



**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

Office of the Pr. General Manager Telecom District  
Bhubaneswar-751022

**e - TENDER DOCUMENT FOR PROVIDING MAN POWER TO  
CARRY OUT DATA ENTRY AND ALLIED WORKS IN  
BHUBANESWAR TELECOM DISTRICT**

**TENDER NO: N-148/2018-19 DATED: 08/10/2018**

**(FOR TWO YEARS)**

Cost of Tender Document: Rs.2,360/-

(This includes Tender document Cost Rs.2,000/- and GST @ 18% i.e.Rs.360/-)

NOTE: Only One Tender form should be used)

**Total number of Pages: 38**

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**SECTION-I**

**BHARAT SANCHAR NIGAM LIMITED (A Govt. of India Enterprise)**  
Office of the Pr. General Manager, Telecom Dist-Bhubaneswar-751022.

**NOTICE INVITING TENDER****E-Tender for providing manpower for data entry and allied works in Bhubaneswar Telecom District**

1. On behalf of Bharat Sanchar Nigam Limited (BSNL), e-Tender is invited on two stage bidding system from Individuals/Companies/Firms registered in India fulfilling the eligibility conditions, as per tender document.

Sl. No.	Item	Particulars
1	Tender Notice No & date	<b>N-148/2018-19, Dated 08/10/2018.</b>
2	Tender item	Providing manpower for data entry and allied works in Bhubaneswar Telecom District.
3	Tender Document can be downloaded from date	08/10/2018
4	Date of receipt of queries from bidders	Up to 13.00 Hrs of 23/10/2018
5	Reply of queries by BSNL	Before 18.00 Hrs of 24/10/2018
6	Last Date of Submission of Tender	30/10/2018 <b>up to 18.00 Hrs</b>
7	Date & Time of Opening of Tender (Technical Bid only)	31/10/2018 <b>at 11:00 Hrs</b>
8	Amount of Bid Security as in Section II	The cost of EMD and cost of Tender paper can be paid through online Banking/RTGS/NEFT/TDR/PBG as per the Section-I, Para 2(b)
9	Cost of Tender Form	<b>Rs.2,360/- (Rupees Two Thousand Three Hundred Sixty only)</b> Non-Refundable for each zone. The tender cost should be paid through online Banking/ RTGS/ NEFT.

**\*\* In case of TDR/PBG is submitted towards the cost of EMD, the bidder needs to submit all the Bid documents (as per Section-VII, Check List/ Requirement) with TDR/PBG original in the Drop Box available at AGM (HR & Admn), Room No. 214, 2<sup>nd</sup> Floor Door Sanchar Bhawan, Unit-IX, Bhubaneswar on or before opening of tender Technical Bid. Further, it may also be ensured that the same bid documents is also uploaded online with self-attested on or before last date of submission.**

**Note:** In case the last date of submission / opening of bid is declared to be a holiday, last date of submission / opening of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid submission/ opening date due to any other unavoidable reasons will be notified through the BSNL web site and/ or e-Tender Portal and/or newspapers.

2(a) The Tender document can be downloaded from the website: [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) & [www.orissa.bsnl.co.in](http://www.orissa.bsnl.co.in) and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) have to be submitted as per following details given in Para 2(b).

(b) The cost of EMD and cost of Tender paper can also be paid through online Banking/RTGS/NEFT as per the following details.

Name of the Bank and Branch	UNION BANK OF INIDA, BHUBANEWAR
Accounts Name	A.O(Cash), BSNL, O/o GMTD Bhubaneswar
Account Number	380801010035275
IFC Code	UBIN0538086
Address of the Bank	Ashok Nagar Branch, Bhubaneswar:751009, Odisha
MICR Code	751026002
Mail Id :	<a href="mailto:aobillingbbsr@gmail.com">email id : aobillingbbsr@gmail.com</a>
Contact No	Tel.No.0674-2541969
In case of EMD in the form of TDR/ PBG	Should be pledged in favour of A.O. (Cash), BSNL, O/o GMTD Bhubaneswar with validity for a period of Six Months from the date of opening.

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

(c) 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.

3. (a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website [www.tenderwizard.com/BSNL](http://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.
3. (b) 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.
3. (c) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site ([www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL)) as per Annexure - E of Section VIII.
3. (d) In case of any correction/ addition/ alteration/omission is found in the original tender document; the tender bid shall be treated as non-responsive and shall be rejected.
- 4.(a) **The bidder should have experiences in providing skilled or unskilled or both manpower** in BSNL/MTNL/Other PSUs/Central Govt. of **Rs.40 Lakhs taken together during the financial years 2016-17 and 2017-18**. Experience certificate in this regard is to be issued by an officer not below the rank of **Deputy General Manager or equivalent**. Experience certificate issued by any TDE or equivalent duly countersigned by an officer not below the rank of DGM will also be considered.
4. (b) The documents as listed out in Section VII should be uploaded in the E-Tender Portal.
5. BSNL has adopted e-tendering process which offers a unique facility for „Public Online Tender Opening Event (TOE)“. BSNL's Tender Opening Officers as well as authorized representative of bidder can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event at the **Conference Hall, 3<sup>rd</sup> Floor, Door Sanchar Bhawan, Unit-IX, Bhubaneswar-751022** where BSNL's Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
6. Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
7. Pr. General Manager Telecom District Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.
8. All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc., is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly signed by the bidder.
9. All statutory taxes as applicable shall be deducted at source before payment.
10. **One bidder can participate in maximum of two zones separately.**

**Pr. General Manager Telecom District  
Bhubaneswar - 751 022**

**SECTION - II**  
**REQUIREMENT OF DATA ENTRY OPERATORS**

No. of Data Entry Operators, Controlling Officer, EMD/ BID Security, Tender Paper Cost and PBG							
Zone No	Controlling Officer	No of DEO	Area	Estt. Cost Amount (In Rs.)	EMD/BID Security Amount (In Rs.)	PBG Amount (In Rs.)	Tender Paper Cost (In Rs.)
I	AO (Cash)	2	'B' Area	1,30,00,000.00	3,25,000.00	6,50,000.00	2,360.00
	AO (CA Banking)	1	'B' Area				
	AO (Planning)	2	'B' Area				
	AO (TRA-I)	1	'B' Area				
	AO (TRA-II)	3	'B' Area				
	AO (TRB)	3	'B' Area				
	AO (TR-C)	2	'B' Area				
	AO (TRD)	1	'B' Area				
	AO (CMTS)	1	'B' Area				
	AO (Sales)	2	'B' Area				
	AO (Circuit)	1	'B' Area				
	SDE (Task Force)	1	'B' Area				
	SDE (CAF),GMTD, BN	1	'B' Area				
	SDOP-IV, BBSR	2	'B' Area				
	SDOP-V, BBSR	2	'B' Area				
SDOT, Nimapara	3	'C' Area					
<b>TOTAL</b>		<b>28</b>					
II	DE (L/L & MLLN), Tel. Bhawan, BN	2	'B' Area	1,30,00,000.00	3,25,000.00	6,50,000.00	2,360.00
	SDE (Pla), GMTD, BN	1	'B' Area				
	SDE (Estimate), GMTD, BN	1	'B' Area				
	SDE (MM), GMTD, BN	1	'B' Area				
	DE (Sales), GMTD, BN	2	'B' Area				
	DE (Mktg), GMTD, BN	1	'B' Area				
	DE (B/B), Tel. Bhawan, BN	3	'B' Area				
	SDOP-VII, BBSR	1	'B' Area				
	SDE (CSC), C.S.Pur	1	'B' Area				
	DE (OCB), Tel. Bhawan, BN	5	'B' Area				
	SDE (OCB), C.S. Pur, BN	1	'B' Area				
	SDE (PR), GMTD, BN	1	'B' Area				
	SDE (CAF),GMTD, BN	2	'B' Area				
	SDE (Udan), GMTD, BN	1	'B' Area				
	AGM (Transs), Tel. Bhawan, BN	1	'B' Area				
	SDE (CSC)PMG Squire	1	'B' Area				
	SDE (CSC),GMTD, BN	1	'B' Area				
SDE(G/E), Balugaon	2	'C' Area					
<b>TOTAL</b>		<b>28</b>					
III	E.E. Civil, BBSR	1	'B' Area	1,20,00,000.00	3,00,000.00	6,00,000.00	2,360.00
	SDE(Elect), BBSR	1	'B' Area				
	SDE (Com-I),BN	2	'B' Area				
	SDE (Com-II),BN	4	'B' Area				
	SDE (Com-III),BN	1	'B' Area				
	SDE (CCN),GMTD, BN	1	'B' Area				
	SDE (CSC),GMTD, BN	4	'B' Area				
	SDOP-II, BBSR	1	'B' Area				
	SDOP-IX, BBSR	1	'B' Area				
	SDOP-X, BBSR	1	'B' Area				
	SDE (CSC), BJB Naqar	2	'B' Area				
	SDOT, BBSR	1	'B' Area				
	SDOT, Nayagarh	2	'C' Area				
	SDOT, Khurda	1	'C' Area				
	DET, Khurda	2	'C' Area				
DET, Puri	1	'C' Area					
<b>TOTAL</b>		<b>26</b>					

