

Tender No. PLG/GC-320/2020-21/5

dated 08.12.2020

**BHARAT SANCHAR NIGAM LIMITED**  
*(A Government of India Enterprise)*  
**OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT,  
CUTTACK-753012**

**LIMITED T E N D E R**

**For**

**Up keeping of Inspection Quarters at Telephone Bhawan,  
Cuttack**

**(TECHNICAL BID)**

PRICE Rs. 590.00  
(Rs. 500/- + 18% GST)

Read & understood

Sign & seal of bidder

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**Section-1**  
**BHARAT SANCHAR NIGAM LIMITED**

*(A Government of India Enterprise)*

**OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT, CUTTACK-753012**

No. PLG/GC-320/2020-21/5

Dated at CK 08.12.2020

**NOTICE INVITING TENDER (LIMITED)**

1. Sealed (Wax or PVC) tenders are invited on behalf of Bharat Sanchar Nigam Limited by the General Manager Telecom District, Cuttack from registered and experienced firms for up keeping of Inspection Quarters at Telephone Bhawan, Cuttack.

Name of the work	Estimated cost (in Rs)	Bid security/ EMD deposit amount (Rs.) 2%	Sale of Tender document	Last date & time for submission of tender	Date & time of opening of tender (Technical bid)	Date of opening of tender paper (Financial bid)
For up keeping of Inspection Quarters at Tel. Bhawan, Cuttack	1,99,000.00	3980.00	From 08.12.2020 to 28.12.2020 on all working days during office Hrs	Upto 13.30 hrs of 29.12.2020	At 15.00 hrs on 29.12.2020	Will be intimated later.

**2 Purchase of Tender Document:**

2.1 The tender paper can be obtained from SDE (Planning), Office of the GMTD, BSNL, Link Road, Cuttack-12 on payment of Rs.590.00 (Rupees five hundred ninety only) in the form of a Demand Draft/Banker Cheque drawn against any Nationalized/Scheduled Banks at Cuttack payable to the A.O. (Cash), O/o GMTD, BSNL, Cuttack. The bidder can also download the tender document from <http://odisha.bsnl.co.in/new-tender.html> or <https://eprocure.gov.in/epublish/app> and submit alongwith required amount of tender document fee.

2.2 The tender documents shall be issued free of cost to MSE bidders on production of requisite proof in respect of valid certification from MSME for the tendered item.

**3. Eligibility Criteria:** - The bidder should have eligibility & submit as follows

a) Cost of tender paper and EMD:- as mentioned above b) Self attested copy of registration of firm (in case of firm) c) Self attested copy of valid PAN No & latest IT return, d) Self attested copy of GSTIN Registration Certificate & latest return of GSTIN or In case the bidder is unable to submit the GSTIN registration, he will submit an undertaking as per GSTIN registration clause that his annual turnover is less than 20 lakhs (as per format in Sec-17) e) Certificate for no near relatives in BSNL/DOT/MTNL, f) Experience on satisfactorily executing up keeping of I.Q. in BSNL/ Govt. of India/Central PSU of amounting Rs. 69,650.00 (Rupees sixty nine thousand six hundred fifty only) within the period of last three years (2017-18, 2018-19 & 2019-20) and current year. The certificate should be issued by an officer not below the rank of Dy. G.M. level. g) Power of attorney as per clause 13.3 of Section-4 (if applicable), h) Self attested copy of memorandum article/ partnership deed/affidavit/proprietorship (which is applicable), i) All pages to be signed by the bidder.

**The documents as listed out in Section-20 should be submitted along with tender paper. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.**

**4. Bid Security/EMD:**

The bidder shall furnish the EMD (Bid Security) in shape of demand draft/banker's cheque/FDR drawn in favour of A.O. (Cash), BSNL, O/o PGMTD, Cuttack and payable at Cuttack

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Note:- The MSE units shall be exempted from submission of Bid Security deposit on production of requisite proof in respect of valid certification from MSME for the tendered item.

**5. Date & time of Submission of Tender bids:** As mentioned in the table above.

**Note:-** In case the last date of submission & opening of bid is declared a holiday, the last date of submission & opening of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid opening date due to any other unavoidable reason will be intimated to all the bidders separately.

**6. Opening of Tender Bids:** As mentioned in the table above.

**7. Place of submission & opening of Tender bids:** Room No. 208, O/o GMTD, BSNL, Cuttack,

8. Tender bids received after due time & date will not be accepted.

9. Incomplete, ambiguous, Conditional, unsealed tender bids are liable to be rejected.

10. The GMTD, Cuttack reserves the right to reject any or all tenders without assigning any reason thereof.

**DGM (Rural, Plg & Trans)**  
**O/o GMTD, BSNL, Cuttack**  
**Tel No. 0671-2304440**  
**Fax No. 0671-2367072**

Copy to:-

1. Notice Board of the GMTD, Cuttack/ Telephone Bhawan, Cuttack/ Imp. exchanges
2. All SSA Heads other than Cuttack.
3. DGM (ETR) Microwave Colony, Unit-8, Bhubaneswar
4. Bidders of having experience in upkeeping of I.Q.
5. SDE (Computer) for displaying in website:- [www.orissa.bsnl.co.in/cuttack](http://www.orissa.bsnl.co.in/cuttack) and <https://eprocure.gov.in/epublish/app>

