



BHARAT SANCHAR NIGAM LTD.

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

O/o The Telecom District Manager, Balangir- 767001

LIMITED TENDER FOR PRINTING & SUPPLY OF FORMS FOR BALANGIR TELECOM DISTRICT

NIT No: G-17(Part)/2018-19/223

Dated at Balangir the 18th Sept 2018

Tender Document No:

Issued to Name and Address of the Tenderer	Signature with Seal of the issuing Authority and date of Issue

SUBMISSION OF THE TENDER PAPER- UP TO 14.00 HRS ON DATED 04/10/2018

OPENING OF TENDER PAPER AT 15.00 HRS ON DATED 04/10/2018

TENDER FOR PRINTING & SUPPLY OF FORMS TO MEET THE
REQUIREMENT OF BALANGIR SSA

OFFICE OF THE TELECOM DISTRICT MANAGER, BALANGIR

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Letter No: -G-17(Part)/2018-19/223

Dated at Balangir the 18th Sept 2018

NOTICE INVITING TENDER

Properly WAX/PVC sealed tenders are invited by the Telecom District Manager, Balangir for and on behalf of BSNL from reputed Firms/Printing Press/Dealers for printing and supply of different departmental forms to meet the requirement of the Balangir Telecom. District .

Sl. No.	Particulars of Supply to be done	Cost of Tender Paper	Estimated Cost of Works	EMD
1.	Printing and Supply of different departmental forms	Rs.560/-	Rs. 1,90,000/-	Rs. 4,750/-

Tender papers can be had from SDE (Admn), O/o the TDM Balangir on payment of Rs.560/- towards the cost of tender paper in shape of Cash deposit with the AO (Cash), BSNL, O/o the TDM Balangir or DD from any scheduled Bank at Balangir in favour of AO (Cash), BSNL, O/o the TDM Balangir. Bidders may also download the tender form from website (www.odisha.bsnl.co.in) and enclose the DD as stated above along with in.

You are requested to send your completed tender document along with all other certificates etc well before the last date and time of submission of the tender to the addressee as mentioned here below BSNL authority will not be responsible for any kind of postal or courier delay. Tender documents received after the last date & time will be rejected.

Sale of Tender Paper	Last date of submission	Tender paper to be sent to	Time and date of Opening of tender
From 19/09/2018 To 03/10/2018 between 10.30 hrs to 17.00hrs.	Up to 14:00 hrs of Dt 04/10/2018	Sri K.SINGH, AGM (CM-Admn), O/o TDM, Balangir , Room No 107 , 1 st Floor, Door Sanchar Bhawan , Balangir- 767001	15: 00 hrs of Dt 04/10/2018

If date of opening of the tender is declared as holiday for any reason the tender will be opened on the next working day. The time and venue will remain unchanged.

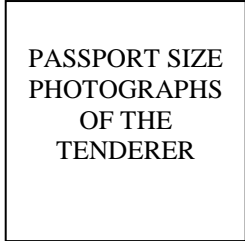
The TDM, BSNL Balangir reserves the right to reject any or all the tenders without assigning any reasons and is not bound to accept the lowest tender.