SECTION-IIISCHEDULE OF RATES

The (i) Wage rate of skilled labourer, (ii) Employer's (Contractor's) share of EPF contribution and (iii) Employer's (Contractor's) share of ESI contribution to be paid to the contractor (Bidder) excluding GST (which will be paid by BSNL to the contractor extra as applicable) for providing each labourer for one day by the bidder will be in accordance with per day wages fixed for each skilled labourer by Dy. Chief Labour Commissioner (C), Bhubaneswar from time to time during the period of contract and the same will be as under.

The (iv) Employer's (Contractor's) share of service charge for providing per day per skilled labourer will be in percentage rate of amount under column No-3 against sl. No-1 of the following table during the period of Contract.

Sl. No	Description	Amount (in Rs.)
1	2	3
1	Daily wages of one skilled labourer w. e. f. date 01.04.2018 onwards as prescribed by Dy. CLC(C), Bhubaneswar. (wage component)	<b>Rate per day per Skilled labourer:</b> <b>City Area :Rs.612.00</b> <b>Rural Area :Rs.522.00</b>
2	Employer's (Contractor's) share of EPF contribution for per day per skilled labourer @12%+0.50% as administrative charges of EPF Deptt. + 0.50% as EDLI Charges of EPF Deptt. = @ 12 + 0.50+0.50=@ 13% of amount under column No-3 against sl. No-1 of this table. (EPF component)	<b>City Area :Rs.79.56</b> <b>Rural Area :Rs.67.86</b>
3	Employer's (Contractor's) share of ESI contribution for per day per skilled labourer @ 4.75% of amount under column No-3 against sl. No-1 of this table. (ESI component)	<b>City Area :Rs.29.07</b> <b>Rural Area :Rs.24.80</b>
4	Employer's (Contractor's) service charge for providing per day one skilled labourer in percentage of amount under column No-3 against Sl. No-1 of this table (ie., Rs.612.00 for City Area and Rs.522.00 for Rural Area).  The amount will be arrived at in accordance with finally approved L-1 Percentage of amount shown under column-3 against SL. No. 1 above of this table.	The amount will arrive in accordance with finally approved L-1 percentage of amount shown under Column No.3 against sl.No.1 of this table.

**Note:** - 1. The rate of per day wages during the period of contract will be as per the rates communicated by the Dy. Chief Labour Commissioner (C), Bhubaneswar from time to time.

2. The Employer's (Contractor's) share of EPF contribution and Employer's (Contractor's) share of ESI contribution to be paid to the contractor (Bidder) will be based on the rates referred to at Note-1 above.

3. The above mentioned amounts shown under No.3 against sl. No.1, 2 & 3 of above table and approved L-1 percentage service charges of the successful bidder against Sl.No.4 for this tender will be allowed to change automatically w.e.f 01.10.2018 to 31.03.2019 & 01.04.2019 to 30.09.2019 and w.e.f. 01.10.2019 onwards strictly in accordance with per day wages to be revised and decided by Dy. Chief Labour Commissioner (C), Bhubaneswar.

SECTION - IVSAFETY, SECURITY AND OBSERVANCE OF LABOUR LAWS:

- 1) The contractor will be responsible for the safety and security of labour employed by him for execution of the work. He will be required to insure each labourer as per labour laws. The contractor will ensure safe working by observing proper safety precautions.
- 2) The contractor will be required to abide by the labour laws enacted from time to time by the central or state govt. Maintenance and observance of any or all of the statutory labour laws will be the sole responsibility of the contractor. The claims arising out of injury, causality or anything else to the worker/labourer employed by the contractor will be the sole responsibility of the contractor.
- 3) The payment should be made as per the labour laws subject to maximum of 25 days in a calendar month.
- 4) Under the provisions of the workmen's compensation Act, in case any compensation is paid by BSNL to a workman/labourer employed by the contractor in execution of the work the same will be recovered from the contractor either from the bill preferred by him or by adjustment from his security deposit money.
- 5) Before commencement of work, the contractor should obtain a valid license by virtue of the provisions of the Contract Labour Regulation and Abolition Act, 1970 and of the Contract Labour Regulation & Abolition contract Rule, 1971 and continue to have valid license during the period of contract. The contractor shall be responsible for any contingency arising out of his failure to obtain and have a valid license.
- 6) The contractor should ensure that no labourer below the age of eighteen years is employed by him on the work.
- 7) The wages paid by the contractor to the labourer employed by him should not be less than the fair/minimum wages as defined in the CPWD contractor's labour regulation or as per the provision of Central Labour (Regulation & Abolition) Rules, 1971, whichever is applicable.
- 8) Under the provision of minimum wages Act,1948 and the minimum wages (central Rules), 1950, the contractor should allow the labourers employed by him on work one day rest against six days continuous work.
- 9) The contractor shall maintain "Muster Roll" in respect of all workmen employed by him on the work in contract from XVI of the CL (R&A) Rules, 1971.
- 10) The contractor should comply with all the rules framed by the Government from time to time for the protection of health and sanitary arrangement for workers employed by him.
- 11) The contractor shall maintain a Register of persons employed on work on contract in from XII of the C.L (R & A) Central Rules, 1971.
- 12) The contractor should carry out the work in such a manner that it will cause minimum hindrance to the traffic.
- 13) The contractor shall maintain register of accidents, in such form as may be convenient at the work place. Also other necessary registers are to be maintained by the contractor for labourers employed by him.
- 14) The contractor shall allow inspection of all the prescribed labour records to any of his workers or to his agent at a convenient time and place, after due notice is received or to the labour officer or to any other person authorized by BSNL on its behalf.
- 15) The contractor shall before commencement/commences his work on contract, display and correctly maintain and continue to display and correctly maintain in a clean and visible condition in conspicuous place of work, notices in English and in the local Indian languages spoken by majority of workers, giving the minimum rates of wages fixed under the minimum wages Act, the actual wages being paid, the hours of work for which such wages and other relevant information.
- 16) The contractor shall submit periodical returns as may be required / prescribed from time to time. The labours engaged by the contractor will not claim any employment in the BSNL at any time in future. This should be clearly brought to the notice of the labourers / workers by the contractor.

**SECTION-V****INSTRUCTIONS TO BIDDERS & GENERAL CONDITIONS OF TENDER**  
**INSTRUCTION TO BIDDERS****A) DEFINITIONS**

- (a) "The User" means the GMTD, Bhubaneswar, Orissa Circle, Bharat Sanchar Nigam Limited acting on behalf of CMD, Bharat Sanchar Nigam Limited.
- (b) "The Bidder" means the individual or firm who participates in the tender and submits its bid.
- (c) "The Contractor" means the individual or firm providing data entry works under the contract.
- (d) "The Service" means the Data Entry work which the contractor is required to provide to the user under the contract.
- (e) "The letter of intent" means the intention of the user to place the work order on the bidder.
- (f) "The work order" means the order placed by the user on the contractor signed by the user including all attachments and appendices thereto and all documents incorporated by reference therein. The work order shall be deemed as "Contract" appearing in the document.
- (g) "The Contract Price" means the price payable to the contractor under the work order for the full and proper performance of its contractual obligations.

