

# BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprises)  
Office of the Executive Engineer(E),  
BSNL Elect. Division, Sambalpur

## QUOTATION

Sealed items rate quotations are hereby invited by the undersigned on behalf of the Bharat Sanchar Nigam Limited, from the enlisted contractors born of CPWD/PWD/MES/RALIWAYS and or any other Govt. or semi Govt. organizations for executing the following works (As per Schedule attached.). The quotation papers can be obtained from this office free of cost on working days within office hour's latest by 30.04.2020.

S.No.	Name of work	Estimated cost (i/c GST)
1	Providing maintenance/ up keeping office records / messenger Service & Data entry for BSNL Electrical Division, Sub-Division-I & II Sambalpur & Bolangir.	Rs. 33,206.00

**Detailed of quotations:-**As per schedule attached

**Time allowed:-** May-2020

Mode of payment:-Payment in full will be made to the agency by cheque after completion of work as per prevailing procedure of the Department.

Any other terms:-Last date of submission of the quotation is up to **03.00 P.M. on 30.04.2020**. The quotation will be opened by the Executive Engineer(E), BSNL, Division, Sambalpur or his authorized representative on the same day at 03.30 P.M. in the presence of the quotationers and other present during the time, The S.D.E../E.E. does not bind himself to accept the lowest quotation and preserve the right to reject any or all the quotations as per his without assigning any reasons whatever. This quotation is hereby called upon on-be-half of the competent authority with his approval.

Executive Engineer (E)  
BSNL Elect. Division  
Sambalpur

No.05(1)/BED-SBP/2019-20/ 62

Dated:- 25.04.2020

Copy for information and wide circulation to:-

- 1-3. The Executive Engineer, BSNL Elect. Division, Sambalpur /BBSR
- 4-8 The Sub Divisional Engineer (E), BSNL Elect. Sub- Division, Sambalpur/Cuttack/ Rourkela / Bhubaneswar/Balasore/Berhampur(G)/Koraput.
9. The Assistant Engineer, CPWD, Sambalpur.
10. The Chairman, Municipality, Sambalpur.
11. The District Collector, Sambalpur.
- 12 Tender Schedule.
- 13 Tender Notice Board.

Executive Engineer (E)  
BSNL Elect. Division  
Sambalpur

## SCHDULE COPY

**Name of work:-** Providing maintenance/ up keeping office records / messenger Service & Data entry for BSNL Electrical Division, Sub-Division-I & II Sambalpur & Bolangir.

Sl. No.	Description of items.	Quantity	Rates		Unit	Amount
			Basic	GST		
1	Providing daily sweeping of the Division office including all chambers, entrance including cleaning toilets, Bathroom and up-keeping of all office records and file of the office and time to time sending the office letters/ cheques/ records to different office/ Bank/ located at Sambalpur through messenger complete etc. as required (Except 2 <sup>nd</sup> Saturday, Sunday & Holidays)	01 month			Job per month	
2	Providing up-keeping, updating, supervising of all office & office records, file of the office and time to time sending the office letters/records to different office located at Sambalpur & Electrical Division, Telecom Staff Qrs. Ainthapali, Sambalpur. Through messenger complete etc. as required (Except 2 <sup>nd</sup> Saturday, Sunday & Holidays).	01 month			Job per month	
3	Providing data entry services i/c of PE, DE, NITs, ERP, Report(s) etc. works of the BSNL Electrical Sub-Division, Bolangir including co-ordinating the site works in liaisoning with the O/o the SDE(E), BSNL Bolangir & O/o the EE(E), BSNL, Sambalpur and up-keeping of all office records and file of the office and time to time sending the office letters/ cheques/ records to different office/ Bank/ located at Sambalpur through messenger complete etc. as required (Except 2 <sup>nd</sup> Saturday, Sunday & Holidays)	01 month			Job per month	
Gross Total						

Executive Engineer(E)  
BSNL Electrical Division  
Sambalpur