



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

E-TENDER DOCUMENT

FOR
ASSISTING
HOUSE KEEPING
ON JOB CONTRACT BASIS
UNDER
GMTD, SAMBALPUR

Tender Notice No: -W-99/ 2018-19/1

Dated: 16-11-2018

Cost of Tender Document: Rs.560/-

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



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

No. W-99/2018-19/1

Dated at Sambalpur the 16-11-2018

**E-TENDER NOTICE FOR ASSISTING IN OFFICE HOUSE KEEPING JOB ON
CONTRACT BASIS UNDER GMTD, SAMBALPUR .**

Tenders in the prescribed forms are invited on behalf of the General Manager, Sambalpur Telecom District, BSNL , Sambalpur from bonafide, licensed / registered and experienced Contractors or Firms / Agencies / Organizations having experience in job contract works for assisting in House Keeping on job contract basis at the following zones under GMTD, Sambalpur.

SL	Name of Zone	Jurisdiction of Zone	Estimated cost(Approx) in Lacs (including EPI+ESI)	EMD (Rs.) (Bid Security)
1	Zone- I	GMTD Office and IQ Kacheri Road Sambalpur, Telephone Bhawan at Cheruapada, Jharsuguda & Bargarh.	15.00	30000

1. The details of the specification of works, Terms and conditions, EMD etc. are laid down in the tender document.
2. The Tender document can be downloaded from the website: www.tenderwizard.com/BSNL & www.orissa.bsnl.co.in and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) (both in the form of DD) have to be submitted through following Method
 - a) Through DD by registered/speed post only so as to reach the AGM (Planning), O/o General Manager Telecom District Sambalpur, 5th Floor, Kacheri Road, Sambalpur , -768001 before the scheduled date and time as referred to as mentioned in page-3 of the tender otherwise the Bid will not be considered. The scanned copies of the crossed DD towards EMD/BID security, crossed DD towards cost of bid document & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI along with the particulars of DDOR.
 - b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT as per the following details.

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2

Name of the Bank and Branch	Union Bank of India Sambalpur
Accounts Name	Accounts officer (cash), O/o GMTD Sambalpur
Account Number	365201010033050
IFC Code	UBIN0536521
Address of the Bank	Unoin Bank of India, Naya Para, Sambalpur
MICR Code	000026000
Mail Id :	gmtdsbp13@rediffmail.com
Bank Contact No	Tel.No.0663-2521118,

c) The scanned copies of the E-Payment receipt towards EMD/BID security, Cost of bid document has to be uploaded in the e-Tender Portal of M/s ITI.

d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole 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.

e) Intending bidders are requested to register themselves with M/s. ITI Limited through the website www.tenderwizard.com/BSNL for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.

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

g) Amount of Bid

Security as in Page-2. In the form of a crossed demand draft drawn in favour of the **Accounts Officer (Cash), BSNL, O/o GMTD Sambalpur** and payable at Sambalpur . The A/c Payee DD drawn before the NIT date and or not payable at **Sambalpur** will not be considered.

The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT as mentioned above)

h) **Rs.560/- (Rupees five hundred sixty only)** - Non- Refundable for quoted zone. The payment will be accepted as mentioned above and exemption of Cost of Tender Documents and EMD under NSIC is permitted.

The contractors who had been earlier awarded any type of work under this Telecom District and having unsatisfactory past performance need not apply.

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Signature of bidder

3

Date from which Tender document can be downloaded: 17-11-2018
Date of receipt of queries from bidders up to - 24-11-2018 up to 17:00 Hrs
Reply of queries from bidders - 26-11-2018 up to 17:00 Hrs
Last Date for submission of E-Tender: 10-12-2018 up to 17.00 Hrs

Date and Time for opening of Tenders 11-12-2018 at 11.00 Hrs
(Technical Bids):
Estimated cost of the tender - Rs 1500000.00 (Rupees Fifteen Lakh only)
Amount of Bid Security/EMD (2% of estimated cost) - Rs 30000.00
(Rupee Thirty thousand only)

The GMTD, BSNL, Sambalpur reserves the right to reject, cancel or postpone the tenders without assigning any reason and is not bound to accept the lowest tender.