**DGM (Rural, Plg & Trans)**  
**O/o GMTD, Cuttack**

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**SECTION- 2**  
**Tender Information**

1. **Type of Tender:**
  - (a) No of Bid Submission Stage for tender-- **Single**
  - (b) No. of Envelopes for submission of Bids: **Three Nos**
2. **Bid validity Period:-** 90 days from the date of opening of the tender.
3. The first envelope will be named Bid Security envelope, 2<sup>nd</sup> envelope will be named as Techno-Commercial and will contain documents of bidder's satisfying the eligibility/Technical and commercial conditions and 3<sup>rd</sup> envelope will be named as Financial Bid envelope containing financial quote. These envelopes shall contain one set of the following documents:
  - a. **Bid Security envelope will contain:**
    - (i) EMD as per **Section-I NIT**
    - (ii) Cost of the tender documents i.e. tender fee **Section-I NIT**
  - b. **Techno Commercial envelope shall contain:**
    - i. Certificate(s) showing fulfillment of the eligibility criteria(s) stated in **Section-I of the detailed NIT.**
    - ii. Power of Attorney and Authorization for executing the power of Attorney in accordance to tender document.
    - iii. Self attested copy of memorandum article/ partnership deed/affidavit/ propertiorship (which is applicable)
    - iv. Bidder's Profile duly filled and signed.
    - v. Bid form duly filled in & signed
    - vi. Non-Relation Certificate duly filled and signed
    - vii. Undertaking & declaration duly filled in & signed
    - viii. Declaration on clause by clause compliance duly filled & signed
    - ix. Declaration for Downloading the tender Document duly filled & signed
    - x. Declaration of Non tampering of tender document duly filled & signed
    - xi. Undertaking regarding genuineness of the tender document/information submitted duly filled & signed
    - xii. Undertaking for Non submission of GSTIN registration
    - xiii. Tender documents duly signed at the end of each page for having read it and accepted it.
  - c. **Financial Bid envelope shall contain:**
    - Rate quotation - Price Schedule duly filled and signed.
4. **Payment terms:-** As per clause 3 of Section-5.
5. **Issue of work order:-** AGM (Internal), Cuttack. The work order will be issued by AGM (Internal) of any other officer as decided by the head of SSA

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**SECTION- 3****SCOPE, SPECIFICATION OF WORK & REQUIREMENT**

1. The contractor has to carry out sweeping, cleaning of the rooms, corridors, and dinning (including kitchen) space annexed to the I.Q. at Telephone Bhawan, Cuttack.
2. He has to arrange for cleaning all the toilets of I.Q. regularly two times a day, using cleaning materials, i.e. phenyle, naphthalene, bathroom fresheners etc at his own cost, when the rooms were occupied by the guests.
3. He has to arrange for washing blankets, bed covers, bed sheets, towel and pillar covers after change of each occupant.
4. He has to arrange for washing of curtains and Sofa covers once in a month regularly.
5. The workers engaged in sweeping and cleaning work should be polite, sincere and punctual in nature. The contractor is responsible for any mis-conduct of such person.

**REQUIREMENT**

<b>A</b>	<b>Laundry Charge</b>	<b>Apprx in a year</b>
1	Blanket	24 nos
2	Bed sheet (single)	216 nos
3	Bed sheet (double)	36 nos
4	Towel	48 nos
5	Pillow cover	168 nos
<b>B</b>		
1	Sweeping, cleaning with supply of all cleaning materials of I.Q suits. & I.Q. premises at Telephone Bhawan, Cuttack on monthly basis	12 months

N.B:- The quantity may vary as per requirement within limited tender value.

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## SECTION-4

### GENERAL INSTRUCTIONS TO BIDDERS (GIB)

#### 1. DEFINITIONS

- a) "**The Purchaser**" means the General Manager Telecom District, BSNL, Cuttack.
- (b) "**The Bidder**" means the individual or firm who participates in this tender and submits its bid.
- c) "**Letter of Intent (LOI)**" means the intention of Purchaser to place the Purchase Order on the bidder.
- d) "**The Contract Price**" means the price payable to the purchaser under the purchase order for the full and proper performance of its contractual obligations.
- e) "**Successful Bidder(s)**" means the bidder(s) to whom work in this tender is awarded.
- f) "**Supplier**" means the successful bidder to whom the work is awarded.

#### 2. ELIGIBILITY CONDITIONS:

**Eligibility Criteria:** - The bidder should submit the cost of tender paper, EMD and documents as mentioned in the NIT (Section-1)

Note:- The successful bidder has to produce the above original documents for verification when he is called for so.

