



**BHARAT SANCHAR NIGAM LIMITED**  
(A Government of India Enterprise)  
O/O GENERAL MANAGER CONSUMER MOBILITY  
3<sup>rd</sup> FLOOR, BJB NAGAR TELEPHONE EXCHANGE,  
BHUBANESWAR-14  
\*\*\*\*\*

No. OR/SM/CM//Wall calendar/2012-13/1

Dated at Bhubaneswar the 03/12/12

**NOTICE INVITING TENDER****Tender for the supply of Wall Calendar for the year 2013 for BSNL, Odisha Telecom Circle**

Sealed tenders are invited by the GM Consumer mobility, Bhubaneswar – 751014 for and on behalf of BSNL, from reputed printers / publishers of Odisha for the supply of Wall Calendar 2013 for BSNL, Orissa Telecom Circle.

The tender documents along with details, specifications, terms and conditions can be obtained from AGM(Sales& Marketing), O/o the GM Consumer Mobility , 3rd floor, BJB Nagar Telephone Exchange, Bhubaneswar-751014 on payment of Rs. 525/- (Rupees Five Hundred and twenty five Only) which is non-refundable. The amount of Rs.525/- towards the cost of tender paper is to be paid **in the form of Demand Draft drawn in favour of A.O.(cash), O/o the GM(CMTS), Bhubaneswar** during the office hour on all working days Or alternatively the tender forms can be downloaded from the website: <http://www.orissa.bsnl.co.in>. The downloaded tender documents should be submitted along with the Demand Draft of Rs. 525/- drawn in favour of **A.O.(cash), O/o the GM(CMTS), Bhubaneswar** otherwise the tender forms will be rejected.

**DESCRIPTION OF WORK-**

ITEM	QUANTITY	APPROXIMATE COST OF WORK	EMD (Rs)	LAST DATE OF SALE OF TENDER FORM	LAST DATE & TIME OF SUBMISSION OF TENDER	DATE & TIME OF OPENING OF TENDER
1) Printing & supply of Wall Calendar (7 pages as per corporate office design) For BSNL, Odisha Telecom Circle	Wall Calendar -25000 Nos.	Rs. 7,00,000/-	14000/-	20.12.12	13:00 hrs. of 20.12.12	15:00 hrs of 21.12.12
2) Printing & supply of Wall Calendar (1 page) For BSNL, Odisha Telecom Circle	Wall Calendar -30000 Nos	Rs.3,00,000/-	6000/-			

**BSNL Odisha Circle will print item no(1) or Item No.(2) depending on the design received from Corporate Office, New Delhi within a period of 15 days. Since BSNL will print either item(1) or Item(2) (not both), L1 bidder for both types will be evaluated and accepted by competent authority. But LIO/APO will be issued to one of the two L1 bidders as per decision of competent authority. Any bidder can quote the rate for any one of the work for printing calendars i.e 7 pages or single page. In case one bidder quote the rate for two types of calendars may submit EMD of Rs. 14,000/- only.**

Tenders shall be accompanied by the Earnest Money Deposit in the form of DD drawn in favour of **A.O.(cash), O/o the GM(CMTS), Bhubaneswar payable at Bhubaneswar-751014** through any Scheduled bank. The GM Consumer Mobility, Bhubaneswar, Odisha reserves the right to cancel or postpone the tender without assigning any reason.

*Sd/*  
AGM (S&M)  
O/o GM CM Bhubaneswar

Date  
Place

1

Signature of bidder  
With company seal



**BHARAT SANCHAR NIGAM LIMITED**  
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BHUBANESWAR-14  
\*\*\*\*\*

**TENDER DOCUMENT**

**1. INSTRUCTIONS AND GUIDELINES TO TENDERERS:**

The Tenderer must carefully read all the terms, conditions and specifications before filling up the tender schedule and his quotation. Tenderers are requested to get well versed with the tender conditions/specifications and guidelines written hereunder.