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

Read & understood
Signature of bidder

4

INDEX

1. Section-I
 - (i) General Terms.
 - (ii) Instruction to Tenderers / Bidders.
 - (iii) General Terms and conditions.

2. Section-II (Information sheet)
 - Scope of work.

3. Section-III
 - Schedule of rates

4. Section-IV
 - Financial Bid

5. Section V
 - Schedule of wages

6. Agreement Sheet

7. Questionnaire

8. Check list

9. Declaration.

10. Additional Information to Bidder for participating in e-tendering

Read & understood
Signature of bidder

5

SECTION-I

(i) GENERAL TERMS

- “The Nigam” means Bharat Sanchar Nigam Limited acting on behalf of the President of India & Represented by the General Manager Telecom District, Sambalpur
- “The Bidder” means the individual or firm who participates in this tender & submits its bid.
- “The Work Order” means the order placed by the BSNL on the Bidder signed by BSNL Authorities including all attachments & appendices there to and all documents incorporated by reference therein. The work shall be deemed as “Contract” appearing in the document.
- “The Contract Price” means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
- Casual Labourer/ Labourer mentioned in this document may be read as Job Contract worker.

(ii) INSTRUCTIONS TO TENDERERS / BIDDERS

1. The Bidders/ Tenderers are expected to examine all the instructions, forms, terms and specifications in the bid document. Failure to furnish all information as per the Bid Document or submission of bids not substantially responsive to Bid Document in every respect will be at bidders risk and shall result in rejection of bids.
2. The bidder should have minimum of 02(Two) years experience in contractual job work in any reputed organization / PSU with turnover of 4lakhs total in last 2 years i.e. from 2017-2018 and 2018-2019 financial years.
2. Tenderers bidding for work should have appropriate resources, necessary expertise, requisite manpower, proper co-coordinating and supervisory ability to undertake the work.
3. This tender is meant for carrying out of the job work like House Keeping **for a period of 01 Year only which can be extended upto six months with proportionate increase in tender cost on mutual consent.**
4. Tenderers must physically visit well in advance the different work places taking due permission from the concerned DE/AGM/SDE in order to make detail survey to assess the quantum of work, manpower required and to correctly bid their offer taking all factors into consideration.

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6

5. Some/all items of work may not be required to be performed on Saturdays/ Sundays/ Holidays.
6. The concerned SDE in charge should specify the works clearly in the Work Order to be issued for carrying out the work to the approved contractor.
7. The successful bidder should have an establishment in any area of Sambalpur SSA.
8. The successful tenderer will have to execute the job to the satisfaction of the BSNL Authority. Any deficiency in work can be computed by the concerned Officer of the BSNL & the expense borne towards the same work will be charged against the contractor as a penalty.
9. Quoting abnormally low rate/high rate will lead to cancellation of tender (the rate of estimation will be done by BSNL authority taking various factors into account and the authority is not liable to explain the tenderer the details of the rate so estimated).
10. The conditional and incomplete tenders are liable for rejection.
11. Tenders without EMD will be rejected outright.
12. The work is not of perennial nature.
13. The item of work mentioned in the tender is illustrative, not exhaustive.
14. *The tender will not be accepted from any individual/firm having link with any individual / firm whose service in past has been found unsatisfactory by the concerned BSNL authority.*
15. 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.

(iii) GENERAL TERMS AND CONDITIONS

1. One must apply for the whole zone.
2. The tenders submitted by Partnership firms should be furnished with “Partnership Deed” duly registered.
3. **Technical Bid** constitutes all the relevant documents & EMD desired as per the NIT. **Financial Bid** should contain the rate quoted by the prospective bidder as percentage above, below or at par with the schedule of rates provided by BSNL. Correction if any should be signed by the bidder / authorized person.
3. Technical bid & Financial bid will be opened separately. No indication of prices should be made in the Technical bid which may lead to rejection of the tender.
4. The General Manager Telecom District, BSNL, Sambalpur reserves the right to consider other factors like experience, credibility in particular job at least for one year in finalizing tender and is not bound to accept lowest quoted tender.

