

**Bharat Sanchar Nigam Limited  
(A Govt. of India Enterprise)**



**BID DOCUMENT**

E-TENDER DOCUMENT FOR HIRING OF VEHICLES FOR FIELD &  
HQs DUTIES OF BHUBANESWAR TELECOM DISTRICT  
(WITHIN THE AREA OF PURI, KHURDA, NAYAGARH REVENUE DISTRICT)

Tender No: N-157/2019-2020, Dated at BBSR 28/10/2019

TO BE SUBMITTED BY: 18.00 Hrs of 19/11/2019

[www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in)

Cost of Tender Paper: Rs.2360/- (Rs.2000/- + GST Rs.360/-)

**E-Tender for 2 (Two) Years.**

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**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

**Section - I**

BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)  
O/o the GMTD, Bhubaneswar-751022

NoN-157/2019-20

Date: 28/10/2019

**NOTICE INVITING TENDER**

On behalf of CMD, BSNL, E-tenders are invited by the General Manager Telecom District, Bhubaneswar from the prospective registered service providers/ contractors for providing Non-AC diesel run multiutility vehicle of models not older than 01.01.2016 in Bhubaneswar Telecom District (within the area of Puri, Khurda & Nayagarh Revenue Districts) for a period of 2(Two) years with an option of extension for another six month.

The bidders must have been recognized by Deptt. Of Tourism, Govt. of India / State Govt/CPSU/State PSU. as Tourist Transport operator or registered under companies Act or Registered under shops and establishment Act or Registered as firm.

The bidders must be having at least 5 (Five) nos. of vehicles like Indica,/ Indigo,/Bolero etc, in his own name or on lease holding.

The bidder must be having experience certificate of minimum two years before the date of NIT from the competent authority of any PSU / Central Govt./State Govt. not below the rank of DGM level or equivalent for having executed similar contracts of providing at least 15 (Fifteen) diesel run commercial vehicles with annual turnover not less than Rs.52.5 Lakhs during last two financial years.

The Bid document and subsequent clarification on bid terms if any can be down loaded from BSNL website [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in). The Intending eligible bidder can submit the Bid.

**Schedule to the NIT**

Sl No	Item	Particulars
1	Design. and address of the authority Inviting tender	GMTD, BSNL, Unit-9 (F), Bhoingar, BBSR-22
2	Tender Notice No & date	N-157/2019-2020 Dated: 28/10/2019
	Time and date of E- submission of tender/bid	18.00 Hrs. of 19/11/2019
4	Time and date of E- opening of tender (Technical Bid)	11.00 Hrs. of 21/11/2019
5	Minimum validity of tender offer	150 days from the date of opening
6	Availability of Tender Document	Bid document and subsequent clarifications on bid terms in any can be downloaded from BSNL website <a href="http://www.odisha.bsnl.co.in">www.odisha.bsnl.co.in</a> & the tender documents for participating in E-Tender shall be available for downloading from <a href="http://www.tenderwizard.com/BSNL">www.tenderwizard.com/BSNL</a> from 28/10/2019 to 19/11/2019. As tender are invited through e-tendering process, physical copy of the tender document will not be available for sale.
7	Type and No. of vehicles required	Cars /multiutility diesel run Non-AC light vehicles approximately 25 (Twenty Five) numbers (Indica/Indigo/Bolero) not older than 01.01.2016 model.
8	Duration of contract	Two years with an option of extension for another six month
9	Estimated cost of contract	Approximately Rs. 1.5 crores only.
10	Cost of the Tender Paper	Rs.2360/- (Rupees Two Thousand Three Hundred Sixty Only) (Rs.2000/- + Rs.360/- as GST). The cost of tender form & the cost of tender to be paid through online Banking / RTGS / NEFT as per Note-6.
11	Bid Security	Earnest money Deposit for Rs .3,75,000/-(Rupees Three Lakhs Seventy Five Thousand Only) to be paid through online Banking / RTGS / NEFT TDR as per Note-6.
12	Rejection of Tender Paper	The General Manager Telecom District, Bhubaneswar reserves the right to cancel / reject any or all the tenders without assigning any reason thereof and also not bound to accept the lowest tender.
13	Total Number of Pages of the Tender document	35 ( Thirty Five)

**Read, Understood, Complied & agreed****Signature & Seal of bidder with Date**

- Note -1: The tender document shall not be available for download after its submission/closing date.
- Note -2: The tender document can be downloaded from the website [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in) or [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) and to be submitted in the e-format.
- Note-3: Intending bidders are requested to register themselves with M/s ITI through [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) for obtaining user-ID, Digital Signature etc. by paying Vender registration fee and processing fee77 for participating in the above tender.
- Note-4: (a) Place of opening of Tender bids: 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 representatives of bidders can attend the TOE from the comfort of their offices. However if required, authorized representatives of bidders can attend the TOE at the Conference Hall, 3<sup>rd</sup> floor, Door Sanchar Bhavan, Unit-9, Bhubaneswar-751022 where BSNL's Tender Opening Officers would be conducting TOE.
- (b) Incomplete, ambiguous, conditional, tender bids are liable to be rejected.
- (c) The GMTD, Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason. The GMTD, Bhubaneswar is not bound to accept the lowest tender.
- (d) Tender document can be downloaded from the website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) following the link for tenders through e-procurement by BSNL.
- (e) The bidder shall furnish a declaration vide Annexure-13 under their digital signature that no addition/deletion/correction has been made in the downloaded tender document being submitted and it is identical to the tender document appearing on website ([www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL)).
- (f) In case of any correction/addition/alternation/omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.
- (g) All statutory taxes as applicable shall be deducted at source before payment.

Note -5: **Tender Information**

- a) Type of Tender: - Two stage bidding e-tender
- b) Bid Validity Period/  
Validity of bid offer for acceptance by BSNL:-150 days from the tender opening date.
- c) Following scanned documents to be uploaded in the ITI portal:

**Sl No. Details of Documents:**

1. Cost of bid document as per clause-10 of Section-I
2. EMD as per clause-11 of Section-I
3. Valid and authenticated certificate from department of Tourism/Govt. of India/State Govt./recognizing as Tourist Transport operator or Registered under companies Act/Registered under shops & establishment act/Registered as firm/proprietorship/any other category.
4. Proof of ownership or lease holding of 5 (Five) vehicles not older than 01.01.2016 models. (R.C. Book in case of ownership and R.C. Book with lease-deed agreement in case of lease holding has to be submitted).
5. Experience certificate from the competent authority before the date of NIT from any CPSU/Central Govt. of providing minimum 15 (Fifteen) vehicles with annual turnover not less than Rs.52.5 Lakhs during last two financial years. Certificate to be signed by not below the rank of DGM or equivalent.
6. Partnership deed, Proprietorship deed or articles/memorandum of associations as the case may be.
7. The bidder should sign with seal & dates on all pages of bid document and the document submitted with the bid document.
8. Bid form.
9. Certificate of no near-relatives in BSNL.
10. Price schedule.
11. PAN card of the firm.
12. GST registration certificate.
13. ESI Registration certificate in the name of Proprietor/Firm.
14. EPF Registration certificate in the name of Proprietor/Firm.

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15. IT (Income Tax) Return for financial year 2017-18 and 2018-19.
16. Declaration of Non-tampering of tender document.
17. Check list.
18. Declaration of downloading the tender document.
19. Copy of valid Road Tax paid receipt of the vehicles (own/ on lease).
20. Copy of valid vehicle insurance policy of vehicles (own/ on lease).
21. Copy of valid Taxi permit of the vehicles (own/ on lease).
22. Copy of valid fitness certificate of vehicles (own/ on lease).
23. Letter of authorization.
24. Clause by clause compliance as per Annexure-7.
25. Power of attorney (Notarised) in case of bidder is Firm/Company.