**B) SCOPE OF TENDER:**

The scope of the tender is to provide **82 (Eighty Two)** labourers (May increase or decrease with the discretion of the Pr. General Manager of the District), to carry out the data entry and allied works for various activities as detailed in Section-II in various sections in O/o Pr. General Manager Telecom District, BSNL, Bhubaneswar and other units under the GMTD's jurisdiction for 0 to 25 days. The selected bidder should be in a position to start similar type of new work as & when entrusted within 24 hours.

**Terms and Conditions:**

- 1(a) "BSNL" or "The Nigam" or "The Tendering Authority" means Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) acting on behalf of the President of India and represented by the Pr. General Manager Telecom District, Bhubaneswar.
- 1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
- 1(c) "The Work Order" means the order placed by the BSNL on the Bidder signed by the Engineer- in-Charge of BSNL including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
- 1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
- 1(e) "Site Engineer" means the concerned Sub-Divisional Officer (Phones) or Sub-Divisional Officer (Telegraphs) or Accounts Officer in-charge of this Telecom District under whose zone the contractor will provide the requisite number of labourers on daily basis as per actual requirement of concerned respective site Engineer (Zone in-charge) varying from 0 (Zero) number to maximum number as mentioned against each Site Engineer under Section-II.
- 1(f) "Engineer In-Charge" means the controlling DE/AGM of respective Site Engineer of this Telecom District who is designated as the "Engineer in-Charge" of respective "Site Engineer" as mentioned in the Section -II.
- 1(g) "E-Tender Portal" means the website "www.tenderwizard.com/BSNL" of M/s ITI Limited who is providing e-Tendering solution to BSNL.
- 1(h) "ETS" means the Electronic Tendering System through the e-Tender Portal.

1. **Name of the Work: Providing manpower for data entry and allied works in jurisdiction of Pr. GMTD, BBSR.**
2. Estimated cost of the tender is approximately as per the Zone.
3. **N.I.T. No. N-148/18-19 Dated 08/10/2018.**

**4. ELIGIBLE BIDDERS**

The bidder should **have experiences in providing skilled or unskilled or both manpower** in BSNL/MTNL/Other PSUs/Central Govt. and must have carried out the said work to the tune of Rs.40 Lakhs taken together during the financial years 2016-17 and 2017-18.



5. **VALIDITY OF BID:** The bid validity period is 180 days from the date of opening of bid documents.

6. **SECURITY**

The successful bidders will have to furnish security for 5% of the estimated cost of the work; finally awarded to them by the competent authority, in the form of Bank Guarantee of any Scheduled/Nationalized bank valid up to 30(Thirty) months from the date of signing of agreement with BSNL or TDR (Term Deposit Receipt) any Scheduled/Nationalized bank valid up to 30(Thirty) months from the date of signing of agreement with BSNL duly pledged in favour of AO(Cash), O/o the GMTD, BSNL, Bhubaneswar. If the work is awarded to more than one contractor the security amount as mentioned above will be divided among the number of contractors, on proportionate basis.

The security deposit (SD) is required to protect the BSNL against the risk of bidders conduct and will be forfeited in part / whole in case of -:

- a) Unsatisfactory service.
  - b) Theft or misappropriation of articles of the BSNL by the Data entry operators provided.
  - c) Damage caused to BSNL assets and damage/loss to store issued
  - d) Withdrawal of the successful bidder from the contract before its expiry without giving proper notice as specified in the terms & conditions of this tender document.
  - e) Or all or some of the above.
7. The conditional and incomplete tenders are liable for rejection.
8. The Pr. General Manager, Telecom Dist, Bhubaneswar reserves the right to reject one or all of the tender without assigning any reason thereof.
9. Transportation of labour from one site to another and from one town to other will be the sole responsibility of the contractor.
10. The Pr. GMTD, BBSR will not be responsible to provide residential accommodation to the labourers employed by the contractor. All arrangements in this regard, will be the responsibility of the contractor.
11. The near relative of employees of BSNL, BBSR are prohibited from participation in this tender (either directly recruited or on deputation). The near relatives for this purpose are defined as, a) Members of Hindu undivided family. b) They are husband & wife, c) The one related to other in the manner as father, mother, son(s) & son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law). Declaration is available at Annexure-D of Section-VIII.
12. In case of any dispute arising out of the contract between the two contracting parties, the decision of the Pr. General Manager, Telecom Dist. Bhubaneswar shall be final and binding.
13. The Pr. GMTD, BBSR reserves the rights to increase/decrease or delete the scope of work without assigning any reason.
14. The works against this tender will be executed under the overall control of the Pr. General Manager Telecom District, Bhubaneswar.

15. **COST OF BIDDING**

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

16. **CLARIFICATION ON BID DOCUMENTS**

- (a) A prospective bidder, requiring any clarification of the Bid Documents shall notify the Tendering authority in writing or FAX or at the Tendering authority's mailing address indicated in the NIT. The Tendering authority shall respond in writing to any request for clarification of the Bid Documents, which it receives **up to 13:00 hrs of 23/10/2018**. Copies of the query (without identifying the source) and clarifications by the Tendering authority shall be sent individually to all the prospective bidders who have received the bid documents.
- (b) Any clarification issued by BSNL in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount an amendment of relevant clauses of the bid document.

17. **DOCUMENTS TO BE SUBMITTED FOR BID**

- a. The details of documents to be submitted through online in e-Tender Portal are as detailed at **Section VII**. 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.
- b. Documents in original should be submitted for verification as required by the Tendering Authority.
- c. The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm / associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- d. As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is

found to be false/fabricated/tampered / manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG/TDR) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded / annulled and BSNL would be at liberty to procure the 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. An undertaking to this effect should be submitted by the bidder as per format at **Annexure-M of Section-VIII**.

#### 18. AMENDMENT TO BID DOCUMENT

- At any time, prior to the date of submission of bid, tendering authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- The amendments shall be notified in the E-Tender Portal and these amendments will be binding on them.
- In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Tendering authority may, at its discretion, extend the deadline suitably for the submission of bids.
- It is the sole responsibility of the bidder to confirm from the E-Tender Portal and/or from the following contacts regarding amendments, if any, or any other clarifications before uploading of the tender document.

ITI Tender Wizard Help Desk Contact	Shri Biswajit Kar, 09438724476, 01149424365 between 10:30 hrs to 18:00 hrs from 08.10.2018 to 30.10.2018 <a href="mailto:twhelpdesk691@gmail.com">twhelpdesk691@gmail.com</a>
BSNL Contact-1	Smt S.Rath, AGM (HR & Admin) O/o PGM TD Bhubaneswar Tel.No.0674-2542666, Mob.No.9437964144 between 10:30 hrs to 18:00 hrs from 08.10.2018 to 30.10.2018, email id : <a href="mailto:shantilata.1020@gmail.com">shantilata.1020@gmail.com</a>
BSNL Contact-2	Shri R K Palai, SDE (Planning) O/o PGM TD BSNL Bhubaneswar, Tel.No.0674-2541244, Mob.No.9438888883 between 10:30 hrs to 18:00 hrs from 08.10.2018 to 30.10.2018, e-mail id : <a href="mailto:rajeshpalai.bsnl@gmail.com">rajeshpalai.bsnl@gmail.com</a>

#### 19. PREPARATION OF BID DOCUMENTS - TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise Technical Bid and Financial Bid and should be prepared as per Clause.31 of this Section.

#### 20. BID FORMS

The bidder shall fill in the tender document in all respects, sign on all pages along with seal of the firm if any and upload required scanned documents as per Section-VII of the same in e-Tender Portal.

#### 21. BID PRICE

The bidder shall quote rates in FINANCIAL BID given in Section VI.

#### 22. COMPLIANCE

The bidder should ensure unconditional clause- by - clause compliance with all the terms and conditions of the tender document and a declaration to the effect in Annexure C of section VIII should be given along with bid document.

#### 23. A. BID SECURITY/EMD

- The bidder must deposit the amount for bid security/EMD through Online/NEFT/RTGS/TDR/PBG as stated in section II only from any nationalized/scheduled bank as per Section-I para 2(b).
- The successful bidder's bid security will be discharged upon the bidder's acceptance of the award of contract satisfactorily and furnishing the performance security.
- The Bid security of unsuccessful bidder will be discharged / returned as early as possible as, not later than 30 days after the expiry of the period of bid validity.
- A BID WITHOUT BID SECURITY/ BID SECURITY WITH OUT BID SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.

