



BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprises)

**Office of the Principal General Manager,
Telecom District Bhubaneswar-751022.**

BID DOCUMENT

***E-TENDER FOR SUPPLY OF PHOTOCOPIES BY
INSTALLING PHOTOCOPIER MACHINE IN
BHUBANESWAR SSA***

(TWO YEARS)

TENDER No. N-178/2020-21



BHARAT SANCHAR NIGAM LIMITED
 (A Government of India Enterprise)
 O/o Principal General Manager Telecom District
 Doorsanchar Bhawan, Rupali Square
 0674-2541244, 2547000, agmplgbn.bsnl@gmail.com

E-Tender Notice

File No. N-178/2020-21 Dated:-02/03/2021.

Sub: -Tender document for Supply of photocopies by installing photocopier machine in Bhubaneswar SSA.

Tender Enquiry No.: N-178/2020-21 issued on 02/03/2021.

Please find enclosed the tender document in respect of abovementioned tender which contains the following.

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Principal General Manager Telecom District
0674-2541244,2547000
agmplgbn.bsnl@gmail.com

Regd. & Corporate Office: Bharat Sanchar Bhavan, H.C.Mathur lane, Janpath, New Delhi-110001
 Corporate Identity Number (CIN):U74899DL2000GOI107739
 www.bsnl.co.in.

SECTION - 1
DETAILED NOTICE INVITING E-TENDER (DNIT)
BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
O/o Pr General Manager Telecom District
Doorsanchar Bhawan, Rupali Square
0674-2541244,2547000, agmplgpn.bsnl@gmail.com

On behalf of Pr General Manager Telecom District, Bhubaneswar BSNL Digitally Sealed Tenders are invited Supply of photocopies by installing photocopier machine in Bhubaneswar SSA for a period of 2 years and extendable by 1 year.

| Cost Estimate | EMD | PSD | Tender Paper Cost |
|---------------|-------------|-------------|-------------------|
| Rs 05 Lakhs | Rs 12,500/- | Rs 15,000/- | Rs 590/- |

(PGMTD reserves the right to increase or decrease the work by + or - 50 %)

1.1 A separate bid form along with price bid (as per Section-9 Part A & B) should be filled.

Purchase of Tender Document: Tender document can be obtained by downloading it from the website www.odisha.bsnl.co.in and www.etenders.gov.in/e procure/app

The cost of EMD and cost of Tender paper should be paid through online Banking/RTGS/NEFT as per the following details.

| | |
|--|--|
| Name of the Bank and Branch | UNION BANK OF INIDA, BHUBANESWAR |
| Accounts Name | A.O(Cash), BSNL, O/o PGMTD Bhubaneswar |
| Account Number | 380801010035275 |
| IFC Code | UBIN0538086 |
| Address of the Bank | Ashok Nagar Branch, Bhubaneswar:751009, Odisha |
| MICR Code | 751026002 |
| Mail Id : | <i>email id</i> : gmtdbn03@rediffmail.com |
| Contact No | Tel.No.0674-2541969 |
| In case of EMD in the form of TDR/ PBG | Should be pledged in favour of A.O. (Cash), BSNL, O/o PGMTD Bhubaneswar with validity for a period of Six Months from the date of opening Or N.B. - The existing vendor(s) of this SSA may avail for adjustment of respective EMD amount(s) against the pending Bill(s) / Invoice No(s). and passed amount of the bill(s), if so desire, by applying for the same with specific request on case to case basis(As Annexure-3). |

The scanned copies of the E-Payment receipt towards EMD/BID security, Cost of bid document have to be uploaded in the e-Tender Portal.

The MSE bidders registered with the designated MSME bodies like National Small Scale Industries Corporation etc. are exempted from payment of tender fee. However, they shall furnish a proof regarding registration with bodies under the Ministry of Micro, Small & Medium Enterprises for photocopies valid on the date of opening of the tender. The scope of work of the above MSE registered bidders must be for photocopier work. MSE bidders claiming exemptions from Tender fee & EMD as per MSME guidelines must also register their UAM on CPPP and submit proof in this regard along with their bid.

Note: The exemption of Tender Paper cost and EMD for MSME/NSIC category of bidders with the specific registration for example. The name of the beneficiary in case of the sole bidder or proprietary firm should either be in the name of person/Company, with which capacity she /he is participating in the tender. And in case of the limited company, the MSME/NSIC registration must be in the name of all board of Directors of the same company. Any deviation will not be considered.

Availability of Tender Document on the e-tender portal for bid submission: The tender document shall be available for downloading from BSNL website www.odisha.bsnl.co.in or www.etenders.gov.in/eprocure/app from 02/03/2021 onwards.

1.1 Physical copy of the tender document would not be available for sale.

1.2 The Tender document shall not be available for download from e-tender portal on its submission / closing date

2. Eligibility Criteria: The bidder should meet following eligibility requirements

2.1 General Qualification

2.1.1 The Bidder should have valid firm registration (Registration with Nagar Nigam/Local Authority in case of Proprietary firm & in case of Pvt. Ltd Company/Partnership firm registration with registrar of firms is required) certificate of incorporation of the firm/company.