Read & understood
Signature of bidder

7

5. The tender with unworkable low / high rates are liable for rejection.
6. The acceptance or rejection of the tender rests with the General Manager Telecom District, BSNL, Sambalpur and his decision will be final.
7. The contractors shall possess a valid license under Contract Labour Act. 1970 (R&A).
8. BSNL will not be responsible for any loss incurred by the contractor in carrying out the contract work.
9. Statutory Taxes will be recovered as per rules applicable from time to time.
10. **The tenderer and the Job workers cannot claim any Temporary or Permanent employment in BSNL.**
11. The EMD for quoted Zone as per details provided in the NIT should be in form of Bank Draft payable to the Account Officer (Cash), O/o G.M.T.D., BSNL, Sambalpur and its scan copy to be uploaded in the e-tender portal
12. The tenderer is bound to observe all necessary formalities as per the provision of the Labour Act issued by Govt of India from time to time.
13. The General Manger Telecom District BSNL, Sambalpur reserves right to cancel / reject the contract for breach of Labour Act / any case relating to Labour Laws.
14. The EMD of the successful tenderer shall be converted into “Part Performance Security” on completion of agreement.
15. The General Manager Telecom District, BSNL, Sambalpur reserves the right to accept/cancel the tender without assigning any reason thereof to bidders..
16. The Contractor should furnish his personal information and should always be available for contacting to assign works. The contractor should furnish his own Telephone No. & Address as well as address & contact no. of the Local office to the officer in charge of the work.
17. The progress of the works will be reviewed by the supervising authority. The General Manager Telecom District, BSNL, Sambalpur reserve the right in imposing minimum quantum of work while reviewing the work.
18. **i) Document establishing bidder eligibility and qualification (to be kept in Technical bid):-**
 - a. **Valid EPF / ESI registration no. of the contractor**
 - b. **Original solvency certificate issued by nationalized / scheduled bank of Rs 6 lakhs in favour of GMTD , Sambalpur. Solvency certificate shall not be older than the NIT date.**
 - c. **Attested copy of PAN Card / up to date Income Tax clearance Certificate**
 - d. **Experience Certificate of undertaking Job work / similar nature of work in any Govt. organization / PSU etc for at least two years to the tune of**

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Signature of bidder

8

Rs.4 lakhs in total. Experience certificate not below the rank of Executive Engineer (State/Central Govt) or not below the rank of DGM (State/Central PSU)/equivalent to be submitted. (GMTD, Sambalpur reserves the right to verify the authenticity of such experience certificates from the issuing authority.)A copy of labour licenses should be enclosed for the past work for which experience certificate is submitted.

- e. EMD details provided in NIT**
- f. Valid GST Registration & latest filled return copy if any.**
- g. Declaration stating that none of his family member or near relatives is working in BSNL.**
- h. Cost of Tender document in the form of D/D drawn in favour of AO (Cash), BSNL, Sambalpur as the document is to be downloaded from the website.**
- i. All pages of the bid document must be signed before submission.**
- j. Labour license issued by Central Labour Officer and, in absence an undertaking to submit within two months from issue of work order.**
- k. All documents enclosed should be self attested along with name & seal.**

19. Performance Security :-

The Successful Bidders shall furnish *Performance Bank Guarantee* worth 5.0% of the *Estimated cost* from any Scheduled Bank drawn in favour of the A.O. (Cash), BSNL, O/o G.M.T.D, Sambalpur & *valid for a period of 18 months from the date of execution of agreement* . This amount is in addition to the earlier amount of EMD submitted along with the Bid and will constitute the “Performance Security” required to protect BSNL against the risk of bidder’s conduct, performance which may warrant the security forfeiture.

The Performance Security will be forfeited in part/ whole in case of following reasons

- a. Unsatisfactory service.
- b. Theft or misappropriation of BSNL property.
- c. Damage/loss caused to the BSNL assets.
- d. Withdrawal of the successful tenderer from the contract before expiry of Agreement period.

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Signature of bidder

9

- e. Non – compliance of Labour Laws like payment of minimum wages, individual ESI & EPF account no. for labourers working under him, timely deposit of Service Tax, EPF & other statutory taxes / dues.
- f. Non payment to the labourers within 7th day of the subsequent month.
- g. Non submission of valid Central Labour License within 2 months from the date of Work Order.
- h. Non –submission of bills by 10th of every month with certificate regarding payment to the labourers from the officer in charge.

20. Payment Terms

- (a) On execution of the work on daily basis, the contractor will prepare a workbook for certification by the concerned JTO/SDEs in charge of the work .
- (b) Labour payment should be made by 7th day of next month without waiting for payment of bills by BSNL to Job Workers through Bank Accounts only which is ‘Mandatory’.** .
- (c) On monthly basis, the contractor should submit the bill in triplicate latest by 10th of the following month with Xerox copy of work book / Wage Register duly certified by the concerned SDE and countersigned by concerned DE / AGM for onward transmission to G.M.T.D., Office for payment. In the said bill the contractor has to specify the employees’ share of EPF, Contractor’s share, ESI contribution, if any.
- (d). The bills should be accompanied by documents in support of payment of GST, EPF , ESI etc. by the contractors to the concerned authorities.