#### B.FORFEITURE OF BID SECURITY/EMD

**The Bid Security/EMD may be forfeited**

- If the successful bidder backs out to accept the tender and/or does not deposit the Performance Security Deposit @ 5% of estimated costs of tender, or
- The successful bidders do not come for execution of agreement after deposit of performance security deposit within the scheduled time;
- Withdraws his bid during the period of bid validity specified by the bidder in the bid form;

**24. FORMAT AND SIGNING OF BID**

- (a) 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 persons signing the bid.
- (b) The over writing / erasures in the bid made by the bidder shall be signed by the person signing the bid.
- (c) The letter of authorization shall be indicated by written power-of-attorney, if any, accompanying the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

**25. PREPARATION & SUBMISSION OF BIDS:****I) Contents of the Bid:**

The bid contains three parts -

**Part A:** The scanned copies of the Payment of Cost of Tender paper (Only through online Banking /NEFT/RTGS) and EMD through online Banking /NEFT/RTGS/TDR/PBG & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI.

**Part B:** The Second part relates to uploading of scanned documents required for Technical Bid as per Section VII in the appropriate place of the e-Tender Portal.

**Part C:** The third part relates to uploading of Financial Bid containing the Price schedule in excel format filled carefully in the appropriate place of the e-Tender Portal.

**II. SUBMISSION OF BIDS:**

- a. All the clauses of the bids must be complied with and price bids must be Bids quoted online by the bidders before the locking/closing time of the bid that is **18:00 Hrs of 30/10/2018**.
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the e-tender portal.
- c. The bidder shall submit a set of entire document signed in all pages, downloaded from e-Tender Portal\_ against each individual bid which is to be uploaded in the e-tender portal.
- d. The Bidder can bid through the user-id allotted to him by M/s ITI in e-Tender Portal along with requisite Earnest Money Deposit (EMD) and cost of Tender Paper.
- e. If any one of the document required to be submitted as referred is found to be wanting, the concerned bid shall be rejected at the opening stage itself.
- f. The BSNL may, at its discretion, extend this deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the BSNL and bidders previously referred to the deadline will thereafter be subject to the extended deadline.

**26. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS**

- (a) After the Locking Time, no bidder can submit the bid.
- (b) The bidder may withdraw his bid after submission prior to the deadline prescribed for submission of bids. The bidder's withdrawal shall have to be online and digitally authenticated.
- (c) No bid shall be modified subsequent to the deadline for submission of bids as above.

**27. BID OPENING AND EVALUATION:-**

- (a) Financial bids & Technical bids shall be submitted by the bidder at the same time. The bids will be opened in two stages. The Tendering Authority will open the technical bids in the presence of bidders or their authorized representatives on the due date, i.e., dated **31/10/2018 at 11:00 Hrs**. The bidder or one of his authorized representatives shall be permitted to attend the bid opening. Authorization letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening as per Annexure - G in Section VIII. The bidders can view the opening details after the Tendering Authority opened them.
- (b) The bidder or his representative, who is present, shall sign in tender opening register.
- (c) The date fixed for opening of bids, if subsequently declared as holiday by BSNL, the revised date of schedule will be notified in the e-Tender Portal. However, in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- (d) Technical bids will be evaluated by the Tendering Authority and after completion of the technical Evaluation;

the eligible bidders list for the financial bid opening will be made available in the e-Tender Portal.

- (e) Opening date and time of Financial Bid will be notified in the e-Tender Portal after opening of the Technical Bid.

**28. PLACE OF OPENING OF TENDER BIDS**

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) at "Conference Hall, (3<sup>rd</sup> Floor) Door Sanchar Bhawan, Unit-IX, Bhubaneswar 751022", where BSNL's Tender Opening Officers would be conducting through online e-Tender at **11:00 Hrs. on 31/10/2018**. If due to administrative reasons, the date and venue of e Bid opening is changed, same will be displayed prominently in the notice board of the e-Tender Portal.

**29. PRELIMINARY EVALUATION**

- (a) 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.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) 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.
- (d) 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 the bid.
- (e) 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.
- (f) The tendering authority reserves the right to verify the original documents prior to opening of Financial Bid.

**30. CONTACTING THE TENDERING AUTHORITY**

- (a) Subject to seeking clarifications on e-tendering and tender document, no bidder shall try to influence the Tendering authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- (b) Any effort by a bidder to influence the Tendering authority in the tendering authority's bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid.

**Award of contract & Work:**

- a) The BSNL shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially responsive, eligible and accepted. Normally the bid of the tenderer who quote the lowest rate (as mentioned in financial bid) will be accepted.
- b) However the BSNL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- c) The BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the BSNL Bhubaneswar Telecom District.
- d) The BSNL reserves the right to counter offer price(s) against price(s) quoted by any bidder.
- e) The assessment of Pr. GMTD Bhubaneswar in this regard shall be Final and binding.
- f) However if any of the contractor is not doing the work after issuing work order by the concerned AGM(HR & Admn) O/o Pr. GMTD Bhubaneswar then Pr. GMTD reserves the right to award the work to any other willing contractor with submission of additional PBG.
- g) Normally the amount of SD will remain unaltered in all cases mentioned above.

**31. SIGNING OF CONTRACT AGREEMENT:-**

The successful tenderer shall be required to execute an agreement on a non-judicial stamp paper of Rs.100/- (Rupees One Hundred only) at his own cost as per the enclosed proforma within 10 (Ten) days from the date of deposit of PSD in this office. In the event of failure of the tenderer to sign the agreement within 10(Ten) days of

being called upon to do so after depositing required PSD, or in the event of his failure to start the work as stipulated in the work order, then the amount of PSD. (Performance Security Deposit) in the form of TDR (Term Deposit Receipt) or BG (Bank Guarantee) or EMD as the case may be, shall be forfeited by BSNL and the acceptance of the tender shall be considered as revoked.

**32. VALIDITY OF THE CONTRACT.**

- i) The contract shall be valid for two years from the date of signing of the contract.
- ii) The Pr. GMTD, BBSR reserves the right to increase the contract period from the agreed period for a maximum 6 months with increase of 25% of estimated cost. He also reserves the right to cancel the contract at any time without assigning any reasons.
- iii) In case of extension of contract period, the concerned contractor has to submit a request letter for his willingness to work in same terms and condition of agreement.

**33. PREPARATION & SUBMISSION OF BILL**

**Each claim bill of contractors must accompany the following documents: -**

- i. Copy of Attendance Sheet for the month for which the bill is claimed. Copy of wages Register extract mentioning the details of wages in respect of each worker duly countersigned by the Controlling officer for the month for which the bill is claimed.
- ii. E-payment receipt in original from bank/Certificate from Contractor that payment of wages was debited from his (contractor's) account on \_\_\_\_\_ (date).
- iii. A list of workers engaged against the work order each month.
- v. The copy of receipt towards payment of EPF, ESI, etc. along with list of workers indicating the EPF/ ESI code, amount etc against each labourer (beneficiary), for the previous month is mandatory.
- vi. Copy of the Work Order issued by AGM (HR & Admn).
- vii. List of labours along with bank A/c No., EPF A/c No. ESI A/c No. and Identity Card (As prescribe format).
- viii. The contractor has to submit the payment challans of statutory dues, i.e., for GST, EPF, ESI, etc. along with the bill for the last month of the tender period in addition to other documents as mentioned above.

**34. DISPUTES IN TENDER FINALIZATION:**

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

**35. 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. The Pr. GMTD, Bhubaneswar reserves the right to vary the quantum of work against each respective zone as per actual requirement in the field from time to time.

36. The BSNL reserves the right to award work to more than one contractor in any Zone in exigency of service. However, the quantity of work may vary on contractor to contractor at any given point of time.

**37. Termination of Contract by BSNL**

- (a) The Pr. GMTD, Bhubaneswar may, at its option, cancel or omit the execution of one or more items of work under this contract and may part of such items without any compensation whatsoever to the contractor.
- (b) BSNL may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts by giving one months notice in writing to the service provider if the contractor fails to execute the work assigned to him within the period specified in the contract or any extension thereof granted by BSNL.
- (c) If the contractor fails to perform any other obligation (s) under the Conditions of the contract.
- (d) All instruction, notices & communication etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post ,these would have been delivered to the service provider.
- (e) Notwithstanding anything contained herein, BSNL reserves the right to terminate the contract at any stage or

time during the period of contract ,by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the service provider.

