

TENDER DOCUMENT

FOR

SUPPLY OF

PRE-PRINTED COMPUTER PAPER

BHUBANESWAR TELECOM DISTRICT

TENDER NO.G-3/Tender/2013-2014/4 Dated 13/09/2013

DATE OF SALE OF TENDER PAPER : 18.09.2013 to 08.10.2013

LAST DATE OF SUBMISSION OF TENDER PAPER : 09.10.2013 up to 13:00 hrs

DATE OF OPENING OF TENDER : 09.10.2013 at 15:30 hrs

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
OFFICE OF THE GENERAL MANAGER, TELECOM DISTRICT
Bhubaneswar - 751022

No-G-3/Tender/ 2013-2014/4

Dated 13.09.2013

TENDER NOTICE

Wax Sealed/Adhesive tape sealed open Tenders in prescribed form are invited on behalf of Bharat Sanchar Nigam Limited, from bonafide manufactures/dealers/suppliers for supply of pre-printed computer paper.

Sl	Name of the item	Estimated value	Last Date of issue of form	Last date of receipt of form	Date of opening tender	E.M.D.
1	Computer Paper	3,00,000	08.10.2013 13:00hrs	9.10.2013 13:00hrs	09.10.2013 15:30hrs	Rs7500/ -

Tender forms can be obtained from SDE(General), O/o the Sr. GMTD, Bhubaneswar on any working day from 18.09.2013 to 08.10.2013 between 11:00 AM to 1:00 PM on payment of **Rs. 525/-** (Five hundred twenty five only) in Account payee Bank Draft drawn in favour of ACCOUNTS OFFICER (Cash), BSNL, O/o the Sr. GMTD, Bhubaneswar payable at BBSR from any Nationalized/Scheduled Bank towards the cost of each Tender paper.

The Sr. GMTD, Bhubaneswar reserves the right to reject any or all tenders without assigning any reason thereof.

Venue of opening of Tender :- In the Chamber of AGM (HR & Admn), BSNL, O/o Sr. G.M.T.D., Bhubaneswar.

For details please log on to website www.orissa.bsnl.co.in

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

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
OFFICE OF THE GENERAL MANAGER, TELECOM DISTRICT
Bhubaneswar - 751022

No : G-3/Tender/2013-2014/4

Date: 13 /09 /2013

Wax sealed/Adhesive tape sealed open tenders are invited in prescribed form by the Sr. GMTD, Bhubaneswar on behalf of the BHARAT SANCHAR NIGAM LIMITED, from the reputed manufacturers/suppliers/dealers for supply of pre-printed Computer Paper as per **Annexure-A** ("Sample of Forms to be printed") to the undersigned for one year. The approximate required Computer Paper to be supplied will be intimated in purchase order on monthly basis. The Tender form can be had from SDE (General) of this office on payment of **Rs.525/-** (Rupees five hundred twenty five) only in the shape of Bank Draft drawn in favour of Accounts officer(Cash), BSNL, O/o the Sr. GMTD, Bhubaneswar, from any Nationalized/Scheduled Bank, on any working day between 11.00 A.M. to 1.00 P.M. upto 08.10.2013. The tender form can also be downloaded from the website <http://www.orissa.bsnl.co.in> in which case a Bank Draft for **Rs.525/-** drawn in favour of "Accounts Officer (Cash), BSNL, O/o Sr. GMTD, Bhubaneswar" payable at Bhubaneswar from any Nationalized/Scheduled Bank has to be enclosed in a separate cover superscribed as "Cost of Tender document".

The Tender should be addressed to AGM (HR & Admn), BSNL, O/o Sr. GMTD, Bhubaneswar and the same will be accepted 10.00 hrs to 13.00 hrs of 09/10/2013. The Tender papers will be opened at 15.30 hrs on the same day i.e on 09/10/2013 in the presence of tenderers or their representatives duly authorised. The Tender should be superscribed as **"TENDER FOR SUPPLY OF PRE-PRINTED COMPUTER PAPER"**

SPECIAL CUM COMMERCIAL CONDITIONS OF TENDER

1. Name of the work : Supply of pre-printed Computer paper to The O/o Sr. GMTD, Bhubaneswar.

2. Approximate estimate cost : Rs.3,00,000/-

3. N.I.T. No. G-3/Tender/2013-2014, dtd. 13 -09-2013.

4. EARNEST MONEY DEPOSIT

The EMD of amount **Rs.7500/-** to be deposited in the form of account payee Bank Draft payable to "Accounts Officer (Cash), BSNL, O/o Sr. GMTD, Bhubaneswar, drawn on any Nationalized/Scheduled Bank payable at Bhubaneswar. EMD of unsuccessful tenderer will be refunded after finalization of the tender & for successful tenders the EMD will be converted to performance security after signing the agreement.

