



**BHARAT SANCHAR NIGAM LIMITED**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
**OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT**  
**SAMBALPUR-768001**  
Visit us at: [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in)

**LIMITED TENDER DOCUMENT FOR  
COMPUTER SYSTEM MAINTENANCE WORK**

Tender No. D-151/2018-19/01 dated.14-02-2019

<b>Last Date of submission of Tender</b>	<b>Time and Venue of Opening Bids</b>
<b>13.00 Hrs of 07-03-2019</b>	<b>15.00 Hrs of 07-03-2019 in office of AGM (Planning), Door Sanchar Bhawan, Kacherry Road-Sambalpur</b>

**Cost of Tender Document: Rs.560/-**  
(This includes Tender document Cost Rs.500/-and GST @ 12% i.e.Rs.60/)

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**Bharat Sanchar Nigam Limited**  
(A Govt. of India Enterprise)  
Office of the General Manager Telecom District  
Sambalpur-768001

No. D-151/2018-19/1 dated.14-02-2019

**TENDER NOTICE FOR COMPUTER SYSTEM MAINTENANCE**

On behalf of the Bharat Sanchar Nigam Limited, Sambalpur Tape/Wax Sealed **Limited Tenders** are invited by the General Manager Telecom District, Sambalpur for 'COMPUTER SYSTEM MAINTENANCE' of various types as per the list enclosed at Annexure –A from reputed & bonafide suppliers.

Intending eligible bidders should keep the DD, worth Rs.4000/-, towards the EMD in the Technical bid. Successful bidder will have to deposit additional Rs.6,000/- , so that the performance Security deposit will be Rs.10000/-.

**Schedule of Tender**

1. Designation & address of the Authority inviting Tender	GMTD, BSNL Sambalpur
2. Tender No.	D-151/2018-19/1 dated .14-02-2019
3. Estimated cost	Rs 1,99,000/-
4. Time & date of submission of tender	13.00 hrs of 07-03-2019
5. Time & date of opening of tender	15.00 hrs of 07-03-2019
6. Minimum validity of Tender offer	1 Year from the date of opening
7. Duration of contract	1 Year from the date of execution of Agreement
8. Date & Time for issue of Tender paper	On all working days from 14.02.2019 to 06.03.2019 upto 17:00 hrs from AGM(Planning),O/o the GMTD , Sambalpur.

The tender paper should be submitted in a sealed cover superscribed as '**Tender for computer system maintenance**' and should be addressed to the AGM (Planning), O/o GMTD BSNL Sambalpur, 5<sup>th</sup> Floor Floor, Door Sanchar Bhawan, Kacherry Road, Sambalpur-768001 .The tender paper may be sent either by Registered post or may be dropped in the Tender Box available in the O/o AGM (Planning) at above mentioned address.

AGM (Planning)  
O/o the GMTD , Sambalpur.

## **OTHER TERMS & CONDITIONS**

**1. Scope of work:** The scope of work shall include all supplies of items & allied maintenance services of Computer systems at GMTD office building , Sambalpur detailed in Annexure-A.

**2. Eligibility:** All bonafide and reputed marketing agencies/ shops dealing with sale of computer consumables and repairing of Computer systems in Sambalpur city are eligible, having valid

- (i) GST Number
- (ii) PAN Card of the proprietor /firm.

**3. Bidding:**

- (a) EMD of Rs. 4000/- (Rupees Four Thousand only) in shape of Demand draft drawn on any scheduled bank in favour of Accounts Officer (Cash), BSNL, O/O. G.M.T.D, Sambalpur
- (b) Samples of articles whose make/specification not mentioned in the Tender paper are to be submitted by bidder in the financial bid.
- (c) Tender papers should be attached with Xerox copy of PAN Card, GST Registration Certificate, Firm registration Certificate & Experience Certificate.
- (d) The Bidder whose relatives as per the note in the declaration form is working as an employee in BSNL, are not eligible to participate in the Tender.
- (e) Tender papers along with all the relevant documents in a sealed cover can be sent by Registered post or may be dropped in the Tender Box. Tender papers received after the due date and time will not be entertained.
- (f) The rate to be quoted per item should be exclusive of GST.
- (g) The amount quoted for all the items arrived at in column 5 of the Annexure-A shall form the basis for deciding the L1, L2 positions of the bidders.
- (h) Conditional tenders are liable for rejection.