**2. GENERAL TERMS USED AND INTERPRETATION:**

- (a) **TENDERER:** Person(s) who are participating in the tender. After finalizing the tender the term Tenderer will also mean the company or person(s) to whom the tender is awarded.  
 (b) **TENDERER/ SUPPLIER/ CONTRACTOR:** Interchangeable terms used for the company or person(s) to whom the contract is awarded and on whom the purchase order is placed.  
 (c) **PURCHASER - G.M. Consumer Mobility Bhubaneswar.**

**3. SUBMISSION OF TENDERS**

Tenders shall be submitted in the prescribed forms with super scribed 'Tenders for the supply of Wall Calendar-2013 for Odisha Telecom Circle'. The bid should be submitted with EMD as indicated below

- i) Rs. 14000/- only for the bidders who apply for item no(1) i.e for printing of calendars with 7 pages,  
 ii) Rs. 6000/- only for the bidders who apply for item no(2) i.e for printing of calendars with single page,  
 iii) Rs. 14000/- only for the bidders who apply for item no(1) & item no (2) i.e for printing of calendars with 7 pages & calendar with single page.

The EMD should be in form of *Demand Draft* drawn in favour of A.O.(cash) , O/o the GM (CMTS) Bhubaneswar payable at Bhubaneswar through any Scheduled bank. *Tender forms not accompanied by EMD in the form of Demand Draft will be rejected.* The tender forms downloaded from website should be accompanied with tender cost of Rs. 525/- in the form of DD from any scheduled bank, if not the bid will be rejected. The document should be submitted in two sealed covers i.e. **technical bid cover & financial bid cover.**

**(A) Documents to be submitted with Technical Bid:**

The Technical bid is to be submitted in a cover duly sealed with the following documents:

- I. One copy of the complete set of tender documents duly filled in and signed on each page by authorized signatories
- II. Experience Certificate for printing of wall calendars for the year 2011 or 2012 from any Govt. / PSU of Rs 1Lakh or above. No work order or purchase order will be entertained. The experience certificate must be issued by an officer not below the rank of Executive Engineer/AGM with sign & seal. The detail address & telephone no of issuing officer with official letter no must be mentioned in the certificate
- III. Power of attorney (in non-judicial stamp paper of Rs. 100/-) in favor of the signatory signing the bid documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.
- IV. Authenticated copy of Partnership Deed, in case of partnership firm and memorandum of article of association with certificate of registration in case of limited company.
- V. Xerox copy of annual turnover certificate for the last financial year 10-11 or 11-12 certified by CA. (No P/L account or balance sheet will be entertained)
- VI. Undertaking in the prescribed format available in annexure D (certificate regarding non-working of relative in BSNL).
- VII. Sample paper of A4 size as per specification for wall calendar.
- VIII. Bid document price (If downloaded from website) & EMD may be the part of Annexure-A i.e. Technical Bid Cover
- IX. Copy of PAN card

Date  
Place

Signature of bidder  
With company seal

- X. Copy of Service Tax Registration Number.
- XI. Copy of income tax return for the FY 2011-12.
- XII. Sale Tax/VAT Registration Number.
- XIII. Bidders having Valid NSIC of tendered category, exempted from tender cost and EMD as per rule. The Proof of the same must be produced with the technical bid .
- XIV. All documents submitted by the bidder should be attested by the bidder with stamp.

**Note: If any of the above documents required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However, the purchaser may at its discretion call for any clarification regarding the document. The purchaser may also ask for submission of any additional/missing document within a stipulated time period. In such case(s), the bidder shall have to comply the purchaser's requirement within the specified time. In case of non-compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.**

**(B) Financial bid:**

- (i) **The financial bid will be submitted in Annexure-B duly sealed in a cover.**

**(ii) The rate to be specified shall be inclusive of every thing like tax, transportation charges to BSNL at 13 telecom district HQs and circle office, Bhubaneswar etc(excluding service tax,if any).**

**(iii) Any bidder can quote the rate for any one of the work for calendar printing i.e 7 pages or single page.**

**(C) Technical bid cover & Financial Bid Cover should be submitted in a single large cover super scribed with "Tender for printing and supply of wall calendar -2013 for distribution in Odisha circle" and full address of the bidder should be written on the large cover.**

