



BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT
BERHAMPUR-760001

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BID DOCUMENT
FOR SUPPLY OF COMPUTER CONSUMABLES

Tender No. Comp-77/Part-VIII/2019-20/01 Dated at Berhampur 25/07/2019.

Last Date of submission of Tender	Time and Venue of Opening Bids
13.30 Hrs of 21-08-2019	16.00 Hrs of 21-08-2019 at Computer Section

Tender Paper Cost: Rs.590/-

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Read & understood
Signature of Bidder



Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)
Office of the General Manager Telecom District
Berhampur(GM)-760001

No. Comp-77/ Pt.VIII/2019-20/ 01 **dated at Berhampur the 25/07/2019.**

LIMITED TENDER NOTICE FOR COMPUTER CONSUMABLES

On behalf of the Bharat Sanchar Nigam Limited, Berhampur Tape/Wax Sealed Limited Tenders are invited by the General Manager Telecom District, Berhampur for ‘SUPPLY OF COMPUTER CONSUMABLES’ of various types as per the list enclosed at Annexure –A from reputed & bonafide suppliers.

Intending eligible bidders should keep the DD, worth Rs.5000/-, towards the EMD in the Technical bid. Successful bidder will have to deposit PBG of Rs.10,000/- .

Schedule of Tender

1. Designation & address of the Authority inviting Tender	GMTD, Berhampur
2. Tender No.	Comp-77/Part-VIII/19-20/01
3. Time & date of submission of tender	13.30 hrs of 21-08-2019
4. Time & date of opening of tender	16.00 hrs of 21-08-2019
5. Minimum validity of Tender offer	1 Year from the date of opening
6. Duration of contract	1 Year from the date of execution of Agreement

The tender paper should be submitted in a sealed cover superscribed as ‘**Tender for supply of computer consumables**’ and should be addressed to the GMTD, BSNL, 3rd Floor, Telephone Bhawan, Berhampur (Gm.)-760001 .The tender paper may be sent either by Registered post or may be dropped in the Tender Box kept in computer section, 3rd Floor, Telephone Bhawan . Amount of Rs.590/- may be paid as cost of tender paper separately.

General Manager,
Berhampur Telecom. Dist.

Read & understood
Signature of Bidder

OTHER TERMS & CONDITIONS

1. Scope of work: The scope of work shall include all supplies of items detailed in Annexure-A .

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

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

3. Bidding:

- (a) EMD of Rs. 5000/- (Rupees Five 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., Berhampur (GM).
- (b) Samples of articles whose make/specification not mentioned in the Tender paper are to be submitted.
- (c) Tender papers should be attached with Xerox copy of PAN Card, GST Registration Certificate.
- (d) 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.
- (e) The rate to be quoted per item should be inclusive of all taxes (GST).
- (f) 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.
- (g) 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, Berhampur 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 (S&M/IT),O/O.G.M.T.D., Berhampur.

7. Consignee: SDE (IT&Computer), O/O. G.M.T.D., Berhampur.

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 upto 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, Berhampur, if the reason for delay is satisfactory. GMTD, Berhampur 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 by NEFT , RTGS or other on line payments available .

10. Other Terms and Conditions:

- (a) The successful bidder has to deposit Performance Bank Guarantee of 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 returned .
- (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 supplier can 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 contractor / supplier fails / neglects any of his obligations under the contract.

**General Manager Telecom District,
BERHAMPUR (GM)-760001**

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.5000/- payable in favour of the Accounts Officer (Cash), O/o the GMTD, BSNL, Berhampur.
3.	Cost of Tender Paper Rs.590/- DD to be attached along with Tender Paper
4.	Proof of GST Registration Number
5.	PAN Card of the proprietor /firm .
6.	Financial Bid (Annexure-A) duly filled and signed
7.	Tenderer's profile(Annexure-B) duly filled and signed

Signature of Tenderer

ANNEXURE-A

SL	Item	Unit	Approx. Quantity Required for One year	Rate Quoted per Unit in Rs.--inclusive of all taxes	
				In figure	In words
(1)	(2)	(3)	(4)	(5)	
	Cartridges for DMP Printer				
1	80 Column (12.7mm x10mtr) compatible to (Wipro LX-800/TVS Proton / TVS 240 Plus)	Each	10		
	132 Column (12.7mm x15mtr) compatible to (TVS MSP 345 Classic)	Each	5		
	Ribbons for DMP Printer				
2	80 Column (12.7mm x10mtr) compatible to (Wipro LX-800/TVS Proton /TVS 240 Plus)	Each	100		
	132 Column (12.7mm x15 mtr) compatible to (TVS MSP 345 Classic)	Each	20		
3	Blank CD RW	Each	10		
4	Blank DVD	Each	20		