**4. Rate contract:** The approved rates will remain the same during contract period of one year from the date of signing the Agreement. BSNL, Sambalpur will not be liable to pay the revised rates due to increase in the cost of materials.

**5. Supply:** Within 7 (Seven) days from the date of issue of Purchase Order.

**6. Authority to issue Purchase Order:** AGM (Planning), O/O.G.M.T.D., Sambalpur.

**7. Consignee:** JTO (IT), O/O. G.M.T.D., Sambalpur.

## **8. L.D. Clause:**

- 8.1 The approved tenderer should supply the materials within the scheduled time as specified in the purchase order. For delayed supply, L.D. charges will be levied at the rate of 1% of the value of the Purchase Order per day and maximum up to 10% will be deducted from the bill.
- 8.2 If, at any time, within the period of contract, delay exceeds 10 days beyond the scope of Purchase Order, the Tender will be automatically treated as **cancelled** and the PSD (Performance Security Deposit) of Rs.10000/- will be forfeited. However, the materials may be received only after due permission from the GMTD, Sambalpur, if the reason for delay is satisfactory. GMTD, Sambalpur is the sole discretionary authority to accept or not.

**9. Payment Terms:** After the supply of the materials, the firm has to submit the relevant bills in duplicate. Payment will be effected by this Office through NEFT or RTGS.

## **10. Other Terms and Conditions:**

- (a) The successful bidder has to deposit Rs.10000/- (Rupees Ten Thousand only) as Performance Security deposit at the time of signing the contract. After successful completion of tender the PSD will be refunded.
- (b) No separate charges to be paid towards transportation of the materials.
- (c) In no case the price quoted should be very high as compared to the local market rate and the price should not be very low as compared to local market price so that the service provider can't provide the material under good intentions. The tender evaluation committee will decide the permissible limits of rates quoted as compared to the local markets.
- (d) The detail of the materials of Computer consumables required by this Office are mentioned in the enclosed Annexure-A. The firm has to supply the items of the original brand as mentioned, otherwise the supplied items will be rejected and no payment towards the same will be paid.
- (e) Any defect if noticed in the workmanship and quality of the goods supplied, the tenderer has to replace the articles supplied by him at his own cost & before payment of the particular bill.
- (f) The General Manager Telecom District reserves the right to cancel the Tender and to forfeit the E.M.D., if it is observed that the Tenderer supplied the items having poor quality and workmanship more than once and failed to supply the items within the stipulated period of 7 days.
- (g) The General Manager Telecom District reserves the right to increase or decrease the quantity of the computer consumable items as mentioned in Annexure-A as and when required.
- (h) The General Manager Telecom District reserves the right to cancel the tenders without assigning any reasons.
- (i) The toner refilling of the printers should be complete filling. Part filling of the toner of the printers will be rejected.

## **11. The Security deposit may be forfeited:**

- (a) If the successful bidder fails to sign the agreement
- (b) If the vendor / supplier fails / neglects any of his obligations under the contract.

*List of documents to be attached with the Tender.*

Sl. No.	Description of the necessary documents to be attached with the tender
1.	Tender paper (all pages) duly signed by the tenderer
2.	EMD for Rs.4000/- payable in favour of the Accounts Officer (Cash), O/o the GMTD, Sambalpur.
4.	Valid GST Registration number
5.	PAN Card of the proprietor /firm.
6	Firm Registration Certificate
7	Financial Bid (Annexure-A) duly filled and signed
8	Tenderer's profile(Annexure-B) duly filled and signed
9	No near relative Certificate
10	Experience Certificate