**Telecom District Manager,
BSNL, Balangir**

DEFINITIONS

- A. **BSNL:** - BSNL means Bharat Sanchar Nigam Limited a Government of India Enterprise under Ministry of Telecommunication & Information Technology (IT) and its successors.
- B. **CMD:** - The CMD means *Chairman and Managing Director of BSNL* and his successors.
- a. Chief General Manager
 - b. Principal General Manger
 - c. General Manager
- C. i) BA Head:- GMTD, BSNL, Sambalpur.
ii) **The SSA Head:** - The SSA Head means the Head of Telecom District i.e. Telecom District Manager, Balangir and his successors, who is under BA Head.
- D. **The jurisdiction of the SSA Head:** - The jurisdiction of *TDM, Balangir* means *Balangir SSA* which coincides geographically with *revenue district of Balangir and Sonepur*.
- E. **Representative of TDM, Balangir:** - Representative of TDM, Balangir means officer and staff for the time being in Balangir SSA deputed by the TDM, Balangir for inspecting or supervising the work or testing etc.
- F. **Contract:** - The contract means the documents forming the tender and acceptance thereof and the formal agreement between the BSNL Balangir and the contractor together with the document referred to therein including the terms and conditions of the contract the specification, designs, schedules, drawings and instruction issued from time to time by the Telecom District Manager, Balangir and all these documents taken together shall deemed to form one contract and shall be complimentary to one. In the contract, following expression shall unless where the context otherwise required have the meaning hereby respectively assigned to them.
- G. **Work:** - The expressing “work” shall unless there be something either in the subject or context repugnant to such construction, be constructed and taken to mean the work by or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional.
- H. **Contractor:** - The “contractor” shall mean the individual or firm or company whether incorporated or not undertaking the works and shall include the legal personal representative or such individual or the person composing such firm or company of the successors of such firm or company and permitted assignees or such individual or firms or company.
- I. **Government of India:** - Government of India shall mean the B.S.N.L.
- J. **Contractor Rate:** - Contractor Rate shall mean the rates of payment accepted by TDM, Balangir for and on behalf of BSNL.
- K. **Normal Time:** - Normal Time means the time specified in the work order.
- L. **Extension Time:** - Extension Time means time granted by TDM, Balangir in addition to Normal Time.
- M. **Date of Commencement:** - **Date of Commencement means the date when the Contractor starts the work as per work order.**
- N. **Service:** - Service shall mean the performance of any of the items of work enumerated in schedule of service including such auxiliary additional and incidental duties, services and operation as may be indicated by TDM, Balangir or any person authorized by him in this behalf.

ANNEXURE - I



TENDERER'S PROFILE

- 1. Full name of firm _____
(In capital letters) _____
- 2. Firm's Address _____

- 3. Telephone Number(s) _____
- 4. Is the firm proprietary or Partnership? _____
- 5. Name(s) of the Proprietor or Partners. _____
- 6. Income tax Account No. _____
(Attach current return filed copy)
- 7. Details of past works done _____
with State/ Central Govt. (If any)
- 8. Firm Registration Certificate (If any) _____
With class (Attach proof)
- 9. GST Registration No.

Place:

**(Signature of Tenderer with Seal)
Capacity in which signing**

Date:

TERMS & CONDITIONS OF TENDER

A. Earnest Money/Security Deposit

An amount of Rs. 4,750/- (Rupees four thousand seven hundred & fifty) only for earnest money is to be submitted along with the tender. The EMD is to be deposited in the shape of Bank Draft/Bankers cheque /Pay order drawn on SBI or any Nationalized Bank at Balangir in favour of A.O (Cash) BSNL O/o TDM, Balangir. The EMD shall be forfeited in case of the tenderer withdraw his tender before final acceptance or fails to enter in to the prescribed agreement with the Department for printing and supply of different forms after the tender is accepted.

B. General Terms and Condition

1. Documents to be submitted with the tender.
 - i. The complete set of tender documents duly filled in and signed on each page with date and seal and also at every correction/over writing by the tenderer.
 - ii. EMD of Rs.4,750/- (Rupees four thousand seven hundred & fifty) only in the manner specified in the tender document.
 - iii. Photocopy of the PAN (self attested).
 - iv. Photocopy of the power of attorney in case any person other than the tenderer signed the tender (self attested).
 - v. Photocopy of the partnership deed if it is a partnership firm (self attested).
 - vi. If the tenderer is a company then a photo copy of the certificate of registration along with the memorandum of Association with the article of association.
 - vii. Photocopy of GST registration Certificate duly signed by the tenderer.
 - viii. Declaration of non working of any near relative in any BSNL office. (Annexure-IV).
 - ix. Letter of authorization to attend if other than bidder.
 - x. Declaration of not being blacklisted by DOT/BSNL/MTNL.

The original documents of the above documents are to be produced before proceeding for acceptance of the tender and executing the contact agreement.