5. VALIDITY OF BID :

The bid validity period is 180 days.

6. ELIGIBILITY CRITERIA

The firm should have turn over of Rs.2 lakhs each in the last consecutive two financial years i.e. **2011-12 & 2012-13** and a self attested copy of **P&L Account & a turn over certificate** of the Individual/Firm/Company duly Audited by a chartered Account/Firm as proof of turnover for the above two years may be furnished.

7. VALIDITY OF TENDER :

After approval of the Tender the successful tenderer will have to go for an agreement with Sr. GMTD, BBSR for a period of one year from the date of signing of the agreement which can be extended up to six months with proportionate increase of tender cost, if required, and the tenderer shall agree upon the same on the same terms & conditions.

8. PERFORMANCE SECURITY :

- a) PBG of Rs.15000/- in shape of BG for a period of 18 months from any nationalized bank/scheduled bank is to be deposited by the successful tenderer within 15 days from signing of Agreement else security deposit @ 10% shall be retained from each bill preferred by the successful tenderer and the same will be refunded to the supplier after completion of six months of supply, if no defect in the supplied computer paper is found during that period.
- b) The performance security deposit shall be refunded after 18 months from the date of contract or six months from the date of last work executed whichever is later, provided there are no recoveries to be made arising out of poor quality of work, incomplete work and/or violation of any terms and conditions of the contract as stipulated in the bid document.
- c) No interest will be paid to the contractor on security deposit.

9. The near relatives of employees of BSNL are prohibited from participation of this tender (either directly recruited or absorbed or on deputation). The near relatives for this purpose are defined as, a) **Members of Hindu undivided family** b) **They are husband & wife** c) **The one related to other in the manner as father, mother, son(s) & son's wife (daughter in law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in law).** Declaration as a proof of not a near relative of BSNL employee as given in the Annexure-B of the tender document.

10. DOCUMENTS TO BE SUBMITTED WITH THE TENDER :

- a. EMD of prescribed amount as per NIT in the form of Demand Draft drawn on any nationalized/scheduled bank of Bhubaneswar in favour of AO(Cash), BSNL, O/o Sr. GMTD, BBSR payable at Bhubaneswar. In case of Vendors registered with NSIC, exemption of EMD shall be allowed to the extent of monetary limit fixed therein.
- b. Sample computer paper on which printing to be done (refer **Annexure-A**)
- c. Declaration regarding no near relatives working in BSNL as per Annexure-B
- d. Price Schedule (**Annexure-C**) duly filled in & signed by the bidder
- e. Original Tender document with each page signed
- f. Self Attested copy of VAT registration
- g. Self attested copy of PAN number
- h. Proof of turnover as mentioned in **Clause-6**
- i. If the tender paper is downloaded from website, a demand draft for **Rs.525/-** must be enclosed along with the tender paper, otherwise the tender paper will be rejected.
- j. Self Attested copy of letter of authorization (Annexure E)
- k. Self Attested copy of proprietorship/partnership deed, Articles of Association & memorandum of association for Company as the case may be.

Original documents to be submitted on demand for verification before awarding of Tender.

