



**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

Office of the General Manager Telecom District  
Rourkela-769001

**e-TENDER FOR**  
**CATERING & MAINTENANCE SERVICES OF IQ AT DOOR**  
**SANCHAR BHAWAN OF ROURKELA TELECOM DISTRICT**

**Tender No: N-8/2022-23/1 Dated: 22-09-2022**

**Cost of Tender Document: Rs.590/-**

**(This includes Tender document Cost Rs.500/- and GST @ 18% i.e. Rs.90/-)**

**SECTION-I****BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

Office of the General Manager, Telecom Dist-Rourkela-769001.

**NOTICE INVITING TENDER****e-Tender for Catering & Maintenance services of IQ at Door Sanchar Bhawan of Rourkela Telecom District**

- 1 On behalf of Bharat Sanchar Nigam Limited (BSNL), e-Tender is invited on two stage bidding system from Individuals/Companies/Firms registered in India fulfilling the eligibility conditions, as per tender document.

SN	Item	Particulars
1	Tender Notice No & date	N-8/2022-23/1 Dated: 22-09-2022
2	Tender item	Catering & Maintenance services of IQ at Door Sanchar Bhawan of Rourkela Telecom District
3	Tender Document can be downloaded from date	<b>18-10-2022</b>
4	Last Date of Submission of Tender	<b>09-11-2022 up to 13:00 Hrs.</b>
5	Date & Time of Opening of Tender (Technical Bid only)	<b>10-11-2022 at 15:00 Hrs.</b>
6	Amount of Bid Security as in Section II.	The cost of EMD and cost of Tender paper can be paid through online Banking/RTGS/NEFT as per the Section-I, Para 2(b)
7	Cost of Tender Form	<b>Rs.590/- (Rupees five hundred ninety only) - Non- Refundable.</b> The payment will be accepted as mentioned in Sl. No. 6 above.

**ESTIMATED COST**

Name of the IQ.	Estimated Cost for Maintenance (For One Year)	EMD / Bid Security (Amount in Rs)	Tender paper cost (in Rs)
Door Sanchar Bhawan	300000.00	6000.00	590.00

**Note:** In case the last date of submission/opening of bid is declared to be a holiday, last date of submission / opening of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid submission/ opening date due to any other unavoidable reasons will be notified through our web site and/or newspapers.

- 2(a) Tender document can be obtained by downloading it from the website [www.etenders.gov.in/eprocure/app](http://www.etenders.gov.in/eprocure/app) and [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in).

- b) 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 INDIA, KOEL NAGAR, AMBAGAN BRANCH, ROURKELA
Accounts Name	A.O(Claim), BSNL, O/o GMTD, Rourkela
Account Number	455601010032049
IFSC Code	UBIN0545562
Address of the Bank	UNION BANK OF INDIA, SECTOR-2, AMBAGAN BRANCH, ROURKELA
MICR Code	769026003
Mail Id :	gmtdrkl12@rediffmail.com
Contact No	9437577710
GSTIN No.	21AABC5576G1ZX

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 similar nature of services valid on the date of opening of the tender. The scope of area of the above MSE registered bidders must be for catering services. 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.

2(c) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.