2. The successful tenderer will be required to execute an agreement in non-judicial stamp paper of appropriate value in the Performa at Annexure 'II'. The cost of the non-judicial stamp papers shall be borne by the tenderer.
3. The conditional and incomplete tender is liable for rejection.
4. The BA Head reserves the right to accept or reject any or all the tenders without any reason thereof.
5. No tender will be accepted from any person directly or indirectly connected with this tender process.
6. The rate quoted should be exclusive of GST.
7. The printing materials should be supplied in good quality paper. The sample copy of the paper should be supplied along with the tender.
8. The specimen copy of the forms may be inspected which are available with SDE (Admn), of this office on any working day between 10:30 hrs to 17:00 hrs except launch hours.
9. The envelop containing the tender paper should be super scribed as tender for **“Printing and supply of Forms”** and should be addressed to AGM (CM), O/o the TDM, Balangir.

C. Submission of Tender:

The complete tender paper with the required documents are to be sent in the first envelope marked as “Technical Bid”, which will contain EMD of Rs. 4,750/- (Rupees four thousand seven hundred & fifty) only and tender documents duly filled and signed by the bidder in each page and all other documents as per Part-B of item 1. The second envelope marked as “Financial Bid” will contain the tender quoting rates. Financial bid will be opened only when all the documents in the Technical Bid are found in order.

The outer envelope containing Technical Bid and Financial Bid shall be super scribed as “Limited Tender for Supply of Forms” and to be sent to Sri K.singh, AGM (CM-Admn), Room No.107, 1st floor Door Sanchar Bhawan O/o The TDM, BSNL, Balangir- 767001. Or may be dropped in the tender box available in the chamber of AGM (CM-Admn).

D.OPENING OF BID

The department shall open the bids in the presence of bidders or his authorized representative.

The bidder or his representative who is present shall sign in attendance register. The bid opening committee shall count the number of bids and assigned Sl. Nos. to the bids. First the technical bid will be opened by the bid opening committee. Those who will qualify in technical bid, only their financial bid will be opened. The financial bid will be opened in the same day and handed over to the bid evaluation committee for further process.

E. EVALUATION

The ranking shall be based on the composite basis of prices of goods offered in financial bid of the document.

F. Acceptance of Tender and Issue of Purchase Order.

1. The purchase order will be issued by this office on actual requirement. The tender accepting authority reserves the right to select more than one tenderer and issue purchase order.
2. The Authorities reserves the right to arrange any other supplier/printers/dealers fulfilling the condition at the accepted approved rate.

G. Terms of Payment.

- i. The payment will be made to the supplier on receipt of bills in triplicate duly certified by the controlling authority. The bill should be accompanied with a pre-money receipt duly stamped to facilitate early payment.
- ii. No advance payment is admissible.
- iii. **Payment will be made through “NEFT”**

H. Cancellation of the Tender.

1. The contract will be cancelled due to followings reasons.
 - i. Failure on the part of the tenderer/supplier to comply with any of the clauses of agreement.
 - ii. Unsatisfactory service reported by the controlling officer.
 - iii. The BSNL reserves the right to cancel the contract any time without assigning any reason thereof.
 - iv. The EMD will be forfeited if the supplier fails to execute the agreement within the prescribed period.

I. Scope of the Contract.

In case of any dispute arising out of the contract between the two parties that is BSNL and the tenderer, the decision of the BA Head shall be final and binding.

J. Duration of contract.

The contract period will be normally for one year from the date of agreement and it can be extended for a further period of maximum six months by the BA Head with the terms and condition of the tender remaining the same.

K. Delivery time.

The items specified in the P.O has to be supplied or delivered to the consignee as per the time specified in the P.O. Any delay beyond specified time in the P.O will attract penalty as per clause no.L

L. Penalty.

Penalty will be imposed on the tender/ supplier for late delivery of the items mentioned in the P.O.A penalty of 2 % of the P.O value will be imposed for each week after the expiry of delivery time if the supplier fails to supply the items within the delivery schedule. However maximum penalty will not exceed 10 % of the P.O value .The penalty amount will be deducted from the supplier's bill .

M. Performance Security Deposit :- The Successful bidder has to submit PBG of Rs. 9500/- Before agreement in form of DD/BC/FDR in favour of AO (Cash) BSNL O/o TDM, Balangir. EMD may be converted to PSD with option from bidder.