Note -6:

- (a) The Tender document can be downloaded from the website: [www.tenderwizard.com/BSNL\\_&www.odisha.bsnl.co.in](http://www.tenderwizard.com/BSNL_&www.odisha.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 be paid through online Banking/RTGS/NEFT as per the following details.

Name of the Bank and Branch	UNION BANK OF INDIA, BHUBANESWAR
Accounts Name	A.O(Cash), BSNL, O/o GMTD, Bhubaneswar
Account Number	380801010035275
IFC Code	UBIN0538086
Address of the Bank	Ashok Nagar, Bhubaneswar - 751009, Odisha
MICR Code	751026002
Mail Id	email id : <a href="mailto:gmtdbn03@rediffmail.com">gmtdbn03@rediffmail.com</a>
Telephone No	Tel.No.0674-2541969

- (c) 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.
- (d) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.

Read, Understood, Complied & agreed

Signature & Seal of bidder with Date

**SECTION-II**  
**SCOPE OF WORK**

The Bidders are required to provide commercial vehicles fully confirming to RTA/RTO regulation along with fuel, driver etc and carryout periodical maintenance and execute the work through their Supervisor having his office within Bhubaneswar and the same should be manned during office hour with 24 hours telephone facility and Fax facility.

The work consists of two parts namely PLAN-1 and PLAN-2 on Monthly Slab Rate & Daily Rate based on BSNL's requirement.

(NOTE: The Bidders responding to this NIT have to quote both PLAN-1 and PLAN-2 and each plan will be evaluated independently. The Bidders are required to quote for all Hiring slabs for all types of vehicles indicated in the respective PLANs.).

**PLAN-1 (Scheduled Works): Monthly KM Hire Slab:**

As per monthly requirement the vehicles will be requisitioned. The monthly KM hire slab on which Cars/Jeeps are required are given below.

Slab No	Monthly KM Hire slab	Qty. of Non A/C Diesel/ Indica cars	Qty. of Non A/C Diesel Indigo car	Qty. of Non A/C Diesel Sumo/Bolero	Likely place of deployment
		A	B	C	
01	2000 KM	06		03	BBSR TD Area
02	2500 KM	05		04	BBSR TD Area
03	3000 KM	02	01		BBSR TD Area

**PLAN-2 (Non-Scheduled Works): Daily Time-KM Hire Slab:**

As per contingent & occasional requirement for day to day work vehicles will be requisitioned. The Time-KM hire slab is indicated below.

Slab No	Time KM Hire slab
01	8 hrs-80 Kms.
02	10 hrs-100 Kms.
04	12 hrs - 120 Kms

The Tables shown in PLAN 1&2 above are only indicative and for regular work. The actual deployment may vary from time to time depending on work schedule, company's policy, intensity of maintenance and interruption duties and developmental activities etc. The additional requirement for a short period to meet the Peak Operational requirement' if any on day to day basis is also to be met with at the same rate quoted for regular work. The number of such requirement is not anticipated in this tender but may not exceed 25% of the above estimated quantity.

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**SECTION-III**  
**SERVICE PROVIDER'S OBLIGATIONS**

1. **Service to be provided** is supply on demand vehicles with licensed drivers, registered as commercial vehicles on hiring basis for running within the jurisdiction of Bhubaneswar Telecom District with headquarter at any place within Bhubaneswar Telecom District jurisdiction as decided by GMTD. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
2. **Quantity of Vehicles** to be hired under Plan-1 & Plan-2 are shown in the Scope of Work. However BSNL shall place the order only as per the actual requirement from time to time from the empanelled transporters as per Clause 17.2 of Section IV of tender document. In no condition the Vehicle supplied is not older than 01.01.2016 and it should be commercially registered.
3. **Duty Hours of vehicles** are normally for ten hours per day on all working days of month except Holidays or as per actual requirement within the prescribed limit fixed. However actual duty hours shall be specified by actual users of vehicle.
4. **Notice period for supply of vehicles** shall be one day in advance for Regular requirements. One hour in advance for additional requirement during office hours. Telephonic intimation/SMS/Whatsapp Message shall be considered as notice.
5. **Reporting Place for vehicles** is within the jurisdiction of Bhubaneswar Telecom District. Actual place of reporting shall be specified by users of vehicles.
6. **Counting of Distance** will be from the starting **point** of the user and closing at the point wherever user completes his / her travel. The distance covered in each way between user delivery address and the garage/ normal parking place will be allowed on actual basis or 5 KMs whichever is less.
7. **Accuracy of Meters** will be checked periodically i.e. quarterly by any authorized officer of BSNL and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by BSNL, which may even lead to termination of Contract.
8. **Miscellaneous Conditions:-** Service Provider should comply with the following:
  - (i) **Telephones-** Telephones, where requisition of vehicles can be conveyed all the 24 hrs. Telephone Numbers must be specified in the bid where requisition for vehicle can be made round the clock for 24 hrs. Fax facilities may also be made available.
  - (ii) **Identity Cards-** Proper Identity Cards after verifying the antecedents of his drivers' through' Local Govt. offices.
  - (iii) **Documents of vehicles-** The attested copy of R/C Book, pollution certificate and up to date Insurance policy of vehicles supplied under this contract should be submitted before providing to the user.
  - (iv) **Uniforms-** Contractor will provide uniforms to the driver as required under the rules which shall be worn by them all the time while on duty.
  - (v) **Statutory Requirements-** It is desirable to have the Registration with EPF, ESI Code, Service Tax, etc.
  - (vi) **Govt. Tax / Levy / Duty** other than GST for plying the vehicles in Bhubaneswar Telecom District will be borne by the Service Provider.
  - (vii) **Parking / Toll Charges**, if any, may be claimed by Producing valid parking / Toll slips.
  - (viii) **Drivers** - attested copy of driving license should be submitted during the contractual period.
  - (ix) **Consumables** like lubricants, tyres, battery and repairs, maintenance, taxes, insurance, etc. are Service Provider's liability.
  - (x) Driving should be assigned to qualified experienced licensed drivers. Responsibility for the safety and security of the officers/officials and store items lies on the bidder.
  - (xi) **Duty Slips** in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of BSNL (**Annexure -6**) and should ensure that at the end of duty; the duty slips are completed and signed by the users. Vehicle-wise log-book register must be maintained.
  - (xii) **Vehicles Up-keep** shall be in good condition along with good and clean Seat covers & curtains. Vehicles so hired may be inspected by a pre-designated committee of BSNL officers with reference to good/properly maintained vehicle including cabin, upholstery, seats etc.

**Read, Understood, Complied & agreed**

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- (xiii) **Unused KMs** if any during a particular month in Plan-1 (monthly KM slabs) will be carried over to the subsequent two months and will be adjusted against any extra KMs if performed over and above the agreed slab for the hired vehicle. A Certificate to this effect should be given on the body of bill while submitting claim for payment.
- (xiv) **Vehicle supplied to particular User should be commercial vehicle only and fixed i.e it should not be changed at all. If at all it is changed it is to be done with prior approval from the competent authority i.e General Manager Bhubaneswar.**

**9. Debarring Conditions:-**

- (i) No vehicle should be supplied having registration in the Name of any employee of BSNL or their close relative and a Certificate to this effect be given on the body of bill while submitting claim. Also the vehicles must not be registered as private vehicles.
- (ii) No sub-contracting of the Service allotted is permissible by BSNL. The near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in this tender.
- (iii) The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and mis-behaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- (iv) Service Provider shall not engage any person below 18 years of age.
- (v) If meter tampering is proved then a penalty of Rs.1000/- on each occasion will be levied.