**4. General Terms & conditions:**

- (i) Tender Covers for Financial bid and Technical bid should be '**Tender for Financial bid**' or '**Tender for Technical bid**' as the case may be.
- (ii) Both the covers should be sealed separately by the personal seal of the bidder. Only bidders qualified in the technical bid will be considered for financial evaluation
- (iii) ***Tenders received in covers not properly sealed will not be opened or considered.***
- (iv) The full name and address of the tenderer should be written on the bottom left hand corner of the sealed outer cover.
- (v) The GM CM ,BBSR, Orissa inviting the tender reserves the right to reject any or all tenders without assigning any reason whatsoever and he is not bound to accept the lowest tender.
- (vi) The tenderer has to put his Signature with seal on all the pages of the Tender document as a token of having read, understood and accepted all the terms and conditions of the contract/tender mentioned therein. He has to submit this along with his quotation.
- (vii) Any attempt for negotiation direct or indirect on the part of a tenderer with the authority who is competent finally to accept it after he has submitted his tender or endeavours to secure interest for actual or prospective tenderer or to influence by any means the acceptance of the particular tender will render the tender liable to be excluded from consideration.
- (viii) The tenderer will be bound by all terms, conditions and specification as detailed in this Tender.
- (ix) BSNL has the right to amend supply schedule or order minor changes in design/ specification during the validity of the contract. No compensation, whatsoever, shall be payable on this account.

5. **LATE TENDERS:** Tenders received either by post or Courier Service or in person after the specified time will not be opened or considered.

6. **UNDERTAKING:** The bidder should have undertaking that none of his /her near relatives is working in the units as defined below where he/she is going to apply for the tender. In case of proprietorship the proprietor will give undertaking, for partnership firm undertaking will be given by all the partners & in case of limited company by all the directors of the company excluding Govt. of India/Financial Institutions nominees and independent non-official part time directors appointed by Govt. Of India or the Governor of the State. Due to any breach of these conditions by the company or firm or any other person, the tender will be cancelled and bid security will be forfeited at any stage when ever it is noticed and BSNL will not pay any damage to the company or the firm or the concerned person. The company or firm or person will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as a) Member of a Hindu undivided family b) they are husband & wife c) The one is related to other in the manner as father/Mother/Sons and Son's wife (Daughter in law)/daughters/Daughter's husband (Son-in-law)/Brothers & his wife/Sisters & her husband (In-Laws). The format of the undertaking is given in annexure D.

Date  
Place

3

Signature of bidder  
With company seal

**7. EMD AND PERFORMANCE SECURITY:**

(i) EMD: Each sealed tender should be accompanied by EMD for amount as indicated below.

(i) **Rs. 14000/-** only for the bidders who apply for item no(1) i.e for printing of calendars with 7 pages, (ii) **Rs. 6000/-** only for the bidders who apply for item no(2) i.e for printing of calendars with single page, (iii) **Rs. 14000/-** only for the bidders who apply for item no(1) & item no (2) i.e for printing of calendars with 7 pages & calendar with single page. The EMD should be in form of **Demand Draft** drawn in favour of **A.O.(cash), O/o the GM(CMTS), Bhubaneswar -751014, payable at Bhubaneswar** through any Scheduled bank. **Tender forms not accompanied by EMD in the form of Demand Draft will be rejected.**

(ii) PBG: *On acceptance of tender* the contractor shall submit a **Performance Bank Guarantee (PBG) @ 5% of the contract value for all parts of the tender issued** by a scheduled bank in the name of General Manager (Consumer Mobility) Bhubaneswar, Orissa for a **period of six months from the date of issue of PBG in the proforma as in Annexure F.**

(iii) The Performance Bank Guarantee Security will be forfeited by BSNL as a part of compensation for any loss resulting for his failure to meet the obligations under the contract i.e., for non-performance of contractor's obligations.

(iv) The EMD & Performance Bank Guarantee will not bear any interest. The EMD of unsuccessful Tenderers will be refunded to tenderers after the tender is finalised and approved. EMD of successful bidder will be returned on acceptance of PBG & issue of P.O.

**8. TENDER SCHEDULE / QUOTATION:**

(i) The tenderer shall quote the rates in English both in figures and in words. In case both rates do not tally the rates in words only shall be considered.

(ii) All corrections, additions and alterations in the entries and Tender papers shall be signed in full by the Tenderer with date. No errors, over-writing shall be permissible unless attested under the signature of the Tenderer with date.

