

TENDER DOCUMENT

FOR

**PRINTING OF DIFFERENT DEPARTMENTAL FORMS
FOR THE YEAR : 2013-2014**

DATE OF SALE – 20/03/2013 to 08/04/2013

LAST DATE OF SUBMISSION – 13.00 hrs of 09/04/2013

DATE OF OPENING - 16.00 hrs of 09/04/2013

**BHUBANESWAR TELECOM DISTRICT
TENDER NO: G-86/2013-2014/Tender, DATED.20/03/2013**

Cost:- 525/-

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

O/o GENERAL MANAGER TELECOM DISTRICT
DOOR SANCHAR BHAWAN, UNIT-IX, BHUBANESWAR

No. G-86/2013-2014/Tender

Dt.20/03/2013

Tender Notice

Wax/Cellotape sealed Open Tenders are invited by the Senior General Manager Telecom District, Bhubaneswar from the Reputed/Experienced printers for printing & supply of different departmental forms for the year 2013-2014. The prescribed tender forms and other details can be obtained from Sub-Divisional Engineer(General), O/o Sr. General Manager Telecom District, Bhubaneswar on production of Demand Draft from any Nationalized Bank payable at Bhubaneswar for Rs.525/- (Rupees five hundred twenty five only) non-refundable issued in favour of Account Officer (Cash), BSNL, O/o Sr. GMTD, Bhubaneswar from 20.03.2013 to 08.04.2013 during 11.00 hrs to 13.00 hrs on all working days. The prescribed tender form should be submitted in a wax/cellotape sealed cover superscribed as "Tender for printing of departmental forms for the year 2013-2014", and be addressed to Shri J.K. Majhi, AGM(HR & Admn), O/o Sr. GMTD, Bhubaneswar and should be dropped in the tender box available in the room of AGM (HR & Admn), O/o Sr. GMTD, Bhubaneswar upto 13.00 hrs of 09/04/2013. The tender will be opened by the tender opening committee on the same day at 15.00 hrs in the presence of the tenderer or their representatives.

Tender No.	Cost of the BID document	Estimated cost of tender	EMD
G-86/13-14/Tender	Rs.525/- including VAT 5 %	Rs.1,90,000=00	Rs.4750=00

AGM (HR & Admn)
O/o Sr. GMTD, BBSR

Signature of the tenderer

SPECIMEN DOCUMENT INVITING TENDER

Wax/Cellotape sealed open tenders are invited by the Senior General Manager Telecom District, Bhubaneswar on behalf of the Bharat Sanchar Nigam Limited from the bonafide/experienced Printers having own offset printing press with DTP facilities at Bhubaneswar for printing & supply of different BSNL forms to be used in this Telecom District for the year 2013-2014.

- A. **SCOPE OF WORK:**
The prescribed BSNL forms (the sample copies are available with SDE (General) of this office) will be printed as per the specification in Annexure 'C'.
- B. **QUANTUM OF WORK:**
The quantities indicated in the tender form for various items are only approximate & there is possibility of increase or decrease in quantity.
- C. **SPECIFICATION OF WORK:**
The detailed specification/description of work to be carried out is attached in Annexure 'C' of the tender application form. Any clarification in specification may be taken from SDE(General) of this office.
- D. **TIME FOR EXECUTION:**
The work has to be executed satisfactorily and printed materials are to be delivered within 20 days from the date of placement of order.
- E. **SUPERVISION OF WORK:**
- i) The work has to be commenced immediately by the successful tenderer and has to be executed/completed within the scheduled time.
 - ii) From BSNL side, the Telecom District, Authority or any of his authorized representatives shall supervise the workmanship and other work related to the tender.
 - iii) The proof copy is to be submitted to this Telecom District authority for corrections, if any.
 - iv) The corrected approved proof will have to be printed finally.
- F. **GENERAL CONDITIONS:**
- i) The tender must be accompanied with a Demand Draft of **Rs.4750/-** drawn in favour of Accounts Officer (Cash), BSNL, O/o the Senior General Manager Telecom District, Bhubaneswar on any nationalized Banks payable at Bhubaneswar towards EMD without which the tender shall be liable for rejection.
 - ii) Tenders are to be addressed to AGM (HR & Admn), O/o Sr. GMTD, Door Sanchar Bhawan, Unit-IX, Bhubaneswar and on the top of the sealed cover it should be superscribed that 'Tender for printing of BSNL forms for the year 2013-2014.
 - iii) The SSI Units registered with NSIC are exempted from paying EMD, but copies of valid registration are to be enclosed with the tender. Originals will be verified at the time of finalization of the tender.
 - iv) The bid validity period will be 180 days.
 - v) The EMD will be released to the unsuccessful tenderers after finalization of the tender.
 - vi) No interest will be paid on EMD.
 - vii) The successful tenderer has to pay a security deposit equal to 10% of the cost of the total contract value in the form of Demand Draft for 18 months issued by a nationalized Bank in favour AO(Cash), BSNL, O/o Sr. GMTD, Bhubaneswar payable at Bhubaneswar. No interest will be paid on the Security Deposit.
 - viii) The Security deposit will be refunded to the party only after satisfactory completion of the contract.
 - ix) In case of defective work and failure to complete the assigned work within the scheduled time, the security deposit in full or part shall be forfeited and BSNL will be free to execute the work through any other agency.