### **3. SCOPE, SPECIFICATION & JOB DESCRIPTIONS**

#### **I) HOUSE KEEPING AND RECEPTION**

- a) Receiving guest in a dignified manner by waiting for the guests round the clock, checking him in as per reservation memo issued by the department. (The Telephone confirmation from the Telecom Authority against vacant suits if any) and after completion of reservation to check him out in a dignified manner. Entries and signatures in the register are to be obtained as per departmental rules.
- b) Setting bed, cleaning suits, toilet, replacing soap, cleaning toilet equipment, changing linen, and making room tip top in all respects immediately after departure of guests to receive the new guest. Doing these jobs daily if occupancy is for more than a day, providing odonil in the toilets and Cup Boards, Room fresheners, mosquito mats free of cost as per requirements.
- c) Polishing and dusting doors, windows, furniture, all the equipment in guest house, taking all the linens to laundry and getting it back as and when required, maintaining all equipment in kitchen, lounge and suits (regular maintenance only) in excellent condition.
- d) Providing maintaining, watering manuring and trimming the pot plants if any to be done in the guest house.
- e) Performing other housekeeping functions for smooth running of guest house in excellent conditions at par with a Star Hotel as per direction of authority. He has to supply liquid soap, toilet paper, air purifier in toilet, and lighting room, two news papers in the lounge (One English, one local language to be paid extra). Battery for wall clock, etc. Shampooing carpet every 45 days to maintain the same stain free and odour free. In case of any moth presence, necessary disinfectants are to be used as per manufacturer's manual. (No extra charges will be paid to the agency if the number of suits increases with the same floor area).
- f) Maintenance of A/C replacement of electrical fittings, fixtures and consumables, electrical maintenance and civil maintenance shall be done by the department. However the complaints are to be intimated by the house keeper time to time for necessary attendance.
- g) The contractor shall maintain stock of linen and other things issued to him from the BSNL. 10% less will be considered for damage per year only for breakable items. If the damage is more than this, the cost of damaged items will be recovered from the contractor considering 10% depreciation cost per year from his bill.
- h) For non breakable items those supplied by BSNL to the contractor, if damaged or lost a committee comprising AGM(HR & Admn), AO(PLG), SDE(Plg.) will decide the amount that to be recovered from the contractor after verification & stock register at the end of the year (counted from date of signing of agreement).
- i) If the contractor discontinues himself or is told to discontinue due to unsatisfactory performance during any other time of the contract period he has to pay damage charges of goods provided by BSNL proportionately as per the above guidelines
- j) The material as is where it is will be handed over to the agency. If any items/utensils are required those are to be managed by the agency on his own without any extra expenditure to the department.
- k) Entertaining unauthorized persons in the IQ is not allowed.
- l) For Night staff staying and storing of grocery a room with attached bath will be provided to the agency free of cost. Taking rest in IQ or lounge is prohibited. He has to maintain the occupancy chart decently.

The contractor has to maintain a complaints/suggestions/book. This should be available at a prominent place. He should produce the book along with bill for verification.

The contractor should display the rate chart under the signature of the GMTD and the charges have to be collected accordingly. No deviation in this regard is allowed. If any such instances come to the notice, the contract may be terminated.

#### **II) COOKING & CATERING**

- a) Supplying food and beverage for breakfast, lunch, snacks and dishes as per al-a-carte, de-hotel menu to be prescribed at an agreed rate and catering in a dignified table manner, maintaining over all hygienic conditions of kitchen and dining.
- b) The food charges/beverage charges etc. should be collected directly by the agency as per the prescribed rate (which inclusive of all taxes etc.)
- c) Maintaining good decorum, hospitality is the prime responsibility of the contractor.
- d) The items mentioned above are only indicative and not exhaustive.

#### **III. The contractor must ensure supply of items as per the timing below:**

- a) Supply of tea Within 30 minutes (Approx.)



**SECTION – II****SPECIAL CUM COMMERCIAL CONDITIONS OF TENDER**

1. The successful tenderer will be required to sign an agreement with the GMTD, Telecom District, Rourkela for Catering and Maintenance IQ at DSB Rourkela at approved rates during the course of agreement period of One Year.
2. EARNEST MONEY-DEPOSIT- The EMD of amount Rs.6000/- (Rupees Six Thousand only) to be deposited in the form of RTGS/NEFT & Online Payment to Accounts Officer (Claim), BSNL, O/o. GMTD, Rourkela. The EMD shall be forfeited in case the tenderer withdraws his tender before the final acceptance or fails to enter into the prescribed agreement with BSNL for execution of work in case of successful tenderer. EMD of unsuccessful bidders will be refunded after finalization of the tender. In case of successful tenderer(s), the EMD will be refunded after signing the agreement. The MSME 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 similar nature of services valid on the date of opening of the tender. The scope of area of the above MSE registered bidders must be for Catering or maintenance of inspection suites etc.
3. Bidders should have an experience of catering and maintenance works of IQ/guest house in BSNL/MTNL/Other PSUs/Central Govt. The Bidder should have an experience for the above mentioned work or similar nature works of an amount of minimum of Rs. 2 lakhs in financial year 2020-21 and 2021-22. The Experience Certificate to be issued by an Officer not below the rank of Deputy General Manager or equivalent rank of the concerned Organization.
4. Tenderers will be required to submit PAN Number, GST, EPF, ESI Registration Numbers along with the tender papers, failing which the tenderer will be rejected.
5. The tenderers will quote rates exclusive of all taxes against each item of article while submitting the tender papers. The rate quoted will be valid during the agreement period i.e. One Year. All taxes have to be shown separately.
6. In case of any dispute during course of supply catering and maintenance of IQ at DSB the decision of GMTD, Rourkela will be final.
7. Payment will be made in this office against bills issued by the supplier. The bills should be submitted in duplicate duly pre-receipted along with Bank A/C Number. The bills should preferably be written serial wise as per purchaser order.
8. In case bad quality of Catering and Maintenance of IQ at supplied by tenderer the payment will be held up and tender agreement will be cancelled and Earnest Security Deposit will be forfeited.
9. The successful tenderer/supplier will arrange to supply of Catering and Maintenance of IQ for the required works in the office as per the orders placed before him at the risk of the supplier. BSNL will not take any risk for any loss or damage. BSNL will not pay any transportation charges for carrying the articles to this office.
10. The tenderer must not be a near relative of BSNL employees. The near relatives for this purpose are defined as, a) Members of Hindu undivided family b) They are husband & wife c) The one related to other in the manner as father, mother, son(s) & son's wife (daughter in law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in law). Declaration as a proof of not a near relative of BSNL employee must be submitted.
11. The GMTD, Rourkela reserves all right to accept or reject any or all tenders without assigning any reason thereof.
12. The purchaser reserve the right, at the time of award of contract, to increase or decrease the quantity by 25% from what is specified in the schedule of quantities, without any change in unit price or other terms and conditions.
13. Validity of BID: The bid validity period is 180 days from the date of opening of bid.
14. Validity of Tender: - The tender will remain valid for a period of One year from the date of signing the agreement. However, GMTD, Rourkela reserves the right to increase the validity period of the tender up to a maximum 1 year i.e. (12 months). Accordingly the estimated cost of the tender may be revised i.e addition up to 50% of the tender cost.
15. The original of the above documents will be verified by TEC at the time of final verification and signing of contract. If any documents / declaration are found to be false/fake, the bidder will be disqualified for the above work and his EMD will be forfeited.