#### 3. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### 4. DOCUMENTS REQUIRED

- 4.1 The goods/jobs required to be supplied/executed, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The contents of the Bid documents are specified in the covering letter.
- 4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

#### 5. CLARIFICATION OF BID DOCUMENTS

- 5.1. A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser in writing by FAX or by Email of the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Bid Documents, which it receives **14 days prior to the date of opening of the Tenders**. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be sent to all the prospective bidders who have received the bid documents.
- 5.2 Any clarification issued by BSNL in response to query raised by prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

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## **6. AMENDMENT OF BID DOCUMENTS**

- 6.1 The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- 6.2 The amendments shall be notified/intimated to the bidder in writing by FAX or Email to all prospective bidders on the address intimated at the time of purchase of the bid document from the purchaser and these amendments will be binding on them.
- 6.3 In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

## **7.0 DOCUMENTS COMPRISING THE BID**

The bid prepared by the bidder shall ensure availability of the following components:

- (a) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted in accordance with the clause 2 & 10.
- (b) Bid Security furnished in accordance with clause 11.
- (c) A Bid form and price schedule completed in accordance with clause 8 & 9.

## **8.0 BID FORM**

- 8.1 The bidder shall complete the bid form and appropriate Price Schedule furnished in the Bid Documents.

## **9.0 BID PRICES**

The bidder shall quote the rate as per price schedule.

## **10.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION**

The bidder shall furnish, as part of the bid documents establishing the bidder's eligibility, the following documents or whichever is required as per terms and conditions of Bid Documents.

- a) Valid MSE Certificate, if applicable. In case the ownership of such MSE Entrepreneurs happens to be from SC/ST category, proof in this regard also need to be submitted.
- b) Power of Attorney as per clause 13.3 (a) and (d) and authorization for executing the power of Attorney as per clause 13.3 (b) or (c).
- c) Article or Memorandum of Association or partnership deed or proprietorship deed as the case may be.

## **11.0 BID SECURITY / EMD**

- 11.1 The bidder shall furnish, as part of its bid, a bid security as mentioned in Section-1 (NIT).
- 11.2 The MSE bidders are exempted from payment of bid security:
- a) A proof regarding valid registration with body specified by Ministry of Micro, Small & Medium Enterprise for the tendered items will have to be attached along with the bid.
  - b) The enlistment certificate issued by MSME should be valid on the date of opening of tender.
  - c) MSE unit is required to submit its monthly delivery schedule.
  - d) If a vender registered with body specified by Ministry of Micro, Small & Medium Enterprise claiming concessional benefits is awarded work by BSNL

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and subsequently fails to obey any of the contractual obligations, he will be debarred from any further work/ contract by BSNL for one year from the date of issue of such order.

- 11.3 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to Para 11.7.
- 11.4 A bid not secured in accordance with Para 11.1 & 11.2 shall be rejected by the Purchaser being non-responsive at the bid opening stage
- 11.5 The bid security of the unsuccessful bidder will be discharged/ returned as promptly as possible and within 30 days of finalization of the tender or expiry of the period of the bid validity period prescribed by the purchaser.
- 11.6 The successful bidder's bid security will be released only after furnishing required Performance Bank Guarantee and signing the agreement.
- 11.7 The bid security may be forfeited:
  - a) If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently; or
  - b) In the case of successful bidder, if the bidder fails to sign the contract

## **12.0 PERIOD OF VALIDITY OF BIDS**

- 12.1 Bid shall remain valid for period specified in clause 2 of Tender Information. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.
- 12.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under clause 12 shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

## **13.0 FORMAT AND SIGNING OF BID**

- 13.1. The bidder shall submit his bid, through sealed envelopes physically, complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, in signatures by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.

**Note:-**The Purchaser may ask the bidder(s) to supply, besides original bid, additional copy of bids as required by him.

- 13.2. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, except for un-amended printed literatures, shall be digitally signed by the person or persons signing the bid.

### **13.3 Power of Attorney**

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
- (b) The power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/ institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the

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- partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's/ firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.
- (e) Original 'Power of Attorney' in case person other than tenderer has signed the tender documents.

**Note:- In case the Power of Attorney authorized by company/partnership firms to any of their directors/ partnership holder, this specimen signature of authroised signatory should be attested by the company's / firm's banker.**

#### **14. SEALING AND MARKING & SUBMISSION OF BIDS**

14.1 Bid for each tender should be submitted in three envelopes placed inside a main cover. These envelopes should contain the following.

Envelop	Marked on the cover	Contents of envelope
First	Bid security	Containing EMD & Tender document fee
Second	Qualifying bid	Containing documents as per NIT
Third	Financial bid	Rates duly quoted by the tenderer in the prescribed format.

On all these envelopes the name of the firm and whether "Bid Security" OR "Qualifying" OR "Financial" bid must be clearly mentioned and should be properly sealed with sealing wax/packing PVC tape. These envelopes are to be placed inside an outer envelope and properly sealed with sealing wax/packing PVC tape. The tenders which are not submitted in above mentioned manner shall be summarily rejected.