- (f) The Pr. GMTD, Bhubaneswar may, at any time, at its option cancel and terminate this contract by written notice to the contractor, in which event the contractor shall be entitled to payment for the work done up to the time of such cancellation and a reasonable compensation in accordance with the contract prices for any additional expenses already incurred for balance work exclusive of purchases and/or while of material, machinery and other equipment for use in or in respect of the work.
- (g) BSNL may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

**38. Penalty Clause:****For delays in the contractor's performance:**

- a. The time allowed for completion of work as entered in the work order shall be strictly adhered to by the contractor and shall be reckoned from the seventh day from the issue of the work order by BSNL. The contractor shall pay as penalty amount equal to 2(two)% of the amount of the incomplete work for every one week of delay or part thereof in completion of work subject to a maximum of 10 % of the cost of the work awarded.
- b. On any date the penalty payable as above reaches 10% of the estimated cost of the work the contractor should proceed with the work further only on getting a written instruction from the concerned DE, that, he is allowed to proceed further with the work.
- c. Penalty for delay in completion in work shall be recoverable from the bill of the contractor and/or by adjustment from the SD or from the bill of any other contract of BSNL.

**39. PERIOD OF VALIDITY OF BIDS**

- (a). Bid shall remain valid for 180 days from date of opening of the bid. A BID VALID FOR A SHORTER PERIOD SHALL BE REJECTED BY BSNL AS SUBSTANTIALLY NON-RESPONSIVE BID.
- (b) A bidder accepting the request of tendering authority for an extension to the period of the bid validity in exceptional circumstances will not be permitted to modify the bid.

**40. TENDERING AUTHORITY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Tendering authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Tendering authority's action.

**41. Force Majeure:**

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 is 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 (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 events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such no performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of BSNL 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 60 days either party may, at his option terminate the contract.

**42. Arbitration:**

- a) In the event of any question, dispute or difference arising under the 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 sole arbitration of Pr. GMTD Bhubaneswar or any other person appointed by him. 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 function of the Pr. GMTD Bhubaneswar or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Pr. GMTD Bhubaneswar of BSNL, Odisha shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so

appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of BSNL or 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 BSNL employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitrator and Conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereof.

- b) The venue of Arbitration proceeding shall be Office of Pr. GMTD Bhubaneswar, Door Sanchar Bhawan, Unit-IX, Bhubaneswar or such other place as the arbitrator may decide.
- c) 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 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.

**43. Set Off:**

- a. Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by BSNL and set off the same against any claim of BSNL for payment of a sum of money arising out of this contract or under any other contract made by contractor with BSNL.
- b. In the event of said security deposit being insufficient, the balance of total amount recoverable as the case may be shall be deducted from any such due to the service provider under this or any other contract with BSNL. Should this amount be insufficient to cover the said full amount recoverable, the service provider shall pay to BSNL on demand the balance amount, if any, due to BSNL within 30 days of the demand by BSNL.
- c. If any amount due to the company is so set off against the said security deposit, the service provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately by not later than 10 days.

**44. REJECTION OF BID**

The bid will be rejected in case of:-

- i. Non-submission of required documents as per Section VII.
- ii. Bid quoted with conditional rates.
- iii. Non-submission of bid security
- iv. Late submission of bid
- v. Non-acceptance of correction of price As per Clause 36 ( c )

**45. DEBARRING CONDITIONS**

- a. Sub-contracting of the job will debar and disqualify a successful bidder.
- b. BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL.

The engagement and employment of labourers and payment of wages to them as per existing provisions 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 reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.

**46. E-TENDERING INSTRUCTIONS TO BIDDERS**

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

**A. General:**

- a. Submission of Bids only through online process is mandatory for this tender conducting electronic Tendering Authority is using the e-Tender portal (<https://www.tenderwizard.com/BSNL>) of M/s ITI Limited, a Government of India Undertaking.
- b. 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).
  - i. It is advised that all the documents to be submitted (**Section VII**) 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.

- ii. 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:

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

#### 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

Amendments, if any, to the tender document will be notified in the above website as and when such amendments are notified.

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.

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, 09438724476, 01149424365 between 10:30 hrs to 18:00 hrs from 08.10.2018 to 30.10.2018 <a href="mailto:twhelpdesk691@gmail.com">twhelpdesk691@gmail.com</a>
BSNL Contact-1	Smt S.Rath, AGM (HR & Admin) O/o PGM TD Bhubaneswar Tel.No.0674-2542666, Mob.No.9437964144 between 10:30 hrs to 18:00 hrs from 08.10.2018 to 30.10.2018, email id : <a href="mailto:shantilata.1020@gmail.com">shantilata.1020@gmail.com</a>
BSNL Contact-2	Shri R K Palai, SDE (Planning) O/o PGM TD BSNL Bhubaneswar, Tel.No.0674-2541244, Mob.No.9438888883 between 10:30 hrs to 18:00 hrs from 08.10.2018 to 30.10.2018, e-mail id : <a href="mailto:rajeshpalai.bsnl@gmail.com">rajeshpalai.bsnl@gmail.com</a>

#### 47. 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](http://www.orissa.bsnl.co.in) and [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) up to 18:00 Hrs of 24/10/2018 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.



**48. OTHER INSTRUCTIONS, IF ANY**

a. The following documents should be submitted online by uploading in the e-Tender portal:

Sl. No.	Description
1	Scanned copies of all the pages of tender document signed by the tenderer or Authorized Person on all pages along with seal
2	Self-Attested Photo copy of PAN Card and IT return for financial year 2015-16 and 2016-17 / pertaining to assessment year 2016-17 and 2017-18.
3	Self-Attested Photo copy of Experience Certificate
4	Self-Attested Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of Tender Document
5	Self-attested Photo copy of the computerized receipt (Online Banking/RTGS/NEFT/TDR/PBG) towards cost of EMD/Bid Security
6	Self-Attested Photo Copy of valid EPF Registration certificate with payment proof of Aug'18 copy.
7	Self-Attested Photo Copy of valid ESI Registration certificate with payment proof of Aug'18 copy.
8	Self-Attested Photo copy of valid Labour license issued by Central Labour Commissioner or undertaking to be given by bidders for submission of labour licence within 45 days from the date of award of work.
9	Self-Attested Photo copy of valid GST Registration Certificate with latest payment copy and last two month return copy.
10	No near relative certificate duly filled in and signed, <b>Annexure-D.</b>
11	Scanned copy of Letter of Authorization to Tender Opening Event (TOE) duly filled and signed. <b>Annexure-G.</b>
12	Tenderer's profile duly filled in and signed. <b>Annexure-I.</b>
13	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents
14	Self-Attested Photo copy of "Partnership Deed" duly registered if applicable
15	Self-Attested copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. <b>Annexure-B.</b>
16	Self-Attested copy of Declaration for Downloading the tender Document duly filled in and signed vide <b>Annexure-E.</b>
17	Self-Attested copy of Bid form duly filled in and signed. <b>Annexure-K</b>
18	Self-Attested copy of Clause by clause compliance duly filled and signed. <b>Annexure-C.</b>
19	Self-Attested copy of the Check list duly filled in
20	Self-Attested copy of the Integrity Pack duly filled and signed, <b>Annexure-H.</b>
21	Self-attested copy of Undertaking regarding genuineness of the documents/information submitted duly filled and signed , <b>Annexure-M</b>
22	Undertaking to submit labour license for those many number of labourers for which he will be awarded within two months of issue of work order, if he does not possesses the license of such labourers. <b>Annexure-L.</b>
23	Self-attested photo copy towards proof of payment for EPF & ESI for the financial year, 2017-18.
24	In case of TDR/PBG is submitted towards the cost of EMD, the bidder needs to submit all the Bid documents (as per Section-VII, Check List/ Requirement) with TDR/PBG original in the Drop Box available at <b>AGM (HR &amp; Admn), Room No. 214, 2<sup>nd</sup> Floor Door Sanchar Bhawan, Unit-IX, Bhubaneswar.</b>

b. The bidder has also to upload the scanned copy of the above documents during uploading of the bid in E - format and the cost of the tender paper (Only through online Banking /NEFT/RTGS) and EMD through online Banking /NEFT/RTGS/TDR/PBG before the closing time of the closing date.

