



**Bharat Sanchar Nigam Limited**

*(A Govt. of India Enterprises)*

Office of Divisional Engineer, OFC (Mtce)

2<sup>nd</sup> Floor, Amenity Block, Telephone Bhawan Compound

Bhubaneswar-751001 Tel/Fax: 0674-2394300

No:-DE OFC/BN/W-3/2009-10/07 dated at Bhubaneswar the 24<sup>th</sup> December-2009

**NOTICE INVITING TENDER**

Open Sealed Tenders are invited in the prescribed form by the Divisional Engineer, OFC(Mtce) ETR Bhubaneswar on behalf of BSNL from reputed and registered Firms/Agencies/Organizations for Job Contract for ‘ VEHICLE OPERATION’ and other allied works under ETR (Mtce) Sub-Region Bhubaneswar for a period of One year which may be extended to another one year with same terms and conditions.

Separate Tender papers will be available from the Office of the Divisional Engineer OFC(Mtce) ETR, Bhubaneswar, 2<sup>nd</sup> Floor Amenity Block, Telephone Bhawan Compound, Bhubaneswar to the bonafied agencies on payment of requisite amount in the shape of Bank Draft in favour of ‘ ‘The Sr.Accounts Officer’ BSNL Office of the DGM (Mtce) ETR, Bhubaneswar’ payable at Bhubaneswar on any working days between 1000hrs to 1300hrs from date -14.01.2010 to date-28.01.2010 and will be opened at 15oohrs on –date 28.01.2010. Any Tender received after 14oohrs on date-28.01.2010 will not be accepted. Details may be obtained from the office of the U/S

COST OF THE TENDER PAPER: Rs.150.00 (Rupees One hundred & fifty) only

VALUE OF OPENING OF TENDER: Office of the Divisional Engineer, OFC (Mtce)  
ETR, OFC Station, Telephone Bhawan Compound,  
Bhubaneswar.

“The Divisional Engineer” means The Divisional Engineer of the Division in BSNL for the time being and when the context so admits, any Officer acting for him.

“The Tenderer means any persons, Firm or Company with whom the Divisional Engineer concludes the contracts for the job for Vehicle operation, when the contract so admits includes his or his personal representatives and permitted assignees.

The Divisional Engineer OFC(Mtce) ETR, Bhubaneswar reserves the right to rejects any or all the Tenders with out assigning any reasons, what so ever, and is not bound to accept the lowest Tender. The Notice Inviting Tender, terms and conditions, instruction to the Tenderness, Tender Form and information about the Tenderness etc, are the part of the Tender documents. Any Tender not conforming to the terms and conditions in the Tender documents is liable to be rejected.

Any queries regarding the tender documents may be clarified from the U/S on working days during office hours or may visit wave site: **dgmit.orissa@gmail.com**

**Signature of the Tenderer with date**

**Signature of the DE OFC (Mtce), Bhubaneswar**

Copy for wide publication to be displayed at the notice board of

(i)O/o DGM (M) ETR, Bhubaneswar

(ii) to (ix) O/o DE OFC Mtce

Bhubaneswar/Cuttack/Berhampur/Koraput/Bolangir/Sambalpur/Keonjhar/Raurkela.



No:-DE OFC/BN/W-3/2009-10/07 dated at Bhubaneswar the 24<sup>th</sup> December-2009

Open Sealed Tenders in prescribed Forms supplied along with the Tender papers are called for by the Divisional Engineer OFC(Mtce) Eastern Telecom Region, Bhubaneswar on behalf of Bharat Sanchar Nigam Limited from reputed and registered Firms/Agencies/Organization for Job Contract for "VEHICLE OPERATION " and other allied works in concurrence with the specification of works given below. The contractor must be reputed and registered with the Bharat Sanchar Nigam Limited or with any other Central or State Governments in the State of Orissa and must possess valid Labour licence

#### INSTRUCTIONS TO THE TENDRERS

The sealed Tender will be accepted either by registered post or by hand up to 1400hrs of ----- and opened at 1500hrs on the same date in presence of the bidders or their authorized representatives if any. BSNL is not bound to accept the lowest Tender.