14.2 All envelopes (3 inner & one outer) must bear the following:

**(Tender for up keeping of Inspection Quarters at Tel. Bhawan, Cuttack)**

**"NOT TO OPEN BEFORE ( \_\_\_\_\_ )**

**(Tender No. \_\_\_\_\_ dated \_\_\_\_\_ at Cuttack)**

14.3 Bid shall be addressed to the following address

**AGM (NW- PLG-CFA), Room No. 208, O/o GMTD, BSNL, Door Sanchar Bhawan, Link Road, Cuttack-753012**

14.4 Bids delivered in person shall be dropped by that person in the tender box kept with **The AGM (NW-PLG-CFA), Room No. 208, O/o GMTD, Door Sanchar Bhawan, Link Road, Cuttack-12** on or before the date and time specified in NIT. The purchaser shall not be responsible in any way about the bids that are delivered /dropped elsewhere and/or after the last date and time for receipt of bids.

14.5 The tender documents can be sent by Regd. Post & should reach this office in time as specified in NIT. BSNL will not be responsible for any delay in postal transit/missing.

14.6 No bid shall be accepted if submitted after due date time as mentioned in NIT.

#### **15.0 OPENING OF BIDS BY PURCHASER**

15.1 Bids will be opened in due time and date as mentioned in the NIT.

15.2 The bidder/bidder representative, who are present in the bidding process shall sign in attendance register. Authority letter to this effect shall be submitted by the authorized representatives of bidders before they are allowed to participate in bid opening.

15.3 A maximum of one representative of any bidder shall be authorized and permitted to attend the bid opening.

#### **16. PRELIMINARY EVALUATION**

- Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.

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- Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non-conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

#### **17. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS**

- a. The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- b. The evaluation and comparison of responsive bids shall be done on the basis of Net cost to BSNL, on the prices of goods/service offered inclusive of duties and taxes (excluding CENVAT-able Duties & Taxes)
- c. The evaluation and comparison of substantially responsive bids shall be done on the basis of lowest quoted composite rate.
- d. BSNL reserves right to negotiate against the price quoted by the bidder.
- e. Tendering authority may negotiate with L1 bidder only or may make counter offer of the same L1 negotiated price to other successful bidder(s). However, BSNL reserves the right to award the work to multiple bidders.

#### **18. ISSUE OF LOI**

- 18.1. The issue of LOI shall constitute the intention of the Purchaser to enter into contract with the bidder.
- 18.2. The bidder shall within 14 days of issue of the LOI, give its acceptance along with performance security and should sign the agreement.

#### **19. AWARDING/SIGNING OF CONTRACT & TENDER VALIDITY**

- 19.1. The purchaser will award the contract to the lowest quoted bidder.
- 19.2. The issue of Purchase/work order shall constitute the award of contract on the bidder.
- 19.3. The normal tender period is for **one year**. In case of availability of estimated cost, the tender period can be extended further **six months**.

#### **20. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of clause 16 & 17 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the purchaser or call for new bids.

#### **21. REJECTION OF BIDS**

While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one of these shall result in outright rejection of the bid.

- a) If it is not sealed as per clause 14

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b) If it is not complied eligibility condition as per clause 2

c) If it is not complied clause 10 & 11

**22. Purchaser's right to disqualify**

Purchaser reserves the right to disqualify the supplier for a suitable period (not less than one year & not more than 2 years) who habitually failed to supply the equipment in time. Further, the suppliers whose equipment does not perform satisfactory in the field in accordance with the specifications may also be disqualified for a suitable period (not less than one year & not more than 2 years) as decided by the purchaser.

**23. PURCHASER'S RIGHT TO BAN BUSINESS DEALINGS**

Purchaser reserves the right to bar the bidder from participating in future tenders/EOIs/ RFPs of BSNL for a period of two years in case he fails to honour its bid without sufficient grounds.

**24. NEAR-RELATIONSHIP CERTIFICATE**

24.1. The bidder should give a certificate that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and BSNL will not pay any damage to the company or firm or the concerned person.

24.2. The Company or firm or the person will also be debarred for further participation in the concerned unit.

24.3 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) & 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).

24.4. The format of the certificate is given in Section 11.

**25. VERIFICATION OF DOCUMENTS AND CERTIFICATES**

The bidder will verify the genuineness and correctness of all documents and certificates, including experience/performance certificates, issued either by the bidder or any other firm / associate before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

As per requirement of the tender's conditions, if any document / paper / certificate submitted by the participant bidder is found to be false / fabricated / tempered / manipulated at any stage during bid evaluation or award of contract, then the bid security (EMD) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would also be taken for banning of business dealing with the defaulting firm. In case contract has already awarded to the bidder, then PBG would be forfeited and the contract would be rescind / annulled and BSNL would be at liberty to procure the ordered goods and services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm.

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## SECTION-5

### GENERAL COMMERCIAL CONDITIONS OF CONTRACT

#### 1. Application

These conditions shall apply in all the contracts made by the purchaser for the procurement of goods/services.

#### 2. PERFORMANCE SECURITY

2.1 The service provider excluding MSEs who are registered with the designated MSME bodies, like National Small Scale Industries Corporation etc shall furnish performance security to the service provider for an amount equal to 5% of the estimated cost within 14 days from the date of issue of LOI by the Purchaser.