Signature of the tenderer

- x) The successful tenderer will be required to sign an agreement in the proforma as per Annexure 'A' with the telecom District authority for executing the work. After a tenderer has been declared successful by the Telecom District authority, the successful tenderer and the Telecom District authority would be contracting parties for all purposes. The EMD of successful tenderer will be refunded after of deposit of Security Deposit & agreement.
- xi) The contract will be a running contract for one year.
- xii) The Telecom District authority reserves the right to increase or decrease the contract period and the scope of work. It also reserves the right to cancel the agreement at anytime without assigning any reason.
- xiii) Conditional & incomplete tenders are liable for rejection.
- xiv) The tender shall be evaluated by a committee approved by the Telecom District Authority. The Committee shall decide its own criteria of tenders which shall be final and binding on all the tenderers.
- xv) The Telecom District Authority reserves the right to reject the tender/tenders without assigning any reason(s) thereof. He is not binding to accept the lowest tender.
- xvi) The tenderer should have DTP/ suitable printer of his own.
- xvii) The work against this tender will be executed under the overall control of the Telecom District Authority or any officer authorized for this work.

G. **RATES:**

Rates should be quoted for each item shown in the tender application. Tender offer is liable for rejection if printers do not quote for all the items in the tender application. Rate quoted for each item should be inclusive of the cost of paper, cost of transportation, printing & DTP charges if any and taxes if any. The printing should be done as per BSNL specification which may vary from time to time.

H. **PAYMENT AND OTHER TERMS:**

- i) Payments shall be made against the bill which have to be submitted in duplicate.
- ii) The requirement will vary about 25% either side and the material will be ordered in a phased manner.
- iii) The payment shall be made through Account Payee Cheque/E-payment after successful completion of the work and its complete delivery.
- iv) The tenderer has to indicate the name of the Bank, Branch and A/C number on which A/C payee cheque shall be issued.
- v) If the quality is not in accordance with the specifications, the consignment will be rejected or penalty will be imposed which is at the discretion of the officer who placed the order or his superior subject to a maximum of 20% of the cost of the work order placed or as the case may be.
- vi) Income Tax will be recovered as per applicable rate.

The following Documents are to be submitted along with the tender paper:

- a) Experience certificate for carrying out printing works of an amount of minimum 70,000 (seventy thousand) only in last three financial years in any Central/State Govt./PSU/any reputed firm, issued by an officer not below the rank of Divisional Engineer or equivalent.
- b) Xerox copy of PAN card. (Attested copy)
- c) Price Schedule (Annexure-C) duly filled in & signed by the bidder.
- d) Permanent sale tax number (TIN number) (Attested copy)
- e) EMD
- f) Declaration regarding "no near relative working" in BSNL duly signed (Page-7)
- g) Original tender paper duly signed by the bidder in each page.
- h) Proof of having own DTP/suitable printer. (Attested copy)
- i) Paper samples for the forms with signature of bidder should be enclosed.
- j) The proof of press at Bhubaneswar City area.

The bid will be summarily rejected if the relevant documents are not enclosed.