**10. BSNL will not have obligation in the following cases:-**

- (i) No liability whatsoever for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. in this regard and the Service Provider shall indemnify BSNL against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- (ii) No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to BSNL have to be suitably compensated by Service Provider.
- (iii) Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.
- (iv) Service Provider shall be the employer for his workers and BSNL will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.

**11. Penalty for breach of terms & conditions:**

- (i) In case of break down, after its reporting for duty, the vehicles will have to be replaced by same type immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty upto Rs. 200/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.300/- per break down shall be imposed.
- (ii) The penalty for absence during extra Hour duty will be Rs.100 per occasion and for Temporary absence during duty hours without valid permission shall be Rs.75 per hour of absence.
- (iii) In case of non-availability of vehicles for any particular day penalty of Rs.500/- per day shall be imposed in addition to deduction of hire charges on pro-rata basis for the period. The non availability complain received from the user (BSNL) by this O/o GMTD, BBSR will lead to deduct Rs.500/- per day.
- (iv) If the vehicle provided by the Service Provider is found to be not in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However in case of dispute the decision of GMTD Bhubaneswar would be final.
- (v) No payment will be made for vehicles supplied by the Service Provider older than 01.01.2016 Model.
- (vi) Should not refuse to provide vehicles against BSNL's requirement and on each refusal a penalty as given at item (iii) above will be deducted from the running bills besides any other action which may even lead to termination of contract.
- (vii) Failing to the clause no 8 (xiv), bills for said period will be completely leived and in no case the vendor can claim such bill.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**



**SECTION - IV**  
**GENERAL (COMMERCIAL) CONDITIONS**

**1. Bidder Eligibility:**

- 1.1. The bidder should have at least two year experience certificate of having supplied 15 nos of vehicles with certificate of satisfactory performance from Central Government /CPSUs /state Govt/State PSUs with annual turnover not less than Rs.52.5 Lakhs during last two financial years. Certificate to be signed not below the rank of DGM or equivalent.
- 1.2. Bidder should have 2 year's experience as tourist transport operator recognized by department of Tourism, Govt. of India / State Government, or Registered under Companies Act or Registered under shops and establishment Act or Registered as firm.
- 1.3. Bidder should own or have on lease sufficient no. of commercial vehicles registered as taxis not less than 5 (Five) i.e. 16.67% of the total quantity estimated for hiring with permit from RTOs in the name of Proprietor / Company / Parameters / Firm / Director and not older than 01.01.2016 years from the date of issue of NIT with required fitness certificates from the transport authority. The full details of the vehicles and a clear declaration that the firm will be able to supply commercial vehicles of Model not older than 01.01.2016 (year) shall be provided.

**2. Right to Accept or Reject:**

BSNL shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of BSNL. BSNL reserve the right to ask any clarification on the submitted document and can ask to submit any supporting document if desires or may cancel the bid without mentioning any reasons there off.

**3. Bid Forms**

The bid contains two stages:

## 3.1

(a) Rs.2360/= ( Rupees Two Thousand Three hundred Sixty only)( Rs.2000/ = + Rs.360/= as GST ). The cost of Tender Form & the cost of tender to be paid through on line Banking / RTGS/ NEFT as per Note - 6.

(b) Earnest Money Deposit for Rs.3,75,000/-(Rupees Three Lakhs Seventy Five Thousand) only to be paid through on line Banking / RTGS/NEFT as per Note -6

Note : The scanned copies of the tender document, power of autonomy if applicable, the cost of EMD and cost of Tender Paper to be paid through on line Banking / RTGS/ NEFT/PBG have to be up loaded in the e-portal of M/s ITI.

3.2 The Technical BID should be up loaded in the appropriate place of the e-portal of M/s ITI.

3.3 The Financial BID containing the price scheduled should be up loaded in the Excel format of e-portal of M/s ITI.

3.4 The venue of e-bid opening will be: Conference Hall, 3<sup>rd</sup> floor, Door Sanchar Bhavan, Unit-9, Bhoi Nagar, Bhubaneswar-751022.

3.5 a) Bids must be e-quoted before locking time of the bid i.e. 18.00 hrs of 19/11/2019.

b) If any one of the document required to be submitted is found to be wanting, the concerned bid shall be rejected at the opening stage itself.

3.6 Bids must be submitted online by the bidders not later than the specified date and time indicated in the NIT at Section-I.

3.7 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 i.e. 18.00 hrs of 19/11/2019.

3.8 The bids will be opened in two stages. At 11.00 Hrs on the due date i.e. 21/11/2019, the purchaser will open the technical bids in the presence of bidders or their authorized representatives. The bidder's representatives who are present, shall sign in the tender opening register. Authorization letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening details in the format at annexure-5. The bidders can view the opening details after the purchaser opened them.

3.9 A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

- 3.10 The date fixed for opening of bids, if subsequently declared as holiday by the BSNL, the revised date of schedule will be notified. However in absence of such notification, the bids will be opened on the next working day, time remaining unaltered.
- 3.11 Technical bids will be evaluated by the purchaser and after completion of the technical bid evaluation; the eligible bidders list for the financial bid will be made available in the website. Opening date and time of financial bid be notified in the website.
- 3.12 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.

#### **4. Bid Opening**

After scrutiny and evaluation of Technical Bids, the BSNL will shortlist those who are eligible and the date of opening of financial bid will be intimated later on. The financial bid will be opened only in those cases that fulfill the eligibility condition and furnish all documents as given in Technical Bid.

#### **5. Bid Evaluation**

5.1 **Financial Bids** shall be evaluated to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.

5.2 If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, BSNL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by BSNL.

5.3 Each plan will be evaluated independently for all types of vehicles indicated in scope of work in Section-II inclusive of all levies and charges as indicated in schedule at Section-V of the bid document.

#### **6. Award of Contract**

BSNL shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. BSNL reserve the right to award the contract to one or more bidders. BSNL will distribute the work L1 60% and L2 40% of the successful bidder. If only single eligible bidder, than whole work to be allotted to L1 bidder. The bidder shall within 2 weeks of issue of letter of intent, give his acceptance along with performance security in conformity with **Clause 17 of Section-IV** and as per format shown in **Annexure-4** of bid document.

#### **7. Right to vary quantities**

BSNL reserves the right at the time of award of contract to increase or decrease upto 25% of the required quantity of services specified in the schedule of requirements without any change in hiring charges of the offered quantity and other terms and conditions.

#### **8. Signing of Contract**

8.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.

8.2 Upon the successful bidder furnishing the Performance Security the BSNL shall discharge its bid security in pursuant to **clause 12**.

#### **9. Annulment of Award**

Failure of the successful bidder to comply with the requirement of **Clause 8** shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event BSNL may make the award to any other bidder at the discretion of BSNL or call for new bids.

#### **10. Period of validity of bids offer/Tender offer.**

- (i) The bid shall remain **valid for 150 days** after the date of opening of bids. A bid valid for a shorter period shall be rejected by BSNL as non-responsive.
- (ii) A bidder accepting the request of BSNL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.
- (iii) Duration of contract: Two years, with an option of extension for another six month.

#### **11. Bid Price.**

11.1 The supplier shall quote price as per schedule given in **Section V** for all types of Vehicles given in the schedule of requirement. The composite price should include all the type of Taxes, excluding service Tax etc, as applicable from time to time. However, the basic unit price needs to be individually indicated against the supply under the contract.

11.2 The price quoted by the bidder shall remain fixed during entire period of Contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

11.3 "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

## **12. Bid Security**

12.1 The bidder must deposit the amount Rs.3,75,000/- (Rupees Three Lakhs Seventy Five Thousand Only) only as Bid Security.