2.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the service provider's failure to complete its obligations under the contract.

2.3 The performance security Bond shall be in the form of Bank Guarantee/Fixed Deposit Receipt (FDR) issued by a Nationalized Bank /Scheduled Bank and in the proforma provided in Section-6 of this Bid Document.

2.4 The performance security Bond will be discharged by the Purchaser after completion of the supplier's performance obligations including any warranty obligations under the contract.

#### 3. SUBMISSION OF BILLS/PAYMENT TERMS/PENALTY

3.1 The contractor will submit bill in duplicate with certificate of SDO concerned duly countersigned by AGM (city) Cuttack to A.O. (Planning), O/o GMTD, Cuttack in first week of next month for processing. Bill will be paid after deducting necessary income tax & other tax if any as applicable from time to time central/state govt. In case, delay submission of bills a penalty 0.5% of bill amount per week will be deducted. If it is delayed more than 8 weeks, contract period may be terminated.

3.2 Payment will be made by e-payment mode as per ERP system.

3.3 TDS as applicable will be deducted from the bill.

3.4 If the assigned work is not performed in time for any month, the penalty of 10% of the bill amount will be deducted. If further, the same practice is continued, the contract may be terminated.

#### 4. FORCE MAJEURE:

If any time, during the continuance of this contract, the performance in whole or in part by either party or nay obligation under this contract shall be prevented or 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 (Herein after referred to as events) provided notice of happening, 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 and work 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 department as to whether the work 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 60 days either part may, at his option terminate the contract.

Read & understood

Sign & seal of bidder

## 5 TERMINATION FOR DEFAULT

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part

- (a) if the supplier fails to provide the material within the time period(s) specified in the contract, or any extension thereof granted by the purchaser.
- (b) if the supplier fails to perform any other obligation(s) under the Contract; and
- (c) if the s supplier, in either of the above circumstances, does not remedy its failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

## 6. ARBITRATION

6.1 In the event of any question, dispute or difference arising under this agreement or in connection there-with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the CGM, BSNL or in case his designation is changed or his office is abolished, then in such cases to the sole arbitration of the officer for the time being entrusted (whether in addition to his own duties or otherwise) with the functions of the CGM, BSNL or by whatever designation such an officer may be called (hereinafter referred to as the said officer), and if the CGM or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the CGM or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act 1996 as amended from time to time. There will be no objection to any such appointment on the ground that the arbitrator is a 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 a Government Servant he has expressed his views on all or any of the matters in dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. In the event of such an arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the CGM, BSNL or the said officer shall appoint another person to act as an 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.

6.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the 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

## 7. COURT JURISDICTION

7.1 Any dispute arising out of the tender/ bid document/ evaluation of bids/ issue of LOI shall be subject to the jurisdiction of the competent court at the place from where the NIT/ tender has been issued.

7.2 Where a contractor has not agreed to arbitration, the dispute/ claims arising out of the Contract/ PO entered with him shall be subject to the jurisdiction of the competent Court at the place from where Contract/ PO has been issued. Accordingly, a stipulation shall be made in the contract as under.

“This Contract/ PO is subject to jurisdiction of Court at Cuttack only”.

Read & understood

Sign & seal of bidder

**SECTION- 6**

(To be typed on Rs.100/- non-judicial stamp paper &amp; for the period 2 years)

Dated:.....

**Sub: Performance guarantee.**

Whereas **DGM (Rural, Plg & Trans)**, O/o GMTD, BSNL Cuttack R/o ..... (hereafter referred to as GMTD, BSNL Cuttack) has issued an LOI no. .... Dated ...../...../20..... awarding the work of ..... to M/s ..... R/o ..... (hereafter referred to as "Bidder") and GMTD, BSNL Cuttack has asked him to submit a performance guarantee in favour DGM (NW-OP-CFA) Rural, O/o GMTD, BSNL Cuttack of Rs. ..../- (hereafter referred to as "P.G. Amount") valid up to ...../...../20.....(hereafter referred to as "Validity Date")

Now at the request of the Bidder, We ..... Bank ..... Branch having ..... (Address) and Regd. office address as ..... (Hereinafter called 'the Bank') agreed to give this guarantee as hereinafter contained:

2. We, "the Bank" do hereby undertake and assure to the PGMTD, BSNL Cuttack that if in the opinion of the PGMTD, BSNL Cuttack, the Bidder has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations there-under, the Bank shall on demand and without any objection or demur pay to the PGMTD, BSNL Cuttack the said sum limited to P.G. Amount or such lesser amount as PGMTD, BSNL Cuttack may demand without requiring GMTD, BSNL Cuttack to have recourse to any legal remedy that may be available to it to compel the Bank to pay the same.
3. Any such demand from the PGMTD, BSNL Cuttack shall be conclusive as regards the liability of Bidder to pay to PGMTD, BSNL Cuttack or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the Bidder had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between Bidder and PGMTD, BSNL Cuttack regarding the claim.
4. We, the Bank further agree that the guarantee shall come into force from the date of its issue and shall remain in full force and effect up to its Validity date.
5. The Bank further agrees that the PGMTD, BSNL Cuttack shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by PGMTD, BSNL Cuttack against the Bidder and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to Bidder or through any forbearance, act or omission on the part of PGMTD, BSNL Cuttack or any indulgence by PGMTD, BSNL Cuttack to Bidder or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
6. Notwithstanding anything herein contained ;