**17. SECURITY**

The bidder shall furnish, as part of his bid, Performance Security for an amount i.e. 3% of the estimated cost of Rs.9000/- (Rupees Nine Thousand) only.

- a) The Performance Security is required to protect the purchaser's interests against the risk of bidder's conduct, which would warrant forfeiture of the bid security.
- b) The Performance Security should be submitted in the form of DD from any Nationalized Bank drawn in the favour of the AO (Claim), O/o GMTD Rourkela payable at Rourkela.
- c) The amount deposited as performance security (i.e. SD) shall carry no interest for the entire period during which it remains with BSNL.
- d) The EMD of successful bidder shall be refunded after furnishing the performance security. The EMD in respect of unsuccessful bidders shall be refunded only after the finalization of tender.

**18. Delays in the supplier's performance**

- a) Goods/services under the contract shall be provided strictly in accordance with the delivery schedule specified in the purchase order.
- b) Delay(s) in the performance of delivery obligations shall render the supplier liable to any or all of the following sanctions i.e. forfeiture of performance security(S/D), imposition of liquidated damages and/or termination of the contract for default, and/or barring the supplier for 1 years or more.
- c) If at any time during performance of the contract, the supplier should encounter conditions impeding timely delivery of the good/service, the supplier shall promptly notify the purchaser in writing of the full fact about the delay, its likely duration & cause(s). As soon as practicable after receipt of the suppliers notice the discretion to extend the period for performance of the contract after mutual discussion, lies with the purchaser i.e. BSNL.
- d) In case of delayed supplies i.e. after the expiry of scheduled delivery period, the benefits of reduction in taxes/duties shall be passed on to the purchaser i.e. BSNL & no benefit that may accrue due to increase will be permitted to the supplier(s).

**SECTION-III****INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER TERMS**

- 1(a) "BSNL" or "The Nigam" or "The Tendering Authority" means Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) acting on behalf of the President of India and represented by the General Manager Telecom District, Rourkela.
- 1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
- 1(c) "The Work Order" means the order placed by the BSNL on the Bidder signed by the Engineer-in-Charge of BSNL including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
- 1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
- 1(e) "Site Engineer" means the concerned Sub-Divisional Officer (Phones) or Sub-Divisional Officer (Telegraphs) or Accounts Officer in-charge of this Telecom District under whose zone the contractor will provide the requisite number of labourers on daily basis as per actual requirement of concerned respective site Engineer (Zone in-charge) varying from 0 (Zero) number to maximum number as mentioned against each Site Engineer under Section-II.
- 1(f) "Engineer In-Charge" means the controlling DE/AGM of respective Site Engineer of this Telecom District who is designated as the "Engineer in-Charge" of respective "Site Engineer" as mentioned in the Section -II.
- 1(g) "E-Tender Portal" means the website "[www.etenders.gov.in/e procure/app](http://www.etenders.gov.in/e procure/app)" of TCIL's who is providing e-Tendering solution to BSNL.
- 1(h) "ETS" means the Electronic Tendering System through the e-Tender Portal.

