



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

Office of the
Chief General Manager, Odisha Telecom Circle
Bhubaneswar-751001

BID DOCUMENT

NIT No.CGMT/A D (Engg)/CP/2013-14, Dtd. 29.08.2013.

LIMITED

TENDER FOR PURCHASE OF
PHOTO COPIER PAPER
IN THE
OFFICE OF THE
CHIEF GENERAL MANAGER, ODISHA TELECOM
CIRCLE, BHUBANESWAR

Price Rs.525/-



BHARAT SANCHAR NIGAM LIMITED

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Bhubaneswar-751001

'BID DOCUMENT'.

TENDER FOR PURCHASE OF

Photo copier Paper

in the office of

The Chief General Manager

Odisha **Telecom** Circle, Bhubaneswar.

NIT No.CGMT/AD(Engg)/CP/2013-14, Dtd. 29.08.2013.

PART-A QUALIFYING BID

Particulars of Issue of Tender Document.	
Cost of tender document= Rs.500.00 Vat (5%)=Rs.25.00 Total=Rs.525.00	Details of Payment towards cost of tender document Receipt. /D.D. No.
	Date of payment ___/___/2013
Name of the Tenderer:	D.D. drawn on: (Name of Bank & Branch)
A.D. (Engg) O/o the CGMT Odisha Bhubaneswar	
EMD Particulars: Amount of Deposit Rs. Receipt/D.D. No..... Dated..... Demand Draft drawn on..... (Name of Bank & Branch) Signature of the Tenderer	

Signature of tenderer with seal

Office of the
**Chief General Manager
Telecom.**
Odisha Telecom Circle,
Unit-III, PMG Square,
Bhubaneswar-751001



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

SECTION-!

NOTICE INVITING TENDER
FOR

PURCHASE OF PHOTO COPIER PAPER

TENDER NO. & DATE :- NIT No.CGMT/AD(Engg)/CP/2013-14, dated-29.08.2013
DUE DATE & TIME OF RECEIPT:--UP TO 13.00 HRS OF 19,09.2013

DATE & TIME OF OPENING :- 19.09.2013 AT 16.00 hrs

The Chief General Manager, Odisha Telecom circle, Bhubaneswar, for and on behalf of BSNL, invites sealed tenders in the prescribed tender form for purchase of photo copier Paper for the office of CGMT.Odisha. The details of tender as required are appended below:

1.

Name of the Office	Items required	Estimated cost	EMD
Office of the Chief General Manager Telecom, Odisha circle, Bhubaneswar	Photo copier paper	Rs2,00,000.00	Rs5000/-

B. Eligibility of the tenderer:

- (1) The manufacture or dealer of photo copier paper is eligible to participate in the tender.
- (2) The bidder shall furnish annual turnover certificate of more than 3 (three) lakhs rupees with the tender papers for the financial year-2010-11, 2011-12 with respect to photo copier paper.
- 3) Near relatives of BSNL employees either directly recruited absorbed or on deputation/deemed deputation are prohibited from participating in the tender.

A certificate is to be given with the tender by the tenderer, to the effect that no near relative (s) of the tenderer is are working anywhere in whole of the BSNL.

Signature of tenderer with seal

The near relative means:

- A) Members of a Hindu Undivided family;
- B) The one is related to the other, in manner, as husband, wife, father, mother, son(s) & son's wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law) brother(s) and brother's wife, sister(s) sister's husband (brother-in-law), father-in-law, mother-in-law, grandfather, grandmother, grandsons, granddaughters, uncles, aunts, first cousins, nephews, nieces, relationship established by legal adoptions.

In case of proprietorship firm, aforesaid certificate will be given by the proprietor; for partnership firm, by all the partners and for Limited Companies by all the Board of Directors of the Company.