21. The contractor shall comply with all provisions of the ‘Payment of wages Act’ 1936, minimum wages Act 1948, employees liability Act 1938, workforce compensation Act, 1923, Industrial Disputes Act 1947, Maternity benefit Act 1961 and contractor labour (regulation and abolition) Act 1970 or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. **GMTD, BSNL, Sambalpur is indemnified against any payments to be made by the contractor for the observance of aforesaid Laws.**

22. **The engagement & employment of labourers (Job workers) and payment of wages to them as per existing provision of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract . BSNL may ask the**

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Signature of bidder

10

contractor to produce documents to verify that these provisions / laws are complied with by the contractor.

23. All wages and allied benefits such as ESI, EPF etc. shall be paid by the contractor to the workers to their Bank accounts only which are mandatory, being minimum social securities to workers.

24. The amount paid by the contractor towards his share of EPF, ESI if any & GST may be paid by this office on claim basis.

25. DELAY-*In case of delay of work or non-execution of work by the contractor, penalty will be imposed at the rate of 1 % of the value of work order per week of delay or part thereof, subject to maximum of 10% of the value of order.*

26. PENALTY – *Penalty will be imposed due to labour unrest / strike / ceasure of work by the labourers due to contractors' negligence like non-payment of wages in time / non-payment of EPF /ESI etc.The amount payable to theJob workersrs during these days for which BSNL work is stopped / hampered will be deducted from the bill of the contractor without assigning any reason & basing on the report received from the concerned field officers. GMTD, BSNL, Sambalpur reserves the right to cancel the tender or blacklist the contractor for non-payment of wages to the Job workers in time.*

27. Bid Validity

The rates agreed upon shall be valid for a period of One (1) year from the date of signing of agreement. It can be extended up to six months with proportionate increase in tender cost with same condition and rates at the discretion of GMTD, Sambalpur.

28. Disputes in Tender Finalization

In the event of any disputes arising out of finalizing tender agreement or any other matter relating to this tender, the decision of GMTD, Sambalpur shall be final and binding on all concerned.

29. Disqualifying Clause:-

The BSNL reserves the right to disqualify such bidders who have a record of not meeting the contractual obligations against earlier contracts entered into with the BSNL. The terms and conditions enumerated above shall be binding and the bidders shall have to accept them in writing along with tender.

30. *The GMTD, Sambalpur reserves the right to vary the quantity of work as per actual requirement.*

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Signature of bidder

11

31. The GMTD, Sambalpur reserves the right to award work to more than one contractor in exigency of service. However, the quantity of work may vary on contractor to contractor at any given point of time. No minimum quantity of work is assured to any contractor.
32. *The GMTD, Sambalpur reserves the right to decrease or increase the number of Job Contract Worker in the zone without assigning any reason at any time. Any Job Contract Worker can be shifted from one area to another.*
33. The GMTD, Sambalpur reserves right to decrease or increase the total number of Job Contractors engaged in the Sambalpur Telecom District for housekeeping.
34. The G.M.T.D, Sambalpur reserves the right to cancel the job contract partly or wholly without assigning any reason at any time.
35. The GMTD, Sambalpur reserves the right to cancel or divert the job contract of some area if he thinks fit without assigning any reason at any time.
36. *The GMTD, Sambalpur reserves the right to deploy or order contract work in any place under the administration of the GMTD, Sambalpur.*
37. The contractor shall not assign sub-contract to any other person or agency without the prior written approval of GMTD, Sambalpur.
38. For any attempt or negotiations directly on the part of the tenderer with the authority to whom he has submitted the tender / if the bidder attempts to influence the BSNL by any means, the tender will be liable for rejection.
39. All materials supplied/allowed to the tenderer are the sole property of the BSNL even when they are under the safe custody of the tenderer. Any damage or loss is to be made good by the contractor on actual cost basis.
40. The Tenderer should make his own arrangements for the workmen required for execution of contracted work.
41. The successful tenderer should make his own arrangements to execute the work without interruption on any account.
42. The BSNL will not be liable for payment of any additional work which have not been provided in the work order or estimate but carried out by the contractor without written sanction of the competent authority.
43. The BSNL will not pay any advance of any kind to the contractor.
44. **The GMTD, Sambalpur reserves the right to amend any of these conditions at any time during the validity of the tender.**
45. If the contractor fails to supply labourer / job worker then the contract will be terminated & no work will be awarded in future.