12.2 The successful bidder's security will be discharged upon the bidder's acceptance of the award of contract satisfactorily in accordance with **clause 17 of Section-IV** and furnishing the performance security.

12.3 The Bid not secured in accordance with Para-12.1 shall be rejected by the BSNL as non-responsive.

12.4 The Bid security of unsuccessful bidder will be discharged / returned as early as possible as but not later than 30 days after the expiry of the period of bid validity.

## **13. The Bid security may be forfeited:**

13.1 If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.

13.2 If the successful bidder fails

i) to sign contract in accordance with clause 8

ii) to furnish performance security in accordance with clause 17 of Section IV

## **14. Terms of Payment:**

14.1 The payment shall be made within 30 working days from the date of receipt of bill in the O/O GMTD, Bhubaneswar. Monthly bills in respect of vehicles engaged on monthly basis or daily basis shall be submitted in triplicate to the authority specified in contract along with completed duty slips/log book extracts duly signed by the user by the 5th of the following month for payment. The copy of Service Tax paid Challan for the previous month should be produced along with the bills for payment. In case, the bills are not submitted to BSNL as per above schedule, it will not take responsibility for delay in payment.

14.2 The triplicate copy of the bill will be returned to the Service Provider duly receipted. The bills should be sent to BSNL for payment vehicle-wise. It should be ensured that there is no overwriting in the duty slips. In no case, duty slip/log book without signature will be accepted for payment and if it is found so, the amount will be disallowed.

14.3 In case the vehicle engaged on monthly basis is to be discontinued during the month, the bill is paid on actual basis, as per terms & conditions.

## **15. Clause by clause compliance.**

A clause by - clause compliance of service to be provided shall be given in Annexure-7 as per Scope of Work U/S II and General & Commercial Conditions U/S-III. In case of deviation a statement of deviation shall be given.

## **16. Duration / Period of Contract:**

Normally contract will be awarded for 2 (Two) years. However, extension for the subsequent period will be considered keeping in view the various factors, such as prevailing market price, satisfactory performance of this firm.

## **17. Performance Security:**

17.1 The successful bidder shall be required to deposit an amount equal to 10% of the Tendered value subject to maximum limit of Rs. 5 lakhs within 2 weeks of conveying BSNL's intention for accepting the bid as Performance Security.

17.2 Performance Security shall be submitted in the form of Bank Guarantee/TDR valid for 36 months (thirty Six) issued by a Scheduled Bank (Located within the State of Odisha) and the Performa provided in **Annexure-4** of the bid document.

17.3 Performance Security will be discharged after successful completion of Service Provider's performance obligations under the contract.

17.4 If the Service Provider fails or neglects any of his obligations under the contract it shall be lawful for BSNL to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

## **18. Termination of Contract**

18.1 In case of any default by the Service Provider and in any of the terms & conditions (whether General or Special), BSNL may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 2 clear working days notice in writing to the Service Provider.

18.2 All instructions, notices and communications 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.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

18.3 Notwithstanding anything contained herein, -BSNL also reserves the right to terminate the contract at any time or stage during the period of contract, by giving two days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

#### 19. Termination for insolvency

BSNL may also by giving written notice and without compensation to the Service Provider terminate the contract if the Service Provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

#### 20. Insurance

The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. BSNL shall not entertain any claim arising out of mishap, if any, that may take-place. In the event of any liability/claim falling on BSNL, the same shall be reimbursed /indemnified by the Service Provider.

#### 21. Prices:

21.1 The rates should be on monthly basis as well as daily basis. The KM slabs for monthly hire and Time-KM slabs for daily hire are shown in **Scope of Work in Section-II**. The rate for extra per Hour detention and extra per km. running is to be indicated in both the cases.

21.2 Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his bid.

21.3 In case of any reduction of taxes and statutory levies ( if any) during the contractual period, BSNL shall take the benefit of decrease in such taxes/ duties for the services to be availed from the date of enactment of revised duties/taxes.

21.4 In case of increase in taxes/ duties during the contractual period, BSNL shall be liable to revise the rates as per new taxes/ duties for the services to be availed for the remaining period of the contract.

#### 22. Price Revision:

22.1 No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid only when the variation to base rate is above 10%. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

**Increase or decrease in Diesel price during the month =**

$$\frac{\text{Actual, KMs run by the vehicle} \times (\text{Revised rate per litre} - \text{Base rate per litre})}{\text{Average KM per litre of Diesel consumption (KMPL)}}$$

(Note:- The Base Rate of Diesel is the prevailing rate on the date of commencement of work / contract. The Average KMPL is to be assumed as Indica-16KM/Ltr., Indigo -15KM/ltr., Bolero / Sumo - 10KM/Ltr. If there is decrease in fuel price, formula will indicate negative figure which means deduction shall be done from the bills.

22.2 The review for change in hire charges due to change in fuel rates shall be affected at the end of quarter, irrespective of start of contract i.e. on 31st March, 30th June, 30 Sept, and 31st December. The change in hire charges, if any, shall be applicable from the 1st day of next quarter. Base Rate of fuel would be fuel prices as on date of award of contract.

22.3 In case of minimum average run per litre of fuel (i.e Average KMPL) as assumed above is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle on the basis of actual KMPL of fuel will be deducted from the payment due for that vehicle.

22.4 The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1<sup>st</sup> of the month.

#### 23. Miscellaneous Conditions:

23.1 BSNL reserves right to counter offer price against price quoted by the bidder.

23.2 The bidder with the lowest evaluated price will be considered for tendered quantity. However BSNL reserves the right to award the contract to one or more bidders.

23.3 In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

23.4 BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL and blacklist such bidder / bidders for a suitable period in case they fail to honour their bid without sufficient ground.

23.5 BSNL reserve the right to ask any clarification on document or call for any wanting document if desires or may cancel the bid without mentioning the reason.

**24. 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 on 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 supplies 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.

**25. Arbitration:**

25.1 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 GMTD, BBSR of Bharat Sanchar Nigam limited (BSNL) of the respective Circles/District 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 GMTD, BBSR 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 GMTD, BBSR of BSNL 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. Service Provider 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 Arbitration and Conciliation Act 1996. or any statutory modification or re-enactment three of or any rules made thereof.

25.2 The venue of Arbitration proceeding shall be Office of GMTD of BSNL at BBSR or such other place as the arbitrator may decide.

25.3 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.

**26. Set off ( Recovery of Sum Due ) :**

26.1 Any sum of money due and payable to the Service Provider (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 Service Provider with BSNL.

26.2 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 sum due to the Service Provider under this or any other contract with Bharat Sanchar Nigam Limited. Should this amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to Bharat Sanchar Nigam Limited on demand the balance amount, if any, due to Bharat Sanchar Nigam Limited within 30 days of the demand by BSNL.

26.3 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.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

27. **E-tendering Instructions to Bidders**

Note:- The instructions given below are ITI's e-tender portal centric and for e-tenders invited by GMTD, Bhubaneswar of Odisha Circle.

**Instructions**

The instructions (for e-tendering) supplement, Instructions to bidders as enclosed in Section-III of the Tender Document.

Submission of Bids only through online process is mandatory for this Tender. For conducting electronic tendering, Bhubaneswar Telecom District is using the Portal (<https://www.tenderwizard.com/BSNL>) of M/s ITI & Government of India undertaking.

a) Tender Bidding Methodology.

Bid System – Two stage

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

b) Broad outline of activities from Bidders prospective:

- 1) Procure a Digital Signing Certificate (DSC).
- 2) Register on Electronic Tendering System (ETS)
- 3) Create users and assign roles on ETS
- 4) View Notice Inviting Tender (NIT) on ETS
- 5) Download official copy of Tender Documents from ETS.
- 6) Clarification to Tender Documents on ETS – Query to BSNL (Optional) – view response to queries passed by BSNL, through addenda.
- 7) Bid submission on ETS
- 8) Attend public online tender opening event (TOE) on ETS – Opening of Technical part.
- 9) Post-TOE clarification on ETS (optional).
- 10) Attend public online tender opening event (TOE) on ETS – opening of Financial part (only Technical Responsive Bidders).