*Signature of Tenderer*

**Annexure-A**

Sl No	Item	Qty	Unit	Rate quoted per unit in Rs. excluding GST	
				In figure	In words
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	
1	Toshiba 1TB HDD	4	Each		
2	Toshiba 500GB HDD	4	Each		
3	945 Motherboard	7	Each		
4	2GB DDR2 Desktop RAM	6	Each		
5	UPS Battery (Exide)	8	Each		
6	Cat 6E Lan Cable	200	Mtr		
7	G41 Motherboard	3	Each		
8	2GB DDR3 Desktop RAM	5	Each		
9	750W / 500W SMPS	15	Each		
10	Keyboard (Logitech)	5	Each		
11	Mouse (Logitech)	5	Each		
12	CMOS Battery	8	Each		
13	Laptop Compatible Battery	3	Each		
14	Laptop Keyboard	3	Each		
15	Laptop Adaptor	2	Each		
16	LAN Card PCI	8	Each		
17	LAN Card PCI Xpress	5	Each		
18	Ethernet Switch 8 Port	3	Each		
19	Ethernet Switch 16 Port	3	Each		
20	Printer Repairing	8	Each		
21	RJ45 Clip	40	Each		
22	Processor FAN	8	Each		
23	Cartridge Refill with spare Parts (HP 12A, HP 88A )	70	Each		
24	Cartridge Refilling with spare (HP 43X)	10	Each		
25	Service Charge per Call	80	Per call		
26	Windows Loading & Formatting	15	Each		
27	LGA 775 PROCESSOR	4	Each		

**Date**

**Signature of Tenderer with seal**

**ANNEXURE - B  
TENDERER'S PROFILE**

Passport size Photograph of the tenderer/authorized Signatory holding Power of Attorney Duly attested
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**3.1 General:**

**3.1.1** Name of the Tenderer /Firm .....

**3.1.2** Name of the person submitting the tender whose Photograph  
is affixed Shri/Smt.....

(In case of Proprietary/Partnership firms, the tender has to be signed by Proprietor /Partner only, as the case may be)

**3.1.3** Address of the Tenderer /Firm

**3.1.4** Telegraphic Address.....

**3.1.5** Tel.No. (with STD Code) (O)..... (Fax) ..... (R).....

Mobile:-

**3.1.6** Registration & incorporation particulars of the firm:

- 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)

**3.1.7** Name of Proprietor/Partners/Directors .....

**3.1.8** Tenderer's bank, its address, his current Account No. & Bank IFSC Code for ECS payment

**3.1.9** Experience certificate of the tenderer :-

**3.1.10** Details of /

- 1. PAN Card of the proprietor /firm .
- 2. GST registration number.

I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Tenderer/Authorized Signatory .....

Name of the Tenderer .....

Seal of the Tenderer



## **AGREEMENT**

An agreement made on this day ..... between GMTD, Sambalpur, BSNL include his successors and assignees on the one part and .Sri/ M/s..... having his/ its residence/ Office at.....

(Actual through its constituted attorney hereinafter called "Service provider" (Which term shall include their heirs, executors, successors and assignees on the other parts.

Whereas the BSNL is desirous of getting executed for supply of computer consumables under GMTD, Sambalpur, BSNL as detailed in Tender No. .... dated -.....

**And whereas the Service provider is ready and willing to execute the said computer system maintenance works in accordance with the terms & conditions laid down in the Tender.**

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

1. The Tender notice, General Terms and conditions stipulated in the Tender Document, Tender schedule, 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 this contract and also be deemed to be included in the expression " Agreed documents" wherever herein used.
2. In consideration of the payment to be made to the Service provider for the computer system maintenance items to be supplied by him, the Supplier hereby agrees with the GMTD, Sambalpur, BSNL that the Supplier shall in accordance with the agreed document shall supply the computer items.
3. The party at second part called as "Service provider" also declares that none of his/her relatives as defined in the tender document is working as an employee in BSNL in Orissa Telecom Circle.
4. The GMTD, Sambalpur, BSNL reserves the right to amend, modify or cancel this Tender at any time without assigning any reasons.
5. The Service provider will be in force for twelve months with effect from ..... to .....

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

Signed & delivered by &  
on behalf of the Service provider

Signed & delivered for & on behalf  
of GMTD, BSNL Sambalpur

In the Presence of :

In the Presence of :

1. Signature:  
Name:  
Designation:
2. Signature:  
Name:  
Designation:

1. Signature:  
Name:  
Designation:
2. Signature:  
Name:  
Designation:

DECLARATION

I/We-----S/o-----  
-----Resident of -----hereby certify that  
non of my relative(s) as defined in the tender document is/are employed in BSNL. In case  
at any stage, it is found that the nomination given by me is false /incorrect , BSNL shall  
have the absolute right to take any action as deemed fit and without any prior information  
to me.

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.)

Place

Date

Signature of the bidder

Name of the bidder