(iii) The tender shall contain the name, residence and places of business of person/ persons making the tender and shall be signed by the Tenderer with his usual signature. Partnership firms shall furnish the full name and address of all partners or by a duly authorized representative followed by the name and designation of the person signing. In case, authorised representative signs it, a duly certified copy of the power of attorney in that behalf shall accompany the tender. In case of the partnership firm attested true copy of the partnership deed must be submitted along with the tender.

(iv) The tenderer for a person holding power of Attorney authorizing him to sign on behalf of the Tenderer before submission of the tender has to put his signature in full at the bottom right hand corner of all the pages of the Tender document and wherever required in the Tender Papers. All signatures in the tender document shall be dated.

**9. REJECTION OF TENDERS:**

The GM Consumer Mobility, Bhubaneswar inviting tenders shall reserve the right to reject;

- a) Any tender not supported by the requisite Earnest Money Deposit in the manner mentioned therein.
- b) Any tender deficient or incomplete in any of the requisite matters, particulars or formalities or for any reason, which shall not be disclosed to the Tenderer(s).
- c) Any tender/ offer, which changes the terms and conditions (other than those envisaged in the tender document sold), altered constructions, specifications or time limits set.
- d) Any or all the tenders received without assigning any reason thereof and will not be bound to accept the lowest tender.

**10. VALIDITY FOR ACCEPTANCE:**

Tender submitted by tenderer will remain valid for acceptance for a period of **TWO MONTHS** from the date of opening of the tender.

**11. TENDER EVALUATION:**

(a) Tender will be evaluated on the basis of (i) quality as judged in conformity to specification, minimum time for delivery or other features and (ii) cost of total quantity of materials as indicated in the tender notice.

(b) L1 bidder for both types of printing calendars viz calendar with 7 pages & calendars with single page will be evaluated.

Date  
Place

4

Signature of bidder  
With company seal

**(b) SIGNING OF CONTRACT AGREEMENT:**

- (1) The successful tenderer has to enter into an agreement with the BSNL, Orissa Telecom circle, Bhubaneswar, in non-judicial stamp paper of value Rs.50/- (Rupees Fifty only) at his cost setting forth the tender condition etc., within 7 days from the date of intimation of the acceptance of his tender failing which the acceptance of tender will be revoked and EMD forfeited to BSNL.
- (2) Individuals signing the tender or other documents connected with the contract shall indicate the full name below with signature. A person signing the tender or any document proving part of the contract on behalf of another shall be deemed to a warranty that has authority to sign such other and it, on enquiry it appears that the person so signing has no authority to do so, the BSNL may without prejudice to other civil and criminal remedies, cancel the contract and make or authorizing making of purchase at the risk and cost of such person and hold the signatory liable to the BSNL for all cost & damages causing from the cancellation of the contract, including any loss which the BSNL may incur on account of such purpose.

**PERIOD OF VALIDITY OF TENDER:**

- (c) *The rates quoted should be firm and valid for any purchase order that may be issued within a period of **six months** from the date of entering into agreement until the completion of the supply assigned under such a purchase order.*
- (d) The quantity of work estimated is approximate and liable for **variation by  $\pm 25\%$** . The quantity of work required is indicated in the Notice Inviting Tender. The quantities indicated in the Tender Schedule/ Notice Inviting Tender shall not be considered as final quantities. BSNL, in exceptional cases, reserves the right to reduce the quantity of items to be ordered under this tender and in that event, no claim, whatsoever, for any damages, loss or compensation on any account shall be entertained by BSNL.

**(e) SPECIFICATIONS AND OTHER TERMS & CONDITIONS**

Sl.	ITEM	MATERIAL SPECIFICATION	QUANTITY
1.	Printing & supply of Wall Calendar -2013 for BSNL, Odisha Telecom Circle	Wall calendar:- Size: 17" (W) X 24" (H) Sheets: 6 + One Flyleaf = Total 7 sheets in all. Colour: Sheet – 4 + 4 Fly leaf – 4+4 Paper: Sheet and Fly leaf - 170 gsm Imp Art Binding: Wiro on 17" side with flap as back reinforcement Printing: Double side	25,000 nos.
2.	Printing & supply of single page wall calendars	Wall calendar:- size 17"(W)x24"(H), single sheet, Multicolour, 170 GSM, imported glossy art paper, tin mounting with top & bottom. Printing Single Side.	30,000 nos