Read &amp; understood

Sign &amp; seal of bidder

- (a) The liability of the Bank under this guarantee is restricted to the P.G. Amount and it will remain in force up to its Validity date.
  - (b) The guarantee shall stand completely discharged and all rights of the PGMTD, BSNL Cuttack under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before its validity date.
7. In case GMTD, BSNL Cuttack demands for any money under this bank guarantee, the same shall be paid through banker's Cheque in favour of "AO (Cash) O/o PGMTD, BSNL, Cuttack.
  8. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place: .....

Date: .....

(Signature of the Bank Officer)

Rubber stamp of the bank

Authorized Power of Attorney Number: .....

Name of the Bank officer: .....

Designation: .....

Complete Postal address of Bank: .....

.....

Telephone Numbers .....

Fax numbers .....

Read & understood

Sign & seal of bidder



**SECTION-7**

**Proforma for Letter of Authorization for attending Bid Opening Event.**

(To be typed preferably on letter head of the firm)

**Subject:** Authorization for attending Bid opening

I/ We Mr. /Ms. .... have submitted our bid for the tender no. .... in respect of ..... (Item of work) which is due to open on ..... (date) in the Meeting Room, O/o .....

We hereby authorize Mr. / Ms. ....& Mr. / Ms..... (alternative) whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....  
Signature of the Representative

..... Signature of Bidder/ Officer authorized to sign

Name of the Representative on behalf of the Bidder

.....

Signature of the alternative Representative

.....

Name of the alternative Representative

Above Signatures Attested

**Note 1:** Only one representative will be permitted to attend the Bid opening

- 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Read & understood

Sign & seal of bidder

**SECTION- 8  
AGREEMENT**

**(To be typed on a Rs. 100.00 Non-judicial stamp paper)**

This contract is made between the PGMTD, BSNL, Cuttack party on the **first part** & M/s \_\_\_\_\_ (hereinafter called the contractor) party on the **second part**.

**Tender no.** \_\_\_\_\_ **dated** \_\_\_\_\_ .

The period of contract will be **12 months** with effect from **date** \_\_\_\_\_. In case the tender is further extended as per the terms & conditions of the tender, the contract shall remain valid till the expiry of the extended period of the tender on the same terms and conditions.

This contract is entered into by the BSNL with the contractor for

**(Name of work):** \_\_\_\_\_

**The scope, terms and conditions/specification etc. of this contract will be as per original tender document.**

I assure that I shall undertake the said work as per terms and conditions of contract during the tenure of the contract.

Performance Security Deposit of Rs.....is furnished below:-

Performance Security Deposit for Rs..... is furnished through of Bank Guarantee/ TDR NO/DD No. .... Dt..... of (bank) .....and it is valid upto Dt.....

**Party on the second part**

**Party on the first part**

(Name, address & signature of the contractor with seal of the company)

DGM (Rural, Plg & Trans),  
O/o PGMTD, Cuttack

Witness (Contractor side)

Witness (Office side)

Signature  
Name & address

Signature  
Name & address

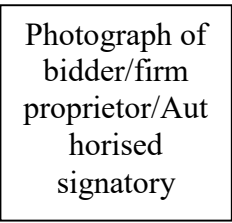
Read & understood

Sign & seal of bidder

**SECTION- 9**

**Bidder's profile.**

(To be filled in and submitted by the bidder)



1. Name of the Individual/ Firm: .....
2. Present Correspondence Address .....
- .....
- .....
- Telephone No. .... Mobile No. .... FAX No.
- .....
3. Address of place of Works/ Manufacture .....
- .....
- .....
- Telephone No. .... Mobile No. ....
4. State the Type of Firm: Sole proprietor-ship/partnership firm / (Tick the correct choice): Private limited company.
5. Name of the sole proprietor/ partners/ Director(s) of Pvt. Ltd Co.:

S. No.	Name	Father's Name	Designation
1.			
2.			
3.			
4.			
5.			

6. Name of the person authorized to enter into and execute contract/ agreement and the capacity in which he is authorized (in case of partnership/ private Ltd company): .....
- .....
- .....
7. Permanent Account No. : .....
8. Details of the Bidder's Bank for effecting e-payments:
  - (a) Beneficiary Bank Name:.....
  - (b) Beneficiary branch Name:.....
  - (c) IFSC code of beneficiary Branch.....
  - (d) Beneficiary account No.:.....
  - (e) Branch Serial No. (MICR No.):.....

Place.....  
 Signature of contractor .....

Date .....

Name of Contractor .....

Read & understood

Sign & seal of bidder

# SECTION-10

## BID FORM

To

From,

.....  
<complete address of the purchaser> <complete address of the Bidder>  
.....