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 screen of the ETS.

Note -1: It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before online submission. The price bid (excel format) may be downloaded and rates may be filled appropriately. This file may be saved in a secret folder on your computer.

Note -2: While uploading the document it should be ensured that the file name should be the name of the document itself.

**C. Digital Certificates**

For integrity of data and its authenticity/non-repudiation of electronic records, and be complaint with IT Act 2000, it is necessary for each to have a Digital Certificate (DC), also referred to as Digital signature certificate (DSC) issued by a certifying Authority (CA) licensed by controller of certifying Authorities (CCA) (refer <http://www.cca.gov.in>)

**D. Registration**

Intending bidders are requested to register themselves with M/s ITI through [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) for obtaining user-id, Digital signature etc. by paying vender registration fee and processing fee for participating in the above tender. After successful submission of Registration details and vender registration fee and processing fee (as applicable). Please contact ITI Helpdesk (as given below), to get your registration accepted/activated.

ITI / BSNL- Help Desk Contact	Shri Biswajit Kar, <b>09438724476</b> , Office No. 011-49424365 between 10:30 hrs to 18:00 hrs from 28/10/2019 to 19/11/2019 <a href="mailto:twhelpdesk691@gmail.com">twhelpdesk691@gmail.com</a>
BSNL Contact-1	Sri S S Mandhata, AGM (HR & Admin) O/o GMTD Bhubaneswar Tel.No.0674-2542666, Mob.No.9437111711 between 10:30 hrs to 18:00 hrs from 28/10/2019 to 19/11/2019, email id :mandhata1234@gmail.com
BSNL Contact-2	Shri R.K.Palai ,SDE(Plg) O/o GMTD BSNL Bhubaneswar, Tel.No.0674-2541244, Mob.No.9438888883 between 10:30 hrs to 18:00 hrs from 28/10/2019 to 19/11/2019, email id :rajeshpalai.bsnl@gmail.com

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

The entire bid submission would be online on ETS. Broad outline of submissions are as follows.

**Sl.No.**            **Details of Documents**

1. Cost of bid document as per clause-10 of Section-I
2. EMD as per clause-11 of Section-I
3. Valid and authenticated certificate from department of Tourism/Govt. of India/State Govt./recognizing as Tourist Transport operator or Registered under companies Act/Registered under shops & establishment act/Registered as firm/proprietorship/any other category.
4. Proof of ownership or lease holding of 5(Five) vehicles not older than 01.01.2013 models.(R.C. Book in case of ownership and R.C. Book with lease-deed agreement in case of lease holding has to be submitted).
5. Experience certificate from the competent authority before the date of NIT from any CPSU/Central Govt. of providing minimum 15(Fifteen) vehicles with annual turnover not less than Rs.52.5 Lakhs during last two financial years. Certificate to be signed by not below the rank of DGM or equivalent.
6. Partnership deed, Proprietorship deed or articles/memorandum of associations as the case may be.
7. The bidder should sign with seal & dates on all pages of bid document and the document submitted with the bid document.
8. Bid form.
9. Certificate of no near-relatives in BSNL.
10. Price schedule.
11. PAN card of the firm.
12. GST registration certificate.
13. ESI Registration certificate in the name of Proprietor.
14. EPF Registration certificate in the name of Proprietor.
15. IT (Income Tax) Return for financial year 2014-15 and 2015-16.
16. Declaration of Non-tampering of tender document.
17. Check list.
18. Declaration of downloading the tender document.
19. Copy of valid Road Tax paid receipt of the vehicles (own/ on lease).
20. Copy of valid vehicle insurance policy of vehicles (own/ on lease).
21. Copy of valid Taxi permit of the vehicles (own/ on lease).
22. Copy of valid fitness certificate of vehicles (own/ on lease).
23. Letter of authorization.
24. Clause by clause compliance as per Annexure-7.
25. Power of attorney (Notarised) in case of bidder is Firm/Company in exact non judicial stamp paper as per law.

The bidder has to upload the scanned copy of the above documents during uploading of the bid in E-format.

**Special Note on Security of Bids**

Security related functionality has been rigorously implemented in ETS in a multi dimensional manner. Starting with Acceptance of Registration by the Service Provider, Provision for security has been made at various stages in Electronic Tendering software. Specifically for Bid submission, some security related aspects are outlined below.

As part of the Electronic Encrypter 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 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.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

**SECTION-V**  
**FINANCIAL BID**  
**SCHEDULE OF REQUIREMENT AND HIRE CHARGES**

**PLAN-1 (Scheduled Works): Monthly KM Hire Slab:**

Slab No	Monthly KM Hire slab	Non A/C Diesel/ Indica cars	Non A/C Diesel Indigo cars	Non A/C Diesel Sumo/ Bolero	For extra km. Rs./km	Detention charges beyond duty period (Rs./hr.)	Night halt charges (Rs./night halt)
		A	B	C			
01	2000 KM						
02	2500 KM						
03	3000 KM						

**PLAN-2 (Non-Scheduled Works): Daily Time-KM Hire Slab:**

Slab No	Time KM Hire slab	Non A/C Diesel/ Indica cars	Non A/C Diesel Indigo cars	Non A/C Diesel Sumo/ Bolero	For extra km. Rs./km	Detention charges beyond duty period (Rs./hr.)	Night halt charges (Rs./night halt)
		A	B	C			
01	8 hrs - 80 kms.						
02	10 hrs - 100kms						
03	12 hrs - 120 Kms						

GST will be paid extra per the rate approved by Govt. from time to time.

Read, Understood, Complied & agreed

Signature & Seal of bidder with Date



**ANNEXURE-1**  
**FINANCIAL BID**

Tender No: N-157/2019-2020

Date.28/10/2019

To  
The GMTD, BSNL, Bhubaneswar- 751022

Dear Sir,

1. Having the conditions of contract and services to be provided Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the **Schedule of Requirement & Hire Charges, Section-V** 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 Bank / Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 150 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 sealed 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 copy of BSNL tender documents available in the BSNL website [www.tenderwizard.com/bsnl](http://www.tenderwizard.com/bsnl). Any result in the rejection of the bid.

Dated this .....Day of .....2019.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

