BHARAT SANCHAR NIGAM LIMITED

Office of Divisional Engineer, OFC Maintenance,

2nd Floor, Amenity Building, Telephone Bhawan Compound

Bhubaneswar – 751001,Tele / Fax: - 0674 -2394300

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No. DE OFC/BN/W-3/2013-14/01 Dated at Bhubaneswar the 01.03.2014

**NOTICE INVITING TENDER**

Open sealed Tenders are invited in the prescribed form by the Divisional Engineer, OFC (Mtce), ETR ,Bhubaneswar on behalf of BSNL, from reputed and registered firms /Agencies/Organizations/Individuals for Job Contract for **“VEHICLE OPERATION”** and other allied works(skilled workers) under different OFC (Mtce) Divisions of ETR Mtce. Sub-Region, Bhubaneswar for a period of one year.

Separate tender papers will be available from the Office of the Divisional Engineer OFC (Mtce) ETR, Bhubaneswar,2nd Floor, Amenity Block, Telephone Bhawan compound, Bhubaneswar to the bonfide Firm/Agencies/Organizations/Individuals on payment of requisite amount in the shape of Bank Draft in favour of “Accounts Officer” BSNL ,Office of the DGM (Mtce) ETR, Bhubaneswar payable at Bhubaneswar on any working day between 1000 hrs to 1300 hrs from date 13.03.2014 to 04.04.2014 and will be opened at 1500 hrs on date 04.04.2014. In case the tender opening day is declared as holiday/ bandh day, tender will be opened at the same time on the next working day. Any tender received after 1400 hrs on date 04.04.2014 will not be accepted. Details may be obtained from the office of the undersigned. The tender papers may also be downloaded from web site **www.Orissa.bsnl.co.in.** However ,in case of download ,a Demand Draft of Rs.525/- is to be attached.

|  |  |
| --- | --- |
| Date & Time of Issue of Tender Paper | From10.00hrs of 13.03.2014 to 1300 hrs of 04.04.2014 |
| Date & Time of Receipt of Tender Paper | Upto1400 hrs of 04.04.2014 |
| Date & Time of Opening the Tender Paper | 1500 hrs of 04.04.2014 |
| Tender Paper to be deposited in | Sealed Tender Box kept in the O/o-Divisional Engineer OFC(M), 2nd floor, Amenity Block, Telephone Bhawan Compound, Bhubaneswar-751001 |
| Cost of Tender Document | Rs. 525/-(Rupees Five hundred twenty-five only) |
| EMD Amount (Non-interest bearing) | Rs. 20,000/-(Rupees Twenty thousand only) |
| Mode of Payment | Crossed Demand Draft/Banker’s Cheque/Guarantee from any Nationalized Bank |
| Bank Draft/ Banker’s Cheque to be drawn in favour of :- | Accounts Officer,  O/o- Deputy General Manager(Mtce.),ETR,BSNL,  Bhubaneswar-751012,  Payable at Bhubaneswar only. |
| Venue of Opening of Tender | O/o Divisional Engineer OFC(Mtce),ETR,  2nd floor, Amenity Block, Telephone Bhawan Compound, Bhubaneswar751001 |
| Approx.Estimated Cost of the Tender | Rs. 8,00,000/-(Rupees Eight Lakhs only) |

The Divisional Engineer OFC(Mtce) ETR, Bhubaneswar reserves the right to reject any or all the tenders without assigning any reason, what so ever, and is not bound to accept the lowest tender, The Notice Inviting Tender, terms and conditions, instructions to the tenderer, tender Form and information about the tender etc, are the part of the tender documents. Any tender not conforming to the terms and conditions in the tender documents is liable to be rejected. Any queries regarding the tender documents may be clarified from the office of the undersigned on working days during office hours.

**Signature of the Tenderer with date** **Signature of the DE OFC (Mtce), Bhubaneswar**

Copy for wide publication to be displayed at the Notice board of

(i) O/o DGM ETR, Bhubaneswar (ii) Notice Board of Telephone Bhawan, Bhubaneswar

(iii)Notice Board of GMTD, Bhubaneswar (iv) Notice Board of DE OFC (Mtce) ETR ,BBSR

**(Page No-01 of 07)**

Open Sealed Tenders, in prescribed forms supplied along with Tender papers ,are called for by the Divisional Engineer OFC (Mtce) Eastern Telecom Region, Bhubaneswar on behalf of Bharat Sanchar Nigam Limited from reputed and registered Firms/Agencies/Organization/Individual for Job Contract for **“VEHICLE OPERATION**” and other allied works (skilled workers)under different OFC Mtce. Divisions of ETR Mtce. Sub-Region,,Bhubaneswar in concurrence with any other Central or State Governments in the State of Odisha and must possess valid Labour license.