c. Special Note on Security of Bids in ETS:

- i. Security related functionality has been rigorously implemented in ETS in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:
- ii. As part of the Electronic Encrypted functionality, the contents of both the "Electronic Forms" and the "Main-Bid are securely encrypted using a Pass-word created by the server itself. The Pass-word is more difficult to break. This method of bid encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public- Key of the specified officer of a Buyer

organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

d. Public Online Tender Opening Event (TOE)

- i. ETS offers a unique facility for "Public Online Tender Opening Event (TOE)". Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet.
- ii. Every legal requirement for a transparent and secure, Public Online Tender Opening Event (TOE) has been implemented on ETS. As soon as a Bid is decrypted with the corresponding Pass-Phrase as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual Tender Opening Event is therefore replaced with this superior and convenient form of Public Online Tender Opening Event (TOE).
- iii. ETS has a unique facility of "Online Comparison Chart" which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.
- iv. ETS has a unique facility of a detailed report titled "Minutes of Online Tender Opening Event (TOE) covering all important activities of Online Tender Opening Event (TOE)". This is available to all participating bidders for "Viewing/ Downloading". There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.
- v. For further instructions, the vendor should visit the home -page of the e-Tender Portal (<https://www.tendewizard.com/BSNL>). Important Note: It is strongly recommended that all bidders should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

vi. The following "**FOUR KEY INSTRUCTIONS FOR BIDDERS**" must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS.
2. Register your organization on ETS well in advance of your first tender submission deadline on ETS.
3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS.
4. Submit your bids well in advance of tender submission deadline on ETS. There could be last minute problems due to internet timeout, breakdown, etc. While the first three instructions mentioned above are especially relevant to first- time users of ETS, the fourth instruction is relevant at all times.

vii) Minimum Requirements at Bidders' end to access and use e-Tender Portal:

Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP)  
Broadband connectivity.  
Microsoft Internet Explorer 6.0 or above

Digital Certificate(s)

viii) Helpdesk for Vendors

Vendors may contact the M/s ITI Limited Helpdesk personnel given in Clause-18(d) of section -V. for any type of assistance/help, which they may require while uploading the bids.

**SECTION-VI****FINANCIAL BID****RATE SHEET**

The bidder should quote his service charge in **percentage** of the amount shown under column No.-3 against Sl. No-1 of Section-III (Schedule of Rates) both in figures & words of per day wages of one labourer effective from date 01.04.2018 onwards as decided by Dy. Chief Labour Commissioner (C), Bhubaneswar.

During validity period of the tender, the per day wages of one labourer and the Wage rate of labourer, Employer's (Contractor's) share of EPF contribution and Employer's (Contractor's) share to be paid to the contractor (Bidder) excluding GST is automatically allowed to be changed w.e.f dated 01.04.2018 to 30.09.2018, till next revision by Dy. C.L.C. (Central), Bhubaneswar. The above revision in per day wages will be strictly as per decisions and circulars of Dy. C.L.C. (Central), Bhubaneswar only.

Sl. No.	Service Charge rate in % of wage component as in SEC-III	
	In figure	In words

Note: The Employer's (Contractor's) share of service charge for providing per day per labourer will be in percentage rate of amount of wages per day (both for urban and rural areas) as on 01.04.2018 of the above. The rate of per day wages during the period of contract will be as per the rates communicated by the Dy. Chief Labour Commissioner (C), Bhubaneswar from time to time.

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

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

Read, understood, complied & agreed  
Signature & seal of bidder with Date

**SECTION-VII**  
**CHECK LIST / REQUIREMENTS**

**A. Documents required to be submitted through e-Tender Portal**

Sl. No.	Description	Remarks (Yes (Y), No (N), Not Applicable (NA) (✓ Tick whichever is applicable)		
		Y	N	NA
1	Scanned copies of all the pages of tender document signed by the tenderer or Authorized Person on all pages along with seal			
2	Self-Attested Photo copy of PAN Card and IT return for financial year 2015-16 and 2016-17 pertaining to assessment year 2016-17 and 2017-18			
3	Self-Attested Photo copy of Experience Certificate			
4	Self-Attested Photo copy of the computerized receipt (Online/RTGS/NEFT) towards cost of Tender Document			
5	Self-attested Photo copy of the computerized receipt (Online Banking/ RTGS/ NEFT/ TDR/ PBG) towards cost of EMD/Bid Security			
6	Self-Attested Photo Copy of valid EPF Registration certificate with payment proof of Aug'18 copy.			
7	Self-Attested Photo copy of valid ESI Registration Certificate with payment proof of Aug'18 copy.			
8	Self-Attested Photo copy of valid Labour license issued by Central Labour Commissioner or undertaking to be given by bidders for submission of labour license within 45 days from the date of award of work.			
9	Self-Attested Photo copy of valid GST Registration Certificate with latest payment copy and last two month return copy.			
10	No near relative certificate duly filled in and signed, <b>Annexure-D.</b>			
11	Scanned copy of Letter of Authorization to Tender Opening Event (TOE) duly filled and signed <b>Annexure-G.</b>			
12	Tenderer's profile duly filled in and signed. <b>Annexure-I.</b>			
13	Self-Attested Photo copy of Original "Power of Attorney" in case person other than the tenderer has signed the tender documents			
14	Self-Attested Photo copy of "Partnership Deed" duly registered if applicable			
15	Self-Attested copy of Declaration of Non - tampering of relevant document required for tender duly filled and signed. <b>Annexure-B.</b>			
16	Self-Attested copy of Declaration for Downloading the tender Document duly filled in and signed vide <b>Annexure-E.</b>			
17	Self-Attested copy of Bid form duly filled in and signed. <b>Annexure-K</b>			
18	Self-Attested copy of Clause by clause compliance duly filled and signed. <b>Annexure-C.</b>			
19	Self-Attested copy of the Check list duly filled in			
20	Self-Attested copy of the Integrity Pack duly filled and signed, <b>Annexure-H.</b>			
21	Self-attested copy of Undertaking regarding genuineness of the documents/information submitted duly filled and signed , <b>Annexure-M</b>			
22	Undertaking to submit labour license for those many number of labourers for which he will be awarded within two months of issue of work order, if he does not possesses the license of such labourers. <b>Annexure-L.</b>			
23	Self-attested photo copy towards proof of payment for EPF & ESI for the financial year 2017-18.			
24	In case of TDR/PBG is submitted towards the cost of EMD, the bidder needs to submit all the Bid documents (as per Section-VII, Check List/ Requirement) with TDR/PBG original in the Drop Box available at <b>AGM (HR &amp; Admn), Room No. 214, 2<sup>nd</sup> Floor Door Sanchar Bhawan, Unit-IX, Bhubaneswar.</b>			

**B.**

1	Whether all the <u>scanned documents</u> as required are uploaded in the E-Tender Portal?			
2	Whether Financial Bid for quoted in e-Tender Portal.			
3	Whether the corrections, if any, has been encircled and fresh entry mode and signed by the authorized signatory? (No over writing is permissible).			
4	Whether the offer is conditional? (All conditional offers will be rejected.)			
5	Whether the scanned copy of the computerized receipt of payment made through online/ NEFT/RTGS for cost of Bid Document/ EMD payment made through online/ NEFT/RTGS/ TDR/PBG and Power of Attorney has been uploaded in the E-tender portal.			
6	Whether Check List/Requirements submitted?			
7	If TDR/PBG is submitted towards the cost of EMD, the bid documents are submitted in drop box. (Whether the bid documents are submitted in drop box or not?)			