(B). Details of Tender:

1. **Period of Contract:** One year from the date of agreement. The period may be extended if required.
- 2) **Sale of tender documents:** Between 10.00 hrs to 16.00 hrs. from-30.08.2013 to 18.09.2013 and from 10.00 hours to 13.00 hrs on 19.09. 2013 on all working days obtainable from A.D.(Engg), O/o the CGMT, Odisha circle, PMG Sqr., Bhubaneswar (Room No: 06, Ground floor in person on production of either Cash receipt, issued against the deposit of **Rs.525/-** from the cash counter of . A.O (A & P) O/O-CGMT, Odisha Circle, Bhubaneswar or D.D. for the above amount drawn in favour of AO(A&P), BSNL O/o-CGMT, Odisha Circle, Bhubaneswar payable on any scheduled bank at Bhubaneswar.
3. The tender document can be down loaded from the website WWW.Orissa.bsnl.co.in. In case the tender form are down loaded from the website, a DD of 525/- in favour of AO(A&P) % CGMT, BSNL, Odisha Circle, Bhubaneswar has to be enclosed along with tender papers which must not be drawn before the date of publication of NIT. The bids not found with DD of Rs.525/- are liable to be cancelled.
4. The tender document to NSIC registered SSI Units may be given free of cost if the value of procurement is less than or equal to their money limit. They would be asked to submit the details of NSIC registration for issue of tender documents. If the bidder down loads the tender document, the details of NSIC registration must accompany the bid document in envelop "A" . If the value of procurement is more than monetary limits, they are not entitled to get free tender documents and their bid will be cancelled.

5. **Price of tender document:** Rs.500 /- + Rs.25/- S.T 5% VAT) =Rs.525/-

6. **Period for submission of tender** Last date of submission of tender paper up to 13.00 hrs of 19.09.2013.

7. **Time of opening of Bids** **Qualifying Bids:** At 16.00 hrs of 19.09.2013.

Financial Bids : To be intimated later on.

If the date of opening of the bids happens to be a holiday, the tenders will be opened on the next working day at the same time/venue.

The Chief General Manager Odisha Telecom Circle, Bhubaneswar reserves the right to reject the tender at any point of time without assigning any reason thereof.

CHIEF GENERAL MANAGER TELECOM
BSNL, ODISHA CIRCLE, BHUBANESWAR

Date: _____

End of Section-1

Signature of tenderer with seal

SECTION-II (A)

TENDERER'S PROFILE & OTHER DETAILS

01. Name of the tenderer.....

02. Name of the person submitting the tender
Shri/ Smt.....

03. Address of the tenderer:

(Present)	(Permanent)

04. Tel. No..... (with code No..... Office..... Fax
No.....Res.....
Mobile No.....

05. Category of the Tenderer : (Please tick the appropriate)

(i) Proprietorship Firm (ii) Partnership Firm (iii) Private Ltd. Co.

(iv) Public Ltd. Co. (v) Others

(Please attach attested copies of the relevant documents in support of their registration/incorporation, issued by the competent authority.)

06. Name(s) of Proprietor/ Partners / Directors:

07. Tenderer bank details:

i) Name of Bank

ii) Branch with its code No.....

iii) Account No.

iv) Types of Account (Savings/Current /Cash current) etc.....

v) Commercial license particulars (Photocopies duly attested)

vi) Particulars of cash receipt or Bank Draft in support of the Purchase of blank tender form @ Rs.525/-

08. E.M.D Particulars..

09 Certificate for annual turnover of more than 3 (Three) lakhs i.e latest ITCC for the financial year 2010-11, 2011-12.

Date:

Place.

