

Tender No.ODCO-20/16(11)/4/2021-CMTS Dt 02-06-2021**SECTION-I****NOTICE INVITING E-TENDER**

Digitally sealed e-tenders are invited by The Chief General Manager, BSNL, Odisha Telecom Circle, Bhubaneswar on **single stage two bid system** from bonafide and experienced contractors or firms for **“OUTSOURCING OF HOUSEKEEPING, DATA ENTRY & MOTOR DRIVING JOBS FOR CMTS UNITS.”**

SL	Items	Description and requirements
01	Tender Notice No.	NIT No. ODCO-20/16(11)/4/2021-CMTS Dt 02-06-2021
02	Name of Work	OUTSOURCING OF HOUSEKEEPING, DATA ENTRY & MOTOR DRIVING JOBS FOR CMTS UNITS
03	Estimated Quantity	As per tender document section-IV.
04	Estimated cost of contract (Approx.)	Rs 22,08,000/- (EXCLUDING GST) per annum.
05	Tender paper fee	<p>Rs 590/- (Rupees Five Hundred Ninety) only (Non-refundable).</p> <p>The cost of tender paper should be submitted in shape of Account payee Demand Draft/Banker's Cheque drawn after the date of publication of NIT on any Nationalized/Scheduled Bank in favour of "Accounts Officer (A&P), BSNL, O/o CGMT, Odisha Circle, Bhubaneswar" payable at "Bhubaneswar".</p> <p>OR</p> <p>The cost of tender paper may also be submitted by NEFT mode as per details given below.</p> <p>It is mandatory that, the scanned copy of the above DD/BC/NEFT transaction receipt towards cost of tender document should be uploaded in E-tendering portal https://etenders.gov.in/e procure/app, failing which the bid will be out rightly rejected. After uploading the scan copy of original DD/BC/NEFT transaction receipt, it should either be dropped in the tender box as described in the tender document, or, be submitted to the tender evaluation committee through the authorized BSNL authority on their intimation.</p>
06	EMD/BID security	<p>The bidder shall furnish the EMD/Bid security in one of the following ways:-</p> <p>(a) Earnest Money Deposit in shape of Account payee Demand Draft/Bankers Cheque of the amount of Rs 45,000/- (Rupees Forty five thousand only) on any Indian Nationalized / Scheduled Bank in favour of "Accounts Officer (A&P), BSNL, O/o CGMT, Odisha Circle, Bhubaneswar" payable at "Bhubaneswar". The scanned copy of the above DD/BC towards EMD OR BID SECURITY should be uploaded in E-tender web portal https://etenders.gov.in/e procure/app. The original DD/BC should be dropped in the tender box as described in the tender document.</p> <p>OR</p> <p>(b) Bank Guarantee for the amount of Rs 45,000/- (Rupees Forty</p>

Read, understood, complied and agreed
Signature of the bidder with seal

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		<p>five thousand only) issued by any Indian Nationalized/Scheduled Bank in favour of “Accounts Officer (A&P), BSNL, O/o CGMT, Odisha Telecom Circle, Bhubaneswar” valid for minimum 180 days from the tender opening date. {Please refer Section-XI for proforma of Bid Security Bond (BG)}. The scanned copy of the above Bank Guarantee towards EMD/Bid Security should be uploaded in e-tender web portal https://etenders.gov.in/eprocure/app. The original Bank Guarantee should be dropped in the tender box as described in the tender document.</p> <p style="text-align: center;">OR</p> <p>(C) EMD/Bid security may be submitted by NEFT mode as per details given below.</p> <p>It is mandatory that, the scanned copy of the above DD/BC/PBG/NEFT receipt towards EMD/BID security should be uploaded in E-tendering portal https://etenders.gov.in/eprocure/app, failing which the bid will be out rightly rejected. After uploading the scan copy of original DD/BC/PBG/NEFT receipt, it should either be dropped in the tender box as described in the tender document, or, be submitted to the tender evaluation committee through the authorized BSNL authority on their intimation.</p> <p>Note-</p> <p>1) The existing/past vendors of BSNL Odisha Circle, who have submitted their bills for different works carried out for BSNL and bills were duly passed for payment and the payment in all respect is overdue for over 90 days as on the date of publication of NIT, may participate in the tender without submitting EMD [as per above para (a) and (b)], but by the submission of an unqualified and unconditional declaration cum undertaking that the amount equivalent to EMD/BID security may be retained out of the outstanding due to the vendor by BSNL towards EMD/BID security without any interest or other liability on BSNL for the same tenure(180 days) and terms and conditions of EMD/BID security (declaration cum undertaking is to be given as per format at annexure-III). The scan copy of the same declaration cum undertaking must be uploaded in the tender portal at the place/folder where scan copy of EMD particulars is to be uploaded.</p> <p>2) For all other participating vendors, the conditions mentioned at para-1 above is not applicable. They have to submit the EMD as per para (a) or (b) mentioned above.</p> <p>3) On submission of EMD or declaration/undertaking for EMD as above, the bidder will not have right to become techno-commercially responsive. He has to fulfill all other eligibility criteria of the tender to become techno-commercially responsive.</p>
07	Availability of Tender Document	Tender document can be down loaded from the website: www.odisha.bsnl.co.in or https://etenders.gov.in/eprocure/app . Further the Tender document for participating in e-tender shall be available for downloading from https://etenders.gov.in/eprocure/app and to be submitted in the e-format from 02-06-2021 to 22-06-2021 . As tenders are invited through e-tendering process, physical copy of the tender document would not be available for sale.
08	Pre-Bid Meeting	No physical pre bid meeting will be held due to covid pandemic situation. However, the bidders may ask their queries by e-mail ID