**SECTION-VIII****FORMATS FOR  
DECLARATIONS, UNDERTAKINGS, AGREEMENTS AND CERTIFICATES**

<b>SL. No.</b>	<b>Format Name</b>
1.	ANNEXURE-A: AGREEMENT (Sample Format)
2.	ANNEXURE-B: Declaration of Non tampering of tender document
3.	ANNEXURE-C: DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE
4.	ANNEXURE-D: NO NEAR RELATIVES CERTIFICATE IN BSNL
5.	ANNEXURE-E: Declaration for Downloading the tender Document.
6.	ANNEXURE-F: PERFORMANCE BANK GUARANTEE (BOND FORM)
7.	ANNEXURE-G: LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
8.	ANNEXURE-H: INTEGRITY PACT
9.	ANNEXURE-I: TENDERER'S PROFILE
10.	ANNEXURE-J: MANDATE FORM FOR TRANSFER OF PAYMENT THROUGH ELECTRONIC CLEARANCE / ELECTRONIC FUND TRANSFER
11.	ANNEXURE-K: BID FORM
12.	ANNEXURE-L: UNDERTAKING FOR LABOUR LICENCE
13.	ANNEXURE-M:UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/ INFORMATION SUBMITTED

**ANNEXURE-A**  
**AGREEMENT (Sample Format)**

An agreement made this..... between Pr. GMTD, Bhubaneswar hereinafter called the BSNL to the context include his successors and assignees on the one part and ..... 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: Providing manpower for data entry and allied works in Bhubaneswar Telecom District by required variable number of skilled manpower on day-to-day basis to be engaged by the contractor on each working day as and when required on need basis during each calendar month under the jurisdiction of concerned site engineer of Bhubaneswar Telecom District individually & separately. Details of Scope, Specification and Job Description is as per the details given in Section-V in the original tender document.

Vide Tender No..... dated .....

And whereas the contractor is ready and willing to execute the said works in accordance with contract as per different terms - conditions of the tender document vide Tender No.....Dt .....

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

1. The tender notice, Terms and conditions, Tender schedule etc. as per tender document vide Tender No ..... dated - ..... (along with its enclosures) annexed hereto and such other additional particular instructions drawing as may be found requisite to be given during execution of the work shall be deemed and taken to be integral part of the 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 conveys the BSNL that the contractor shall in accordance with the tender document do provide the required labourers, 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- conditions of the tender.
3. The party at second part called as " Contractor" also declares that none of his/her relatives i.e Wife, Husband, Parents, Grandparents, children and Grand Children, Brothers, Sisters, Uncles, Aunts and cousins and their corresponding in-laws is working as an officer or an official in BSNL in Orissa Telecom Circle.
4. In consideration of the due provisions, execution and completion of the said works, the BSNL hereby agrees with the Contractor that the 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 contract will be in force for two years with effect from ..... to.....
6. That the contractor hereby undertakes to follow all necessary labour rules including minimum wages act, 1948 described in this tender document from Clause No- 01 to 16 of SECTION-IV and issued by the Govt. from time to time.
7. The contractor hereby under takes that the labourer deployed by him will ensure to maintain Industrial, harmony and discipline in the area of operation and also should maintain strict attendance and carryout the allotted works sincerely.
8. The contractor hereby under takes that a formal deployment letter to the labourer will be issued by him stating the points which the labour has to follow during the period of deployment after the signing the agreement.
9. 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.....

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

Signature of the Contractor

Signed and delivered for and on behalf of the  
Bharat Sanchar Nigam Limited.

Name/Address of the Contractor

In the Presence of witness:

In the Presence of witness:

1. Signature:

1. Signature:

Name/Address:

Name/Address:

Designation:

ANNEXURE-B

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://www.orissa.bsnl.co.in" or [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) 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 \_\_\_\_\_

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

ANNEXURE-C

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I \_\_\_\_\_ (authorized signatory) hereby declare that

I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

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

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

Read, understood, complied & agreed  
Signature & seal of bidder with Date



ANNEXURE-D

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 any wherein 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.

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

Name \_\_\_\_\_

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

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

Read, understood, complied & agreed  
Signature & seal of bidder with Date

ANNEXURE-E

Declaration for Downloading the tender Document.

I \_\_\_\_\_ (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website [www.orissa.bsnl.co.in](http://www.orissa.bsnl.co.in) or [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) and no addition/deletion/correction has been made in the entire tender document. 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.

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

Signature of Tenderer \_\_\_\_\_

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

Name of Tenderer \_\_\_\_\_

(Along with date & Seal)

ANNEXURE-FPERFORMANCE BANK GUARANTEE (BOND FORM) (Sample Format)

In consideration of the President of India (hereinafter called "the BSNL") having agreed to exempt \_\_\_\_\_ (hereinafter called the "Contractor(s) ") from the demand, under the terms and conditions of an agreement/Tendering authority Order) No.\_\_\_\_ Dated \_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the "the said agreement"), of security deposit for the due fulfillment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a bank guarantee for \_\_\_\_\_ we, (Name of the Bank) \_\_\_\_\_(hereinafter referred to as "the Bank") at the request of \_\_\_\_\_ (contractor(s) do hereby undertake to pay to the BSNL an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL by reason or any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the Bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL stating that he amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the BSNL by reason of breach by the said contractor(s) of any of terms or conditions contained in the said Agreement or by reason of the contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL in these counts shall be final and binding on the bank. However, out liability under this guarantee shall be restricted total amount not exceeding \_\_\_\_\_

3. We undertake to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) / suppliers in any suit or proceeding before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) / supplier(s) shall have no claim against us for making such payment.

4. We (name of the Bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Sr GMTD, BSNL, BHUBANESWAR certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing or before the expiry of **THIRTY months (30 MONTHS)** from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

5. We (name of the Bank) \_\_\_\_\_ further agree with the BSNL that a the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL Against and said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).

7. We (Name of the Bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

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

Signature of Tenderer \_\_\_\_\_

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

For \_\_\_\_\_  
(indicate the name of the Bank)

ANNEXURE-GLETTER OF AUTHORISATION FOR ATTENDING BID OPENING  
(To reach on or before date of bid opening)

To

The DGM (Rural & Admin)  
O/o Pr.GM Telecom District Bhubaneswar  
Bhubaneswar 751 022

Sub: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender for labourers in Bhubaneswar Telecom District, Bhubaneswar.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
I		
II		

Alternate Representative

\_\_\_\_\_ Signature of  
bidder Or Officer authorized to sign the bid Documents on behalf  
of the bidder

Note:

- 1 Maximum of one representative will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
- 2 Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE-H

## INTEGRITY PACT

## Between

Bharat Sanchar Nigam Limited (BSNL)/ hereinafter referred to as "The Principal" And  
..... hereinafter referred to as "The Bidder/Contractor"

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for Providing manpower for data entry and allied works in Bhubaneswar Telecom District. The Principal values full compliance with all relevant laws and regulations, and the principals of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the principal will appoint an Independent External Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1- Commitments of the principal**

- (1) The principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - (a). No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
  - (b). The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - (c). The Principal will exclude from the process all known prejudiced person.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions

**Section 2- Commitments of the Bidder(s)/Contractor(s)**

- (1) The Bidder(s)/Contractor(s) commit itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - (a). The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer Promise or give to any of the Principal employees involved in the tender process or the execution of the contract or to any third person any material benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - (b). The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, subsidiary contracts, submission, or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - (c). The Bidder(s)/Contractor(s) will not commit any offence under the relevant Anti-corruption Laws of India, further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - (d). The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payment he has made, is committed to or intends to make agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outline above or be an accessory

to such offences.

**Section 3- Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/ Contractor(s), before contract award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the defined procedure.

**Section 4-Compensation for Damages**

- (i). If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damaged equivalent to Earnest Money Deposit/Bid Security.
- (ii). If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, or if the Principal shall be entitled to demand and recover from the Contractor the amount equivalent to Security Deposit/ Performance Bank Guarantee in addition to any other penalties/recoveries as per terms and conditions of the tender.

**Section 5- Previous transgression**

- (i). The Bidder declares that no previous transgression occurred in the last 3 years with any other company in any country conforming to the Anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (ii). If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the defined procedure.

**Section 6- Equal treatment of all Bidders/ Contractors/ Subcontractors**

- (i). The Principal will enter into agreements with identical conditions as this one with all Bidders/ Contractors.
- (ii). The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact.
- (iii). The Principal will disqualify from tender process all bidders who do not sign this pact or violate its provisions.

**Section 7- Criminal charges against violating Bidder(s) /Contractor(s)/ Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor, Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor, Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Corporate Vigilance Office.

**Section 8- External Independent Monitor/ Monitors**

1. Principal appoints competent and credible Independent External Monitor for this pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligation under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the CMD of the BSNL.
3. The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation

to treat the information and documents of the Bidder(s) /Contractor(s)/ Subcontractor(s) with confidentiality.