**2. ELIGIBILITY CRITERIA****A. Eligibility Criteria**

1. The bidder should have experiences of Catering and maintenance work of IQ/Guest house in BSNL/MTNL/Other PSUs/Central Govt. and must have carried out the said work to the tune of Rs.2/- Lakhs taken together during the financial years 2020-21 and 2021-22. The Experience Certificate to be issued by an Officer not below the rank of Deputy General Manager or equivalent rank of the concerned Organization. Experience certificate in this regard is to be issued by an officer not below the rank of Deputy General Manager or equivalent. Experience certificate issued by any TDE duly countersigned by an officer not below the rank of DGM will also be considered.
- a) The bidder should have valid PAN.
- b) The bidder should have valid EPF & ESI registration certificate(s).
- c) The bidder should have valid GST registration certificate.
- d) Bidder whose near relative(s) is/are employed in DoT/BSNL is not eligible to participate in the bid.

The near relative(s) means:

- a) Members of Hindu undivided family,  
b) They are husband and wife,

**3. AMENDMENT TO BID DOCUMENT**

- (a) At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- (b) The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- (c) In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.
- (d) It is the sole responsibility of the bidder to confirm from the e-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document

<b>BSNL Contact-1</b>	
BSNL's Contact Person	Ramesh Chandra Beshra, AGM (Planning)
Telephone & Mobile	9437040088
E-mail ID	sdeplgrkl@gmail.com
<b>BSNL Contact-2</b>	
BSNL's Contact Person	Suresh Kumar Pradhan, SDE (Planning)
Telephone & Mobile	9437150007
E-mail ID	sdeplgrkl@gmail.com

**4. PREPARATION OF BID DOCUMENTS - TECHNICAL BID & FINANCIAL BID**

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid and should be prepared as per Clause.8 of this Section.

**5. BID FORMS**

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per Section-V of the same in e-Tender Portal.

**6. BID PRICE**

The bidder shall quote rates in FINANCIAL BID given in Section IV.

**7. COMPLIANCE**

The bidder should ensure unconditional clause- by - clause compliance with all the terms and conditions of the tender document and a declaration to the effect in Annexure C of section VI should be given along with bid document. .

**8. PREPARATION & SUBMISSION OF BIDS:****I) CONTENTS OF THE BID:**

The bid contains three parts -

- Part A:** The scanned copies of the Payment of Cost of Tender paper and EMD through online /NEFT/RTGS & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal.
- Part B:** The Second part relates to uploading of scanned documents required for Technical Bid as per Section V in the appropriate place of the e-Tender Portal.
- Part C:** The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

**II. SUBMISSION OF BIDS:**

- a. All the clauses of the bids must be complied with and price bids must be Bids quoted online by the bidders before the locking/closing time of the bid that is **13:00 Hrs of 09-11-2022**.
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal against each individual bid which is to be uploaded in the e-tender portal.
- d. If any one of the document required to be submitted as referred is found to be wanting, the concerned bid shall be rejected at the opening stage itself.
- e. The BSNL may, at its discretion, extend this deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the BSNL and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

**9. BID OPENING AND EVALUATION**

- a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date, i.e., dated **10-11-2022 at 15:00 Hrs**. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening as per Annexure - G in Section VI. The bidders can view the opening details after the Tendering Authority opened them.
- b) The bidder or his representative, who is present, shall sign in tender opening register
- c) The date fixed for opening of bids, if subsequently declared as holiday by BSNL, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- d) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation; the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.
- e) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

**10. PLACE OF OPENING OF TENDER BIDS**

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) at **"Room No-205, 2<sup>nd</sup> Floor, Door Sanchar Bhawan, Rourkela-769001"**, where BSNL's Tender Opening Officers would be conducting through online e-Tender at **15:00 Hrs**. If due to administrative reasons, the date and venue of e Bid opening is changed, same will be displayed prominently in the notice board of the e-Tender Portal.

**11. E-Tendering Instructions to Bidders**

**Note:** The instructions given below are TCIL's e-tender portal-centric and for e-tenders invited by MM cell, BSNL, C.O. only. E-Portal address and the according references/Clauses may be suitably modified in this Section as applicable from time to time.

1. **Broad outline of activities on e-tender portal from Bidders prospective**
2. For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.



**3. Digital Certificates**

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

**4. Registration**

To use the Electronic Tender® portal (URL of e-tender portal), vendor needs to register on the portal (if not already registered). Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities.