Signature of Tenderer with seal

SECTION –II (B)

INSTRUCTIONS/ GUIDELINES TO BIDDERS

1. **Eligible Bidder.**
 - A) The bidder shall submit VAT registration of the firm along with TIN number/latest ITCC.
 - B). The bidder shall also submit a clear declaration that it will be able to supply the photo copier paper.
 - C). The bidder must submit dealership certificate of the make quoted by the firm.
 - D). The bidder should have annual turnover of more than 3 (Three) lakhs rupees of last financial year-2010-11, 2011-12 with respect to photo copier paper.
2. **Expenditure of Bidding**

The bidder shall bear all expenditures associated. With the submission of the Bids ect. BSNL in no case will be responsible for any expenditures incurred in compliance of par(1) above or whatsoever regardless of the outcome of the bidding process.
3. **Bid Document**
 - 3.1 **Bid document includes:**
 - a. Notice Inviting Tender- Section-I
 - b. Instructions/guidelines to bidders – Sections IIA, IIB
 - c. General/commercial conditions of the contract – Section – III.
 - d. Special conditions of the contract – Section- IV
 - e Supply of Items & periodicity- Section-V
 - f. Bid form – Section- VI
 - g. Performance Security Bond Form – Section- VII
 - h. Letter of authorization to attend bid opening. – Section- VIII
 - i. Proforma for no relative in BSNL declaration – Section – IX
 - j. Price schedule-Part-B
 - 3.2 The bidder is requested to peruse all instructions, terms and specification in the Bid document. Failure to furnish all the information required, as per Bid Document, or submission of the bids not substantially pursuant to the Bid Documents in every respect will be at the bidder’s risk and shall result in rejection of the bid.
 - 3.3 A prospective bidder, requiring any clarification on the Bid document, shall request the BSNL in writing or by Fax.. The BSNL shall respond in writing to any request for the clarification on bid document, received 3 days prior to the date of opening of Tender.
4. **Amendment to bid document**
 - i) At any time prior to the date of submission of bid, BSNL may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
 - ii) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.
5. **Bid Security**
 - (a) The bidder must deposit Bid security /EMD amounting to Rs.5000/----- . The Bid Security/EMD shall be in the form of Cash/Demand Draft drawn in favour of the.Accounts Officer (A&P), BSNL, Office of the Chief General Manager, Telecom. Odisha circle, Bhubaneswar, payable at any scheduled bank located at Bhubaneswar.
 - (b) The bid security of unsuccessful bidder will be discharged / returned without any interest as early as possible but not later than 30 days after the expiry of the period of bid validity.
 - © Original receipt of payment of EMD at the cash counter/the Demand Draft drawn in favour of the Accounts Officer (A&P),Office of the Chief General Manager, BSNL. Odisha Circle, Bhubaneswar, payable at any scheduled bank located at Bhubaneswar, should be attached with qualifying bid. The qualifying bid with out EMD will be straightway rejected and no correspondence with such bidder will be made.

Signature of the tenderer with seal

6 The Bid Security may be forfeited:

(a) If bidder withdraws its bid during the period of bid validity specified by it in the bid form.

(b) If the successful bidder fails:

1. To furnish performance security in accordance with clause 2 of Section-III
2. To sign contract within prescribed period as mentioned in the clause 11 of section II B.
3. In addition to the forfeiture of the bid security in the above cases the bidder will not be eligible to participate in future bids for a period of 2 years.
4. The bidder shall not approach any judicial Forum against the decision of the BSNL in this regard.

7 Format and Signing of Bid:

The bidder shall prepare one complete set of original bid.

The original bid shall be signed by the bidder or a person duly authorized to bind into the bidder the contract.

Any over writing(s)/erasure(s) in the bid, made by the bidder, shall be signed by the person signing the bid.

The bidder shall have to quote price(s) against all items, for the tender, where number of items are more than one

8. Submission of Bid

8.1 The bidders are specially required to submit their in three parts, each in different sealed envelopes, marked as:-

Part - A Bid security & receipt of the cost of bid document.

Part - B Qualifying Bid.

Part - C Financial Bid

All the offers should be submitted in a large cover with personal seal and super-scribed as “

Tender for supply of photocopier paper in the office of the CGMT, Odisha Circle, Bhubaneswar, NIT No CGMT/A.D (Engg) /CP/2013-14, Dtd. 29.08.2013” addressed to the Dy General Manager (HR & Admn), Room No113, 1st Floor. Office of the Chief General Manager, BSNL Odisha Circle, PMG Square, Bhubaneswar-751001. the envelopes should also bear the name and address of the tenderer on the left lower corner.

