



BSNL

**Bharat Sanchar Nigam Limited  
(A Govt. Of India Enterprise )  
Office Of the General Manager Telecom District  
Dhenkanal -759001**

**LIMITED TENDER FOR FOLDING & SORTING  
OF TELEPHONE BILLS FOR DISPATCH IN  
DHENKANAL TELECOM DISTRICT  
FOR THE YEAR 2014-15.**

***( Technical Bid Document )***

Tender No G-201/2013-14/12

Date : 13.06.2014

Issued to Sri./ Smt.....

Address .....

.....

.....

Signature of the issuing officer

Date

Rs105/-



Bharat Sanchar Nigam Limited  
(A Govt. Of India Enterprise )  
O/o GMTD , Dhenkanal

Tender No G-201/2013-14/12

Date : 13.06.2014

NOTICE INVING TENDER

Properly sealed tenders (preferably Packing with PVC Tape/Sealing Wax) are invited for and on behalf of BHARAT SANCHAR NIGAM LIMITED by the General Manager, Telecom District, Dhenkanal, from, eligible contractors having experience of folding & sorting of telephone bills or similar type of jobs for folding and sorting of telephone / mobile bills as described below.

|    |   |   |  |
|----|---|---|--|
| 1  | Name of work  | : | <b>TENDER FOR FOLDING &amp; SORTING OF TELEPHONE/MOBILE BILLS</b>  |
| 2  | Estimated Cost  | : | <b>Rs. 150,000/- Approximately ( Rupees one lakh fifty thousand only )</b>   |
| 3  | Cost of Bid document per set.(Non refundable)                     | : | <b>₹ 105/-</b> ( in shape of DD/ BC in favour of AO ( Cash ) , BSNL , Dhenkanal payable at Dhenkanal.  |
| 4  | E.M.D. (Bid Security)   | : | <b>3000/- ( Rupees three thousand only )</b>   |
| 5  | Mode of deposit for EMD.  | : | D.D./B.C.drawn in favour of Accounts Officer (Cash), BSNL, O/o. G.M.T.D., Dhenkanal payable at Dhenkanal.  |
| 6  | Tender papers can be had from                                     | : | SDE (General ) , 2nd Floor, O/o. G.M.T.D., Dhenkanal from <b>11.07.2014</b> to <b>01.08.2014</b> during office hours ( 11.00 Hrs to 16.00 Hrs )  |
| 8  | Time and Last date of submission of bid document                  | : | Up to 13.00 hours of <b>02.08.2014</b> in the tender box kept in Chamber of AGM ( HR&Admn ) by register post / courier in such a way so as to reach to AGM ( HR & Admn ) , O/o GMTD, Dhenkanal , BSNL , Bhawan , Dakhinakli Road , Dhenkanal – 759 001 upto 13.00 hrs of <b>02.08.2014</b>   |
| 9  | Time and date of opening of bid document                          | : | At 15.00 Hrs of dt <b>02.08.2014</b> If the date is declared as holiday then,the opening date will automatically extended to next working day at 15.30 Hrs   |
| 10 | Criteria for Eligibility to qualify in technical bid Tender Paper | : | The Bidder Must submit the following in first envelope along with technical bid document<br>A Copy of Experience Certificate for Rs. 50,000 during last 3 (three) years ending on 31.3.2014 i.e. inbetween <b>2011-12, 2012-13 AND 2013-14</b> in any organization which should be issued by an officer not below the rank of AGM.<br>B Copy of PAN Card.<br>C Copy of Latest Income Tax Clearance certificate   |
| 11 | Procedure for submission of tender                                | : | The cost of bid documents if down loaded document from website , EMD ,copy of experience certificate, copy of PAN Card, Copy of latest income Tax clearance certificate & the "technical bid documents" and financial bid document should be placed inside sealed envelope to be superscribed on the top the name of the tender, tender No and date. The cover should be addressed to AGM ( HR &Admn ) , O/o GMTD, BSNL, Dhenkanal, Telephone Bhawan , Dakhinakali Road , Dhenkanal – 759 001. |
| 12 | Mode of receipt of completed sealed tender document               | : | By registered post/courier service or by dropping in the Tender Box placed in the chamber of AGM (HR&Admn) O/O GMTD, Dhenkanal upto 13.00 Hrs of <b>02.08.2014</b> .   |
| 13 | Rejection of Tender   | : | Unsealed, late receipt, incomplete tender, ambiguous and conditional tender will be rejected   |

The G.M.T.D., Dhenkanal reserves the right to accept or reject any or all the tenders without assigning any reason what so ever and is not bound to accept the lowest tender. For details of tender documents , our website [www.orissa.bsnl.co.in](http://www.orissa.bsnl.co.in) may kindly be visited.