Read & understood
Signature of bidder

12

46. All the amenities to the labourers such as drinking water, washing facilities should be provided by the contractor at his own cost at the work spot as required under Contract Labour (R&A) Act, 1970.
47. The contractor should take responsibility for safety of workers and the BSNL will not be held responsible for any casualty during the execution of work.
48. The payment to the contractors will be made every month through RTGS/NEFT by CSC Bhubaneswar after entering in ERP.
49. The person/persons deputed for the execution of job should have minimum working knowledge and should have good conduct and behavior. If any irregularity is noticed by supervisor, the contractor is liable to withdraw such work force.

50. Time Limit for Unforeseen Claim

Under no circumstances whatsoever shall any claim for any compensation from the BSNL on any account be considered unless the contractor submit the claim in writing within one month from the date of the final payment of the bill for the works concerned.

51. Compensation under the Workmen's Compensation Act

The contractor shall be responsible for and shall pay any compensation to his workmen payable under the workmen's compensation Act, 1992 for injuries caused to the workman. If such compensation is paid by the BSNL as Principal Employer under Section (I) of the Section 12 of the said Act, such compensation will be recovered from the security deposit or any account due from the contractor on any account or otherwise.

52. Signing of Contract Agreement:-

The successful tenderer shall be required to execute an agreement on a non-judicial stamp of Rs.50/- (Rupees Fifty only) at his own cost as per the enclosed Performa. In the event of failure of the tenderer to sign the agreement within Seven (7) days of being called upon to do so after the acceptance of the tender, or in the event of his failure to start the work as stipulated, the amount of earnest money deposit or performance security shall be forfeited by BSNL and the acceptance of the tender shall be considered as revoked.

53. FORCE MAJEURE:

- a) If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or

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Signature of bidder

13

delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Contractor as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60days either party may, at his option terminate the contract.

b) PROVIDED also that if the contract is terminated under this clause, BSNL shall be at liberty to take over from the contractor at a price to be fixed by BSNL, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in the course of execution of contract in possession of the contractor at the time of such termination of such portion thereof as BSNL may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of BSNL elect to retain.

54. ARBITRATION:

a)In the event of any question, dispute or difference arising under this agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the General Manager, Telecom District, BSNL, Sambalpur or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the Officer for the time being entrusted whether in addition to the functions of the General Manager, Telecom District, BSNL, Sambalpur or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the General Manager, Telecom District, BSNL, Sambalpur or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the General Manager, Telecom District, BSNL, Sambalpur or the said officer.

The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act.

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Signature of bidder

14

There will be no objection to any such appointment that the arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such General Manager, Telecom District, BSNL, Sambalpur or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

b. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act; 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

c. The venue of the arbitration proceeding shall be the Office of the General Manager, Telecom District, Sambalpur or such other places as the arbitrator may decide.

**Asst. General Manager(Planning.),
O/O. G.M.T.D Sambalpur**

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Signature of bidder

15

SECTION-II

SCOPE OF WORK

The house keeping services cover the entire sweeping, cleaning & up keeping of premises at GMTD Building, IQ at Kachery Road Sambalpur, Telephone Bhawan at Farm Road Sambalpur, Telephone Bhawan at Bargarh and Jharsuguda. The scope of work in details includes:

- Sweeping & Cleaning of all floors daily (working days) /as & when required during the day.
- Removal of garbage/packing materials from all rooms/halls/pantries/staircases daily.
- Removal of cobwebs.
- Cleaning Pantries/toilets/wash basins/ bathrooms daily (with detergent, Phenyl etc)
- Cleaning of windows, doors, balconies/roof tops once in a week/as & when required.
- Cleaning of dustbins & buckets etc once in a week with detergent.
- Polishing of floor once in a month/as & when required.
- Cleaning of carpet/sofa etc with vacuum cleaner once in a week/as & when required.
- Proper cleaning of name plates, glass doors once in a week with brassoo.
- Watering of plants in the garden & cutting trees/bushes.
- Washing of Towels, bedsheets, Cushion Chair &Sofa, door-window screen etc as per requirement.