**INSTRUCTIONS TO THE TENDERERS:**

The sealed tender will be accepted either by registered post or by hand up to 1400 hrs of 04.04.2014 and opened at 1500 hrs on the same date in presence of the bidders or their authorized representatives ,if any. BSNL. is not bound to accept the lowest tender.

Earnest money of Rs. 20,000/-(Rupees Twenty thousand only ) must be deposited in the shape of Bank Draft drawn from any nationalized bank in favour of “ Accounts Officer, BSNL O/o the Deputy General Manager (Mtce) ETR, Bhubaneswar-751012, payable at Bhubaneswar and the same be enclosed with the Tender bid.

1. The EMD of the unsuccessful bidders will be returned as such after signing of the agreement with the successful bidder with out any interest and that of the successful bidder will be released after signing the agreement without any interest.
2. The Bidder shall seal the Bids in an envelope addressed to:- “**Divisional Engineer OFC Mtce, Amenity Block ,2nd** **Floor, Bhubaneswar-751001**” The main Envelope should contain two bid packets one containing the “**Technical** **Bid**” and the other “**Financial Bid**” duly superscribed as **Technical bid** and **Financial Bid**. All the related documents should be within the Technical Bid and Financial Bid envelopes with proper sealed nature as described in **Annexure-I and Annexure-II** respectively and the main envelope should be superscribed **“Tender for Vehicle Operation”.**
3. The nature, type of works, mode of payment and compensation of liquidated damages etc as per the terms and conditions illustrated in the Tender document.
4. The successful Tender will be required to sign an agreement with the DE OFC (Mtce) ETR, Bhubaneswar before the work is allotted to him. If he fails to do so within the stipulated time, the EMD deposited by him will be liable to be forfeited.
5. The successful Tenderer has to deposit a sum equal to 10% of the annual tender value i.e.Rs.80,000/-only at the rate fixed after finalization of tender as **“Performance Security Money”,** which will be released only after the completion of the contract period successfully without any interest.
6. After finalization of the tender, **WORK ORDER** will be issued to party for carrying the job. If the party fails to carry out the job during the specified period quoted in the work order, the Performance Security Money deposited by him will be liable to be forfeited.
7. In case of any dispute the matter will be referred to the Arbitrator and the Arbitrator will be the Deputy General Manager (Mtce) ETR, Bhubaneswar or any other officer appointed by him and the decision of the Arbitrator will be final.
8. The Divisional Engineer OFC (Mtce) ,Bhubaneswar on behalf of the BSNL, reserves the right to accept or reject any or all tenders with out assigning any reason there of.
9. The tender documents will also be available on web site [**www.orissa.bsnl.co.in**](http://www.orissa.bsnl.co.in) or may be purchased

from O/o D.E OFC (Mtce) Telephone Bhawan ,Bhubaneswar on payment of Demand Draft of Rs.525/-

only in favour of Accounts Officer ,O/o D.G.M (Mtce) ETR Bhubaneswar.In case download, a Bank

Draft of Rs.525/-only in favour of Accounts Officer ,.O/o D.G.M (Mtce) ETR Bhubaneswar should

be attached .

**(Page No-02 of 07)**

**TERMS AND CONDITIONS**

The successful tenderer generally has to operate the Departmental Vehicle of different Mtce Divisions under ETR Sub-Region Bhubaneswar and if required so, the operator deployed the agency may be asked to operate other Departmental Vehicle during the allotted time period by the officer in charge of the Vehicle. The operator deployed by the agency must possess valid professional Driving License.

1. For the time being 06(Six) Nos of Vehicle operators (skilled workers) are required for driving the departmental Vehicles of the following Mtce Sub-Divisions.

(i) Nayagarh OFC Stn-1no, (ii) Bhubaneswar OFC Stn-1no.(iii) Rourkela OFC Stn-1no, (iv) Rayagada OFC Stn-1no, (v) Berhampur OFC- 1 no,(vi) O/oDGM(M),ETR, Bhubaneswar- 1 no **(Total-06nos)**

However the successful tenderer will have to provide additional operators, if required, for any other Mtce divisions under this Sub-Region in future in the specified period of the tender with the same terms and conditions.