**Encls:** Schedule of Requirement & Hire charges (Section-V)

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

## ANNEXURE-2

SUB: HIRING OF VEHICLES FOR FIELD & HQs DUTIES OF BHUBANESWAR TELECOM DISTRICTTECHNICAL BID

Sl No.	Details of scanned Documents to be uploaded in the portal of ITI ( <a href="http://www.tenderwizard.com/BSNL">www.tenderwizard.com/BSNL</a> )	Remarks (Yes (Y), No (N), Not Applicable (NA) (✓ Tick whichever is applicable)	
		Y	N
1	Cost of bid document as per clause-10 of Section-I		
2	EMD as per clause-11 of Section-I		
3	Valid and authenticated certificate from department of Tourism/Govt. of India/State Govt. recognizing as Tourist Transport Operator or Registered under companies Act/Registered under shops & establishment act/Registered as firm/proprietorship/any other category.		
4	Proof of ownership or lease holding of 5 (Five) vehicles not older than 01.01.2013. (RC Book in case of ownership & RC Book with lease deed agreement in case of lease holding has to be submitted)		
5	Experience certificate from the competent authority before the date of NIT from any CPSU / Central Govt. of providing minimum 15(Fifteen) vehicles with annual turnover not less than Rs.52.5 Lakhs during last two financial years. Certificate to be signed by not below the rank of DGM or Equivalent.		
6	Partnership deed, proprietorship deed or articles/Memorandum of association as the case may be.		
7	The bidder should sign with seal & dates on all pages of bid document and the document submitted with the bid document.		
8	Bid form.		
9	Certificate of no near-relatives in BSNL.		
10	Price schedule.		
11	PAN card of the firm.		
12	Goods and Service tax registration certificate.		
13	ESI Registration certificate in the name of Proprietor.		
14	EPF Registration certificate in the name of Proprietor.		
15	IT (Income Tax) Return for financial year 2017-18 and 2018-19.		
16	Declaration of Non-tempering of tender document.		
17	Check list.		
18	Declaration of downloading the tender document		
19	Copy of valid Road Tax paid receipt of the vehicles (own/ on lease).		
20	Copy of valid vehicle insurance policy of vehicles (own/ on lease).		
21	Copy of valid Taxi permit of the vehicles (own/ on lease)		
22	Copy of valid fitness certificate of vehicles (own/ on lease)		
23	Letter of authorization.		
24	Clause by clause compliance as per Annexure-7.		
25	Power of attorney (Notarised) in case of bidder is Firm/Company in exact non judicial stamp paper as per law.		

Read, Understood, Complied &amp; agreed

Signature &amp; Seal of bidder with Date

## ANNEXURE-2A

**Statement of Vehicles owned/on lease to be supplied by the Bidder**

Details of—"OWNED"/ Lease hold vehicles of models not older than 01.01.2016 in our fleet of operation as on									
Sl. No.	Registration Number	Model (Year)	Date of Registration	Vehicle Owner's Name	Vehicle Type (Indica/Indigo/Bolero/Sumo etc. Please specify)	Validity Details			
						Permit	Fitness	Road Tax	Insurance
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									

No: Use additional sheets if required.

Declaration:

The details as above furnished are correct and true. I undertake to produce original documents of the above said vehicles for verification as and when called for.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

**ANNEXURE-3****Form of certificate on non-participation of near relatives in BSNL Employee**

Certificate on Non-participation of near relatives in the tender called for hiring light commercial vehicles on long term use in Bhubaneswar Telecom District, vide No. N-157/2019-2020 dtd.28/10/2019 as required under Section-I, Clause-5 (C) 9 of Bid documents.

**CERTIFICATE**

I ..... S/O .....  
 ..... R/O ..... hereby certify  
 that none of my relative(s) as defined in Section-I, Clause-5 (C) 9 of Bid document is / are  
 employed in BSNL unit as per details given in Bid documents. 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.

Place :

Signature of the Tenderer :-

Date

Name of the Tenderer :-

Read, Understood, Complied &amp; agreed

Signature &amp; Seal of bidder with Date

**ANNEXURE-4**  
**PERFORMANCE SECURITY BOND**

1. In consideration of Bharat Sanchar Nigam Ltd., Bhubaneswar Telecom District (here in after called the BSNL, Bhubaneswar) having agreed to exempt \_\_\_\_\_ (here in after called the said Service Provider(S) from the demand of security deposit / earnest money of Rs. \_\_\_\_\_ on production of Bank Guarantee for Rs. \_\_\_\_\_. For the due fulfillment by the said Service Providers of the terms & conditions to be contained in an Agreement in connection with the contract for supply of \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_ (here in after referred to as –the Bank) at the request of \_\_\_\_\_ Service Provider's do hereby undertake to pay to the BSNL, Bhubaneswar \_\_\_\_\_ an amount of not exceeding \_\_\_\_\_, against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL, , Bhubaneswar by reason of any breach by the said Service Provider's of any of the terms & 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, Bhubaneswar stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the BSNL, Bhubaneswar reason of breach by the said Service Provider's of any of the terms & conditions contained in the said agreement or by reason of the Service Providers 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, Bhubaneswar in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.
3. We undertake to pay to the BSNL, Bhubaneswar any money so demanded notwithstanding any disputes raised by the Service Provider(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(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 immediately for a period of 36(thirty six) months from date herein and further agrees to extend the same from time to time 36(thirty six months after) so that it shall continue to be enforceable till all the dues of the BSNL, Bhubaneswar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BSNL, Bhubaneswar certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said Service Provider(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing or before the expiry of 36(thirty six ) 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, Bhubaneswar that the BSNL, Bhubaneswar shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contactor(s) from time to time or to postpone for any time to time any of the powers exercisable by the BSNL, Bhubaneswar against the said Service Provider(s) and to forbear or enforce any of the terms & 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 Service Provider(s) or for any forbearance, and or any omission on the part of the BSNL, Bhubaneswar or any indulgence by the BSNL, Bhubaneswar to the said Service Provider(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 Service Provider(s) /supplier(s)
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by BSNL, Bhubaneswar.

Dated : \_\_\_\_\_

For \_\_\_\_\_

(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

## ANNEXURE-5

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**  
**(To reach on \_\_\_\_\_ or before date of bid opening)**

To

The GMTD, BSNL, Bhubaneswar

Subject - Authorization for attending bid opening on \_\_\_\_\_ (date) in \_\_\_\_\_ the Tender of \_\_\_\_\_.

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.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
----------------------------	-------------	---------------------------

I.

II.

Alternate Representative

Signature of bidder

or

Officer authorized to sign the bid  
 Documents on behalf of the bidder

Note: 1. Maximum of two representatives 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.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

ANNEXURE-6

FORMAT OF DUTY SLIP

(Print Name of the company & address)

Sl. No.....

Date.....

( to be filled by contractor )

- 1. Regn. No of Vehicle :.....
- 2. A/C or Non-A/C ....., Model & Year ....., petrol/Diesel/CNG.....
- 3. Name, Designation & address of user .....
- .....
- .....

( to be filled by user )

- 4. Purpose of Journey (detail) .....
- 5. Places visited .....
- 6. Meter Reading at Starting Point ..... at closing Point .....
- 7. Total KMs Run .....
- 8. Time at Starting Point ..... at closing Point .....
- 9. Extra Detention Hours (beyond duty Hrs.) .....
- 10. Charges for Parking/Toll Tax etc.....
- 11. Number of Night Halts ( for outstation journey only) .....

Driver's Name & Signature

Signature of User

Read, Understood, Complied & agreed

Signature & Seal of bidder with Date

ANNEXURE - 7

DECLARATION ON 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 :

Signature of the Tenderer :-

Date

Name of the Tenderer :-

Read, Understood, Complied & agreed

Signature & Seal of bidder with Date



ANNEXURE - 8

INFORMATION ABOUT TENDERER

(To be attached with Technical Bid)  
(All the columns of this sheet are to be properly filled up and submitted)

1. Name of firm / Individual / Tenderer :
2. Name of proprietor/authorized person signing the tender : (Submit proper authorization letter, if not proprietor)
3. Registration No. of firm / License particulars :
4. Present Address :
5. Permanent Address / Registered Address :
6. Telephone No. (a) Office : \_\_\_\_\_ (b) Residence : \_\_\_\_\_  
Fax No : \_\_\_\_\_ Mobile No. \_\_\_\_\_
07. Proof of authorized dealer.
08. Income Tax PAN :
09. Bank A/C No. & Bank details :
10. EMD particulars :
11. Experience particulars
12. Service Tax Regn. No. :

Place :

Signature of the Tenderer :-

Date

Name of the Tenderer:-

Read, Understood, Complied & agreed

Signature & Seal of bidder with Date

ANNEXURE - 9

**Declaration of supply of commercial vehicles**

I..... (authorized signatory) hereby declare that I shall supply commercial vehicles of Model not older than 01.01.2016 for the required number of vehicles.

