



(A Govt. of India Enterprise)
General Manager, BSNL
BERHAMPUR, BUSINESS AREA

TENDER DOCUMENT

NIT No: OD-BER-23/11(11)/1/2023-HRA and PLG-BER OD Date: 21/4/2023

E-Tender Notice for Carrying out various Office support works in different sections of Phulbani O.A.

Download of e-Tender: -	Onward 18:00 Hrs of	25/04/2023
Submission of e-Tender: -	Up to 14:30 Hrs of	16/05/2023
Date/Time of e-Tender Opening: -	15:30 Hrs of	17/05/2023

No. of zones: 1 (ONE)

PLEASE VISIT THE FOLLOWING WEBSITES FOR DETAILS

www.odisha.bsnl.co.in/tenders
<https://etenders.gov.in/eprocure/app>



Bharat Sanchar Nigam Ltd.

(A Govt. of India Enterprise)
General Manager, BSNL
BERHAMPUR, BUSINESS AREA

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Bharat Sanchar Nigam Ltd.

(A Govt. of India Enterprise)

Office of the General Manager, Berhampur BA-760001

No. OD-BER-23/11(11)/1/2023-HRA and PLG-BER OD

DTD 21.04.2023

SECTION-I

NOTICE INVITING E-TENDER

Digitally sealed online tenders on rupee payment basis are invited by General Manager, BERHAMPUR BA in Single Stage Bidding and Two stage Opening using two Electronic Envelopes [Techno-Commercial (Qualifying Bid) & Financial Bid] from the experienced Contractor/Proprietorship Firm/Partnership Firm/Company for the following works:

- 1.1 Name of work: Carrying out various Office support works in different sections in Phulbani OA.**
- 1.2 Scope and Jurisdiction of Work: Phulbani OA**
- 1.3 Schedule of Quantities And Estimation Of Cost of Works Put To Tender:**

Sl. No	Zone Name	Zone Area details	Estimated cost of works for 2 years (in Lakh Rs.)	Price of Bid Document (in Rs.)	EMD @2% of Est cost	PSD 3% of Estimated cost (in Lakh Rs.)
1	ZONE-1	Phulbani OA	12.00	590.00	24000.00	36000.00

Note:-

- a) The estimated cost of work for this work is tentative only. The work order will be issued by AGM (OP), after due approval from the competent authority.
- b) Bidders who have been rescinded /debarred by Tendering authority/Higher BSNL Unit as the case may be including reasons for failing to sign necessary agreement with the concerned Tendering authority in stipulated time on earlier occasions, will not be eligible to participate in the tender for the same work.
- e) The estimated quantity of requirement of man hour per month is 625 man hours. However the estimated quantity may vary -25% to 25% with approval of tendering authority.