Signature of the tenderer

- I. Envelope shall be :
- (a) Addressed to :
J.K. Majhi
AGM (HR & Admn)
O/o Sr. G.M. Telecom District, BBSR, Orissa
Bharat Sanchar Nigam Limited
Door Sanchar Bhawan, Unit-IX
Bhubaneswar - 22.
 - (b) On the top of envelope, following should be mentioned "Tender for Printing of different departmental forms for the year 2013-2014".
- J. OPENING OF BIDS BY USER :
- K.1. The user shall open the bids in the presence of bidders or their authorized representatives. The bidder's representatives who are present shall sign in the tender opening register. Authorized letter to this effect shall be submitted in the enclosed format by the bidders before they are allowed to participate in bid opening.
- K.2. A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.
- L. EVALUATION
User shall evaluate the bids to determine whether they are complete in all respect, whether any errors have been made, whether required bid security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- M. AWARD OF CONTRACT
The Sr. GMTD, BSNL, shall award the contract to the bidder thus selected after entering into an agreement as per Annexure-A.

The bidder shall within 15 days from the date issue of communication from GMTD, give his acceptance along with Security Deposit & the agreement.

Signature of the tenderer

ANNEXURE - 'A'

AGREEMENT

An agreement is entered in between M/s/ Shri _____ as one party and the Telecom District Authority as Second Party on behalf of the Bharat Sanchar Nigam Limited on this _____ day of _____ 2013 ____ for Printing of different BSNL forms for one year.

Where as in response to the tender Notice No. G.86/2013-2014/Tender dt.20.03.2013 issued by ----- Telecom Disirict. M/s/ Shri _____ has been declared successful tenderer for the work.

M/s/ Shri _____ hereby undertake to carryout the work for printing of different BSNL forms as per the specimen which has to be completed within the time scheduled.

M/s/ Shri _____ further undertakes to fully abide by the terms and conditions as stipulated in the tender Notice No. G-86/2013-2014/Tender dt.20.03.2013 referred to above and shall make good any loss of the Manuscript data/floppy caused to the Telecom District Authority. Further the successful tenderer will not divulge the information given for publication, nor shall in any way, utilize the information/pass on the information to any other authority.

Signature of the Contractor

Signature of Head of Telecom Dist.

Name:

Address:

Witness: 1

Witness: 2

Name:

Address:

Name:

Address:

Signature of the tenderer

ANNEXURE - 'B'
TENDER FOR PRINTING OF FORMS/ENVELOPE/TARIFF CHART
TENDER APPLICATION FORM

Sl. No. _____

Issued to: _____

Date of Issue: _____

1. Name & Full address of the tenderer:

2. Name of the Authorized signatory who is empowered to sign the tender/other documents the deptt. _____.

3. Particulars of EMD:

- i. DD/Cheque No. _____
- ii. Amount _____
- iii. Issuing Bank _____
- iv. Branch _____ Date of issue _____

4. Is your firm a SSI Unit, and registered with NSIC?

If so, NSIC Regd. No. _____

(Documentary proof to be enclosed)

5. OST No. _____ dt. _____.

I have read & understood the tender schedule, the terms & conditions of the tender and also the specification supplied along with the tender schedule. I undertake to abide by all the provisions contained therein. Annexure 'C' has duly been filled in by me and the rate quoted in it is inclusive of all taxes.

Station _____

Date _____

Signature _____

Seal of company _____

Signature of the tenderer

DECLARATION

I S/o
..... hereby certify
that none of my relatives is/are employed in BSNL unit. In case at
any stage, it is find 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.