Pay Annual Registration Fee if applicable.

**Note:** After successful submission of Registration details and Annual Registration Fee (as applicable). Please contact Helpdesk (as given below), to get your registration accepted/activated.

**5. Bid related Information for this Tender (Sealed Bid)**

Bidders should refer to User Manual for SO (Supplier Organization) in USER GUIDANCE on [etenders.gov.in/eprocure/app](http://etenders.gov.in/eprocure/app) (URL of e-tender portal).

Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files. Any error/ virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/ server and will be bidder's responsibility only.

In case the files are non-extractable or illegible otherwise, then the bidder's authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence.

If, even after above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

**NOTE 2:** In case any discrepancy between information entered by bidder in the electronic form/template and that as per the supporting document uploaded, then information as per uploaded supporting documents shall prevail over the information in the electronic form/template.

**6. Offline Submissions:**

The bidder is requested to submit the following documents offline in a separate envelope to AGM(Planning), O/o GMTD,BSNL,DSB,SECTOR-21, Rourkela on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

- i. EMD-Bid Security in Original.
- ii. DD/ Bankers cheque against payment of tender fee.
- iii. Power of attorney.
- iv. Integrity Pact (if applicable).

**7. Other Instructions**

For further instructions, the vendor should visit the home-page of the portal ([etenders.gov.in/eprocure/app](http://etenders.gov.in/eprocure/app)), and go to the User-Guidance Center

**Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of e-tender portal.

The following rates are fixed against the items: -

<b>I. LAUNDRY CHARGES</b>	<b>Amount</b>	<b>II. FOOD CHARGES</b>	<b>Amount</b>
1. Blankets Per Piece (Single)	100.00	1. Tea (Per Cup)	7.00
2. Blankets Per Piece (Double)	150.00	2. Coffee (Per Cup)	12.00
3. Bed Covers Per Piece (Single)	20.00	3. Puri 4 Nos. & Curry	25.00
4. Bed Covers Per Piece (Double)	25.00	4. Parotha (2 Nos.) & Curry	25.00
5. Bed Sheets Per Piece (Single)	12.00	5. Bread (4 Piece) with Butter, Jam and Ketchup	25.00
6. Bed Sheets Per Piece (Double)	18.00	6. One Vegetable Thali (Rice or Roti)	70.00
7. Towels (Per Piece)	15.00	7. One Non-Vegetable Thali	120.00
8. Pillow Cover (Per Piece)	5.00	8. Omelets (Single)	12.00
9. Curtain Piece/Sofa Cover (Per Piece)	35.00	9. Omelets (Double)	20.00
*****		10. Veg Pakoda with Ketchup	40.00

**SECTION-IV**  
**FINANCIAL BID**

*Expenses on catering, housekeeping, cleaning with supply of cleaning materials/consumables and attending to guest in the Inspection quarter consisting of suites, lounge, kitchen room, dining space, corridor etc.  
(Rate to be quoted in Rupees in figures & words per calendar month)*

*(Rates to be quoted inclusive of all taxes excluding GST)*

<b>PARTICULARS</b>	<b>In Fig.</b>	<b>In Words</b>
<b>Monthly House Keeping and Reception with cooking &amp; catering Charges</b>		

I have read & understand the tender scheduled the terms & conditions of the tender and also the specification supplied along with the tender scheduled. I undertake to abide by all the provisions contained therein

**SECTION-V**  
**CHECK LIST / REQUIREMENTS**

**A. Documents required to be submitted through e-Tender Portal**

Sl. No.	Description	Remarks (Yes (Y), No (N), Not Applicable (NA) (✓ Tick whichever is applicable)		
		Y	N	NA
1	Scanned copies of all pages of Tender document signed with date by the tenderer or Authorised Person on all pages along with seal			
2	Self-Attested Photo copy of PAN Card & IT return for Financial Year 2021-22 / pertaining to assessment year 2022-23.			
3	Self-Attested Photo copy of Experience Certificate			
4	Self Attested Photo copy of the computerized receipt Online/RTGS/NEFT) towards cost of Tender Document or MSME/NSIC Certificate			
5	Self attested Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of EMD/Bid Security or MSME/NSIC Certificate			
6	Self-Attested Photo Copy of valid EPF registration certificate			
7	Self-Attested Photo copy of valid ESI Registration Certificate.			
8	Self-Attested Photo copy of valid GST Registration Certificate.			
9	No near relative certificate duly filled in and signed, Annexure-D.			
10	Scanned copy of Letter of Authorization to Tender Opening Event (TOE) duly filled and signed.			
11	Bidder's profile duly filled in and signed.			
12	Self-Attested Photo copy of Original "Power of Attorney"(Notarized) in case person, other than the Bidder has signed the tender documents (For Companies and Limited Private Firms)			
13	Self-Attested Photo copy of "Partnership Deed" duly registered if applicable			
14	Self-Attested copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed.			
15	Self-Attested copy of Declaration for Downloading the tender Document duly filled in and signed.			
16	Self-Attested copy of Bid form duly filled in and signed.			
17	Self-Attested copy of Clause by clause compliance duly filled and signed.			
18	Self-Attested copy of the Check list duly filled in			
19	Self-Attested copy of the Integrity Pact duly filled and signed, Annexure-H.			
20	Self-attested copy of Undertaking regarding genuineness of the documents/ information submitted duly filled and signed.			

