounds.
2. All the terms & conditions of the Tender documents form a part of this agreement.

Penalty

1. In case the CONTRACTOR fails to complete the data feeding job assigned to him within the stipulated time a penalty shall be imposed @ 0.5% of the value of the order for delay per day or part thereof. Maximum penalty will be restricted to 1% of the agreed price for the contract.
2. If the delay beyond the stipulated time frame is more than two (2) week the General Manager Telecom District, Balasore shall have the right to terminate the contract and forfeit the security deposit.
3. In the event of any breach of or non-fulfillment of any contractual obligation by the CONTRACTOR, the security deposit shall be forfeited.

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.
- 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.

Tender for Data Entry Job under Balasore SSA

- 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.

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.
- v) BSNL, Balasore office shall not be responsible for any form whatsoever, if during the course of discharging of duty, any person employed by the contractor suffers from any damage or injury during the stay inside/outside the campus of this office or is put to any hardship or suffers any damage in any form whatsoever.
- vi) The contactor will be responsible for the safety and security to the data feeding operators employed by him for execution of work.

All the SECTIONS of the Tender Document constitute integral part of this agreement.

Tender for Data Entry Job under 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 deliver 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 Data Entry Job under 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

Tender for Data Entry Job under Balasore SSA

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 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 Data Entry Job under Balasore SSA

SECTION-VI

ANNEXURE – III

EXPERIENCE CERTIFICATE

Certified that M/s / Shri....., contractor has executed data entry work on contract basis in this organisation fromto& an amount of Rs..... has been paid to him during the above period. His performance was satisfactory.

**Signature & Seal
of issuing authority.**

Tender for Data Entry Job under Balasore SSA

SECTION-VI

ANNEXURE – IV

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 Data Entry Job under Balasore SSA

SECTION-VI

ANNEXURE – V

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No. **IT-74/12-13/02**

Dated at Balasore **the 4th August 2012.**

To

The AGM (HR & ADMN)
Bharat Sanchar Nigam Limited,
o/o G.M.T.D. Balasore,
Room No – 202 ,
Door Sanchar Bhavan,
FM Golai , Balasore - 756001

Subject: Authorization for attending bid-opening on _____ (date) for the tender of Data Entry Job Under 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 Documents

Tender for Data Entry Job under Balasore SSA

Tender no. IT-74/12-13/02

Dated at Balasore the 4th August 2012.

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

Tender for Data Entry Job under Balasore SSA

**SECTION-VII
FINANCIAL BID
SCHEDULE OF RATE FOR ZONE Z1**

Tender for Data Entry Job under Balasore SSA.

Rate quoted by M/s / Shri

Sl. No	Item of Work	Unit	Expcted Quantity per month	Rate Quoted (Inclusive of all levis & taxes) (Excluding Service Tax)	
				In Figure	In words
AO COMP Section					
01	Voucher Noting	Per no	11000 nos		
02	Folding Punching & Sorting of Telephone Bills	Per Bill	21000 nos		
03	Generating DBR	Per No	50 nos.		
04	Online Feeding in CCN	Per no	50 nos.		
05	Folding, Stitching, Sorting & Dispatching Post Paid GSM/CDMA Bills	Per bill	9500 nos.		
06	Preparation of Batch Slip & Maintenance of Accounting Record thereof	Per Batch Consisting 10 voucher or part thereof	1150 nos.		
07	Generating and printing of telephone bills	Per bill	21000 nos.		
08	Receipt and opening and stamping of daily list and entry in postal recovery register	Per D/L	6000 nos		
09	CDR Financial report generation , downloading into MS Excel and Customising etc printing	Per report	400 nos		
10	Letter drafting in MS Word	Per no	400 nos		
AO TRA Section					
12	Cheque entry in TRA	Per no	10 nos		
13	Feeding of Dr, Cr, adjustment and cancellation voucher in CDR/CCN	Per voucher	10 nos		
14	Issue of Duplicate bill	Per bill	3600 nos		
15	Issue of outstanding recovery letter	Per letter	1545 nos		
16	Miscellaneous entry adjustment , billing related request ,rent waival	Per no	1400 nos		
AO CASH Section					
17	Preparation of challan for remittance including report generation	Per challan	25 nos.		
18	Feeding of bank book, cash book into trial balance system	Per entry	1000 nos.		
19	Finalisation of A/Csof B-fone/CMTS	Per case	700 nos.		
20	Feeding of journal vouchers	Per entry	50 nos.		
21	Preparation and entry of purchase journal	Per entry	10 nos.		
22	Compilation and generation of trial balance and sub ledger	Per occasion	30 nos.		
23	Cheque entry for bank remittance	Per entry	950 nos		
24	Bank reconciliation statement	Per day	25 nos		
AO CMTS section					
25	Preparation of sale report of CMTS product , inventory , chalans , vouchers etc etc in MS excel	Per sheet	3500 nos.		
26	Entry in Sancharsoft	Per page	500 nos		

Tender for Data Entry Job under Balasore SSA

**SECTION-VII
FINANCIAL BID
SCHEDULE OF RATE FOR ZONE Z2**

Tender for Data Entry Job under Balasore SSA.