AGM (HR&Admn)  
O/O GMTD, Dhenkanal

Copy to :

1. The Notice Board Dhenkanal, Nalco, & Angul
2. The Head Post Office , Dhenkanal & Angul.

AGM (HR&Admn)  
O/O GMTD, Dhenkanal

## TERMS & CONDITION

### A. SCHEDULE OF PREPARATION OF BILLS :

- (i) Tearing, folding, stapling, bundling, sorting of Landline / Mobile / WLL / Wimax Bills.
- (ii) Sorting of the telephone bills company wise.
- (iii) Sorting of telephone bills/mobile bills pin code wise & delivered to H.P.O , Dhenkanal.

As soon as the bills are received from Data centre, the same will be printed and handed over for processing

### B. Scope of the Tender :

1. The Contractor will collect all the printed L/L, post paid mobile bills Wimax & WLL bills for the SSA for each month from AO ( Computer ) & take all these bills to his establishment / firm for further folding , stapling sorting, Post Office PIN code wise & Corporate Customer wise counting and etc by himself and then handover all the bills to HPO, Dhenkanal and copy of the acknowledgement by HPO regarding receipt of bills to be submitted to AO(TRA) in specified format . The list of corporate customer will be given to the contractor the bills of which are to be given to AO (TRA) within 3 (three) days from the date of receipt for despatch. Only those bidders should participate in this bid who will do the above cited works by themselves only. Contractor ( employer ) is doing the work himself only and thus no any labour laws are not attracted due to this fact that to be followed in above works.
2. Stapler and binders will be supplied by the firms / contractors
3. He will obtain duplicate copies of the bills for wrong printing or non – printing from AO (Computer )
4. The firms / contactors shall hand over the bills to the HPO, Dhenkanal and copy of the acknowledgement by HPO regarding receipt of bills to be submitted to AO(TRA) in specified format. An agreement to this effect shall be signed by the contactor.
5. Rates are to be quoted monthly basis ( Approx 30000 nos of bills per month) mentioned in annexure.

### 3. PAYMENT TERMS

1. Bills are to be claimed by the contractor at unit rate or job rate. Payment for part of the unit will be made on prorata basis.
2. Bills claimed for the month shall be paid in the following month.
3. Income Tax / Sales Tax / Other Tax will be deducted from the bills as applicable from time to time.
4. Payment shall be made through online E-payment. The successful bidder / firm has to submit his / her detail account informations to the AO (Cash ) of this office for E-payment.

#### 4. Other Terms & Conditions :

1. EMD of **Rs.3000/- ( Rupees three thousand only )** is payable along with the complete tender. This will be paid through the Demand Draft drawn on any Nationalized Bank at Dhenkanal and payable to A.O(Cash ) , BSNL , O/o GMTD , Dhenkanal. The amount of EMD will be refunded to the unsuccessful firms / contractor as soon as possible & the EMD of successful bidder will be refunded after award of contract and receipt of security deposit.
2. Tenderer (s) has to submit experience certificate for carrying out similar nature of job.
3. After acceptance of tender the firm / contractors will have to sign an agreement with the BSNL authority before accepting the job and the agreement will be valid for a period of one year from the date of signing the agreement. The tender **may be extended for another 1 ( one ) year**, if so desired by the G.M.T.D., Dhenkanal **with 100 % increase of total estimated cost** of tender after consultation with the bidder.
4. Conditional and incomplete tenders are liable for rejection.
5. Tenders with unworkable rates / abnormal high / low rates are liable for rejection.
6. The GMTD , Dhenkanal reserves the right to accept or reject any or all tenders without assigning any reason thereof.
7. In case of any dispute arises during execution of the work or interpretation of any claim , the decision of the GMTD , Dhenkanal will be binding & final.
8. The firms / contactors will bear the cost of any missing bills or destruction of records during the time of processing of the bills by him or by his men – engaged for the concerned work, the cost of such missing / destruction will be recovered from him as decided by the GMTD , Dhenkanal
9. The EMD of the successful tender will be refunded after finalization of tender. The successful tenderer will have to submit the security deposit @ **5%** of estimated cost in the shape of DD / BC / BG before executing the agreement. The successful contractor should bring the Non- judicial stamp paper amount of Rs.50/- for signing the agreement within a week after receiving of the offering letter.