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		agmomcm1@gmail.com not later than 10(Ten) days prior to the last date for the submission of bids. For details please refer clause no.5 of section-II.
09	Time and date of E-submission of tender	Up to 15:00 hrs of 22-06-2021
10	Time & Date of E-opening of Tender (Technical Bid Only)	15:00 hrs of 23-06-2021. If the date is declared as holiday the opening date will automatically be extended to the next working day at same time, unless otherwise notified.
11	Minimum Validity of Tender offer	150 days from the date of opening of technical bid.
12	Duration of contract	One year from the date of award of contract with an option of extension for a further period of 6 months and maximum up to 12 months as per terms and conditions of the tender.
13	Eligibility of Bidders	The bidder should have:- A) Valid contractor registration/license. The bidder should be an Individual contractor/ Proprietorship Firm/ Partnership Firm/Company under Indian Company Act 1956. (Necessary proof should be given). B) EMD/Bid Security and tender paper fee. C) PAN card & Income Tax return for the assessment year 2020-21 D) GST Registration Certificate. E) Valid EPF registration Certificate F) Valid Workman's compensation insurance or ESI certificate G) The Vendor should have a minimum turnover in the last three audited financial year 2017-18, 2018-19 & 2019-20 of total Rs 33 lakh . The Turn Over Certificate should be duly certified by a Chartered Accountant with Valid UDIN (Unique Document Identity Number) number, else it will not be accepted. H) Work Experience certificate for minimum Rs 7.8 lakh (total) in BSNL/MTNL/Central PSU/Central Govt./State PSU/State Govt for: <i>Carrying out Housekeeping or/and Data entry works on Job contract basis or by supplying manpower</i> during the last three financial years i.e. 2018-19, 2019-20 & 2020-21. Experience certificate should be issued by an officer not below the rank of Deputy General Manager of BSNL or equivalent will only be considered.
14	Rejection of Tender	The CGMT, BSNL, Odisha Circle reserves the right to cancel/reject any or all the tenders without assigning any reasons thereof. He is not bound to accept the lowest tender bid. Incomplete, ambiguous and conditional tender bids are liable to be rejected.
15	BSNL Bank Account details for payment of Tender paper cost and EMD in NEFT mode	Bank Account No. 380801010035282 BANK IFSC CODE: UBIN0538086 BANK NAME: UNION BANK OF INDIA BRANCH NAME/ADDRESS: MAIN BRANCH, 38-Ashok Nagar, Rajmahal Square, Bhubaneswar-751009. Name of Account Holder: "Accounts Officer (A&P), O/o CGMT, Odisha Circle"

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- i) The quantity/no. of sites stated above or in the tender document are estimated and BSNL reserves the right to vary the quantity/no. of sites to the extent of -25 % to +25 % of specified quantity at the time of award of the contract or during the contract period without any change in unit price or other terms & conditions as per requirement of BSNL from time to time.
- ii) Tender Information
 - a) Type of Tender: Single stage two bid type e-tender.
 - b) Bid Validity Period/Validity of bid offer for acceptance by BSNL: 150 days from the tender opening date (Date of Technical Bid opening).
 - c) The bidder should refer Section-VI of this document for details of documents to be scanned and uploaded in e-tender portal <https://etenders.gov.in/eprocure/app> for BSNL.

AGM(O&M-CM)
For and on behalf of Chief General Manager,
Odisha Telecom Circle, Bhubaneswar.