2. Normal duty period is 8(eight) hours per day. However he must be available for the operation of the vehicle on 24 hours basis including Sunday and Holidays. The wages for extra duty performed may be paid as per the following calculation:-

**Rs/hr = Rate fixed per month X 12 months**

**365 days X 8 hrs**

3. The agency deployed by the party apart from operating the Vehicle, has to carry out other allied works like checking the mobil of the engine and toping the same, if so required, checking the water of the radiator, changing of the tyres, in case of puncture & cleaning the vehicle etc.

4. No advance payment will be given to the party. He has to submit the bill every month after successful completion of the work, in triplicate, before 10th of the succeeding month. The EPF & ESIC challans for the previous month must be enclosed with the monthly bills. Also. the overtime/extra duty charges should also be mentioned along with the main monthly Bill.The bill submitted by him will be sent to the Deputy General Manager (Mtce) ETR, Old Microwave Campus, Unit-8 Bhubaneswar-12 after due scrutiny and being certified. The payment will be made to him by Demand Draft/ Cheque what ever preferable, after deducting necessary Income Tax and Sales Tax etc what so ever applicable

5. The operator deployed by the party should carry one Authorization letter issued by the party by certifying his bonafideness. BSNL will not take any responsibility for providing boarding and lodging to the operator. In case of inefficiency or negligence of the operator, the party will be asked to change the operator as and when required.

6. In case of out station,extra wages is permissible as per Clause (2) for running period only and in the event of night halt, no halting charges will be admissible

7. The rate fixed will be valid for one year from the date of entering into the agreement and will not be changed under any circumstances.

8. The contract will generally be for one year but subject to termination at any time during the course of contract period without assigning the reasons there of by giving one month notice. **The contract may be extended to another one year with the same terms and conditions ,if needed.**

9. Regarding payment of wages, other statutory benefits like EPF/ESI, payments on National Holidays /Telegraph Holidays and payment of Bonus to the operator, the contractor should make BSNL free from legal litigations.

10. The contractor should strictly comply the statutory requirements such as payment of minimum wages, EPF/ESI deposits etc and other statutory requirements.

11. The Driver should have upto date Driving License and experience of running the vehicles minimum 2 (Two) years and no criminal case should be pending against him.

12. The party has to make good of the losses, if any caused to the properties and the Vehicle of BSNL and also to the operator during the time of vehicle operation for the contract period agreed to.

13. The Tenderer should have completed similar nature of work in any Govt. organization.

14. The Tenderer should have valid labour license in similar nature of work.

15. The Tenderer should have registration No in VAT/TIN.

16. The Tenderer should register in Service TAX.

17. The Tenderer should have EPF Registration No..

If the Tenderer fails to fulfill the above conditions the application of the Tenderer will be summarily

rejected.

DE OFC (Mtce) ETR

Signature of the Tenderer Bhubaneswar

**(Page No-03 of 07)**

**BID OPENING AND EVALUATION**

1. The Company shall open the bids in the presence of the bidder or his authorized representatives at 15.00 hrs on Dt 04.04.2014. The bidder’s representatives who are present shall sign before the tender opening. Authority letter to this effect shall be signed by the bidder before they are allowed to participate in the bid opening.
2. A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
3. The bidders names, bid prices, modification, bid withdrawals and such other details as the company, at its discretion, may consider appropriate ,will be announced at the time of opening.
4. To assist in the examination, evaluation and comparison of bids, the company may, at its discretion ask the bidder for clarification of its bids. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.
5. The Tender Opening and Evaluating committee will scrutinize the Technical bid documents that comprises his Eligibility. If it is found that the bidder gets disqualified, then the Financial bid packet will not be opened and the Bidder will be treated unsuccessful.
6. Company shall evaluate the bid to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
7. Arithmetic errors shall be rectified as per following basis. If there is any discrepancy between the unit price and the total price that is obtained multiplying the unit price and quantity, the unit shall prevail and the total price shall be corrected by the company. If there is a discrepancy between words and figure, the amount **in words** shall prevail. If the bidder does not accept the correction of errors, his bid shall be rejected.

