



Connecting India

**Bharat Sanchar Nigam Limited
(A government of India enterprise)
Regional Telecom Training Centre,
Vanivihar, Bhubaneswar-7.**

**LIMITED TENDER
FOR
SUPPLY OF
COMPUTER CONSUMABLE ITEMS**

Tender Value- Rs 1, 50,000.00 (Rupees one lakh fifty thousand) only.

Price of Tender documents- Rs 525.00 (Rupees Five hundred and twenty five only).

Tender No:RTTC/STORES/S-4 /2012/32 Dated 04-07-2014.

Sale of Tender paper from **11 .07.2014 to 01 .08.2014.** (10.00hrs to 13.00hrs)

Submission of tender papers up to 13.00 hrs of **01 .08.2014.**

Date of opening:-On **01 .08.2014 at 15.00hrs.**



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Bharat Sanchar Nigam Limited
(A Govt.Of India Enterprise)
Regional Telecom Training Centre
Vani Vihar, Bhubaneswar-751007.

No. RTTC/STORES/S-4/2012/32

Dt 04. 07. 2014.

Tender Notice for Supply of Computer Consumable Items

Sealed tenders are invited from registered firms of Bhubaneswar for Computer Consumable Items of Regional Telecom Training Center, Vani Vihar, Bhubaneswar. The particulars of the work are as under.

Name of the work.	Estimated cost	Amount of EMD	Cost of Bid Document.
SUPPLY OF COMPUTER CONSUMABLE ITEMS	Rs 1,50,000.00	Rs 3750.00	Rs 525.00

The firms intending to participate in the tender may obtain the prescribed tender document from SDE (Admn.) of this office on production of photo copies of registration papers of their firm, valid service tax certificate, TIN enrollment certificate, PAN card. The cost of the tender document is Rs 525.00 (Rupees Five hundred & twenty five only), which may be deposited in shape of cash/ banker's cheque/Demand Draft in favour of A.O, BSNL, O/o the Principal, RTTC, Bhubaneswar. Tender paper will be issued on all working days between 10.00 hrs to 13.00hrs from **11.07.2014 to 01.08.2014**. **Completed tender papers along with EMD of Rs 3750/- (Rupees Three thousand seven hundred fifty) only will be received up to 13.00hrs of 01.08.2014 and will be opened at 15.00hrs of the same day.**

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Principal
RTTC, Bhubaneswar.

Signature of Bidder

Instruction to the Bidders:- The Bidders are required to read this document carefully before submitting their Bids.

(1).The manufacturers/dealers who undertake to supply the the computer consumables to the appropriate authority are eligible to participate in the tender.

(2) The bidder shall furnish past supply record (Experience Certificate) of more than Rs 1,50,000.00 with the tender papers for the financial year 2013-14 with respect to computer/stationary consumables items.

(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

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.

(4) The bids without EMD will be rejected outright.

- (5) The conditional and incomplete bids are liable for rejection. The Bidder should fill up Bid forms with the particulars, which have been asked for in the rate sheet and information sheet.
- (6) The quantities mentioned in the Bid-document are tentative and the RTTC authority may reduce/ increase the quantity.
- (7) **The quoted- price should be inclusive of all taxes and other charges.**
- (8) No sub-contract is permissible.
- (9) The Successful Bidder shall execute an agreement to carry out the works at the approved price for a minimum period of one year.
- (10) The price will remain valid for one year from the date of execution of agreement. No change in price will be entertained due to change in the cost of material, taxes etc during the period of the agreement.

Eligible Bidders:-

- a. The bidder shall submit a clear declaration that it will be able to supply the computer consumables.
- b. The bidder shall submit VAT Registration of the firm along with TIN number/latest ITCC.
- c. The bidder should submit Experience Certificate of Rs 1,50,000.00 for last financial year 2012-13 with respect to computer consumables items.

EMD

- i. The bidders shall furnish as part of his bid, an EMD for an amount of Rs 3750/- (Rupees Three thousand seven hundred fifty only) in the form of cash/Banker's cheque/ Demand Draft in favour of A.O, BSNL, O/o The Principal, RTTC, Bhubaneswar.
- ii. The EMD will be forfeited if:
 - a. The bidder withdraws after submitting the tender.
 - b. The Successful bidder does not execute agreement accepting the terms mentioned in this document.
 - c. The successful bidder does not execute agreement within specified date.
- iii. The EMD of unsuccessful bidder will be returned after finalization of tender without any interest within three months.

- iv. The EMD money of the successful bidder shall be adjusted towards the performance Security Deposit.

Security Deposit:

- i. The EMD of the successful Bidder will be retained for a period of one year or till the expiry of the contract and adjusted towards the performance security deposit.
- ii. The successful Bidder will be required to deposit another amount of Rs.15,000/- (Rupees Fifteen Thousand Only) In the form of Demand Draft drawn in favour of the Sr.Accounts Officer BSNL, O/o The Principal, RTTC, Bhubaneswar
- iii. The deposit may be forfeited if the successful Bidder does not abide by the terms and conditions of the contract or at any stage if it will be forced upon to terminate the contract.