**SECTION-VI****FORMATS FOR  
DECLARATIONS, UNDERTAKINGS, AGREEMENTS AND CERTIFICATES**

Sl No	Format Name
1	ANNEXURE-A: AGREEMENT (Sample Format)
2	ANNEXURE-B: DECLARATION OF NON TAMPERING OF TENDER DOCUMENT
3	ANNEXURE-C: DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE
4	ANNEXURE-D: NO NEAR RELATIVES CERTIFICATE IN BSNL
5	ANNEXURE-E: DECLARATION FOR DOWNLOADING THE TENDER DOCUMENT.
6	ANNEXURE-F: PERFORMANCE BANK GUARANTEE (BOND FORM)
7	ANNEXURE-G: LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
8	ANNEXURE-H: INTEGRITY PACT
9	ANNEXURE-I: BIDDER'S PROFILE
10	ANNEXURE-J: MANDATE FORM FOR TRANSFER OF PAYMENT THROUGH ELECTRONIC CLEARANCE / ELECTRONIC FUND TRANSFER
11	ANNEXURE-K: BID FORM.
11	ANNEXURE-L: UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED

**ANNEXURE-A**  
**AGREEMENT (Sample Format)**

An agreement made this ..... between GMTD, Rourkela hereinafter called the BSNL to the context include his successors and assignees on the one part and ..... having his/ its residence/ Office at..... (Actual through its constituted attorney hereinafter called "Contractor" (Which term shall include their heirs, executors, successors and assignees on the other parts.

Whereas the BSNL is desirous of getting executed certain work namely: Catering & Maintenance services of IQ at Door Sanchar Bhawan of Rourkela Telecom District Details of Scope, Specification and Job Description is as per the details given in Section-IV in the original tender document.

Vide Tender No..... dated - .....

And whereas the contractor is ready and willing to execute the said works in accordance with contract as per different terms - conditions of the tender document vide Tender No.....Dt .....

Now this agreement and it is hereby agreed and declared as follows.

1. The tender notice, Terms and conditions, Tender schedule etc as per tender document vide Tender No ..... dated - ..... (along with its enclosures) annexed hereto and such other additional particular instructions drawing as may be found requisite to be given during execution of the work shall be deemed and taken to be integral part of the contract and also be deemed to be included in the expression " Contractual or contract documents" wherever herein used.
2. In consideration of the payment to be made to the Contractor for the works to be executed by him, the contractor hereby conveys the BSNL that the contractor shall in accordance with the tender document do provide the required labourers, execute and complete the said works and shall perform all other acts, deeds, comments and things in the contract mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said works and at the time and in the manner and subject to the terms- conditions of the tender.
3. The party at second part called as " Contractor" also declares that none of his/her relatives i.e Wife, Husband, Parents, Grandparents, children and Grand Children, Brothers, Sisters, Uncles, Aunts and cousins and their corresponding in-laws is working as an officer or an official in BSNL in Orissa Telecom Circle.
4. In consideration of the due provisions, execution and completion of the said works, the BSNL hereby agrees with the Contractor that the BSNL will pay to the Contractor the respective amounts for the works done by the contractor such sum(s) as may become payable to the contractor under the provisions of the contract agreement.
5. The contract will be in force for one year with effect from ..... to.....
6. That the contractor hereby undertakes to follow all necessary labour rules including minimum wages act, 1948 described in this tender document from Clause No- 66 to 79 of SECTION-III and issued by the Govt. from time to time.
7. The contractor hereby under takes that the labourer deployed by him will ensure to maintain Industrial, harmony and discipline in the area of operation and also should maintain strict attendance and carryout the allotted works sincerely.
8. The contractor hereby under takes that a formal deployment letter to the labourer will be issued by him stating the points which the labour has to follow during the period of deployment after the signing the agreement.
9. Performance Security Deposit of Rs.....is furnished below:-  
Performance Security Deposit for Rs..... is furnished through of Bank Guarantee/ DD No. .... Dt..... of (bank) .....and it is valid upto Dt.....