8.2. Envelope A should contain Bid security/EMD of Rs.5000/- (Rupees Five thousand) only and original receipt of the cost of the BID document of Rs.525/- (Rupees Five hundred twenty five) only drawn in favour of the A. O (A&P) room No-110 1st floor, Office of the Chief General Manager, BSNL Odisha Circle, PMG Square, Bhubaneswar-751001.

8.3 Envelope B should contain all the techno commercial bid along with related document (S) establishing bidders eligibility of section II-B.

8.4 Envelope C should contain Financial/ Price Bid duly quoted by the bidder in the prescribed format.

8.5 If any of the document required to be submitted in envelope A is found to be wanting, the concerned Bid shall be rejected at the opening stage itself and the remaining envelopes (B&C) will not be opened.

8.6. The tender should be dropped personally in the tender box kept in the office of the Dy.General Manager (Admn), O/o the CGMT. Odisha, 1st Floor, Room No-113, PMG square, Bhubaneswar-1 on or before due date and time, as mentioned in the Notice Inviting Tenders. The tender can also be sent by the registered post, in advance so that it reaches the address, mentioned above, in time. The responsibility for ensuring the delivery of the bid, in time to the appropriate address, will rest with rest with the bidder. The BSNL shall not be liable in case of delay in post at transit and the tender received late shall not be entertained.

Signature of tenderer with seal

The three envelopes should contain the following documents:-

Envelope- A

Original receipt of payment of EMD at the cash counter the demand Draft drawn in favour of the Accounts Officer (A&P), BSNL, Of the Chief General Manager BSNL, Odisha Circle Bhubaneswar payable at any scheduled bank located at Bhubaneswar and original receipt of payment of the cost of document at the cash counter of C.G.M.BSNL Office, Unit-III, Bhubaneswar.

Envelope-B

- a. The tender document is original, duly filled in and signed on each page by the tenderer or is authorised representative along with seal.
- b. Copy of Partnership deed or proprietorship deed and Power of attorney signing the did on behalf of the firm/Company (if applicable) .
- c. Proforma duly signed as per Section-IX.
- d. Latest ITCC/VAT registration as proof of turnover more than 3 (three) lakhs rupees for the financial year 2010-11 & 2011-12.
- e. Dealership of the firm for photo copier paper in case dealer.
- f. One copy of the brochure of the product (if applicable).

If any one 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 , BSNL may at its discretion call for any clarification regarding the document. .BSNL 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.

Envelope-C :- Financial Bid

The rates for photo copier paper should be quoted in the “schedule for rates” incorporated in part-B i.e. the Financial Bid of the tender document. The bidder shall have to quoted price (S) against all the items, for tender, where number of items are more than one.

9. **Bid opening**

The Tenders shall be opened in two stages. First the Qualifying Bid i.e. Part-A shall be opened to ascertain the eligibility of bidders as per eligibility criteria stipulated in this tender document. The financial bid i.e. Part-B of only eligible bidders shall be opened. The schedule for opening the bid shall be as under:

- i. Part-A: The qualifying bid shall be opened as per schedule mentioned in the Notice Inviting Tender
- ii. Part-B: The financial bids of only those bidders, who will be found eligible as per eligibility criteria, shall be

opened as per schedule mentioned in the tender document.

The tenders will be opened by the TOC in the presence of bidders if available. Only the bidder or its only one authorized representative shall be allowed to be present at the time of opening. The bidders/ authorized representatives present therein shall sign the requisite document.