**BSNL Odisha Circle will print item no(1) or Item No.(2) depending on the design received from corporate office. Since BSNL will print either item(1) or Item(2) (not both), L1 bidder for both types will be evaluated and accepted by competent authority. But LIO/APO will be issued to one of the two L1bidders as per decision of competent authority. Any bidder quote the rate for any one of the work for calendar printing i.e 7pages or single page.**

Date  
Place

5

Signature of bidder  
With company seal

The items shall be of the size and specification mentioned above. The items need be printed with the **BSNL emblem, logos, pictures, messages and graphics** as per designs given /approved by BSNL. The specimen of the item to be supplied should be enclosed by the tenderer. The GM CM, Bhubaneswar, Odisha reserves the right to change the design of items within short notice at a later date. The items shall be shrink packed with polythene and may be delivered without damage to **13 telecom district HQs and circle office, Bhubaneswar, BSNL**. The rates are to be quoted on per piece basis. The tenderer at his/her own cost should arrange transportation of items.

**For different size/ thickness (GSM) of materials other than mentioned in the above specification, the rate will be fixed proportionately as per the quoted rate on negotiation, if required.**

16. The material used should be of the quality specified above failing which the consignment shall be summarily rejected and will invite penalty under clause 9 (c).
17. The designs will be supplied by BSNL and the work should be carried out as per the given design.
18. The estimated quantity given above is only approximate, which may vary by **±25%** ordinarily.
19. The work order will be issued either in single lot or in two/three split orders as per actual requirements.

**PRICING OF BID:**

20. The rates shall be inclusive of taxes, duties, freight, loading / unloading charges(except service tax if any) for supply of items to BSNL CMTS office at Bhubaneswar and 13 SSAs' head quarters in Odisha circle.

**PURCHASING AUTHORITY:**

21. The AGM (Sales & Marketing) will place the work order as per this tender or any officer nominated by GM CM Bhubaneswar, Odisha

**CONSIGNEE AND PLACE OF DELIVERY:**

22. Items should be delivered with suitable package to the consignee as mentioned in the work order to BSNL telecom district HQs' in 13 sites and circle office at Bhubaneswar as required by the indenter.

**SUPPLY SCHEDULE:**

23. The sample should be supplied within one week of awarding the work, 100% of the item specified in the work order has to be supplied within **two weeks** of awarding of the work. Any damage, loss, pilferage, theft, etc., until the goods reaches the destination shall be on suppliers account & have to be replaced free of cost. The supply shall be made in the factory sealed containers. Delay by the supplier with respect to delivery obligations shall render the supplier to any or all of the following sanctions, forfeiture of its security deposit, imposition of liquidated damages and/ or termination of the contract and forfeiture of PBG for default as specified in Clause 25.

**EXTENSION OF TIME:**

24. If at any time during performance of the contract, the supplier should encounter conditions impeding timely delivery of the goods and performance of service, the Supplier shall promptly notify within 3 days of the date of hindrance, to the purchaser in writing the cause of delay & its likely duration. As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the period for performance of the contract after mutual discussion with the supplier. Supply after due date may be made only after getting written extension order.

**LIQUIDATED DAMAGES:**

25. The successful tenderer will have to supply the materials as mentioned in clause 24, failing which, it will invite penalty as follows. For each week of the delay or part there of to supply, a penalty of 0.5% will be deducted for a period of 2 weeks and thereafter the tender contract will be cancelled and PBG will be forfeited. The delay will be counted from the delivery date specified in the purchase order. Final authority for imposition of liquidated damage rests with the General Manager, CM , Bhubaneswar, Odisha.

**PAYMENT:**

26. **NO ADVANCE PAYMENT** will be made to the supplier.
27. Bills in triplicate duly pre-receipted should be forwarded to the purchasing authority for effecting payment after the supply of materials and receipt by consignee.

**TERMINATION FOR DEFAULT:**

28. The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part & on such termination the entire amount of EMD / Performance Bank Guarantee to the credit of the supplier shall stand forfeited to BSNL.

(i) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the purchase order, or any extension thereof granted by the supplier.