2. TABLE-I: NIT Details:-

01	Cost of Tender Paper	Please refer above for Cost of Tender Paper (Non-refundable) . The cost of tender paper should be submitted in shape of Account payee Demand Draft/Banker's Cheque/RTGS/NEFT/ drawn after the date of publication of NIT on any Nationalized/Scheduled Bank in favour of "Accounts Officer (Cash), BSNL, O/o GM, BSNL, Berhampur" payable at "Berhampur". The scanned copy of the above DD/BC towards cost of tender document should be uploaded in E-tendering portal https://etenders.gov.in/eprocure/app . The original DD/BC should be dropped in the tender box as described in the tender document.
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02	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/RTGS/NEFT of the respective amount of the zone(s) as mentioned above on any Indian Nationalized / Scheduled Bank in favour of “Accounts Officer (Cash), BSNL, O/o GM, BSNL Berhampur” payable at “Berhampur”. The scanned copy of the above DD/BC towards EMD should be uploaded in https://etenders.gov.in/eprocure/app.</p> <p>(b) The original DD/BC should be dropped in the tender box as described in the tender document.</p> <p style="text-align: center;">OR</p> <p>(c) Bank Guarantee for the respective amount of the zone(s) as mentioned above issued by any Indian Nationalized/Scheduled Bank in favour of “Accounts Officer (Cash), BSNL, O/o GM, Berhampur” 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 https://etenders.gov.in/eprocure/app. The original Bank Guarantee should be dropped in the tender box as described in the tender document.</p>																		
03	Bank Account details of AO,Cash, O/o The GM,BSNL,Berhampur BA	<table border="1"> <tr> <td>Name of the Bank and Branch</td> <td>Union Bank of India, Berhampur.</td> </tr> <tr> <td>Accounts Name</td> <td>A.O.(Cash), BSNL, O/o GMTD BSNL Berhampur</td> </tr> <tr> <td>Account Number & Type</td> <td>385801010170144&Current Account</td> </tr> <tr> <td>IFSC Code</td> <td>UBIN0538582</td> </tr> <tr> <td>Address of the Bank</td> <td>UNION BANK OF INDIA, BadaBazar,Berhampur</td> </tr> <tr> <td>MICR Code</td> <td>760026002</td> </tr> <tr> <td>Mail Id :</td> <td>gmtdbf07@rediffmail.com</td> </tr> <tr> <td>Contact No</td> <td>0680-2229133</td> </tr> <tr> <td>Name of the Bank and Branch</td> <td>UNION BANK OF INDIA, Bada Bazar, Berhampur</td> </tr> </table>	Name of the Bank and Branch	Union Bank of India, Berhampur.	Accounts Name	A.O.(Cash), BSNL, O/o GMTD BSNL Berhampur	Account Number & Type	385801010170144&Current Account	IFSC Code	UBIN0538582	Address of the Bank	UNION BANK OF INDIA, BadaBazar,Berhampur	MICR Code	760026002	Mail Id :	gmtdbf07@rediffmail.com	Contact No	0680-2229133	Name of the Bank and Branch	UNION BANK OF INDIA, Bada Bazar, Berhampur
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04	Availability of Tender Document	<p>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 following the link for Tenders through E-Tender by BSNL and to be submitted in the e-format from 25.04.2023 to 16.05.2023 As tenders are invited through e-tendering process, physical copy of the tender document would not be available for sale.</p>																		
05	Pre-BID Meeting	Scheduled on:-06/05/2023																		
06	Clarification last date for bidder	Up to 16:30 Hrs of 05/05/2023 .																		
07	Time and date of E-submission of tender	Up to 14:30 Hrs of 16/05/2023																		
08	Time& Date of E-opening of Tender (Technical Bid Only)	<p>15:30 Hrs of 17/05/2023</p> <p>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.</p>																		
09	Eligibility Criteria	<u>As per clause 3 of Section -I</u>																		

3. Eligibility Criteria:

(i) For participating in the tender, the bidder should meet the following eligibility criteria:

a) The bidder should be an Individual registered Contractor/Proprietorship Firm/Partnership Firm/Company under Indian Company Act 1956. (Necessary proof should be given).

b) Experience Certificate of successfully completed the followings works:-
Job Contract works/Labor contract/ Office support/ Housekeeping work /maintenance of UG and OFC cable /BTS up keeping in BSNL/MTNL/ITI/TCIL/Central Govt./Central PSU / Other Govt.(Central/State) /Urban Local body (NAC/Municipality) in last three **financial years 2019-20, 2020-21, 2021-22**, for cumulative sum total value equal to or more than **35 % of the estimated cost of work as per clause 1.3 of NIT.**

c) Turn Over certificate from a registered Chartered Accountant firm for the **three Audited Financial Years out of FY2019-20, 2020-21 and 2021-22** for a cumulative sum Turnover of at least **105% of the estimated cost of work as per clause 1.3 of NIT.**

d) Bidders will be required to support claims of their above required experience as per the prescribed pro forma or similar pro forma having all required information as in SECTION-XV, through certificates issued by JAG rank officer or equivalent and above in case of PSU and State and central Govt. or with signature of Circle Head, in case of private Telecom Service Provider.

e) Solvency certificate (of ₹5lakhs for works costing up to ₹20lakhs and of ₹10lakhs for works costing > ₹20lakhs) from the scheduled / nationalized banker of the bidder. The solvency certificate shall not be older than from the date of issue of NIT

ZONE NO	ZONE NAME	Minimum value of work experience in Lakhs (please refer sl.no. 3(i)(b) above)	Minimum value of Turn Over in Lakhs(please refer sl.no. 3(i)(c) above)	Solvency certificate as per clause-3(i)d in Lakhs
Zone-I	Phulbani	4.20	12.60	5 .00

(ii) Other documents required for eligibility of NIT.