Signature of the tenderer with seal

10. Evaluation

- 10.1 BSNL shall evaluate the bids to determine whether they are complete in all respects and error free, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- 10.2 If there is a discrepancy between words and figures in the rate quoted, the amount expressed in words only shall be taken into consideration.
- 10.3 If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity), the unit price shall prevail and total price shall be corrected by the purchaser. If the bidder does not accept the correction of the errors, his bid shall be rejected.
- 10.4 In case, more than one bidder quote the rate, the tendered quantity would be divided in equal proportion with respect to quantity/value of the tender.
- 10.5 Conditional bids shall be rejected.
- 10.6 Prior to the detailed valuation, the purchaser will determine the substantial responsiveness of each bid of the document. A substantially responsive bid is one which conforms all the terms and conditions of the bid documents without material deviations. The purchaser's determination of bids responsiveness is to be based on the contents of the bid itself without recourse of evidence. In case of non responsive bid it will be rejected and the purchaser shall not be bound to show the reasons of rejection of the bid.
- 10.7 The purchaser may waive any minor infirmity or irregularity in a bid which does not constitute a material deviation, such waiver does not prejudice or the relative ranking of the bidder.
- 10.8 The decision of BSNL, in regards to evaluation, shall be final and binding on all the tenderer.

11. Award of Contract

The BSNL shall consider award of contract only to the bidder whose offers will be found technically, and financially acceptable. The tenderer, whose bid is selected by the CGMT Odisha, shall be communicated of such award through a letter of intent/acceptance and its Earnest Money Deposit shall be converted into Performance Security Deposit simultaneously. The supplier will have to deposit the balance of requisite security as per clause 2.1 of section III within 10 days of date of issue of letter of intent. The supplier will have to sign an agreement within 7 days of date of issue of letter of intent along with all documents to be supplied to BSNL. The BSNL reserves the right to award the work to one or more than one supplier in the approved rates..

If required the bidder will arrange live demo , free of cost, before the committee members, prior to the order of supply.

12. Right vary quantities

BSNL reserves the right to increase or decrease by up to 25% of the required quantity, specified in the schedule of requirement without any change in rate charges of the offered quantity and other terms and condition.

13..Annulment of Award

Failure of the successful bidder to comply with the requirement of clause 11 shall constitute sufficient ground for the annulment of the award and forfeiture of its bid security and in that event BSNL may make the award to any other bidder at its discretion or call for new Tender.

13.Period of validity of bids

1. The bid should remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by BSNL as non-responsive.
2. A bidder accepting the request of BSNL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify its bid.

Signature of the tenderer with seal

SECTION –III

GENERAL /COMMERCIAL CONDITIONS OF CONTRACT

1. **Application**
Submission of bid against this offer shall bind the bidder for the acceptance of all the terms & conditions specified herein or in NIT unless otherwise agreed to by BSNL.
2. **Performance Security**
 - 2.1 An amount of Rs 20000/- is to be deposited as performance security deposit.
 - 2.2 In case of successful bidder(s), the EMD/Bid security of Rs.5000/- (fivethousand only) shall be converted into performance security deposit & the balance amount of Rs15000/- (Fifteen thousand only) shall be required to be deposited in cash or in the shape of Bank Guarantee, within 10 days of date of issue of letter of intent. If the bidder fails to deposit the requisite security deposit within the stipulated time, the EMD converted into security deposit shall be forfeited. However, the period of 10 days may be extended by competent authority on genuine grounds, if requested for by the bidder
 - 2.3 Performance Security to be submitted in the form of Bank Guarantee should be issued by any scheduled Bank, as provided in Section VII of the bid document.
 - 2.4 Performance Security will be discharged after completion of contractor's performatory obligations under the contract.
 - 2.5 In case of any failure or negligence in the contractual obligations agreed upon by the contract, the BSNL reserves the right to forfeit, either whole or in part of performance security, furnished by the bidder, as compensation.
3. **Execution of Time Limit**
The adherence to time period, as stipulated in the contract or letter of indent, shall be deemed to be essence of the contract.
4. **Payment Terms**
Payment will be made on ordered basis, bills for which shall be submitted by the Supplier in duplicate to the authority specified in contract along with challan slips duly signed by the receiver.
5. **Termination of Contract**
BSNL may, without prejudice to any other action to be taken for breach of contract, may terminate the contract in whole or part and the security deposit shall be forfeited in the following circumstances:-
 - a. If the supplier fails to supply the requisite item/items within 15 days of date of agreement unless the time is extended by the CGMT on reasonable grounds.
 - b. If the supplier fails to perform any obligation(s) under the contract. BSNL may without prejudice, to other rights under law or the contract provided, get the items arranged from other source at the risk and cost of the supplier, in above circumstances.
6. **Termination for insolvency**
BSNL may also, by giving written notice of one month and without compensation to the supplier terminate the contract if the supplier becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as purchaser.