Submission of Tender

- i. The tender is to be addressed to “The SDE (Admn.),” RTTC, Vanivihar, Bhubaneswar, PIN-751007.
- ii. The Bidder shall seal the Tender in an envelope duly super scribing “**Tender for Supply of Computer Consumable Items**”.
- iii. **The tender papers are to be dropped in the sealed box available in the chamber of SDE (Administration.) up to 13.00hrs of 01.08.2014.**
- iv. The Bidder must fill up the particulars required in the rate sheet and information sheet available in this document.
- v. **The information sheets & rate sheet are to be duly filled in and submitted along with the EMD.**

Opening of the Tender:

- (i) **The Bids received will be opened at 15.00 hrs of 01.08.2014.**
- (ii) The Bids will be opened in the presence of Bidders or his authorized representative who like to attend the same. The authorized representative has to submit the authorization letter of the Bidder to take part in the tender opening.
- (iii) Only one representative of the Bidder will be permitted to attend the tender opening.
- (iv) The Bidder / the authorized representative present during the tender opening shall put their signature in the tender opening Register as a mark of their attendance in the Tender opening.

- (v) **The financial Bid will be opened after taking approval of the competent authority. The date and time of opening the Financial Bid will be intimated all the eligible/qualified bidders.**

Award of Contract:

- i. The tender Evaluation Committee will evaluate the valid Bids.
- ii. The BSNL shall consider award of contract only to the bidder whose offers will be found technically, and financially acceptable.
- iii. The successful Bidder will be give 10 days time to execute the agreement on his own cost.
- iv. The training Center Authority after execution of the agreement will issue necessary work order for **Supply of Computer Consumable Items** as and when required.

Delivery:

- i. Timely delivery is the essence of contract.
- ii. Items are to be delivered at Telecom Training Center, Vanivihar, Bhubaneswar.
- iii. The delivery of items shall have to be completed within 7 days of issue of work order.
- iv. 1% of the amount of the supply items will be deducted for each week of delay after the normal delivery date subject to a maximum of 5% of the amount.

Termination of the contract:

The Principal, RTTC, Bhubaneswar may terminate this contract in whole or part for improper delivery, deviation in quality of material. Further, the Principal, RTTC, Bhubaneswar reserves the right to terminate the contract at any point of time without assigning any reasons thereof.

Payment:

- i. The bill towards the work executed will have to be submitted (in duplicate) to the Principal, RTTC, Bhubaneswar through SDE (Store).
- ii. The payment will be released on delivery of materials as per work order with satisfactory quality, proper verification.
- iii. Appropriate deduction will be made in the bill towards late delivery.
- iv. Payment will be made through account payee cheque drawn on Union Bank, Bhubaneswar. The firm/supplier has to intimate his bank account number and branch details for issuing the cheque.

Dispute

In case of any dispute the decision of the Principal, RTTC, Bhubaneswar shall be final and binding.

SCHEDULE FOR QUOTING RATES

Sir,

Having understood the tender document, terms and conditions laid down therein,

Sl no. (a)	Items (b)	App rox. qua ntity (c)	Unit price in figures (d)	Unit price in words (e)	Total in figure Rs H= d*c
1	Ink Cartridge 840 C. Black,HP	2			
2	Ink Cartridge 840 C. Colour,HP	2			
3	HP Laser Jet P-3005	1			
4	Fax Ink Cartridge-BX-3,Canon	6			
5	Pen Drive – 4 GB,HP	10			
6	8 GB,HP	10			
7	CD-R with cover	1000			
8	HP 4110 Office Jet-No. 56 Black	1			
9	HP 4110 Office Jet-No. 28 Colour	1			
10	HP Laser Jet 2600n(Q6000A)	1			
11	HP Laser Jet 2600n(Q6001A)	1			
12	HP Laser Jet 2600n(Q6002A)	1			
13	HP Laser Jet 2600n(Q6003A)	1			
14	HP Laser Jet P-1005- (35A)	12			
15	HP Laser Jet P-1007- (88A)	1			
16	CAT-5 CABLE	200m			
17	CMOS Battery	6			
18	RJ-45 CONNECTOR	1200			
19	75GSMA4 Xerox Paper in pkts-500 sheets	300p			
20	Xerox paper legal size,500 sheets	02p			
21	Refilling of HP Laser Jet P-3005	12			
22	Photo print paper, 50 sheets	600s			
GRAND TOTAL					

I/we, the undersigned offer to supply the computer consumables in accordance with the terms and conditions as per the rates quoted below:

Signature of the renderer _____

Signature of Bidder

Information Sheet

- i. Name of the Bidder (Proprietor/Firm):
- ii. Name & address of the Printing press:
- iii. Registration details of the Printing press:
- iv. Present address:

- v. Permanent address:

- vi. Phone No: Office----- Res ----- FAX -----
- vii. Income tax PAN No-----
- viii. Bank A/C No. and Bank details with IFSC code:
- ix. EMD particulars:
- x. TIN particulars.
- xi. VAT particulars.
- xii. Service tax particulars.

Date:
Place:

Signature of the Bidder.

Signature of Bidder