11. PREPARATION & SUBMISSION OF BID:

- (A) The bidders are required to submit their bid in three parts, each in different sealed (wax or adhesive tape) envelopes duly marked as follows:
- (i) First Envelope: **Envelope-A: Bid Security/EMD & Cost of Tender Paper**
 - (ii) Second Envelope: **Envelope-B: Technical Bid**
 - (iii) Third Envelope: **Envelope-C: Price Schedule**
- (B) **Contents of the above three envelopes:**
- (i) **Envelope-A should contain the "two Demand Drafts towards the Bid Security/EMD and Tender paper cost".**
 - (ii) **Envelope-B should contain "all documents as mentioned against Clause-10 above except the Price Schedule".**
 - (iii) **Envelope-C should contain the Price Schedule (Annex-C) duly filled in & signed by the bidder.**
- (C) All the above mentioned three envelopes, i.e., Envelope-A, Envelope-B and Envelope-C should be put in a separate envelope, sealed with wax or adhesive tape, superscribed with "**Tender No G-3/Tender/2013-2014, Tender for pre-printed computer paper**" and addressed to AGM (HR & Admn), Office of the Sr General Manager Telecom District Bhubaneswar.
- (D) **This separate envelope containing envelope A, B and C should be dropped in the tender box placed in the office room of AGM (HR & Admn), Office of the Sr GMTD, BSNL, Bhubaneswar, Room No-214, 2nd Floor, Doorsanchar Bhawan, Unit-9, Bhubaneswar-751022 before the closing time of closing date.**
- (E) In case the separate envelope is not properly sealed, the bid shall be rejected. But the envelope shall be opened to take out the first envelope, i.e., Envelope-A, for opening to return the EMD to the concerned bidder leaving the rest two envelopes, i.e., Envelope-B and Envelope-C unopened.

12. SPECIFICATION OF WORK

- a) The tenderers will quote the rates inclusive of all taxes except Service Tax which will be varied from time to time, against each item of computer paper while submitting the tender papers. The rate quoted will be valid for the period as in Clause-7. The orders shall be placed as and when required during the contract period. However, the breakup of taxes should be given/ indicated in the bill. The bill shall be a retail invoice as per VAT guidelines.
- b) The General Manager Telecom District, Bhubaneswar or his representative will also inspect the stores/go-down/shop of the successful tenderer at any time if he desires.
- c) In case of any dispute during the course of supply of computer paper the decision of Sr. GMTD, Bhubaneswar will be final.
- d) Payment will be made in this office against bills issued by the supplier. The bills should be submitted in duplicate along with pre-receipt and Bank A/C Number & Branch name with IFSC code.
- e) In case, the quality of paper supplied by tenderer is not as per sample paper submitted along with the bid documents, i.e., Annexure-A the payment will be held up and tender agreement will be cancelled and Security Deposit will be forfeited.
- f) The successful tenderer/supplier will arrange to supply the paper in the office as per the orders placed before him from time to time at the risk of the supplier. BSNL will not take any risk for any loss or damage. It will not pay any transportation charges for carrying the articles to this office.
- g) If lower quality of paper in comparison to approved quality are supplied the bill will be rejected without assigning any reason.
- h) BSNL will not be bound to purchase paper from the successful tenderer, if the market rate is lower than the quoted price.
- i) The Sr. GMTD, Bhubaneswar reserves all right to accept or reject any or all

- tenders without assigning any reason whatsoever.
- j) The conditional and incomplete tenders are liable for rejection.
 - k) The tender shall be evaluated by a committee to be appointed by the Sr. General Manager, Bhubaneswar Telecom District.
 - l) Delay(s) in the delivery of computer paper obligations shall render the supplier liable to any or all of the sanctions, i.e. forfeiture of performance security(S/D), imposition of liquidated damages and/or termination of the contract for default, and/or barring the supplier for 1 year or more.

13. AGREEMENT

The successful tenderer will have to sign an agreement on Stamp Paper of Rs. 10 as per **Annexure-D**.

14. ARBITRATION :

In the event of any question, dispute or difference arising under this agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Senior General Manager, Telecom District, BSNL, 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.

15. FORCE MAJEURE :

If 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, 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 event be entitled to terminate this contract nor shall either party have any such claim for damages against the other 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 contract as to whether the works have been 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 his option terminate the contract.

SAMPLE OF FORMS TO BE PRINTED

Sl. No.	Specification	Sample Form
1	10 x 12 x 1 (80 GSM) Plain with LOGO	As Attached.
2	10 x 12 x 2 (60 GSM) Plain with LOGO	As Attached.
3	10 x 12 x 3 (70 GSM)	As Attached.
4	15 x 12 x 1 (80 GSM)	As Attached.
5	8 x 3 x 1 (CDR - receipt (80 GSM)	As Attached.