Signature of the tenderer with seal

7. Force Majeure

7.1 If any time, during the course of this contract, the performance, in whole or in part, by either party of any obligation under this contract, is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, 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 events, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such performance or delay in performance. The contract shall be resumed as soon as practicable after such an event comes to an end or ceases to exist, and the decision of BSNL, as to whether the supplies can be so resumed or not, shall be final and conclusive, provided further that 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 its option terminate the contract.

8. Arbitration

8.1 In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Chief General Manager, Odisha telecom, 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 whether in addition to the functions of the Chief General Manager, Odisha Telecom, Bhubaneswar or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chief General Manager, Odisha Telecom, Bhubaneswar or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the Chief General Manager, Odisha Telecom, Bhubaneswar or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Chief General Manager, Odisha Telecom, Bhubaneswar or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his processors.

8.2. The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

8.3 The venue of the arbitration proceeding shall be office of the CGMT. Odisha Bhubaneswar or such other place as the arbitrator may decide.

8.4 In case of legal dispute, the legal jurisdiction will be Bhubaneswar city only.

9. Set off

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

Signature of the tenderer with seal

SECTION –IV
SPECIAL CONDITIONS OF CONTRACT

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

Signature of the tenderer with seal

SECTION –V
SUPPLY OF PHOTO COPIER PAPERS & PERIOD.

- Supply:** Supply of photo copier Paper for office of the Chief General Manager in Odisha Telecom Circle, Bhubaneswar.
- Period:** Under normal circumstances the contract shall be valid for a period of one year from date of agreement. However, contract may be extended for further period up to three months if agreed to by the contractor and BSNL on the same rate, terms and conditions.
- Quantity:** Approximate Estimated costs are as mentioned at page 2(two). However it should be clearly noted that BSNL shall place the order only as per the actual requirement from time to time.
- Penalties** If the supplier fails to deliver the photo copier Paper quantity as well as quality, with in the period prescribed for delivery ,BSNL shall be entitled to recover 0.5% of the value of the delayed supply for each week of delivery or part thereof for a period of 2 weeks, and then 0.7% for another 2 weeks.

Guarantee/WARRANTY:-

The successful tenderer will indicate the Guarantee/Warranty period of the photo copier paper. During this period supplier should see that the faulty date expired photocopier paper replaced within 2 weeks, free from all charges at site.

Special Requirements

- i) Intending bidder must have a telephone and fax where requisition of articles can be conveyed all the days in working hrs. Telephone and fax No. must be specified in the bid.
- ii) Payment of any Govt. tax or duty for the articles will be liability of contractor.
- iii) Transportation & Packing charges paid by the bidder, if any, may not be claimed by the bidder, for reimbursement.

Signature of the tenderer with seal

SECTION - VI
BID FORM

Tender No. CGMT/AD(Engg)/CP/2013-14

Dated.29.08.2013.

A: (Name & Address of the bidder)

To
The CGMT Odisha Circle,
Bharat Sanchar Nigam Ltd.
Bhubaneswar.

Dear Sir,

Having read and understood the conditions of contract and services to be provided, I/we, undersigned, offer to supply photo copier paper in conformity with the conditions of contract and specifications for the sum, shown in the schedule of prices attached herewith and made part of this Bid.

I/We undertake, to enter into agreement within 10 days of being called upon to do so and to bear all expenses including charges for stamps etc. and that the agreement will be binding on me/us.