Bidder's Reference No:.....Dated.....

**Ref:** Your Tender Enquiry No. ....dated .....

1. Having examined the above mentioned tender enquiry document including amendment/ clarification/ addenda Nos. .... dated ..... the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver ..... in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of the financial Bid.
2. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by us. This bid shall remain binding upon us up to the aforesaid period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive.
5. If our Bid is accepted, we will provide you with a performance guarantee from a Scheduled Bank for a sum @ 5% of the contract value for the due performance of the contract.
6. If our Bid is accepted, we undertake to complete delivery of all the items and perform all the services specified in the contract in accordance with the delivery schedule specified in the Section-2 (Tender Information).
7. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Dated: ..... day of ..... 20...

Signature .....

Name .....

In the capacity of .....

Duly authorized to sign the bid for and on

behalf of .....

Read & understood

Sign & seal of bidder

## SECTION-11

### NO NEAR RELATIVES CERTIFICATE IN BSNL

[Certificate to be given by the contractor in respect of no near relative (s) in BSNL of the contractor]

#### DECLARATION

I/We \_\_\_\_\_ S/o \_\_\_\_\_ resident of \_\_\_\_\_ hereby certify that none of my near relative(s) as defined in the tender document is/are employed anywhere in BSNL as per details given in tender document. 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.

Signature of the bidder \_\_\_\_\_

Name : \_\_\_\_\_

**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).

**Note: In case of proprietorship firm, certificate will be given by the proprietor, for partnership firm, certificate will be given by all the partners and in case of Private Ltd. Company, by all the directors of the company.**

Read & understood

Sign & seal of bidder

## SECTION-12

### UNDERTAKING & DECLARATION

For understanding the terms & condition of Tender & Spec. of work

**a) Certified that:**

1. I/ We ..... have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I/ We fail to enter into the agreement & commence the work in time, the EMD/ SD deposited by us will stand forfeited to the BSNL.

**b) The tenderer hereby covenants and declares that:**

1. All the information, Documents, Photo copies of the Documents/ Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, BSNL reserves the right to debar our tender offer/ cancel the LOI/ Purchase/ work order if issued and forfeit the EMD/ SD/ Bill amount pending with BSNL. In addition, BSNL may debar the contractor from participation in its future tenders.

Date: .....

.....

Signature of Tenderer

Place: .....

Name of Tenderer .....

Along with date & Seal

Read & understood

Sign & seal of bidder

**SECTION – 13**

**DECLARATION ON CLAUSE BY CLAUSE COMPLIANCE**

I \_\_\_\_\_ (authorized signatory) declare that I shall comply with all the terms and conditions of the tender documents as outlined in all the clauses unconditionally.

**Place**

**Signature of the tenderer**

**Date**

**(Name of the Tenderer)**

Read & understood

Sign & seal of bidder

## **SECTION – 14**

### **Declaration for Downloading the tender Document.**

I \_\_\_\_\_ (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website <http://odisha.bsnl.co.in/new-tender.html> or <https://eprocure.gov.in/epublish/app> and no addition/deletion/correction has been made in the proforma downloaded. I also declare that I have enclosed a DD for Rs...../- towards the cost of tender document along with this bid. In case at any stage, it is found that the information given above is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: \_\_\_\_\_  
\_\_\_\_\_

Signature of Tenderer

Place: \_\_\_\_\_

Name of  
Tenderer \_\_\_\_\_  
(Along with date & Seal)

Read & understood

Sign & seal of bidder



## **SECTION – 15**

### **Declaration of Non tampering of tender document**

I, Sri/Smt/M/s \_\_\_\_\_ (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website <http://odisha.bsnl.co.in/new-tender.html> or <https://eprocure.gov.in/epublish/app> and I have checked up that no page is missing and all pages as per the index are available and no addition/ deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, BSNL shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of bidder/Authorized Signatory

Name of the \_\_\_\_\_

Seal of the bidder: \_\_\_\_\_

Read & understood

Sign & seal of bidder

**SECTION – 16**

**UNDERTAKING REGARDING GENUINENESS OF THE  
DOCUMENTS/INFORMATION SUBMITTED**

I, Shri/Smt ..... Son/Daughter of Shri ..... do hereby undertake that all the documents / certificates submitted by me with this tender (tender for up keeping of Inspection Quarters at Tel. Bhawan, Cuttack) are true and are exact copies of the original documents/certificates are available with me.

I further undertake that if at any time any information furnished in the documents / certificates submitted by me are found to be false, BSNL will have every right to take suitable action against me including forfeiture of my EMD/ Performance Security Deposit, termination of my contact agreement and/or black-listing of my contract as deemed fit.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer

Read & understood

Sign & seal of bidder

## SECTION-17

### UNDERTAKING FOR NON SUBMISSION OF GSTIN REGISTRATION

To,  
The GMTD, BSNL  
Cuttack

**Sub:** Declaration regarding non-requirement to be registered under the Central/ State/ Integrated/ Union Territory Goods and Services Tax Act, 2017 ('Act')

---

Dear Sir/Madam,

We have received your communication dated NIT No. \_\_\_\_\_ asking us to provide you with details of GST registrations such as GST registration number, GST registration certificate and the address registered under GST obtained by us.