Signature of the Tenderer

ANNEXURE – 'C'**REQUIREMENT OF FORMS/BOOKS TO BE PRINTED FOR 2013-2014**

1	2	3	4	5	6	7
SL NO	NAME OF FORMS	NO. OF PAGES	SPECIFICATION/ DESCRIPTION OF FORMS	APPROX QUANTITY REQUIRED	RATE QUOTED PER FORM/ PER BOOK	REMARKS
1	New Telephone Connection	1 one sheet	Both side printing & 80 GSM	30,000		
2	NTC for DSA (Yellow)	1 one sheet	Both side printing & 80 GSM	10,000		
3	NTC for Franchise(Pink)	1 one sheet	Both side printing & 80 GSM	10,000		
4	Receipt book general	200 pages	1 side printing with 1 st sheet perforated & with numbering(70 GSM)	500 books		
5	Form-1(CR form(white)	6 sheet	11 pages printing	1000		
6	Form-II,CR form(yellow)	6 sheet	11 pages printing	200		
7	Form-III CRform(Green)	6 sheet	Both side printing	10		
8	APP – 9 CR form	2 sheet	3 page printing (FS 80 GSM)	2000		
9	APP-10 CR form	1 sheet	1 side printing	2000		
10	Corr – 7	100 page	1 side printing 70GSM	500 books		
11	Corr – 22	100 page	1 side printing 70GSM	500 books		
12	Internet application form	1 sheet	Both side printing with perforation and numbering (80 GSM)	2000 nos.		
13	Shifting application (Yellow)	1 page	Both side printing colour (60 GSM)	5000 nos		
14	SR – 1	1 sheet	Both side printing (Bilingual) 70 GSM	5000 nos		
15	Installation slip	100 page	1 side printing(70 GSM)	500 books (100 page in eachbook)		
16	Land line Miscellaneous (Pink)	1 page	1 side printing colour 60gsm	30000 nos		
17	Permanent closure (Green)	1 sheet	One page printing (60GSM coloured)	10000 nos		
18	Note sheet pre-printed	1 page	Both side margin mark 80 GSM	300 pads		
19	Change of Indicator	1 page	1 side printing 70GSM	2000 nos.		
20	Batch control slip	1 page	1 side printing(70GSM)	5,000 nos.		
21	Daily collection statement	1 page	One side printing(70 GSM)	10000		
22	Mobile Misc.	1 page	1 side printing(70 GSM)	20,000		
23	Form 60/61	1 page	1 side printing(70GSM)	30,000		

Signature of the tenderer

1	2	3	4	5	6	7
SL NO	NAME OF FORMS	NO. OF PAGES	SPECIFICATION/ DESCRIPTION OF FORMS	APPROX QUANTITY REQUIRED	RATE QUOTED PER FORM/ PER BOOK	REMARKS
24	Change of SIM	1 sheet	1 page printing (70 GSM)	80000		
25	GPF Final withdrawal	1 sheet	2 page printing (70 GSM)	15000		
26	Broad band Application Form	1 sheet	2 page printing (80 GSM)	25,000		
27	ECS (Debit clearing) (Yellow)	1 sheet	1 page printing (90GSM)Colour	10000		
28	Debit voucher(Bank) (Yellow)	100 page book	Each page one side printing colour 60 GSM)	200 books		
29	Debit voucher(Cash)	100 page book	Each page 1 side printing 70 GSM	100 books		
30	2 nd party transfer form	2 sheet	3 page printing (white)	1000		
31	3 rd party transfer form	2 sheet	3 page printing (white)	1000		
32	GPF TY. Adv.	1 page	Both side printing	2000		
33	New ISDN coxn	1 sheet	Both side printing(80 GSM)	1500		
34	Application for ISD Facility	1 sheet	One side printing	1500		
35	Application for safe custody	1 sheet	One side printing	2000		
36	Declaration form	1 sheet	One side printing	5000		
37	Undertaking form	1 sheet	One side printing	5000		
38	20% rebate for Broadband	1 sheet	One side printing	5000		
39	Broadband Misc.	1 sheet	One side printing	15000		
40	Medical certificate (Fit , Unfit)	1 sheet	One side printing	2000		
41	Change of billing address	1 sheet	One side printing	3000		
42	Tariff package option form	1 sheet	One side printing	6000		
43	Form for Add on facility	1 sheet	Both side printing	2500		
44	Application for Centrex(EPABX)	1 sheet	Both side printing	2500		
45	File cover with official language in Hindi		14 KG coloured	12,000 nos.		
46	ACG-61	1 sheet	Both side printing	2000		
47	APAR (CR form for PS, PA & Steno grade D	4 sheet	Both side printing	100		
48	Retailers Interview(daily report)	1 sheet	One side printing	10000		
49	Retailers issues,market INFO	1 sheet	One side printing	3000		
50	Check list	1 sheet	One side printing	6000		
51	EVDO/NIC Form	1 sheet	Both side printing	5000		
52	EVDO/NIC Misc. Form	1 sheet	One side printing	5000		

Signature of the tenderer

***** End OF Tender document *****