SL	Item	Unit	Approx. Quantity Required for One year	Rate Quoted per Unit in Rs.--inclusive of all taxes	
				In figure	In words
(1)	(2)	(3)	(4)	(5)	
5	Cartridges for Laser Printer				
	Toner for (HP Laser Jet 1000 Series) (15A)	Each	1		
	Toner for HP 9000 (43X)	Each	1		
	Toner for HP P3005 (51A)	Each	1		
	Toner for HP- 4250 (42A)	Each	1		
	Toner for HP 5200L (16A)	Each	1		
	Toner for HP1020 Plus (12A)	Each	3		
	Toner for HP-P1007/P1108 (88A)	Each	3		
	Toner for CANON LBP2900B (103/303/703)	Each	3		
	Toner for Samsung ML-1640 (108)	Each	1		
	Toner for Samsung ML-1610 (1610D2)	Each	1		
6	Toner Re-filling for Complete filling of powder (part filling will be rejected)				
	HP Laser Jet 1000 Series (15A)	Each	2		
	HP 9000 (43X)	Each	4		

	Item	Unit	Approx. Quantity Required for One year	Rate Quoted per Unit in Rs.--inclusive of all taxes	
				In figure	In words
	(2)	(3)	(4)	(5)	
	HP P3005 (51A)	Each	2		
	HP- 4250 (42A)	Each	2		
	HP 5200L (16A)	Each	2		
	HP1020 Plus (12A)	Each	10		
	HP-P1007/P1108 (88A)	Each	10		
	CANON LBP2900B (103/303/703)	Each	10		
	Samsung ML-1640/1610	Each	12		
	Toner Drum				
7	HP Laser Jet 1000 Series (15A)	Each	1		
	HP P3005 (51A)	Each	1		
	HP- 4250 (42A)	Each	1		
	HP 5200L (16A)	Each	1		
	HP1020 Plus (12A)	Each	2		
	HP-P1007/P1108 (88A)	Each	2		
	CANON LBP2900B (103/303/703)	Each	2		
	Samsung ML-1640/1610	Each	2		
	Toner Blade				
8	HP Laser Jet 1000 Series (15A)	Each	1		
	HP P3005 (51A)	Each	1		
	HP- 4250 (42A)	Each	1		

	HP 5200L (16A)	Each	1		
	HP1020 Plus (12A)	Each	2		
	HP-P1007/P1108 (88A)	Each	2		
	CANON LBP2900B (103/303/703)	Each	2		
	Samsung ML-1640/1610	Each	2		
	PCR Roller				
	HP Laser Jet 1000 Series (15A)	Each	1		
	HP P3005 (51A)	Each	1		
	HP- 4250 (42A)	Each	1		
9	HP 5200L (16A)	Each	1		
	HP1020 Plus (12A)	Each	2		
	HP-P1007/P1108 (88A)	Each	2		
	CANON LBP2900B (103/303/703)	Each	2		
	Samsung ML-1640/1610	Each	2		
	Computer Accessories				
10	a. 16GB HP/i ball Pen drive	Each	10		
	b. RJ 45 Connector DLink	Each	100		
	c. 1TB Ext. HDD(WD/Samsung/Segat)	Each	1		
11	12V-7AH UPS Battery (Luminous/Exide)	Each	14		
12	D-Link 8-port Switch	Each	5		
13	CAT6 LAN Cable Dlink	Each	1drum(305 mtr)		
14	Optical Mouse	Each	20		
15	USB Key Board	Each	10		

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 No

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, Berhampur, 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 "Supplier" (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, Berhampur, BSNL as detailed in Tender No. dated -.....

And whereas the Supplier is ready and willing to supply the said computer consumable items 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 Supplier for the computer consumable items to be supplied by him, the Supplier hereby agrees with the GMTD, Berhampur, BSNL that the Supplier shall in accordance with the agreed document shall supply the computer consumable items.
3. The party at second part called as " Supplier" 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, Berhampur, BSNL reserves the right to amend, modify or cancel this Tender at any time without assigning any reasons.

5. The Supplier 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 Supplier

Signed & delivered for & on behalf
of GMTD, Berhampur ,BSNL.

In the Presence of :

In the Presence of :

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

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