Place:

Signature of the Tenderer :-

Date

Name of the Tenderer :-

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

Annexure - 10AGREEMENT FOR VEHICLE HIRE

This agreement is made on this day of \_\_\_\_\_ between \_\_\_\_\_ (herein after called the service provider whose term includes its successors and assignees) whose registered office is at \_\_\_\_\_ and is registered under Regn. No. \_\_\_\_\_ and acting through its Proprietor.

AND

The Principal General Manager Telecom District, Bhubaneswar of Bharat Sanchar Nigam Ltd. (herein after called the BSNL whose term includes its successors and assignees) whose registered office is situated at Bharat Sanchar Bhawan, Harish Chandra Mathur Lane, Janpath, New Delhi-110001 & local office at Door Sanchar Bhawan, Unit-IX, Bhubaneswar. The service provider will provide commercial vehicles on hire basis for Bharat Sanchar Nigam Ltd. for official use in Bhubaneswar Telecom District i.e. within the area of Puri, Khurda & Nayagarh revenue district on the terms and conditions herein contained, and rates as mentioned schedule in appendix-I. The –Service Provider has deposited Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as interest free Performance Security.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

1. The service provider shall during the period of this contract, that is to say from \_\_\_\_\_ to \_\_\_\_\_ or until this contract is determined by such notice as herein alter mentioned, will provide commercial vehicles not older than 01.01.2016 model, on the rates accepted as described in schedule vide appendix-I to this agreement. BSNL shall reimburse that amount of service tax, if any, paid by the Service provider to the authorities on account of the services rendered by him to BSNL. This reimbursement shall be admissible on production of proof of deposit of the same by the service provider. It is agreed by the service provider that number of vehicles required is likely to change and may be demanded according to the exigencies of service by BSNL.
2. The Service Provider shall comply with all the terms and conditions of Bid documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.
3. The authorities of BSNL indicated in appendix-II shall place an order for their requirement on the official Hire order form (herein after called Hire order) and will receive acknowledgement from the service provider for supply of vehicles. It is anticipated that the Service Provider will supply vehicles to these authorities on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.
4. The Service Provider agrees with the BSNL and with each authority competent to order that every contract of hire order should be subject to the terms of this agreement for vehicle Hire and in the event of a conflict between these terms and the terms in hire order, the terms of this agreement for vehicle hire shall prevail.
5. Service provider will provide vehicles to BSNL not older than 01.01.2016 and registered for the commercial purpose only and taxes, insurance etc. due on such vehicles shall be the liability of the service provider.
6. The Service Provider should provide the particular make & model of vehicles as agreed upon in the contract. The BSNL only reserves the right to substitute it with another similar vehicle. If for any reason whatsoever the BSNL is not happy with the condition of the vehicle provided, the Service Provider's nearest office will be informed immediately and they should accept any liability to replace it as per requirement. If for any reason the Service Provider is not in a position to provide a substitute vehicle as demanded by the BSNL then the BSNL will be free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Service Provider.
7. Service Provider will submit bills in accordance with Section-IV, Clause (14) of the Bid document to the PR & General Section, O/o GMTD, Bhubaneswar of BSNL on monthly basis for release of payment by BSNL.
8. The driver of the vehicle shall always hold a valid Photo Identity card issued by the BSNL office or any other local central/state govt. office competent to issue such cards as per Section-III, clause 8(ii) and also carry duty slips / log sheet printed by the Service Provider as per the prescribed by BSNL, where the date, time, KMs reading, purpose and places visited are to be filled in and signed by the users/BSNL officials. On the basis of these duty slips / , the bills shall be raised to BSNL by the Service Provider. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his/her travel. The distance covered in each way between user delivery address and the garage/normal parking place will be allowed on actual basis or 5 KMs whichever is less.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

9. If the Service Provider fails to provide the vehicle to BSNL and if the service is not found satisfactory enough, the BSNL shall have the right to terminate the contract in whole or part as per clause(18) of Section IV of Bid document.
10. In the event of any mechanical failure/breakdown of vehicle after it's reporting for duty, the Service Provider shall arrange for replacement by another commercial vehicle. Non-compliance may attract penalty, as per clause (11) of Section III of Bid document.
11. The following penalties will accrue to the Service Provider in addition to the deduction of hire charges on pro-rata basis in the Plan-1. The penalty amount shall be deducted from the running bills besides any other action which may even lead to termination of contract.
- 11.1. Non-availability or refusal of vehicles as requisitioned by BSNL for whatsoever reason under this contract shall invite penalty of Rs.500 per occasion.
- 11.2. The penalty for absence during extra hours Rs.100 per occasion and for temporary absence during duty hours without valid permission shall be Rs.75 per hour of absence.
- 11.3. If the non-availability or refusal of suitable vehicles exceeds three occasion in any particular month, an additional penalty of Rs.300 per occasion shall be charged for the entire refusals.
12. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the Service Provider. BSNL shall have no liability whatsoever.
13. The Bid document No. N-157/2019-2020, dtd.28/10/2019 schedules annexure/appendix which we annexed to this agreement, as schedule –BII & \_\_\_\_\_ respectively shall form part and parcel of this agreement and integral part of this agreement.
14. That Service Provider is/shall be liable for any legal dispute/cases/claims that have arise or may arise during the currency of the agreement in respect of vehicles provided by Service Provider. BSNL shall not be liable for any loss, damages, etc. suffered/to be suffered by Service Provider or third party as the case may be.
15. If for any reason the BSNL is dissatisfied in any way with standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Service Provider in writing. The Service Provider without raising any dispute on such assessment by the BSNL regarding the standard of the vehicle provided or quality of service rendered by them may immediately replace it with another commercial vehicle on receipt of such complaint.
16. The Service Provider shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period and any toll charges or entry taxes payable locally and the service provider accordingly indemnifies the BSNL against all such liability.
17. The Service Provider shall not act as a broker for other hire companies or any individual or transfer or assign or sub-let any part of the service once agreed or any share of interest in any manner or degree, directly or indirectly, to any third party whatsoever and the contract will be valid only, if the company signing the contract supplies the vehicles themselves from their own or eased fleet.
18. The Service Provider will also ensure that they will not supply the vehicles to BSNL which are either owned by employees of BSNL either directly recruited or on deputation of BSNL or their near relatives as defined in SCH-IA of company Act 1956 and clause (9.i) of Section III of the Bid documents enclosed as schedule –BII to this agreement. A certificate to this effect is annexed to this agreement.
19. The Service Provider will not be tampering the meter reading, vehicle usage timings, overwriting of summary/log sheet and allow misbehaviour of driver while on duty. Such incidents shall be viewed seriously, leading to cancellation of contract.
20. Service Provider shall not engage any person below 18 years of age.
21. Rate charged by the Service Provider for the services given under this contract shall not higher than the rates quoted by the Service Provider in his bid and will be regulated by clauses (21 & 22) of Section-IV of Bid document. The revision of rates may be allowed on account of increase or decrease in price of Petrol/Diesel/CNG and these variations shall be worked out from the base rate as per formula indicated in Clause (22.1) of Section-IV of Bid document.
22. The KMs not used during a particular month in Plan-1 (monthly KMs slab) shall be carried over to the subsequent two months and extra KMs if any traveled during these two months will be adjusted against these unused KMs.
23. 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 GMTD, BBSR of Bharat Sanchar Nigam Limited (BSNL) of the respective circles/district or any other person appointed by him. In case his designation is changed or his office is

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

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 \_\_\_\_\_ 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 other wise or refuses to do work or neglecting his work or being unable to act as arbitrator for any reasons whatsoever, the \_\_\_\_\_ of BSNL 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. Service Provider 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 arbitration and conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereof.