If my/our Bid is accepted, I/we will obtain a guarantee from a Scheduled Bank for a sum equivalent to 5% of the contract sum for the due performance of the contract.

I/We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiry of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your offer of award shall constitute a binding contract between us.

Bid submitted by me/us is properly prepared and sealed so as to prevent any tampering therein.

I/We understand that you are not bound to accept the lowest or any bid received by you.

Dated this....day of2013

Signature of
in capacity of

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

Witness.....

Address.....

Signature of the tenderer with seal.

SECTION = VII
PERFORMANCE SECURITY BOND FORM

In Consideration of Bharat Sanchar Nigam Ltd., New Delhi (here in after called the BSNL, New Delhi) having agreed to exempt _____

_____ (here in after called the said contractor(s) from the demand of security deposit of Rs. _____ on production of Bank Guarantee for Rs. _____ or the due fulfillment by the said contractors of the terms & conditions to be contained in Agreement in connection with the contract for supply of _____

_____ we (name of the bank) _____ here in after referred to as "the Bank") at the request of _____

Contractor's do hereby undertake to pay to the BSNL, _____ an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL, _____ by reason of any breach by the said contractor's of any of the terms & conditions contained in the said agreement.

We (name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, purely 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 BSNL, _____ reason of breach by the said contractor of any of the terms and conditions contained in the said agreement or by reason of the contractors failure to perform the said Agreement. Any such demand made on the bank shall be conclusive 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, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

We undertake to pay to the BSNL, _____ any money so demanded not outstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding binding before any court or tribunal relating there to our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid charge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

We (name of the bank) _____ further see that the guarantee herein contained shall remain in full force and effect immediately a period of eighteen months from date here and further agrees to extend the same from time to time so 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 and its claims satisfied or discharged or till BSNL, _____ certifies the terms and conditions of the said agreement have been fully and properly carried out the said contractor(s) and accordingly discharges this guarantee.

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 here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to _____ against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liberty by reason of any such variation, or extension being granted to the said contractor(s) 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. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s)/supplier(s).

This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by BSNL Dated _____ (indicating the name of the Bank)

This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

Signature of the tenderer with seal

SECTION - VIII

LETTER OF AUTHORISATION FOR ATTENDING DURING THE BID OPENING

(To reach on/...../2013 or before the date of bid opening)

To

The CGMT Odisha Circle,
Bharat Sanchar Nigam Ltd.
Bhubaneswar

Subject: - Authorization for attending bid opening on _____(date)
In the Tender No. CGMT/AD (Engg)/CP/2013-14, Dtd. 29.08.2013.

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

Order of Preference	Name	Specimen Signature
---------------------	------	--------------------

I.

II.

Alternate Representative

Signature of bidder/
Authorized Officer who signed the bid
document on behalf of the bidder

Note: 1. Maximum of one representative for a bidder will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

- Permission for entry to the hall, where bids are opened, may be refused in case authorization, as prescribed above, is not received.

Signature of the tenderer with seal

SECTION - IX

Performa for declaration of no near relative (s) of the contractor working in BSNL

**Certificate to be given by the Contractor in respect of its no near
Relative(s) working in BSNL**

I.....S/o.....

.....

Shri.....R/o.....

....

.....

hereby certify that none of my relative(s) as defined in the tender document is/are employed anywhere in BSNL as per detail 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 notice to me.

Signature of the tenderer with seal

*Note:- In case of proprietorship firm, certificate will be given by the proprietor, for partnership firm, certificate will be given by all the partners and for Limited. Company certificate will be issued by all the Directors of the Company.

Signature of the tenderer with seal

PART – B

Form No.....

Cost of Tender document Rs.525/-



BHARAT SANCHAR NIGAM LTD.