(ii) If the supplier fails to perform any other obligations under the contract; and

Date  
Place

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Signature of bidder  
With company seal

(iii) If the supplier, in either of the above circumstances, does not remedy his failure within a period of 30 days (or such longer period as the purchaser may authorize in writing) after receipt of default notice from the purchaser.

**OPTIONAL TERMINATION BY BSNL (OTHER THAN DUE TO DEFAULT OF SUPPLIER):**

29. BSNL may, at any time, at its option cancel and terminate this contract by written notice to the supplier. No compensation shall be payable to the supplier for termination of the contract under the clause.

**30: Force Majeure**

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, shall be prevented or delayed by reason of any war or hostility, act of the public enemy, civil commotion, sabotage, fires, floods, explosion, epidemics, quarantine restriction, strikes, lockouts or act of God (hereinafter referred to as events), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the others in respect of such non-performance, or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Purchase as to whether the deliveries have been so resumed or not shall be final and conclusive. Further, 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 days either party may, at his option, may terminate the contract.

**ARBITRATION:**

31. If any question, dispute or differences arise in the interpretation about the terms and conditions under this agreement / tender or otherwise, such disputes shall be referred to the sole arbitration of The Chief General Manager, Odisha Circle Bhubaneswar, or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted functions of the Chief General Manager, Odisha Circle , Bhubaneswar, or whatever designation such an officer is called (here-in-after referred as the said officer) whether in additions to the his normal duties, and if the said officer is unable or unwilling to act as such to the sole arbitration of some other person appointed by The Chief General Manager, Odisha Circle , Bhubaneswar, of the said officer as per Rules.

32. Should any litigation still arise on any matter pertaining to this tender, the case shall be in a court having jurisdiction in Bhubaneswar.

**GENERAL:**

33. The Tender Schedule, Notice Inviting Tender and the Annexure- A (Technical Bid form), Annexure- B (Financial Bid form), Annexure- C (Agreement) will form one document setting forth the terms and conditions of the contract.

*AGM (Sales and Marketing)*  
*O/o The GM Consumer Mobility, BBSR*

Enclosure: (i) Annexure- A (Technical Bid form)  
(ii) Annexure- B (Financial Bid form)  
(iii) Annexure- C (Agreement)  
(iv) Annexure- D (Undertaking for non-working of any relative in BSNL)  
(v) Annexure- E (Authorization letter for bid opening)  
(vi) Annexure-F (Performance security guarantee bond form)

Date  
Place

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Signature of bidder  
With company seal

**ANNEXURE-A**

**TECHNICAL BID FORM**  
(All entries in English only)

**To**  
**The G M Consumer Mobility**  
**Bhubaneswar – 751014**

**Sir,**

In response to your NIT letter **OR/SM/CM/Wall Calendar/2012-13/1** dated on ....., I/We here by submit my/ our item wise quotation as hereunder.

1. NAME AND ADDRESS OF THE FIRM
2. WHETHER THE FIRM IS AN INDIVIDUAL / PARTNERSHIP FIRM / PUBLIC / PVT. LTD. COMPANY.
3. PARTICULARS OF EMD:- AMOUNT-----, DRAWN ON -----, DD NO.-----,  
PAYABLE AT -----
4. PARTICULARS OF TENDER COST OF Rs. 525/- IN FORM OF DD IF DOWNLOADED FROM WEBSITE  
AMOUNT-----, DRAWN ON -----, DD NO.-----, PAYABLE AT -----
5. TURNOVER DURING FY 2010-11 or 2011-12  
(Chartered Accountant Certified copies to be Attached)
6. EXPERIENCE OF SUPPLYING WALL CALENDERS TO GOVT./PSU FOR THE YEAR 2011 or 2012

I hereby declare that the statements / information given above is true to the best of my knowledge and belief.  
Yours faithfully