In witness where of the particulars here to have executed these present the day and the year first above written.

Signature of the Contractor

Signed and delivered

Name/Address of the Contractor

for and on behalf of the  
Bharat Sanchar Nigam Limited.

In the Presence of witness:

1. Signature:  
Name/Address:  
  
Designation:

1. Signature:  
Name/Address:  
  
Designation:

ANNEXURE-B

Declaration of Non tampering of tender document

I, Sri/Smt/M/s \_\_\_\_\_(authorized signatory) hereby declare that the tender document submitted has been downloaded from the website [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in) or [www.etenders.gov.in/eprocure/app](http://www.etenders.gov.in/eprocure/app) and I have checked up that no page is missing and all pages as per the index are available and no addition/ deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, BSNL shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of bidder/Authorized Signatory

Name of the \_\_\_\_\_

Seal of the bidder: \_\_\_\_\_

ANNEXURE-C

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I \_\_\_\_\_ (authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place : \_\_\_\_\_

Signature of the Tenderer \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Tenderer \_\_\_\_\_

ANNEXURE-D

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/We \_\_\_\_\_ S/o \_\_\_\_\_  
\_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ hereby certify that none of my near relative(s) as defined in the tender document is/are employed anywhere 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 \_\_\_\_\_

Name: \_\_\_\_\_

**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 bidder \_\_\_\_\_

Name : \_\_\_\_\_

(Capacity in which signing)

Place:  
Date:



ANNEXURE-E

Declaration for Downloading the tender Document.

I \_\_\_\_\_ (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in) or [www.etenders.gov.in/eprocure/app](http://www.etenders.gov.in/eprocure/app) and no addition/deletion/correction has been made in the proforma downloaded. I also declare that I have enclosed a DD/NEFT/RTGS/Bankers Cheque for Rs...../- towards the cost of tender document along with this bid. In case at any stage, it is found that the information given above is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: \_\_\_\_\_ Signature of Tenderer \_\_\_\_\_

Place: \_\_\_\_\_  
Name of Tenderer \_\_\_\_\_  
(Along with date & Seal)

**ANNEXURE-F**  
**PERFORMANCE BANK GUARANTEE (BOND FORM)**

In consideration of the President of India (hereinafter called "the BSNL") having agreed to exempt \_\_\_\_\_ (hereinafter called the "Contractor(s) ") from the demand, under the terms and conditions of an agreement/Tendering authority Order) No. \_\_\_\_\_ Dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called the "the said agreement"), of security deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a bank guarantee for \_\_\_\_\_ we, (Name of the Bank) \_\_\_\_\_ (hereinafter referred to as "the Bank") at the request of \_\_\_\_\_ (contractor(s) do hereby undertake to pay to the BSNL an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL by reason or any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the Bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the BSNL by reason of breach by the said contractor(s) of any of terms or conditions contained in the said Agreement or by reason of the contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL in these counts shall be final and binding on the bank. However, out liability under this guarantee shall be restricted total amount not exceeding \_\_\_\_\_

3. We undertake to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) / suppliers in any suit or proceeding before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) / supplier(s) shall have no claim against us for making such payment.

4. We (name of the Bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till GMTD, BSNL, ROURKELA certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing or before the expiry of **ONE AND HALF YEAR** from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (name of the Bank) \_\_\_\_\_ further agree with the BSNL that a the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL Against and said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).

7. We (Name of the Bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated \_\_\_\_\_

Place \_\_\_\_\_

Signature:

\_\_\_\_\_

For \_\_\_\_\_

(indicate the name of the Bank)

ANNEXURE-G

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING  
(To reach on or before date of bid opening)

To

The DGM (T)  
O/o GM Telecom District Rourkela  
Rourkela-769001

Sub: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender for Catering & Maintenance services of IQ at Door Sanchar Bhawan of Rourkela Telecom District.

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		

Alternate Representative

\_\_\_\_\_  
Signature of bidder Or Officer authorized to sign the bid Documents on behalf of the bidder

Note:

- 1 Maximum of one representative 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.