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Signature of bidder

16

SECTION III

Schedule of Rates

Table-1

<i>Sl. No.</i>	<i>Description of works</i>	<i>Units</i>	<i>Rate In Figures</i>	<i>Rate In words</i>	<i>Quantum of work</i>
1	Sweeping/cleaning of building area	Per Sq. Mtr/Month	Rs.11.00	Eleven Rupees only	7372 sq mtr
2.	Sweeping/cleaning of yard	Per Sq. Mtr/Month	Rs.4.00	Four Rupees only	1185 sq mtr

Area details:- Table-2

Sl	Office location	Building area in sq mtr	Yard area in sq mtr	Total area in sq mtr	Controlling Officer
1	GMTD Office, Sambalpur	2498	455	2953	SDE (Genl)
2	IQ at Kachery Road	438	-	438	SDE (Genl)
3	Telephone Bhawan, Firm Road	2745	445	3190	SDE (C-DOT)
4	Telephone Bhawan, Jharsuguda	926	193	1119	SDOP Jharsuguda
5	Telephone Bhawan Bargarh	765	92	857	SDOP Bargarh
Total		7372	1185	8557	

Signature of Bidder

Read & understood
Signature of bidder

17

SECTION - IV

Price Bid Form (Financial Bid)

1. Name of the Zone _____

Item	In % age Above the scheduled rates	In figures	In words
All works described at section III (Table-1) from item 1 to 2	Above_____		

NOTE :- The rates should be quoted above the Total scheduled Amounts indicated at Section-III (Table-1) .

Date:

Signature of the bidder

Place:

Address:

Read & understood
Signature of bidder

SECTION – V

Tender noW-99/2018-19/1

Dtd. 16-11-2018

SCHEDULE OF WAGES

The Schedule of rates to be paid to the job contractor excluding Service Tax (which will be paid by BSNL after submission of challan by the contractor) to provide each unskilled labourer / job workers for one day by the bidder in accordance with per day wages fixed for each unskilled labourer by Chief Labour Commissioner(C) , NewDelhi w.e.f 01.10.2018 onwards is as under :-

Sl. No.	Description	Amount
1	Daily wages of one unskilled labourer w.e.f date 01.10.2018 onwards as prescribed by CLC© , New Delhi.	Rs. 373.00 per day per unskilled labourer.
2	Employer's (Contractor's) share of EPF contribution for per day per unskilled labourer @ 12% + 0.50% as administrative charges of EPF Deptt. + 0.50% as EDLI charges of EPF Dept. = @ 12 + 0.50 + 0.50 = @ 13.00% of amount under column no.3 against sl. No. 1 of this table.	Rs. 48.49
3	Employer's (Contractor's) share of ESI contribution for per day per unskilled labourer @ 4.75% of amount under column no.3 against sl. No. 1 of this table	Rs. 17.71
4	Employer's (Contractor's) profit for carry out the job contract in percentage of amount of scheduled rate at table -1 of Sec-III to be quoted by bidder in figures & words in the rate sheet of financial bid at Section – IV.	The amount will arrive in accordance with finally approved L1 percentage of amount shown in financial bid at section IV on scheduled rate at Sl.No.1 to 2 of the table-1 at Sec III.
Note:- The above mentioned amounts shown under column no.3 against sl. No. 1,2& 3 of above table and approved L-1 percentage profit to the successful bidder against sl. No.4 for this tender in respect to different zone(s) will be allowed to be changed automatically strictly in accordance with per day wages to be revised and decided in future by Chief Labour Commissioner © , New Delhi		

Read & understood
Signature of bidder

19

AGREEMENT

An agreement is made on this day.....between GMTD, Sambalpur, BSNL or representative on behalf of GMTD, Sambalpur as one part and .Sri/ M/s..... having his/ its residence/ Office at..... (Actual through its constituted attorney hereinafter called "Contractor" (Which term shall include their heirs, executors, successors and assignees on the other parts.

Whereas the BSNL is desirous of getting executed certain work namely Assistance in Telecom Office House keeping, on job contract basis under GMTD, Sambalpur ,BSNL as detailed in Tender No. dated -.....

And whereas the contractor is ready and willing to execute the said works in accordance with the terms & conditions laid down in the contract.