In this regard, we hereby state that since my annual turn over is less than 2 lakhs (turnover in state below taxable limit, exemption to goods/ services supplied or any other reason for non-registration under GST regime), we are not required to get ourselves registered under the Act due to the applicability of Section of the Act.

We request you to treat this communication as a declaration regarding non-requirement to be registered under the Act.

Thanks and regards,

Authorized signatory  
Name of the vendor:-  
Address:-

Read & understood

Sign & seal of bidder

**SECTION – 18**



**VENDOR MASTER FORM**



(The details listed will be used for making all payments against Pos/WOs/refund of EMDs/SDs, intimation of payments by email, issued of TDS certificates, C Form for CST purchase etc)

(\* ) Minimum required fields to be filled by the Company/Vendor, Please attach copies of the supporting documents.

Title \* :

Name \* :

Address \* :

Town/District\* :

City \* :

State\* :

Postal/Pin code\* :  Country \*

**Contact Details**

Telephone Number :  Fax No :

Email Id (Mandatory for E-tendering) :

Name of Contract Person :  Mobile No.

**Contact Details**

PAN :

Service Tax reg no :

LST (Local VAT reg No)  CST Reg No.

Tax registration no :   
(for Foreign Vendors)

**Income Tax Exemption details**

IT exemption no.  IT exemption rate

IT Exemption date

Read & understood

Sign & seal of bidder



**Section-19****CREATION OF CUSTOMER ID FOR TENDER**

Name & postal address with PIN Code	
Contract No.	
Email id	-
PAN No	
GST No	
Name of the Bank & Bank A/C No	
IFSC Code	
Bank A/C holder name	
Saving/current	

Read &amp; understood

Sign &amp; seal of bidder

**Section-20**  
**CHECK LIST**  
(To be checked & filled in by bidder)

Sl No.	Documents/Certificates	Put a tick mark for copy enclosed/signed	Sl number to be given by bidder
1	Document fee in form of DD		
2	EMD in form of DD		
3	Self attested copy of registration of firm (in case of firm)		
4	Self attested copy of valid PAN No & latest IT return		
5	Self attested copy of GSTIN Registration Certificate & latest return of GSTIN or In case the bidder is unable to submit the GSTIN registration, he will submit an undertaking as per GSTIN registration clause that his annual turnover is less than 20 lakhs (as per format in Sec-16		
6	Self attested copy of experience certificate as per NIT		
7	Self attested copy of MSME Document as per tender condition, if applicable for exemption of EMD /Form fee		
8	Power of attorney as per tender document (if applicable)		
9	Self attested copy of memorandum article/ partners deed/affidavit/ propertiorship (which is applicable)		
10	Bidder's profile to be duly filled in (with photograph) & signed		Page No.
11	Bid form duly filled in & signed		Page No.
12	Declaration of no near relative working in BSNL, DOT & MTNL duly filled in & signed		Page No.
13	Undertaking & declaration duly filled in & signed		Page No.
14	Declaration on clause by clause compliance duly filled & signed		Page No.
15	Declaration for Downloading the tender Document duly filled & signed		Page No.
16	Declaration of Non tampering of tender document duly filled & signed		Page No.
17	Undertaking regarding genuineness of the tender document/information submitted duly filled & signed		Page No.
18	Undertaking for Non submission of GSTIN registration		Page No.
19	Vendor Master form		Page No.
20	Creation of customer ID		Page No.
21	All pages of tender document to be signed by bidder		All page

N.B:- The bidder has to submit required documents in a bunch putting a serial number to each document, that number is to be filled in this check list. The items above from Sl No. 10 to 20 are available in tender document, to be filled in & signed by the bidder positively.

Read & understood

Sign & seal of bidder

# **BID DOCUMENT**

**REPAIRING OF UP KEEPING OF INSPECTION QUARTERS AT TEL.  
BHAWAN, CUTTACK**

**(FINANCIAL BID)**

Read & understood

Sign & seal of bidder



## SECTION-21

### PRICE SCHEDULE

Sl	Description	Approx quantity work to be carried out in a month	Quoted unit rate (In Rs.)		Total (In Rs.)
1	2	3	4		
			In figure	In words	
<b>A</b>	<b>Laundry Charge</b>				
1	Washing of blanket	2 nos			
2	Bed sheet (single)	18 nos			
3	Bed sheet (double)	3 nos			
4	Towel	4 nos			
5	Pillow cover	14 nos			
<b>B</b>					
1	Sweeping, cleaning with supply of all cleaning materials of I.Q suits. & I.Q. premises at Telephone Bhawan, Cuttack.	1 unit			
	<b>Gross Total</b>				

Note:-

1. Rate should be exclusive of GST but inclusive of all other charges/any govt. levies
2. Evaluation will be made on the Gross total of all items as above
3. L1 will be the lowest gross total of items.
4. No transportation charge will be levied

Signature of bidder

Read & understood

Sign & seal of bidder