Note : 1. The quantity is tentative and subject to change as per requirement.

2. The stationery should be continuously machine numbered.

3. The bidders are advised to see sample forms available with SDE(General) of this office before quoting.

DECLARATION

I,, S/o / Daughter of Sri here by declare that none of my relative (as mentioned in the tender document) is/are employed in BSNL unit. 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 information to me.

PRICE SCHEDULE

SL. No.	Specification	Approx. Quantity	Rate per quantity of 1000 (one thousand) including tax, printing and other charges (Excluding Service Tax)	
			In Figures	In Words
1	10 x 12 x 1 (80 GSM) Plain with LOGO	4,00, 000		
2	10 x 12 x 2 (60 GSM) Plain with LOGO	1,00,000		
3	10 x 12 x 3 (70 GSM)	50,000		
4	15 x 12 x 1 (80 GSM)	1,00,000		
5	8 x 3 x 1 (CDR - receipt (80 GSM)	6,00,000		

Note : 1. The quantity is tentative and subject to change as per requirement.

2. The stationery should be continuously machine numbered.

3. The bidders are advised to see sample forms available with SDE(General) of this office before quoting.

[ON Rs.10/- STAMP PAPER]

**PROFORMA FOR AGREEMENT
OFFICE OF THE GMTD, BHUBANESWAR**

This contract is made between the Sr. GMTD, BSNL, BHUBANESAR party on the first part & M/s _____ Address _____ (hereinafter called as the contractor) party on the second part.

The period of contract will be 12 months with effect from date _____ In case the tender is further extended as per the terms & condition of the tender, the contract shall remain valid till the expiry of the extended period of the tender on the same terms & conditions.

This contract is entered into by the BSNL, with the contractor for (Name of work): _____ The scope, terms & conditions/specification etc. of this contract will be as per original tender document & those modified by the BSNL from time to time.

I assure that I shall undertake the said work as per the terms & conditions of contract during the tenure of the contract.

Witness -

1. **Signature**
Name & Address

Party of the first part

Dy. G. M. (Admin.)
BSNL, BHUBANESWAR

Party on the second part

2. **Signature**
Name & Address

**Name, Address & Signature of the
Contractor with seal of the company**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To reach on or before date of bid opening)**

The AGM HR & Admin
O/o GM Telecom
Bhubaneswar Telecom District
Bhubaneswar 751 022

Sub: Authorisation for attending bid opening on _____ (date) in the
Tender for supply of pre-printed computer paper to Bhubaneswar Telecom District
Bhubaneswar

The following person is hereby authorized to attend the bid opening for the tender
mentioned above on behalf of _____ (Bidder) in
order of preference given below.

Name	Specimen Signature

Signature of bidder Or Officer authorized to sign
the bid Documents on behalf of the bidder

Note:

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

CHECKLIST

Whether Submitted ?

01. EMD of prescribed amount as per NIT in the form of Demand Draft drawn on any nationalized/scheduled bank of Bhubaneswar in favour of AO(Cash), BSNL, O/o Sr. GMTD, BBSR. In case of Vendors registered with NSIC, exemption of EMD shall be allowed to the extent of monetary limit fixed therein. (Y/N)
02. Self attested copy of VAT Registration Certificate. (Y/N)
03. Price Schedule(**Annex-C**) duly filled in & signed by the bidder. (Y/N)
04. Declaration regarding no near relative working in BSNL as per **Annexure-B**. (Y/N)
05. Original Tender document with each page signed. (Y/N)
06. Self attested copy of PAN number. (Y/N)
07. Sample of computer paper as mentioned in **Annexure-A**. (Y/N)
08. Proof of turnover as mentioned in Clause-6. (Y/N)
09. If the tender paper is downloaded from website, a demand draft for Rs.525/- must be enclosed along with the EMD in envelope-A, otherwise the tender paper will be rejected. (Y/N)
10. Self attested copy of letter of authorization for signing tender documents in case of Partnership Firm/Company(Y/N).
11. Self attested copy of proprietorship/partnership deed and articles & memorandum of association as the case may be (Y/N).

Original documents to be submitted on demand for verification before awarding of Tender.