The venue of Arbitration proceeding shall be office of GMTD, BBSR of BSNL at \_\_\_\_\_ or such other place as the arbitrator may decide.

24. If the Service Provider institutes any legal proceedings against the BSNL to enforce any of it; rights under this agreement it shall be in the legal jurisdiction of BSNL where the vehicle has been hired and not the place where the Service Provider has his registered office.

25. The Service Provider is / shall be responsible for compliance of all the laws / rules / regulations and Government institutions that are/will be applicable to and aimed to protect the interest of the employees/workers engaged by it and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past –orll may arise during the course of performance of this contract.

26. Notwithstanding anything contained in the Bid document, the successful bidder shall have to furnish an unequivocal and unqualified undertaking / declaration to indemnify BSNL in the proforma annexed as duly attested by a Magistrate / Executive Magistrate.

27. Any notice, request of statement hereunder shall be in writing and deemed to be sufficiently given or rendered when sent by Registered mail or fax to a party’s registered office with a copy sent to the attention of:

(Name of Service Provider)

Address :

Tel :

Fax :

E-mail :

And

Address

Tel : \_\_\_\_\_

Fax : \_\_\_\_\_

E-mail \_\_\_\_\_

Further, the said notice shall be deemed to have been validity given on

(i) business date and time immediately alter the date of transmission with confirmed answer back, if sent by facsimile transmission provided such transmission is immediately followed by a Regd. Mail or (it) five days from the date of dispatch, if transmitted by internationally recognized courier registered air mail.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

For and on behalf of the BSNL  
Name (caps) \_\_\_\_\_

For and on behalf of the Service Provider  
Name (caps) \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

In the presence of Witnesses

In the presence of Witnesses

1.

2.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

**ANNEXURE-11****UNDERTAKING**

This deed of undertaking executed on this \_\_\_\_\_ day of \_\_\_\_\_ two thousand and \_\_\_\_\_ by (Name of sole proprietor/partner/director/authorized representative, the Firm, Company, Trust, Society etc.) \_\_\_\_\_ S/o \_\_\_\_\_ residing at \_\_\_\_\_ on behalf of said M/s \_\_\_\_\_ (Name of the firm, company, Trust, Society etc.) having its office at \_\_\_\_\_

\_\_\_\_\_ and duly authorized to sign, file and verify present undertaking by the said \_\_\_\_\_ (Name of the firm, Company, Trust, Society etc.) in favour of Bharat Sanchar Nigam Limited, a Government of India undertaking having its Registered office at Bharat Sanchar Bhawan, Harishchandra Mathur Lane, Janpath, New Delhi-110001 & local office at Door Sanchar Bhawan, Unit-IX, Bhubaneswar hereinafter called BSNL) (which terms shall mean and include its successors, administrators, heirs and assigns.)

Whereas M/s BSNL invited bids for \_\_\_\_\_. I/We participated in the bidding process and emerged as successful bidder with respect to Tender No. N-157/2019-2020, dt.28/10/2019 (I/we \_\_\_\_\_ acknowledge that I/We \_\_\_\_\_ have fully understood and are aware of the terms & conditions of the Tender/Contract and do hereby unequivocally arid unconditionally undertake and declare that :

- (1) I/We \_\_\_\_\_ shall comply with all the Rules/Regulations/ Laws/Government instruction/ status etc. that are applicable/ will be made applicable and or are aimed to protect the interest of the workers/employees engaged by me/ us in the past and during the course of performance of the contract with BSNL.
- (ii) I/We shall fully protect, indemnify and hold harmless BSNL and its employees, officers, directors, agents or representatives from and against any and all liabilities, losses, actions, judgments, damages, fines, penalties and costs (including legal costs and disbursements) arising from or relating to :

Any breach/violation of any direction, order from any governmental authority any provisions of the labour laws or any other laws, statute or regulation that are —orll will be aimed to protect the interest of the workers/labourers engaged by the Service Provider in past and during the course of this contract.

OR

Any other payments, claims \_or' liability that may arise for ensuring compliance of the provisions of any of the labour laws or any other laws, etc.

OR

Any other claim made by any third party in connection with any violation of any of the laws, guidelines, instruction, etc. In witness whereof this undertaking has caused on the \_\_\_\_\_ Month of \_\_\_\_\_ Year.

Date :

Place :

Signature :-

Name :

Designation :

WITNESS :

1.

2.

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

**Annexure - 12  
Check List for Bidder**

Sl No.	Description	Remarks (Yes (Y), No (N), Not Applicable (NA) (✓ Tick whichever is applicable)		
		Y	N	NA
1	Cost of bid document as per clause-10 of Section-I			
2	EMD as per clause-11 of Section-I			
3	Valid and authenticated certificate from department of Tourism/Govt. of India/State Govt. recognizing as Tourist Transport Operator or Registered under companies Act/Registered under shops & establishment act/Registered as firm/proprietorship/any other category.			
4	Proof of ownership or lease holding of 5 (Five) vehicles not older than 01.01.2013. (RC Book in case of ownership & RC Book with lease deed agreement in case of lease holding has to be submitted)			
5	Experience certificate from the competent authority before the date of NIT from any CPSU / Central Govt. of providing minimum 15(Fifteen) vehicles with annual turnover not less than Rs.52.5 Lakhs during last two financial years. Certificate to be signed by not below the rank of DGM or Equivalent.			
6	Partnership deed, proprietorship deed or articles/Memorandum of association as the case may be.			
7	The bidder should sign with seal & dates on all pages of bid document and the document submitted with the bid document.			
8	Bid form.			
9	Certificate of no near-relatives in BSNL.			
10	Price schedule.			
11	PAN card of the firm.			
12	Goods and Service tax registration certificate.			
13	ESI Registration certificate in the name of Proprietor.			
14	EPF Registration certificate in the name of Proprietor.			
15	IT (Income Tax) Return for financial year 2014-15 and 2015-16.			
16	Declaration of Non-tempering of tender document.			
17	Check list.			
18	Declaration of downloading the tender document			
19	Copy of valid Road Tax paid receipt of the vehicles (own/ on lease).			
20	Copy of valid vehicle insurance policy of vehicles (own/ on lease).			
21	Copy of valid Taxi permit of the vehicles (own/ on lease)			
22	Copy of valid fitness certificate of vehicles (own/ on lease)			
23	Letter of authorization.			
24	Clause by clause compliance as per Annexure-7.			
25	Power of attorney (Notarised) in case of bidder is Firm/ Company in exact non judicial stamp paper as per law.			

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

Annexure - 13**MANDATE FORM FOR TRANSFER OF PAYMENT THROUGH  
ELECTRONIC CLEARANCE / ELECTRONIC FUND TRANSFER**

To

The Principal 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, Orissa Circle):	
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.**

**Read, Understood, Complied & agreed****Signature & Seal of bidder with Date**





# 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 :

Service Tax reg. no. :

LST (Local VAT reg.No.) :  CST Reg. No :

Tax Registration no. :   
 (for Foreign Vendors)

**Income Tax Exemption details:**

IT exemption no. :  IT exemption rate :

IT Exemption date :

IT exemption date from :  IT exemption date to :

**Excise Details:**

Excise reg. no. :   
 Excise Range :

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

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

- 4. I/We hereby authorize BSNL to make all payments to us by cheque /direct credit to our bank account details which are specified above.
- 5. 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/Service Tax 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

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**

Annexure - 14

**Declaration for Downloading the tender Document**

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

In case at any stage, it is found that, the information given above is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation.

Date :

Signature of Tenderer

Place :

Name of Tenderer  
Along with date & Seal

**Read, Understood, Complied & agreed**

**Signature & Seal of bidder with Date**