Notwithstanding anything contained in the Section, the Bidder(s) /Contractor(s) shall have no obligation whatsoever to provide any internal costing mechanisms or any internal financial or commercial data pursuant to any audit or review conducted by or on behalf of the Principal. Further, the Bidder(s) /Contractor(s) shall not be required to provide any data relating to its other customer, or any personnel or employee related data.

- 4. The Principal will provide to the Monitor sufficient information about all meeting among the parties related to the project provided such meeting could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meeting.
- 5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties they act in a specific manner, refrain from action or tolerate action.
- 6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and should the occasion arise, submit proposals for correcting problematic situations.
- 7. If the Monitor has reported to the CMD of the BSNL, a substantiated suspicion of an offence under relevant Anti-corruption Laws of India, and the BSNL has not, within reasonable time, taken visible action to proceed against such offence or reported it to the corporate Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
- 8. The word 'Monitor' would include both singular and plural

**Section 9- Pact Duration.**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by CMD, BSNL.

**Section 10- Other Provisions**

- 1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The arbitration clause provided in the tender document/ contract shall not be applicable for any issue / dispute arising under Integrity Pact.
- 2. Changes and supplements as well as termination notices need to be made in writing.
- 3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.
- 4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

For the Principal

Date.....

Place.....

For the Bidder/Contractor

For the Bidder/Contractor

Witness 1

Witness 2

**ANNEXURE-I**  
**TENDERER'S PROFILE**

Passport size  
Photograph (To  
be pasted) of the  
Tenderer /  
authorized  
Signatory holding

Sl No	Item	Details
1	Name of the individual tenderer	
2	Name of the person submitting the tender whose photograph is affixed (In case of proprietorship /Partnership firms, the tender has to be signed by proprietor/partner only holding the Power of Attorney to sign the bid, as the case may be)	
3	a. Permanent Address of the tenderer  b. Local Address of the tenderer in Bhubaneswar SSA	
4	a. Tel. Nos. with STD code  b. email id	Office: Fax: Residence: Mobile No: _____
5	Registration & incorporation particulars of the tenderer (if other than individual): i) Proprietorship      ii) Partnership iii) Private Limited      iv) Public Limited (Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)	
6	Name(s) of the Individual/ Proprietor/ Partners / Directors *	
7	Tenderer's bank, its address and his current account number	
8	PAN No. & Income Tax Circle	
9	Brief description of the work carried out in last two years - 2016-17 and 2017-18 *	
10	Is the firm registered with any Agency / Government? If so, furnish details of registration.	
11	Has the firm been blacklisted by any Organization? If so, attach details thereof. *	
12	Is the Bidder aware of all the Rules and Guidelines of Government on the subject of tender? (Write YES or NO)	
13	EPF Registration Number: ESI Registration Number: GST Registration Number: Labour Registration Number:	

(In case the space is insufficient, attach list separately)

I, Shri/Smt ..... hereby declare that the information furnished above is true and correct.

Date:

Place:

Signature of tenderer /authorized signatory



**ANNEXURE-J****MANDATE FORM FOR TRANSFER OF PAYMENT THROUGH  
ELECTRONIC CLEARANCE / ELECTRONIC FUND TRANSFER**

To

The Pr. General Manager Telecom District Bhubaneswar,  
Bhubaneswar.751022 (ODISHA)

Sir,

Kindly pay any amount due to us to our Bank Account as detailed below either by Electronic Clearance/Electronic Fund Transfer mode and oblige.

*VENDOR CODE (BSNL)	
NAME OF THE CONTRACTOR/FIRM	

\* If not available then fill up the below mention form.

Sl No	Item	Details
1	NAME OF THE CONTRACTOR	
2	NAME OF THE BANK	
3	NAME OF THE BRANCH	
4	NATURE OF ACCOUNT CA/SB/CC	
5	ACCOUNT NUMBER	
6	BANK CODE (MICR CODE)	
7	BANK IFSC CODE	
8	ADDRESS OF BANK	

DATE: \_\_\_\_\_

SIGNATURE OF SUPPLIER/BIDDER

(TO BE FILLED IN BY THE BANK AUTHORITIES)

The information furnished above is correct as per our records.

SIGNATURE OF MANAGER \_\_\_\_\_

WITH BANK SEAL AND DATE

Tel No: \_\_\_\_\_

Fax No:.....

Original copy signed by Bank Officer with seal to be submitted.

**N.B. :- The bidder(s) who has/have already vendor code under BSNL Odisha Circle need not to fill up this mandate form or Vendor Master Form.**



# 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, issue of TDS certificates, C Form for CST purchases 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 Contact Person :  Mobile No. :

Alternate Contact Person :  Mobile No. :

**Tax information:**

PAN :

GST 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 :

IT exemption date from :  IT exemption date to :

**Excise Details:**

Excise reg. no. :

Excise Range :

Excise Division :

Excise Commissionerate :

**Payment Transaction/Bank Details:**

Bank Country :

Bank Name :

Bank Address :

Bank A/c No :

Bank IFSC :

Account holder's Name :

Type of Account : Savings(10)  Current(11)

SWIFT Code (for Foreign Vendors) :

IBAN (for Foreign Vendors) :

**(Enclose a blank Cheque / a photocopy of the Cheque to verify A/c No. & Bank details)**

**Industry Status:**

Micro/ SSI Status : Yes  No

1. I/We hereby authorize BSNL to make all payments to us by cheque /direct credit to our bank account details which are specified above.
2. I/We hereby authorize BSNL to deduct bank charges applicable for such direct bank payments.

- Note:
1. If PAN is not provided, TDS @20% will be deducted wherever applicable.
  2. If Excise Registration/GST Registration/VAT Registration Number is not provided, then the taxes will not be paid wherever applicable.
  3. If Bank Particulars are not provided, the payment will be made by Cheque only.
  4. If the relevant documents for Micro/SSI status are not provided, then the relevant exemptions will not be given.

**Company / Vendor Authorized Signatory / Designation                      Date:                      Company Seal**

**(For Office Use)**

Vendor Account Group :  Payment Method :

TDS Type - Invoice :  TDS Code - Invoice :

Checked by:	Authorized by (Finance)	SAP Vendor Master Created on	SAP Vendor Code

ANNEXURE-K

BID FORM

(To be attached with Section-VII A)

To

The Pr. General Manager Telecom District, Bhubaneswar, Door  
Sanchar Bhawan, Unit-IX,  
Bhubaneswar - 751022.

Dear Sir,

- 1) Having the conditions of contract and services to be provided the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the same in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
- 2) We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- 3) If our Bid is accepted, we will obtain the guarantees of a Nationalized/ Scheduled Bank for a sum not exceeding **5%** of the contract sum for the due performance of the Contract.
- 4) We agree to abide by this Bid for a period of **180** days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
- 5) Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
- 6) Bid submitted by us is properly verified and prepared so as to prevent any subsequent replacement. We understand that you are not bound to accept the lowest or any bid, you may receive.
- 7) We understand that the Bid document so submitted is the true copy of BSNL tender documents available on the BSNL website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL). Any deviation will result in the rejection of the bid.

a. Date (DD/MM/YYYY) : \_\_\_\_\_

b. Signature of (Bidder or authorized signatory): \_\_\_\_\_

c. Name (Bidder or authorized signatory): \_\_\_\_\_

d. Duly authorized to sign the bid for and on behalf of bidder \_\_\_\_\_ (In case of authorization)

e. Witness .....

f. Address .....

ANNEXURE-L

UNDERTAKING TO SUBMIT LABOUR LINCENCE

I, Sri/Smt/M/s \_\_\_\_\_ (Name of the Contractor) do hereby undertake to submit labour license for \_\_\_\_\_ number of labourers for which I/We will be awarded for providing labourers within two months of issue of work order as I do not possess the license of such labourers at present.

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

Signature of tenderer /Authorized signatory

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

Name & Seal of the tenderer

ANNEXURE-M

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 man power to carry out Data Entry & allied works in Bhubaneswar Telecom District) 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 : \_\_\_\_\_

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

Read, understood, complied & agreed  
Signature & seal of bidder with Date

\*\*\*\*\* End of Bid documents of Tender No. N-148/2018-19 Dtd. 08<sup>th</sup> August 2018 \*\*\*\*\*