2.1.2 The Bidder must not be black-listed by any Central/ State Governments/ PSUs in India at the time of submission of bid. An undertaking must be submitted in this regard.

2.1.3 The Bidder must have a valid PAN & valid registration under GST Act. If the bidder is not registered with GST authority at the time of bid submission, then he shall have to submit GST registration at the time of award of work/ LoI/signing of contract, if declared successful.

2.2 Technical Qualification

The Bidder must have an experience of executing Bidders should have executed supply of photocopies along with his own set up for providing Xerox or photocopies to any Central Govt or Central Govt PSU in the last two financial years i.e. 2018-19, 2019-20. The Bidder must have an experience of at least 35 % of the Estimated cost taking together of the FY 2018-19 and FY 2019-20.

(Bidders will be required to support claims of their required experience, through certificates issued by any executive of DGM rank officer or equivalent in case of PSUs/ State/ Central govt. and Circle Head, in case of private TSPs (Compulsory for Private TSP)

2.3 Financial Qualification

2.3.2 The Bidder must have Valid Turn over Certificate and audit balance sheet from a reputed Charter Accountant for FY 2018-19 and 2019-20 duly audited with Balanced Statement. The Turn over certificate issued after July 2019 must have Valid UDIN number else it will not be accepted.

Note 1:-The bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self-attested by the bidder.

Note 2:-Work Order(s) will not be considered as an experience in any case.

3. Bid Security/EMD:

a. The bidder shall furnish the bid EMD in one of the following ways:-

- I. Paid through online Banking/RTGS/NEFT as per section 1.1 which should be valid for **150** days (i.e. one month above the offer/bid validity period) from the tender opening date.
- II. The Bidder can Submit a FDR pledged to AO(Cash) O/o PGMTD Bhubaneswar which should be valid for **150** days (i.e. one month above the offer/bid validity period) from the tender opening date.
- III. The MSE bidders registered with the designated MSME bodies like National Small-Scale Industries Corporation etc are exempted from payment of bid security. However, they shall furnish a proof regarding registration with bodies under the Ministry of Micro, Small & Medium Enterprises for photocopies valid on the date of opening of the tender. The scope of area of the above MSE registered bidders must be for photocopies.

4. **Date & Time of Submission of Tender bids:** on or before **12:00Hrs** of **23/03/2021** (**tender closing date**).
- a. In case the date of submission (opening) of bid is declared to be a holiday, the date of submission (opening) of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid opening date due to any other unavoidable reason will be intimated to all the bidders separately.
5. **Opening of Tender Bids: At 12:00 Hrs** of **24/03/2021**.
6. **Place of opening of Tender bids:**
7. The tenders shall be opened through 'Online Tender Opening Event'. BSNL's Tender Opening Officers as well as authorized representatives of bidders can attend the online Tender Opening Event (TOE) from the comfort of their offices.
8. Tender bids received after due time & date will not be accepted.
9. Incomplete, ambiguous, Conditional, unsealed tender bids are liable to be rejected.
10. PGMTD Bhubaneswar BSNL reserves the right to accept or reject any or all tender bids without assigning any reason. He is not bound to accept the lowest bid.
11. The bidder shall furnish a declaration, as per Section 6 (A), in his tender bid that no addition / deletion / corrections have been made in the terms & conditions of the downloaded tender document for which their bid is being submitted and these are identical to the tender document appearing on the website.
- a. In case of any correction/ addition/ alteration/ omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.
- b. All documents submitted in the bid offer should be preferably in English/Hindi/ State's official language. In case the certificate viz. experience, registration etc. is issued in any other language other than English/Hindi/ State's official language, the bidder shall attach a translation of the same in English/Hindi/ State's official language, duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.
- c. All computer-generated documents should be duly signed/ attested by the bidder/ bidder organization.
- 11.0 The queries in respect of this bid document, if any, can be submitted through Email latest upto **08/03/2021 (7 days from issue of NIT)**.

| | |
|-----------------------|--|
| BSNL Contact-1 | |
| BSNL's Contact Person | Shri P.K.Mohanty, AGM (Plg) O/o PGMTD Bhubaneswar, between 10:30 hrs.to 18:00 hrs. |
| Telephone& Mobile | Tel.No.0674-2547000, Mob.No.9437160776 |
| E-mail ID | aqmplqbn.bsnl@gmail.com |
| BSNL Contact-2 | |
| BSNL's Contact Person | Shri R K Palai, SDE (Planning) O/o PGMTD BSNL Bhubaneswar, between 10:30 hrs.to 18:00 hrs. |
| Telephone & Mobile | 0674-2541244, Mob.No.9438888883 |
| E-mail ID | rajeshpalai.bsnl@gmail.com |