01. Earnest money of Rs.22000/-(Rupees twenty two thousand) Only must be deposited in the shape of Bank Draft drawn from any nationalized bank in favour of " The Accounts Officer,BSNL O/O the Deputy General Manager (Mtce) ETR, Bhubaneswar-751012 payable at Bhubaneswar and the same be enclosed with the Tender bid.
02. The EMD of the unsuccessful bidders will be returned as such after signings of the agreement with the successful bidders with out any interest and that of the successful bidders will be released after signing the agreement with out any interest.
03. The nature, type of works, mode of payment and compensation of liquidated damages etc as per the terms and condition illustrated in the Tender document.
04. The successful Tender will be required to sign and agreement with the DE OFC(Mtce) ETR, Bhubaneswar before work is allotted to him. If he fails to do so within the stipulated time, the EMD deposited by him will be liable to be forfeited .
05. The successful Tender has to deposit a sum equal to 10% of the annual tender value at the rate fixed after finalization of tender as " Performance Security Money" which will be released only after the completion of the contract period successfully with out any interest.
06. After finalization of the Tender WORK ORDER will be issued to the party for carrying the job. If the party fails to carry out the job during the specified period quoted in the work order, the Performance Security Money deposited by him will be liable to be forfeited.
07. In case of any dispute the matter will be referred to the Arbitrator and the Arbitrator will be the Chief General Manager(Mtce) ETR, Kolkata or any other Officer appointed by him and the decision of the Arbitrator will be final.
08. The Divisional Engineer OFC(Mtce) Bhubaneswar on behalf of the BSNL reserves the right to accept or reject any or all tenders with out assigning any reason there of.

#### TERMS AND CONDITION.

The successful Tenderer generally has to operate the Departmental Vehicle of different Mtce Division under ETR Sub-Region Bhubaneswar, and if required so the agency deployed the party may be asked to operate other Departmental Vehicle during the allotted time period by the officer in charge of the Vehicle. The operator deployed by the party must possess valid professional heavy vehicle driving licence.

1. For the time being 9 Nos of Vehicle operators are required for driving the departmental Vehicles of the following Mtce Sub-Divisions.  
(i) NALCO OFC Stn-1 (ii) Nayagarh OFC Stn-1 (iii) Bhawanipatna OFC Stn-1 (iv) Keonjhar OFC Stn-1 (v) Rayagada OFC Stn-1 (vi) Sambalpur OFC Stn-1 (vii) Bolangir OFC Stn-2 (viii) O/o DGM(M),ETR,Bhubaneswar-1.(Total-9 nos)

However the successful tenderer will have to provide additional operators, if required for any other Mtce divisions under this Sub-Region in future in the specified period of the tender with the same terms and conditions.

