



**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprises)

**Office of the Principal General Manager,  
Telecom District Bhubaneswar-751022.**

**BID DOCUMENT**

***E-TENDER FOR SUPPLY OF PHOTOCOPIES BY  
INSTALLING PHOTOCOPIER MACHINE IN  
BHUBANESWAR SSA***

**(TWO YEARS)**

**TENDER No. N-149/2018-19**

❖ CONTENTS OF TENDER DOCUMENT

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**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

Office of the Pr General Manager, Telecom Dist-Bhubaneswar-751022.

**SECTION-I****NOTICE INVITING TENDER*****E-Tender for supply of photocopiers by Installing Photocopier machine in Bhubaneswar SSA***

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

Sl.No	Item	Particulars
1	Tender Notice No & date	N-149/2018-19 Dated 14 <sup>th</sup> Nov, 2018
2	Tender item	Supply of photocopiers by Installing Photocopier machine in Bhubaneswar SSA.
3	Tender Document can be downloaded from date	14 <sup>th</sup> Nov, 2018
4	Estimated Cost In Lakh	Rs. 7 Lakh
5	Date of receipt of queries from bidders	Up to 14.00 Hrs of 20 <sup>th</sup> Nov 2018
6	Reply of queries by BSNL	Before 18.00 Hrs of 22 <sup>th</sup> Nov 2018
7	Last Date of Submission of Tender	13 <sup>rd</sup> Dec 2018 up to 18.00 Hrs
8	Date & Time of Opening of Tender (Technical Bid only)	14 <sup>th</sup> Dec 2018 up to 11.30 Hrs
9	Amount of Bid Security as in Section II.	The cost of EMD can be paid through online Banking/ RTGS/ NEFT/TDR/PBG as per the Section-I, Para 2(b)
10	Cost of Tender Form	<b>Rs.590/- (Rupees Five Hundred Ninety only)</b> - Non-Refundable. The tender cost should be paid through online Banking/ RTGS/ NEFT.

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

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

2. a) The Tender document can be downloaded from the website: [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) & [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in) and to be submitted in e-format.
- b) The cost of EMD and cost of Tender paper should be paid through online Banking/RTGS/NEFT as per the following details.

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

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

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

**3. SCOPE, SPECIFICATION & JOB DESCRIPTIONS**

- a) The bidder should supply Xerox machine for Xerox.  
b) Accessories like Paper, ink and manpower should be provided by the bidder.  
c) The Xerox machine should be installed in office premises of Pr. GMTD BBSR.  
d) The Xerox machine maintenance cost should bear by the bidder.  
e) The Xerox machine should be available during the office hours and all working days for making photocopies.  
f) Transportation and other accessories cost should be borne by the bidder.

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

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

c) Bidders may note that the tender document can be downloaded from the website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) or following the "Tenders" link of the website [www.odisha.bsnl.co.in](http://www.odisha.bsnl.co.in) from 05<sup>th</sup> Nov 2018.

d) The bidders shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on Web-site ([www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL)) as per Annexure -B of Section V.

e) In case of any correction/ addition/ alteration/omission is found in the tender document; the tender bid shall be treated as non-responsive and shall be rejected.

**5. Eligibility Criteria:**

**Experience Certificate:** Bidders should have executed supply of photocopies along with his own set up for providing Xerox or photocopies to any Central Govt or Central Govt PSU. The Bidder should have an experience for the above mentioned work or similar nature works of an amount of minimum of Rs 3 lakhs in financial year, 2015-16, 2016-17 and 2017-18 taking together. The Experience Certificate to be issued by an Officer not below the rank of Deputy General Manager or equivalent rank of the concerned Organization.

**6. The documentes as listed out in Section-III should be uploaded in E-Tender Portal.**

7. 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 Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, bidders or their authorized representatives can attend the Tender Opening Event at the **Conference Hall, 3<sup>rd</sup> Floor, Door Sanchar Bhawan, Unit-IX, Bhubaneswar- 751022** where BSNL's Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).

8. (i) Incomplete, ambiguous, Conditional tender bids are liable to be rejected.

(ii) Pr. General Manager Telecom District Bhubaneswar reserves the right to accept or reject any or all tender bids without assigning any reason and is not bound to accept the lowest tender.

(iii) All documents submitted in the bid offer should be preferably in English. In case the certificate viz., experience, registration etc., is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator in addition to the relevant certificate. All computer generated documents should be duly attested/signed by the issuing organization.

(iv) All statutory taxes as applicable shall be deducted at source before payment.

**Pr General Manager Telecom District  
Bhubaneswar - 751022**