S/L No	Document required for fulfilling eligibility of bidder
1	The necessary proof regarding Contractor/Proprietorship Firm/Partnership Firm/Company under Indian Company Act 1956.
2	Cost of tender paper as per requirement.
3	EMD/Bid Security as per requirement.
4	The bidder should have Valid PAN No. and copy of latest IT return is to be attached.
5	Valid EPF registration certificate with proof of up to date payment
6	Valid ESI registration certificate with proof of up to date payment
7	Contractor should have the valid GSTIN registration certificate. In case of multiple GST numbers, all the numbers to be provided as Annexure.
8	The bidder whose near relative(s) is/are employed in BSNL, is not eligible to participate in the tender, as per limitations mentioned in SECTION-XIII.
9	Valid Labour License or an undertaking to submit the labour license to carry out “labour contract” within three weeks of signing the agreement.
10	A self- declaration along with the evidence that the bidder is not black listed by GST/BSNL authorities and MTNL/TCIL/ITI/RITES/HCL/PGCIL/RailTel/BBNL/ any other Govt.(Central/State) undertaking or Telecom Licensee such as TSP/Infrastructure Provider as the

	case may be. Ref Section-XVI.
11	In case of MSE (Micro & Small Enterprise) bidder, valid MSE/NSIC/Udyam Registration number, broadly covering the tendered equipment/ services, for claiming exemption of Tender Fee / EMD shall be required to be submitted. No DD/BG will be accepted in person or after the expiry of due date and time under any circumstances.
12	The bidder shall furnish a declaration vide Section-XVIII under their digital signature that no addition/deletion/corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website (https://eprocure.gov.in).
13	The bidder shall furnish Bidder's Profile duly filled and signed as per format Section-XIV.
14	Declaration regarding clause by clause compliance in format at section XVII.

Rejection of tender:

(iii) Incomplete, ambiguous and Conditional rate, unsealed, late receipt tender will be rejected. The GM, BSNL, Berhmapur BA, Berhmapur reserves the right to accept or reject any or all tender bids without assigning any reason thereof. The GM, BSNL, Berhmapur BA, Berhmapur is also not bound to accept the lowest tender.

NOTES:

i) The closure time/date of downloading of tender document (by bidder) from the e-tender portal is 5 minutes before the last time/date of bid submission (i.e the bidder can download the tender document from the e-tender portal <https://eprocure.gov.in> .

ii) In case, supplier gets black-listed during the tenure of BSNL contract, then BSNL has the right to recover the Input Credit Loss suffered by it due to any default by the vendor.

iii) The tender document can be downloaded from the website www.odisha.bsnl.co.in or <https://etenders.gov.in/eprocure/app> and to be submitted in the e-format. Cost of Tender Document(in the form of DD/BC), EMD/Bid security(in the form of DD/BC/BG) and Power of attorney (if applicable) in original in a sealed envelope super scribed as **Envelope-A** have to be dropped in the tender box placed in the chamber of **AGM (Planning), O/o GM, BSNL Berhampur-760001 before due time.**

iv) Amendments, if any, to the tender documents will be notified in the above website as and when such amendments are notified. It is the 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.

v) Intending bidders are requested to register themselves with [Https://eprocure.gov.in](https://eprocure.gov.in) through <https://eprocure.gov.in> for obtaining user-id, Digital Signature etc, by paying Vendor registration fee and processing fee for participating in the above mentioned e-tender.

vi) BSNL has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender document would not be sold.

vii) Place of opening of Tender bids: BSNL has adopted e-tendering process which offers a unique facility for 'Public Online Tender Opening Event (TOE)'. BSNL's Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, authorized representatives of bidders can attend the TOE at the Room Conference hall, GM ,BSNL, Berhampur where BSNL's Tender Opening Officers will conduct Public Online Tender Opening Event (TOE).

viii) In case of any correction/addition/alteration/omission in the tender document, the tender bid shall be rejected summarily.

iv) 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: 180 days from the tender opening date (Date of Technical Bid opening).

c) The bidder should refer clause 10 of SECTION-II of this document for details of documents to be scanned and uploaded in the [Https://eprocure.gov.in](https://eprocure.gov.in)'s e-tender portal for BSNL.

- d) The tender documents shall be issued free of cost to MSE bidders on production of requisite proof in respect of valid certification from MSME for the tendered item.
- e) Procurement under this tender would be in accordance with 'Public procurement (Preference to Make in India) Order 2017' notified by Government of India & its subsequent amendments, guidelines etc. for Preference to Make in India products.

AGM (Plg & Admn)
O/o GM, BSNL Berhampur BA

******* END OF SECTION-I*******