**(Signature of the Tenderer)**

**Name**

**Designation & Date**

**Address**

**With Company Seal**

Date  
Place

Signature of bidder  
With company seal



**CHECKLIST OF DOCUMENTS TO BE ENCLOSED ALONGWITH THE TENDER DOCUMENT**

- 1) ONE COPY OF COMPLETE SET OF TENDER DOCUMENT DULY SIGNED
- 2) EXPERIENCE CERTIFICATE FROM GOVT./PSU
- 3) EMD :- i) Rs. 14000/- only for the bidders who apply item no (1) i.e for printing of calendars with 7pages.  
ii) Rs. 6000/- only for the bidders who apply item no (2) i.e for printing of calendars with single page  
iii) Rs.14/000/- only for the bidders who apply item no (1)& item no (2 ) i.e calendars with 7pages and calendars with single page
- 4) TENDER COST RS. 525/- (IN FORM OF DD IN CASE OF DOWNLOADED FORM)
- 5) POWER OF ATTORNEY IN FAVOUR OF AUTHORISED SIGNATORY.
- 6) PARTNERSHIP DEED/ MEMORANDUM & ARTICLE OF ASSOCIATION WITH CERTIFICATE OF REGISTRATION IN CASE OF COMPANIES.
- 7) ANNUAL TURNOVER CERTIFICATE FOR THE YEAR 10-11 or 11-12 FROM C.A
- 8) ANNEXURE - D (UNDERTAKING FOR NON-WORKING OF RELATIVE IN BSNL)
- 9) SAMPLE PAPER OF A4 SIZE AS PER SPECIFICATION
- 10) COPY OF PAN CARD
- 11) COPY OF SERVICE TAX NUMBER
- 12) COPY OF SALE TAX/VAT REGISTRATION NUMBER
- 13) COPY OF INCOME TAX RETURN FOR THE FY 2011-12
- 14) FINANCIAL BID

Date  
Place

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Signature of bidder  
With company seal

**Annexure – B****FINANCIAL BID FORM**

(All entries in English only)

**To****The G M Consumer Mobility  
Bhubaneswar – 751014****Sir,**

In response to your NIT letter No. **OR/SM/CM/ Wall calendar/2012-13/1** dated: ..... I/We here by submit my/ our item wise quotation as hereunder.

**QUOTE:**

- (1) **Rate per piece of wall calendars and table calendars (all inclusive of Taxes but exclusive service tax if any) in Rs. For Printing and supply for BSNL, Orissa Telecom Circle**

Sl no & item	Quantity in nos.	Rate per piece (in Rs.)	Total cost (Rs.) in
1)Wall calendar of 7pages each	25,000	In Words : Rs. In figures : Rs.	In Words : Rs. In figures : Rs.
2)Wall calendar of 1page each	30,000	In Words : Rs. In figures : Rs.	In Words : Rs. In figures : Rs.

**BSNL .For different size/ thickness (GSM) of materials other than mentioned as per the specification, the rate will be fixed proportionately as per the quoted rate on negotiation, if required.**

**NOTE:-L1 bidder for both types of printing of calendars viz calendars with 7pages & calendars with single page will be evaluated. Any bidder may quote the rate for any one of the work for calendar printing i.e 7pages or single page.**

I/We here by under take to honour all Purchase Orders based on the terms and conditions of the Tender issued under No. **OR/SM/CM/Wall Calendar/2012-13/1** dated at Bhubaneswar the ----- which I/We have received along with the tender. The TENDER is submitted in sealed cover.

Thanking you,

Yours faithfully,

**(Signature of the Tenderer with date)****Name :****Designation :****Address :****Company seal. :**Date  
Place

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Signature of bidder  
With company seal

**Annexure – C**

**AGREEMENT**

An AGREEMENT made this Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ between the BSNL (which expression shall unless exclude by or repugnant to the context, include his successors and assignees) on the ONE PART and M/s. \_\_\_\_\_ having its registered office at \_\_\_\_\_ (acting through its constituted Attorney) hereinafter called the ‘Supplier’ (which term shall include their heirs, executors, successors and assignees) on the OTHER PART.

Whereas M/s. \_\_\_\_\_ have quoted for the Supply *of Wall Calendar’2013 for BSNL, Odisha Telecom Circle* as specified in N.I.T of the tender, and have agreed to supply them at his rates quoted and under conditions described in the Tender schedule which forms part of this agreement. Whereas M/s. \_\_\_\_\_ have submitted a Performance Bank Guarantee in the name of The General Manager, CM , Bhubaneswar, Odisha as security towards supply of correct quality & quantity of materials as agreed to.

And whereas, the supplier is ready and willing to execute the supply orders in accordance with the contract.