10. The contract shall stand cancelled in case of the contractor fails to execute the work within stipulated period and in such case the security deposit will be forfeited in full or the part as would be deemed fit.
11. The Tenderer should quote the rates in the annexure attached to the tender documents and signature in all pages.
12. The contractor shall maintain a statistical register in respect of all types of works and got it entered from the computer section & submit for preparation of bill.
13. Preference will be given to BSNL experienced firms / contactors.

14- **Signing of integrity pact.**

The successful tenderer shall be required to sign the integrity pact on a non-judicial stamp paper of Rs.50/- (Rupees Fifty only) at his own cost as per the enclosed Proforma **on page-6**. The integrity pact will be signed separately alongwith agreement.

15. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he/she is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For the partnership firm, certificate will be given by all the partners and in case of limited company by all the directors of the company excluding government of India/Financial institutions nominees and independent non-official part time Directors appointed by Government of India or the Governor of the state. Due to any breach of these conditions by the company or firm or concerned bidder, the tender will be cancelled and bid security will be forfeited at any stage whenever it is noticed and BSNL will not pay any damage to the company or the firm or the concerned person.

The company or firm or the concerned bidder will also be debarred for further participation in the tender of concerned unit.

The near relatives for this purpose are defined as :-

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, Mother, Son(s) and Son's Wife (Daughter-in-law), Daughter(s) and Daughter's husband (Son-in-law), Brother(s) and Brother's wife, Sister(s) & Sister's husband (Bro-in-law).

**16 VERIFICATION OF DOCUMENTS AND CERTIFICATES:**

The bidder will verify the genuineness and correctness of all documents and certificates including experience/performance certificates, issued either by the bidder or any other firm/associate before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder. As per requirement of the tender conditions, if any document/paper/certificate submitted by the participant bidder is found to be false/fabricated/tampered/manipulated at any stage during bid evaluation or award of contract, then the bid security (EMBG / EMD) of the bidder would be forfeited and bidder would be disqualified from the tender. Action would also be taken for banning of business dealing with the defaulting firm/bidder. In case, the contract has already awarded to the bidder then PBG would be forfeited and the contract would be rescind/annulled and BSNL would be at liberty to procure the ordered goods and service from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm/bidder.

I have gone through the terms and conditions thoroughly and convey my acceptance in full.

**Seal and signature of the bidder**

# **INTEGRITY PACT**

Between

Bharat Sanchar Nigam Limited (BSNL) / hereinafter referred to as 'The Principal

and

.....hereinafter referred to as 'The

Bidder/Contractor"

## **PREAMBLE**

The Principal intends to award, under laid down organizational procedures, contract's for.....The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal will appoint an Independent External Monitor, who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above,

### **Section 1 - Commitments of the Principal**

(1)The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- (a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
- (b) The Principal will, during the tender- process treat all bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- (c) The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions

## **Section 2 - Commitments of the Bidder(s)/Contractor(s)**

- (1) The Bidder(s)/Contractor(s) commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- (a) The Bidder(s)/Contractor(s) will not, directly or through any other, person or firm, offer; promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant Anti-corruption Laws of India; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans technical proposals and business details, including information contained or transmitted electronically.
  - (d) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s) before contract award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder (s)/Contractor(s) from the tender process or take action as per the defined procedure.

## **Section 4 - Compensation for Damages**

- (i) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3. the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit / Bid Security.
- (ii) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor the amount equivalent to Security Deposit / Performance Bank Guarantee in addition to any other penalties/ recoveries as per terms and conditions of the tender.

## **Section 5 - Previous transgression**

- (i) The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the Anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process
- (ii) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the defined procedure

## **Section 6 - Equal treatment of all Bidders/Contractors/Subcontractors**

- (i) The principal will enter into agreements with identical conditions as this one with all Bidders/Contractors.
- (ii) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment- in conformity with this Integrity Pact.
- (iii) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

## **Section 7 - Criminal charges against violating Bidder(s)/Contractor(s)/Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Corporate Vigilance Office.

## **Section 8 - External independent Monitor/Monitors**

1. Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor' is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the CMD of the BSNL.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. Notwithstanding anything contained in this Section, the Bidder(s)/Contractor(s) shall have no obligation whatsoever to provide any internal costing mechanisms or any internal financial or commercial data pursuant to any audit or review conducted by or on behalf of the Principal. Further, the Bidder(s)/Contractor(s) shall not be required to provide any data relating to its other customers, or any personnel or employee related data.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Principal and request the Management to discontinue or take corrective



action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

1. If the Monitor has reported to the CMD of the BSNL, a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the BSNL has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Corporate Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

2. The word "Monitor would include both singular and plural.

### **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by CMD, BSNL.

### **Section 10 - Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi The arbitration clause provided in the tender document / contract shall not be applicable for any issue /dispute arising under Integrity Pact.