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, and Engineering installation vide **W-99/2018-19/1 dated. 16-11-2018** (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 " Contractual or contract documents" wherever herein used.
2. In consideration of the payment to be made to the Contractor for the works to be executed by him, the contractor hereby agrees with the GMTD, Sambalpur BSNL that the contractor shall in accordance with the contract document shall provide, execute and complete the said works and shall perform all other acts, deeds, comments and things in the contract mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said works and at the time and in the manner and subject to the terms.
3. The party at second part called as "Contractor" 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.

P.T.O.

Read & understood
Signature of bidder

20

4. In consideration of the due provisions, execution and completion of the said works, the BSNL hereby agrees with the Contractor that GMTD, Sambalpur, BSNL will pay to the Contractor the respective amounts for the works done by the contractor such sum(s) as may become payable to the contractor under the provisions of the contract agreement.
5. The contractor hereby agrees to submit the Central labour License within 2 months from the date of issue of work order failing which the contract will be cancelled & Performance Security will be forfeited.
6. The contractor also undertakes to strictly adhere to the Labour Laws with all alterations / modifications that may take place from time to time as per decision of the Govt.of India.
7. The contractor undertakes to pay all wages & allied benefits such as EPF, ESI etc. to the workers by 7th of the following month without waiting for payment by BSNL. The amount paid by the contractor towards his share of EPF, ESI if any & GST should be submitted to this office for necessary reimbursement.
8. **The contractor also undertakes to pay all the statutory levies / taxes / dues that may be due from time to time and all payments must be made to the Bank Accounts of the Job Workers which is mandatory.**
9. The GMTD, Sambalpur ,BSNL reserves the right to amend, modify or cancel this Tender at any time without assigning any reasons.
10. **The tenderer and the Job workers cannot claim any Temporary or Permanent employment in GMTD, Sambalpur, BSNL.**
11. In case of any grievances, the job contract workers should address the same to the job contractor only. The contractor in turn may take up such genuine grievances to the notice of AGM (Planning), O/o GMTD, Sambalpur.
12. The Job Contractor further undertakes to prevent the labourers engaged by him from directly addressing any letter or contacting the GMTD directly .
13. The Job contractor further undertakes to exhibit discipline among the job workers & failure on his part to do so may attract imposture of penalty & subsequent Blacklisting as per the tender conditions.
14. The contract will be in force for One year which is extendable up to six months with effect from to

Read & understood
Signature of bidder

21

15. Security deposit for Rs. furnished through Bank Guarantee No. ofBank & Valid upto-----is enclosed towards Performance Security.

16. During validity of this tender, the contractor must ensure payment of minimum wages as revised & prescribed by the CLC (Central), New Delhi from time to time . Thus payment of Minimum Wages to the job contract workers is the sole responsibility of the Job Contractors .Accordingly approved rate will be proportionately increased with prior approval of GMTD, Sambalpur.

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

(A) Particulars of EMD submitted with Bid ----

(B) Particulars of Bank Guarantee:-

- (i) Bank Name & Address
- (ii) BG No. & Date
- (iii) Amount
- (iv) Validity period

Signed & delivered by &
on behalf of the contractor

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

In the Presence of :

In the Presence of :

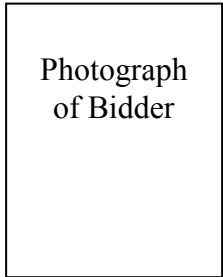
- 1. Signature:
Name:
Designation:
- 2. Signature:
Name:
Designation:

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

Read & understood
Signature of bidder

22

QUESTIONNAIRE FORMING PART OF TENDER TO BE FILLED IN



1. Full Name of the firm
(In capitals) :
2. Firm's Address :
3. Telephone Number(s) :
4. Is the firm (Proprietary or Partnership):
5. Name(s) of the proprietor or partner :
6. Brief description of Job contract work carried out by the firm in last two years with name of the Clients, Nature and value of work done for each. (Please attach extra sheet if necessary) :
7. Is the firm registered with any agency Mentioned in NIT / Tender document, if so furnish details of registration. :
8. Has the firm been blacklisted by any organization, if so attach the details of the same. :
9. Income Tax Account No / PAN Number :
10. Is the bidder aware of all the rules and guidelines by Govt. on the subject of tender. :
11. EPF Registration No. :
12. ESI registration no. :
13. GST registration no. :
14. Central labour license for any other contract :
work done in last 1 year

I/We hereby certify that the above-mentioned particulars are true and correct.