ANNEXURE-H

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 principals 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) 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 person.
- (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) commit 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 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(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, 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 payment he has made, is committed to or intends to make 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 outline 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 is entitled to demand and recover the damaged 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, or if 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 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, Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor, 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 obligation 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 the 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 customer, or any personnel or employee related data.

4. The Principal will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meeting 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 meeting.
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 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.
7. 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.
8. 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: .....



**ANNEXURE-I**  
**TENDERER'S PROFILE**

Sl#	Item	Details
1	Name of the individual tenderer	
2	Name of the person submitting the tender whose photograph is affixed (In case of proprietorship /Partnership firms, the tender has to be signed by proprietor/partner only holding the Power of Attorney to sign the bid, as the case may be)	
3	a. Permanent Address of the tenderer  b. Present Address of the tenderer	
4	a. Tel. Nos. with STD code  b. email id	Office: Fax: Residence: Mobile No: _____
5	Registration & incorporation particulars of the tenderer (if other than individual): i) Proprietorship ii) Partnership iii) Private Limited iv) Public Limited (Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law)	
6	Name(s) of the Individual/ Proprietor/ Partners / Directors *	
7	Tenderer's bank, its address and his current account number	
8	PAN No. & Income Tax Circle	
9	Brief description of the work carried out in last two years - 2020-21 and 2021-22 *	
10	Is the firm registered with any Agency / Government? If so, furnish details of registration.	
11	Has the firm been blacklisted by any Organization? If so, attach details thereof. *	
12	Is the Bidder aware of all the Rules and Guidelines of Government on the subject of tender? (Write YES or NO)	
13	EPF Registration Number: ESI Registration Number:	

\* (In case the space is insufficient, attach list separately)

1, Shri/Smt ..... hereby declare that the information furnished above is true and correct.

Place:  
Date:

Signature of tenderer /authorised signatory  
Name & Seal of the tenderer

ANNEXURE-J

MANDATE FORM FOR TRANSFER OF PAYMENT THROUGH  
ELECTRONIC CLEARANCE / ELECTRONIC FUND TRANSFER

To

The General Manager Telecom District Rourkela,  
Rourkela.769001

Sir,

Kindly pay any amount due to us to our Bank Account as detailed below either by Electronic Clearance/Electronic Fund Transfer mode and oblige.

Sl#	Item	Details
1	NAME OF THE CONTRACTOR	
2	NAME OF THE BANK	
3	NAME OF THE BRANCH	
4	NATURE OF ACCOUNT CA/SB/CC	
5	ACCOUNT NUMBER	
6	BANK CODE (MICR CODE)	
7	BANK IFSC CODE	
8	ADDRESS OF BANK	

DATE: \_\_\_\_\_

SIGNATURE OF SUPPLIER/BIDDER

(TO BE FILLED IN BY THE BANK AUTHORITIES)

The information furnished above is correct as per our records.

SIGNATURE OF MANAGER \_\_\_\_\_

WITH BANK SEAL AND DATE

Tel No: \_\_\_\_\_

Fax No:.....

Original copy signed by Bank Officer with seal to be submitted.

N.B.:- The bidder(s) who has/have already vendor code under BSNL Odisha Circle need not to fill up this mandate form.

ANNEXURE-K

BID FORM

(To be attached with Section-VII A)

To

The General Manager Telecom District, Rourkela,  
Doorsanchar Bhawan, Rourkela-769001.

Dear Sir,

- 1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
- 2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- 3) If our Bid is accepted, we will obtain the guarantees of a Nationalised/ Scheduled Bank for a sum not exceeding **3%** of the contract sum for the due performance of the Contract.
- 4) We agree to abide by this Bid for a period of **180** days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
- 5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
- 6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.
- 7) We understand that the Bid document so submitted is the true copy of BSNL tender documents available on the BSNL website [www.etenders.gov.in/eprocure/app](http://www.etenders.gov.in/eprocure/app). Any deviation will result in the rejection of the bid.

a. Dated this .....Day of .....2022.

b. Signature of

c. In capacity of

d. Duly authorized to sign the bid for and on behalf of .....

e. Witness .....

f. Address .....

g. Signature

ANNEXURE-L

UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED

I, Shri/Smt ..... Son/Daughter of Shri ..... do hereby undertake that all the documents / certificates submitted by me with this tender (tender for Catering & Maintenance services of IQ at Door Sanchar Bhawan of Rourkela Telecom District) 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 EMD/ Performance Security Deposit, termination of my contact agreement and/or black-listing of my contract as deemed fit.

Place: Signature of tenderer /authorised signatory

Date: Name & Seal of the tenderer