**Telecom District Manager,
BSNL, Balangir**

ANNEXURE-II

Format of Agreement

The agreement made on this _____ day of (month) _____ (year) _____ between _____, herein after called "The contractor" (Which expression shall excluded by or repugnant to the context, include its successor, he executors, administrative representative and assignee) of the one part & Bharat Sanchar Nigam Limited (A Govt. of India Enterprise), at TDM, Balangir herein after referred to as BSNL, on the other part.

Where as the contractor has offered to enter into contract with BSNL for the execution of **Printing & Supply of Forms** on the terms and conditions herein contained and the rates approved by the Government (copy of rates annexed) have been duly accepted and where as the necessary security deposits have been furnished in accordance with the provisions of the tender document and whereas no interest will be claimed on the security deposits.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these presents as follows:

1. The contractor shall, during the period of this contact that is to say _____ to _____ or completion of work, whichever is earlier or until this contract shall be determined by such notice as is herein after mentioned, safely carryout by means of labours employed at his own expenses and by means of tools, implements and equipment etc. to be supplied by him to his labour at his own expenses and all works as described in tender documents (annexed to the agreement), when the Government or TDM or any other person authorized by TDM in that behalf require. It is understood by the contractor that the quantity or work mentioned on the schedule is likely to change as per actual requirements as demanded by exigencies of service.
2. The NIT (Notice Inviting Tender), Bid document (Qualifying and Financial), letter of intent, approved rates, annexed hereto and such other additional particulars, instructions, work orders as may be found requisite to be given during execution of the work shall be deemed and taken to be an integral part of the contract and shall also be deemed to be included in the expression "The Agreement" of "The contract" wherever herein used.
3. The contractor hereby declared that nobody connected with or in the employment of BSNL is not/ shall not ever be admitted as partner in the contract.
4. The contractor shall abide by the terms and conditions, rules, guidelines, construction practices, safety precautions etc. stipulated in the tender documents including any correspondence between the contractor and the BSNL having bearing on execution of works and payments of work to be done under the contract.

In witness whereof the parties present have here into set their respective hands and seals the _____ day of (month) _____ (year) _____

**Signed sealed & Delivered by
The above named Contractor
In the presence of**

**Signature of the
Telecom District Manager
BSNL, Balangir**

Name:

Name:

Address:

Address:

Signature of Witness;

Signature of Witness;

Name:

Name:

Address:

Address:

ANNEXURE-III

Letter of Authorization for attending Bid Opening

Tender No: G-17(Part)/2018-19/223

Dated at Balangir the 18th Sept 2018

Sub: - Authorization for attending Bid Opening on _____ (date) in the tender of _____

The 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 Signatures
I.		
II.		

Alternate
Representative

**Signature of the Bidder
Or
Officer authorized to sign the bid
Documents on behalf of the bidder**

Note: -

1. Maximum of two representatives will be permitted to attend bid opening. In case 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 the bids are opened may be refused in case authorization as prescribed above is not recovered.

ANNEXURE-IV

DECLARATION

I S/o
R/o hereby declare that none of my relatives(s) as defined below is/are employed in BSNL unit. 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.

Note: The near relatives for this purpose are defined as:

1. Members of a Hindu Undivided Family.
2. They are husband and wife.
3. The one is related to the 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) and brother's wife, sister's husband (brother in law).

Station:

**Signature of the bidder
(Capacity in which signing)**

Date:



BHARAT SANCHAR NIGAM LTD.

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)
BALANGIR TELECOM DISTRICT

Bid Document

NIT No-G-17(Part)/2018-19/223

Dated at Balangir the 18th Sept 2018

FINANCIAL

**LIMITED TENDER FOR
PRINTING & SUPPLY OF FORMS
FOR BALANGIR TELECOM DISTRICT**

Office of the Telecom District Manager, BSNL, Balangir

TENDER OFFER LETTER

To

**The Asst. General Manager (CM-Admn)
O/o the Telecom District Manager, BSNL, Balangir (Orissa)**

Sir,

With reference to your Tender Notice No: **G-17(Part)/2018-19/223** dated **18th Sept 2018** inviting tenders for **“Printing & supply of Forms to meet the requirement of Balangir SSA”**. I/We offer our rates as follows. The rates quoted are inclusive of all taxes and transportation.