**DOCUMENTS TO BE ENCLOSED IN THE TECHNICAL BID (ANNEXURE-I)**

1. Proof of cost of Bid document i.e. Bank Draft/Banker’s cheque
2. Valid Labour license.
3. Experience Certificate from any central/state/PSU having at least 2 years of experience of supplying driver issued by an officer of minimum the rank of DET & should have supplied driver for minimum of 480 working days in 2 years.
4. Up-to-date Income Tax clearance certificate.
5. EMD in Bank Draft of Rs.20,000/-(Rupees Twenty Thousand ) in favour Accounts Officer, BSNL,O/o DGM (Mtce) ETR Bhubaneswar-751012
6. EPF/ESI Registration certificate.
7. Certificate on Non-participation of near relatives in the Tender.
8. No Criminal case/ No Black list Certificate(Affidavit from Notary Public)

If the Tenderer fails to submit the above documents in Technical Bid, then the application of the Tenderer will be summararily rejected and he will not qualify to the Financial Bid.

**Signature of the Agency**

**(Page No-04 of 07)**

**TENDER FORM FOR FINANCIAL BID (ANNEXURE-II)**

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No:-DE OFC /BN/W-3/2013-14/01 Dated at Bhubaneswar the 01.03.2014.

Name of work :-Tender for job contract for Vehicle Operation for eight hours per day and

other allied works at different OFC (Mtce) Division, under ETR Mtce Sub-

Region Bhubaneswar after abiding the terms and condition mentioned in

the Tender documents.

01. Name and address of the Tenderer:

02. Telephone Number: Office --- Residence =

FAX number:- Mobile No.=

03. Rate quoted per month:-Rs…………… (Rupees………………………………..only)

( inclusive of EPF, ESI & Service Tax.)

04. EMD deposited :-Rs.20,000.00(Rupees Twenty Thousand only)

Vide Demand Draft No………………date…………….

Bank……………………..

**Signature of the Tenderer**

**Date:-**

**DECLARATION**

I do hereby declare that I have read and understood all the instructions/information/terms and condition laid down in the Tender Documents and agreed to all the clauses incorporated in the tender document and there after I have quoted the above rate.

**Signature of the Tenderer**

**Date:-**

**(Page No-05 of 07)**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach on ----------------------------or before date of bid opening)

To

The DE, OFC (Mtce),ETR

Bharat Sanchar Nigam Limited

Telephone Bhawan, Bhubaneswar

Subject: - Authorization for attending bid opening on -------------------------------------------- (date) in the tender of

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Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of

------------------------------------------------------------------------- (Bidder) in order of preference given below.

Order of preference Name Specimen Signature

i..

ii**.**

Alternative Representative

Signature of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder

Note 1. Maximum of two representatives will be permitted to attend bid opening .In cases

where it is restricted to one, first preference will be allowed .Alternate representative

will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case

authorization as prescribed above is not received.

**(Page No-06 of 07)**

**CERTIFICATE ON NON-PARTICIPATION OF NEAR RELATIVES**

**IN THE TENDER**

**-----------------------------------------------------------------------------------------------------**

Certificate on non-participation of near relatives in the tender called for hiring of a light commercial vehicle on long term use in OFC(Mtce) Division, ETR Bhubaneswar vide tender No.--------------------------------------------------------------------------------------------as required under **ANNEXURE-I, Clause(7)** of the bid documents.

**CERTIFICATE.**

I, Sri\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_representing for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby certify that none of my relative(s) as defined in **ANNEXURE-I, Item-7** of the tender document is/are employed in BSNL unit as per details given in tender documents. Incase at any stage, it is found that the information given by me is false/incorrect; the BSNL authority shall have the absolute right to take any action.

Signed ------------------------------------------------------

For and on behalf of the contractor

Name (Capital letter) ---------------------------------------

Position----------------------------------------

Date--------------------------------------------

**(Page No-07 of 07)**

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| **Affix**  **Photograph** |

**Technical Bid (ANNEXURE-1)**

**(Information about tenderer**)

Tender for “**Vehicle Operation**” and allied works under Bhubaneswar

OFC (Mtce) Sub-region,ETR,Odisha

* 1. Name of the Firm/Individual:
  2. Registered address for communication:

03.Contact Phone No.: (i)Land- (ii)Mobile:

(iii)Fax No.:-

04.EMD Particulars:- Demand Draft/Banker’s Cheque No.:

Date of issue:

Amount:

Name of Bank:-

05.Particulars of Labour License:

06.Details of Experience Certificate:

07.Income Tax PAN :

08. EPF Registration Certificate No.:-

09.ESI Registration Certificate No.:-

10. Service Tax Registration No.:-

The information, as given above, is found to be

true to the best of my knowledge and belief.

Signature of the tenderer

Date:-