2. Normal duty period is 8(eight)hours per day. How ever he must be available for the operation of the vehicle on 24 hours basis including Sundays and Holidays. The wages for extra duty performed may be paid as per the following calculation:-  
Rs/hr= Rate fixed per monthx12 month  
-----  
365 ys x 8 hrs
3. The agency deployed by the party apart from operating the Vehicle, has to carry out other allied works like checking the mobile of the engine and topping the same if so required, checking the water of the radiator, changing of the tyres, in case of puncture cleaning the vehicle etc.
4. No advance payment will be given to the party. He has to submit the bill every month after successful completion of the work, in triplicate. The bill submitted by him will be send to “ The Deputy General Manager (Mtce) ETR, Old Microwave Campus, Unit-8, Bhubaneswar-751012 after due scrutiny and certified. The payment will be made to him by Demand Draft/Cheque what ever preferable, after deducting necessary Income Tax and Sales Tax etc what so ever applicable.
5. The operator deployed by the party should carry one Authorization letter issued by the party by certifying his bonafideness. BSNL will not take any responsibility for providing boarding and lodging to the Operator. In case of inefficiency or negligence of the operator, the party will be asked to change the operator as and when required.
6. In case of out station extra wages is permissible as per Clause (1) for running period only and in the event of night halt, no halting charges will be admissible.
7. The rate fixed will be valid for one year from the date of entering in to the agreement and will not be changed under any circumstances
8. The contract will generally be for one year but subject to termination at any time during the course of contract period with out assigning the reasons there of by giving one month notice. The contract may be extended to another one year with the same terms and conditions.
9. Regarding payment of wages, other statutory benefits like EPF/ESI, payments on National Holidays and payment of Bonus to the operator, the contractor should make BSNL free from legal litigations.
10. The contractor should strictly comply the statutory requirements such as payment of minimum wages,EPF/ESI deposits etc. and other statutory requirements
11. The Driver should have upto date Driving License and experience of running the vehicles minimum 2(Two) years and no criminal case should be pending against him
12. The party has to make good of the losses, if any cause to the properties and the Vehicle of BSNL and also to the operator during the time of vehicle operation for the contract period agreed to.
13. The tenderer should have completed similar nature of work in any Govt. organization.
14. The tenderer should have valid labour license in similar nature of work.
15. The tenderer should have registration No in VAT/TIN
16. The tenderer should register in Service TAX
17. The ternderer should have EPF Registration No  
If the tenderer fails to fulfill the above conditions the application of the tenderer will be summerly rejected

**DE OFC (Mtce) ETR  
Bhubaneswar**

**Signature of the Tenderers**

## QUOTATION FORMS FOR TECHNICAL/QUALIFYING BIDE

No:-DE OFC/BN/W-3/2009-10/07 dated at Bhubaneswar the 24<sup>th</sup> December-2009

1. Name of the work:- Job contract for vehicle operation for 8 hrs and other allied works at different OFC Mtce, Divisions under ETR Sub-Region Bhubaneswar abiding with the specification laid in the tender document.
2. Name of the Agency with full postal address:-
3. Telephone Number Fax Number
4. EMD deposited Rs22,000/=

**DD No.** **Date**

5. Whether valid labour licence obtained ( copy of licence to be attached) Yes/No
6. Whether having at least 5 years experience in the field ( experience certificate to be attached) Yes/No
7. Whether having any documental evidence for up to date EPF/ESI deposit and insurance certificate for ESI non implemented area( Copy of document to be attached) Yes/No
8. Up to date Income Tax clearance ( copy to be attached) Yes/No
9. Whether such service has been provided by the Agency to any Govt.Organisation ( work order copy to be attached) Yes/No
10. Whether willing to produce security deposit of 10% anticipated annual bill amount in form of Bank Draft or pledged deposit or Bank Guarantee, before signing the agreement Yes/No
11. No conditional quotation will be accepted. The Agency should go through the terms and condition and sign up in each page. Whether he is agreed to all the points impose by the Department Yes/No
12. Whether necessary supporting documents on the above points submitted

Yes for items

No for items

Signature of the Agency

TENDER FORM FOR PRICE BIDE

No:-DE OFC/BN/W-3/2009-10/07 dated at Bhubaneswar the 24<sup>th</sup> December-2009

Name of the work :- Tender for job contract for Vehicle Operation for eight hours per day and Other allied works at different OFC(Mtce) Division,under ETR Mtce Sub-Region Bhubaneswar after abiding the terms and condition mentioned in the Tender documents.

01. Name and address  
Of the Tenderer

02. Telephone Number:- Office Resi  
FAX number:-  
Mobile number:-

03. Rate quoted per month:- Rs..... ( Rupees..... Only)

04. EMD deposited :- Rs22000.00 ( Rupees Twenty two thousand only)

Vide Demand Draft No..... date.....

Bank.....

**Signature of the Tenderer**

**Date:-**

DECLARATION.

I do hereby declare that I have read and understood all the instructions/information/terms and condition laid down in the Tender Documents and agreed to all the clauses incorporated in the tender document and there after I have quoted the above rate.

**Signature of the Tenderer**

**Date:-**