1. I/We have deposited Earnest Money of ` (Rupees)
vide Demand Draft No dated which is enclosed herewith the tender in original.
2. Rates: - Rates of the Departmental Forms are inclusive of all taxes & transportation, packing, forwarding & other incidental charges. The tenderer quoted only the percentage in above/below/at par as per his calculation in the financial bid given below.

**STATEMENT SHOWING THE RATES OFFERED BY TENDERER
IS IN NEXT PAGE**

I/ We agree with all the terms & conditions of the tender and would be abide by all these.

Signature of the Tenderer

For or on behalf of

(Name of the firm)

Address

.....

.....

Phone/ Mobile No Fax No

**FIANANCIAL BID OF THE TENDER FOR PRINTING & SUPPLY OF FORMS TO MEET THE
REQUIREMENT OF BALALNGIR SSA**

To

**The Telecom District Manager
BSNL, Balangir.**

Sub: - Our Financial Bid for Printing & supply of Forms to meet the requirement of Balangir SSA.

Ref: - Your NIT No: G-17(part) /2018-19/223 dated 18th Sept 2018.

Sir,

I/ We the undersigned offer the following rates for supply of printed forms excluding the GST & including Cost of Materials, Transportation, Packing & Forwarding and other incidental charges;

NOTE:

1. *Rate for all items should be quoted or else tender offer will be considered to be invalid.*
2. *It is necessary to indicate the make of Item by tenderer while quoting their rates and quality must be of Good Quality.*
3. *The tenderer must have supply the Items as specified in Annexure-A.*

If our Bid is accepted, we shall submit the securities as per the conditions mentioned in the contract. We agree to abide this Bid for a period of 120 days from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Date

Signature of the tenderer with seal

Name of the Tenderer

Annexure 'VI'
FINANCIAL BID
(To be filled by the tenderer)

Sl. No	Name and Description of the Forms	Quantity for which rate to be quoted	Rate quoted excluding of GST		
			Quantity required	In figures	In words
1	Form for add on facility (Opening & Closing)	Rate per 1000	1000		
2	Application for new registration/ renewal/ internet access service	A4 size 60GSM paper both side printing single color. Rate per 1000	500		
3	Customer application form for postpaid/prepaid connection.	Single page A4 size 60 GSM paper both side printing single color. Rate of 1000.	1000		
4	Form for New Telephone Connection	Single page, A4 size 60 GSM paper, both sides printing single color. Rate of 1000.	5000		
5	App-9	-do-	1000		
6	BIN CARD	Rate per 1000 cards	1000		
7	Store issue voucher (SIV) (Store chalan)	Machine numbered hundred pages in triplate in each book with Red, White, Yellow colours	5		
8	ACG-67 Receipt book	Machine numbered 100 pages in duplicate in each receipt books	10		
9	Telephone Receipt Book.	Machined numbered 100 pages in double copy in each receipt books	20		
10	Broadband Application Form	Both side printing with Sl. No. single page per 1000	1000		
11	Retention of same number and issue of new Blank SIM	1 page one side printing per 1000 pages	5000		
12	Mobile Receipt book	200 receipt in duplicate in each book rate per book with Sl. No.	30		
13	Mobile bill forms	A4 size 60 GMS one side printing single color rate per 1000	20000		
14	Landline Telephone Bill Form	A4 size single color both side printing rate per 1000	150000		
15	Bin card cover	Rate per piece	10		
16	File Cover	One Side printing per 1000 fly leaf	500		
17	Computer Receipt(TRA)	Single side single colour Printing 10 x12 x 180 80 GSM per 1000	50000		
18	Computer daily List(A-4 Size)	10 x12 x 3 A-4 Size 1080 Print per 1000 sheet	10000		

**Signature of the Tenderer with
Date & Seal**