ODISHA TELECOM CIRCLE

**TENDER FOR SUPPLY OF PHOTO COPIER PAPER
IN THE OFFICE OF CGM TELECOM, ODISHA, BHUBANESWAR**

(TO BE FILLED IN BY THE BIDDER)

NIT No CGMT/AD(Engg)/CP/2013.-14

F I N A N C I A L B I D	<u>Particulars of Issue of tender document</u>
	Details of Payment towards cost of tender document: Rs.525/- Mode of payment: Cash/D.D. Receipt/D.D. No.....
	Date of payment/2013 D.D. drawn on.....
	A.D (Engg) O/o the C.G.M.T. Odisha, Bhubaneswar.

EMD Particulars Receipt No.....Dated.....or Demand Draft No.....Dated..... Drawn on (Name of Bank & Branch)
--

Signature of the tenderer with seal

SCHEDULE FOR QUOTING RATES

ODISHA TELECOM CIRCLE

To

The Chief General Manager
Odisha Telecom Circle, Bhubaneswar –751 001.

Sub: My / Our bid for supply of- photo copier paper in the office of the CGM
BSNL
Odisha, Bhubaneswar

Ref: NIT No. CGMT/AD(Engg)/CP/ 2013-14, Dtd. 29.08.2013.
Sir,

Having understood the tender document, terms and conditions laid down therein, I/we, the undersigned offer to supply the photo copier paper in accordance with the terms and conditions as per the rates quoted below:

Sl no	Item	Make	Specifications	Rates in figures	Rates in words
1	Photo copier Paper	Xerox Unicopy spectrum Trust	A-4 Size A-3 Size Full scape Size (Thick:75 gcm)		

CRITERIA FOR COMMERCIAL EVALUATION.

1:- Rates inclusive of taxes of each Item will be taken into account.

2 : -No consideration of transportation charges.

If my / our bid is accepted I/we shall submit the security deposit as per the conditions mentioned in the contract. I/We agree to abide by this bid for a period of 90 days from the date of opening of financial bid and it will remain binding upon me/us to accept the bid at any time before the expiry of that period.

Date.....

Signature of the
tenderer_____

Name of
tenderer_____

Address _____

Signature of the tenderer with seal

CHECK LIST- FOR SUBMITTING BID DOCUMENT*

- a. Original receipt of payment of EMD at the cash counter/the Demand Draft drawn in favour of the Accounts Officer (A&P), Office of the Chief General Manager, BSNL. Odisha Circle, Bhubaneswar payable at any scheduled bank located at Bhubaneswar.
- b. Part-A of the tender document in original duly filled in and **signed on each page by the tenderer or its authorized representative along with seal.**
- c. Attested copy of Partnership deed or proprietorship deed and Power of attorney signing the bid on behalf of the firm/Company (if applicable).
- d. Proof of manufacturer/ authorised dealer of the product.
- e. Proforma duly signed as per Section-IX. - **Declaration of no near relative (s) of the contractor working in BSNL**
- f. Particulars of cash receipt or Bank Draft in support of the purchase of blank tender form
@Rs.525/-

i) Submission of Bid

The tenderer shall submit the bids in two separate envelopes marked as part-A receipt of cost of bid document/EMD

Part- A Qualifying Bid

Part- C Financial Bid

These two envelopes should be duly sealed separately and super-scribed as **“Part-A- Qualifying Bid photo copier paper** and **“Part-B - Financial Bid for photo copier paper-”**. Both envelopes should be enclosed in a third envelope duly sealed and super-scribed as **“Tender for photo copier paper in the office of the CGMT, Odisha circle, Bhubaneswar, NIT No.CGMT/AD(Engg)/CP/-2013-14”**. All the three envelopes should be addressed separately to the Dy. General Manager (HR & Admn.) Room No-113, 1st Floor, Office of the Chief General Manager, Odisha Telecom circle, PMG Square, Bhubaneswar-751001. The envelopes should also bear the name and address of the tenderer on the left lower corner. All the envelopes should be sealed properly.

The bidder is requested to peruse all instructions, terms and specification in the Bid document. Failure to furnish all the information required, as per Bid Document, or submission of the bids not substantially pursuant to the Bid Documents in every respect will enable the bid to be rejected.

Signature of the tenderer with seal