Rate quoted by M/s / Shri

Sl. No	Item of Work	Unit	Expcted Quantity per month	Rate Quoted (Inclusive of all levis & taxes) (Excluding Service Tax)	
				In Figure	In words
Commercial/SDOs/SDEs					
01	New order in CRM	Per no	150 nos		
02	Modify order in CRM	Per no	250 nos		
03	Shift order in CRM	Per no	30 nos		
04	Transfer order in CRM	Per no	50 nos		
05	Disconnect order in CRM	Per no	70 nos		
06	BB Disconnection order in CRM	Per no	40 nos		
07	Reconnection order in CRM	Per no	30 nos		
08	Conversion order in CRM	Per no	120 nos		
09	Service Request in CRM	Per no	200 nos		
10	Trouble ticket in CRM	Per no	120 nos		
11	Service order/task completion in clarity	Per no	2200 nos		
12	DP , Pillar , MDF, Port details entry in clarity	Per no	950 nos		
13	New Number provisioning msc wll in CCN	Per no	50 nos		
14	Shifting of msc wll in CCN	Per no	10 nos		
15	Permanent closure msc wll in CCN	Per no	30 nos		
16	MISC work for msc wll in CCN , ESN Swap , modification , report generation , FWT programming etc	Per no	1400 nos		
17	Leased /MPLS cct data entry in tvaritplus	Per no	10 nos		
18	Misc entry in tvaritplus : final A/N , cct closure , upgradation of cct , report generation etc	Per no	10 nos		
19	Signature scanning & Data entry	Per no	150 nos		
Mobile section					
20	Online feeding of subscriber data postpaid/prepaid	Per no.	1250 nos		
21	NTC & Permanent close of prepaid and postpaid mobile	Per no.	40 nos		
22	Provision of STD , N/R, ISD, Voice mail, Detail billing, GPRS, change of address, O/G & I/C barring etc.	Per no.	1450 nos		
23	Misc.- miss scratch voucher, billing enquiry, corridor plan, status enquiry, old to new message sending, Excelp message sending etc.	Per no.	1350 nos		
24	Plan change/ SIM replacement	Per no.	650 nos		
25	Verification of postpaid/prepaid(Forms/Nos/SIMs)	Per no.	900 nos		
Marketing Section					
26	Project Udan data entry	Per no	80 nos		

Tender for Data Entry Job under Balasore SSA

SCHEDULE OF RATE FOR ZONE Z2

Sl. No	Item of Work	Unit	Expcted Quantity per month	Rate Quoted (Inclusive of all levis & taxes) (Excluding Service Tax)	
				In Figure	In words
	HRD section				
27	HR package entry of various parameter	Each employee	60 nos		
28	All Audit relatedworks, compliance along with entry of audit memos and reports raised by auditor	Per memo	10 nos		
	Uso Section				
29	Claim sheets of VPT , Rural BB etc	Per no	1700 nos		
	MM Section				
30	Entry of issue and receipt of stores	Per item	150 nos		
31	Item entry in inventory package	Per item	500 nos		
	Planning Section				
32	Misc entry	Per no	70 nos		
	FM / RMC Section				
33	C-topup new entry & modification	Per no.	100 nos		
34	CAF entry	Per no.	500 nos		
35	Project Vijay data entry	Per no	600 nos		
36	Dataentry in sancharsoft	Per no	650 nos		
	MIS Section				
37	Online report entry in different BSNL portals	Per no	400 nos		
	IT Section				
38	Dataentry in IISS portal of TND A/T	Per no	100 nos		
39	CDR Report Generation , Customisation in Excel etc	Per no	50 nos		
40	Stock register entry	Per sheet	20 nos		
	For all Section				
41	Letter drafting/data entry in MS Word	Per page	3500 nos		
42	Data entry in MS Excel	Per sheet	2600 nos		
43	Misc Office work in any Other MS Office Package	Per page	1300 nos		
44	Preparation of tender documnet	Per no	10 nos		