2. Changes and supplements as well as termination notices need to be made in writing.

3. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions

**For the Principal**

**For the Bidder/Contractor**

**Place** .....

**Witness 1** .....

**Date** .....

**Witness 2** .....

# PROFORMA FOR NO NEAR RELATIVES CERTIFICATE IN BSNL

[Certificate to be given by the contractor in respect of no near relative (s) in BSNL of the contractor. ]

## DECLARATION

I, .....  
S/o.....resi  
dent of .....hereby certify that  
none of my near relative(s) as defined in the tender document is/are employed any  
where in BSNL as per details 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 intimation to me.

Signature of the bidder

**Note: The near relatives for this purpose are defined as :**

- A. Members of a Hindu Undivided family.
- B. They are husband and wife.
- C. The one is related to the other in the manner as father, mother, son(s) and son's wife (Daughter-in-law). Daughter(s) and daughter's husband (Son-in-law), Brother(s) and brother's wife, sister(s) and sister's husband (Brother-in-law.)

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 in case of Private Ltd. Company, by all the directors of the company.

Signature of the Tenderer

Name of the Contractor.

(Capacity in which signing)

Place:

Date:

**UNDERTAKING**

I Shri/Smt ..... Son of Shri ..... do hereby undertake that all the documents / certificates submitted by me with this limited tender (tender for folding and sorting of telephone bills for despatch work under Dhenkanal SSA) are true and are exact copies of the original documents/certificates are available with me.

I further undertake that if at any time any information furnished in the documents / certificates submitted by me are found to be false, BSNL will have every right to take suitable action against me including forfeiture of my security deposit/material security deposit, termination of my contract agreement and/or black-listing of my contract as deemed fit.

**Signature of Bidder**

**AGREEMENT FORM**

An agreement is entered in between the General Manager Telecom District , Dhenkanal representing BSNL.

AND

Sri. \_\_\_\_\_ ( Contractor ) on this day of \_\_\_\_\_ for carrying out the processing work for folding & sorting of telephone bills in the office of the GMTD , Dhenkanal in response to the tender notice No \_\_\_\_\_ Dtd \_\_\_\_\_ for a period from \_\_\_\_\_ to \_\_\_\_\_

Sri \_\_\_\_\_ has agreed to carry out the said work at tender approved rate for a period of one year.

Further Sri \_\_\_\_\_ declared as approved contractor for carrying out the processing work for folding & sorting of telephone bills under GMTD , Dhenkanal and accepted by him.

Sri \_\_\_\_\_ further undertake to abide by the terms & condition as prescribed in the approved tender.

Sri \_\_\_\_\_ further agrees that in case he fails to carry out and complete the said work within the specified time given in work order, he shall be liable to bear with the loss sustained by the BSNL thereby.

**Signature of the Supplier**

**Sign of AGM (HR&Admn) on behalf of BSNL , Dhenkanal**

**Name :**

**Name :**

**Address :**

**Address :**

**Sign of Witness 1 :**

**witness of Officer**

**Name & Address**

**Name & Designation.**

**Sign of Witness 2 :**

**Name & Address**



BSNL

**Bharat Sanchar Nigam Limited  
(A Govt. Of India Enterprise )  
Office Of the General Manager Telecom District  
Dhenkanal -759001**

**LIMITED TENDER FOR FOLDING & SORTING  
OF TELEPHONE BILLS IN DHENKANAL  
TELECOM DISTRICT  
FOR THE YEAR 2013-14.**

**( FINANCIAL BID )**

Tender No G-201/2013-14/12

Date : 13.06.2014

Issued to Sri./ Smt.....

Address .....

.....

.....

Signature of the issuing officer

Date

## RATE SHEET

| Sl No | Job Description  | Processing work to be completed by  | Approximate quantity per month<br>( No of bills) | Unit     | Rate per unit |         |
|-------|--|---|--|----------|---------------|---------|
|       |  |   |  |          | In figure     | In word |
| 1     | (i) Tearing, folding, stapling, bundling, sorting of Landline / Mobile / WLL / Wimax Bills.<br>(ii) Sorting of the telephone bills company wise.<br>(iii) Sorting of telephone bills/mobile bills pin code wise & delivered to at H.P.O , Dhenkanal. | As soon as the bills are received from Data centre. The same will be printed and handed over for processing | 30,000 bills                                     | Per bill |               |         |

Signature of bidder

Place

Address:-

Date

Telephone No -