Date: Signature _____

Place: For and on behalf of
(Name of the firm with seal)

Read & understood
Signature of bidder

CHECK LIST

1. Whether the following papers are enclosed.
 - (a) Demand Draft for the prescribed amount of EMD for quoted zone.
 - (b) Cost of Tender document in case of documents down loaded from web site
 - (c) Attested Copies of:
 - (i) Registration of Firm.
 - (ii) EPF No.
 - (iii) Recent experience certificate for undertaking job work / similar nature of work in any Govt. organization / PSU etc .subjected to verification.
 - (iv) PAN No./ up to date Income Tax clearance Certificate
 - (v) Valid GST Registration & latest filled return copy if any.
 - (vi) Documentary Evidence to sign the Bid.
 - (vii) Valid ESI registration no. / certificate
 - (viii) Copy of Central Labour License of past work for which experience certificate is submitted
2. Whether each pages of the tender document has been signed by the authorized signatory?
3. Whether the rates have been quoted in the financial bid both in figures as well as words. If difference between figure and word is there, then rate mentioned in word will be valid.
4. Whether the corrections if any has been encircled and fresh entry made and signed by the authorized signatory? (No over writing is permissible).
5. Whether the tender is conditional? All conditional tender will be rejected.

Read & understood
Signature of bidder

24

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 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 :

- 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

(Capacity under which signing)

Read & understood
Signature of bidder

25

Additional Information to Bidder for Participating in e-tendering

E-TENDERING INSTRUCTIONS TO BIDDERS

The instructions given below are ITI's e-tender portal centric and for e-tenders invited by the General Manager Telecom District, Sambalpur of Odisha Circle only.

A. General:

Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering; the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/BSNL>) of M/s ITI Limited, a Government of India Undertaking.

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).

It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.

While uploading the documents, it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

It is a Two Stage bidding system--.

Financial bids & Technical bids shall be submitted by the bidder at the same time.

C. Broad outline of activities from Bidders perspective:

Procure a Digital Signature Certificate (DSC)
Register for Electronic Tendering System (ETS) in e-Tender Portal.
Create Users and assign roles on ETS
View Notice Inviting Tender (NIT) on ETS
Download Official Copy of Tender Documents from ETS
Clarification to Tender Documents on ETS – Query to BSNL (Optional)
View response to queries posted by BSNL, through addenda.
Bid-Submission on ETS
Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Technical-Part
Post-TOE Clarification on ETS (Optional)
Respond to BSNL's Post-TOE queries
Attend Public Online Tender Opening Event (TOE) on ETS – Opening of Financial-Part
(Only for Technically Responsive Bidders)

Read & understood

Signature of bidder

26

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

The Tender document can be downloaded from the e-Tender Portal and to be submitted in the e-format. Cost of Tender Document (in the form of DD) and Bid Security (in the form of DD) (in original) have to be submitted to AGM (Planning) ,5TH Floor Door Sanchar Bhawan, Kacheri Road, Sambalpur- 768001, Odisha before the scheduled date and time of submission of the tender otherwise the Bid will not be considered.

Amendments, if any, to the tender document 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.

Intending bidders are requested to register themselves with M/s. ITI Limited through E-Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.

General Manager Telecom District Sambalpur has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and BSNL Contact Points (as given below), to get your registration accepted/activated.

ITI Tender Wizard Help Desk Contact	Shri Biswajit Kar, Mob No.9438724476 between 10:30 hrs to 18:00 hrs from 17-11-2018 to 26-11-2018 , twhelpdesk691@gmail.com
BSNL Contact-1	Sri Ramakanta Naik ,AGM (Planning) O/o GMTD BSNL Sambalpur Tel No.0663-2410444, Mob No.9437960552 between 10:30 hrs to 17:00 hrs from 17-11-2018 to 26-11-2018,
BSNL Contact-2	Shri Manoranjan Rath, JTO (Planning) O/o GMTD BSNL Sambalpur, Tel No.0663-2410101, Mob No.9437232037 between 10:30 hrs to 17:00 hrs from 17-11-2018 to 26-11-2018,

Read & understood
Signature of bidder

27

INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.orissa.bsnl.co.in and www.tenderwizard.com/BSNL Up to **16:00 Hrs of -. -. 2018** which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit E-Tender Portal and keep themselves updated regarding amendments/ correction/modification etc.

Read & understood
Signature of bidder

28