Now the agreement witnessed and it is hereby agreed and declared as follows:

1. The Tender Notice, Instructions to Tenderers, Conditions of contract, technical specifications, Guidelines to supplier, Schedule, letter of indent No. \_\_\_\_\_ dtd. \_\_\_\_\_ (Along with its enclosures) annexed hereto and such other additional particulars, instructions, drawings as may be found requisite to be given during execution of the work shall be deemed and taken to be an integral part of the contract and shall also be deemed to be included in the expression, contract or ‘Contract Documents’ wherever herein used.
2. In consideration of the payments to be made to the supplier for the supply of items, the supplier hereby covenants with the contract documents duly provide, execute and complete the said supply and shall perform all other acts, deeds, matters and things in the contract mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said supply and at the time and in the manner and subject to the terms and conditions of stipulations mentioned in the contract.
3. In consideration of the due provisions, executions and completion of the said works, the Government hereby agrees with the supplier to pay the amount towards the cost of material supplied above, after satisfactory receipt of materials in full, on production of bills by the supplier less deduction as admissible if any under the provisions of the Contract.

***IN WITNESS WHEREOF*** the parties hereto have executed these presents the day and year first above written.

Signed by the Supplier

Signed on behalf of the BSNL.

Place

Place

Date

Date

In the presence of witness

In the presence of witness

1. Signature.....

1) Signature.....

Name.....

Name.....

2. Signature.....

2) Signature.....

Name.....

Name.....

Date  
Place

Signature of bidder  
With company seal

**Annexure-D**

**UNDERTAKING**

*(To be submitted by the bidder \* along with the bid)*

I, \_\_\_\_\_, S/o  
\_\_\_\_\_, resident of \_\_\_\_\_ do hereby  
certify that none of my relative(s) as defined in the tender document is/are employed in BSNL unit as per clause no. 6  
(Undertaking) of the 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.

**\* For partnership firm certificate will be given by all the partners and in case of limited company by all the  
Directors of the company.**

**Date -**

**Signature of the Bidder**

**With seal**

Date  
Place

12

Signature of bidder  
With company seal

**Annexure - E**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To reach AGM (Sales & Marketing.), O/o G M, Consumer Mobility, Bhubaneswar before the date of Bid opening.

To  
AGM (Sales & Marketing)  
O/o The GM Consumer Mobility  
Bhubaneswar – 751 014

Sub: - Authorization for attending bid opening on ----- (date) in the  
Tender for-----

Sir,

Following persons are hereby authorized to attend the Bid opening for the Tender mentioned above on behalf of  
M/s ----- (Bidder) in order of preference given  
below:-

Order of preference	Name	Specimen signature
---------------------	------	--------------------

1.

2.

Alternate Member

Signatures of Bidder  
Or  
Officer Authorized to sign  
The Bid documents on behalf  
Of the Bidder.

Note: - Maximum of two representatives will be permitted to attend the opening. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not furnished.

Date  
Place

Signature of bidder  
With company seal

**Annexure-F**

**PERFORMANCE SECURITY GUARANTEE (BOND FORM)**

In consideration of the GM(CM),Odisha, Bharat Sanchar Nigam Ltd having agreed to exempt ..... (hereinafter called the "Contractor(s) ") from the demand, under the terms and conditions of an agreement/Purchaser Order) No. .... Dated..... made between GM(CM),Odisha,BSNL ..... and ..... for ..... for the supply of ..... (hereinafter called the "the said agreement"), of security deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a bank guarantee for ..... we, (Name of the Bank) ..... (Hereinafter referred to as "the Bank") at the request of ..... (contractor(s) do hereby undertake to pay to the BSNL an amount not exceeding ..... against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL by reason or 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 he 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 terms or conditions contained in the said Agreement or by reason of the contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL in these counts shall be final and binding on the bank. However, out liability under this guarantee shall be restricted to al amount not exceeding .....

3. We undertake to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) / suppliers in any suit or proceeding before any court or tribunal relating thereto our liability under this present being absolute 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 herein 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 /BSNL) ..... Certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing or before the expiry of **6 months** months from the date hereof, we shall be discharged from all liability 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 obligations 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 and 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 ..... date .....

For .....

(Indicate the name of the Bank)

Date  
Place

Signature of bidder  
With company seal