



BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Office of the General Manager Telecom District

SAMBALPUR-768001

E-TENDER DOCUMENT

**FOR SUPPLYING OF STATIONERY ITEMS, PRINTING OF
DEPARTMENTAL FORMS & SUPPLYING OF COMPUTER
CONSUMABLE ITEMS OF SAMBALPUR TELECOM DISTRICT**

Tender No: - G-16/2018-19/01

dtd 29.10.2018

Cost of E-Tender Document: - 560/-

(This includes Tender document Cost 500/- and GST @ 12% i.e., 60/-)

Total number of Pages: -42

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Read, understood , complied & agreed

Signature & seal of bidder with Date



SECTION-IA
NOTICE INVITING TENDER

E-tender for supply of Stationery Items, Printing Of Departmental Forms & Computer Consumable Items in Sambalpur Telecom District

E-tender is invited by GMTD, BSNL, Sambalpur on single stage & two bid system from Companies/Firms registered in India fulfilling the eligibility conditions, as per tender document.

Sl	Item	Particulars
1	Tender Notice No & date	G-16/2018-19/01 dtd 29.10.2018
2	Tender item	For supply of Stationery Items, Printing Of Departmental Forms & Supply of Computer Consumable Items in Sambalpur Telecom District
3	Validity period of contract	one year from the date of agreement
4	Estimated cost of the tender	Rs 17,00,000.00 (Rupees Seventeen lakhs only)
5	Tender document can be downloaded from date	01.11.2018
6	Date of receipt of queries from bidders	Up to 17.00 Hrs of 09.11.2018
7	Reply of queries by BSNL	Before 17.00 Hrs of 10.11.2018
8	Last Date of Submission of Tender	26.11.2018 up to 17.00 Hrs
9	Date & Time of Opening of Tender (Technical Bid only)	27.11.2018 at 11:00 Hrs
10	Amount of Bid Security/EMD (2% of estimated cost)	Rs 34,000/- (Rupees Thirty four thousand) i.e The cost of EMD should be paid in the form of Demand Draft drawn from any Nationalized/Scheduled Bank in favour of AO(Cash) O/o GMTD BSNL Sambalpur or through online Banking/RTGS/NEFT as per the Section-I, Para 2(b)
11	Cost of Tender Form	560/-(Rupees five hundred sixty only) - Non- Refundable. The payment will be accepted in form of crossed DD drawn on any nationalised / scheduled bank in favour of A.O. (Cash), BSNL, O/o GMTD, Sambalpur & payable at Sambalpur or E-payment as per instruction of clause 2(a) of Section-1(A)

Note:- 1 Exemption in Cost of Tender Documents and EMD under MSME is permitted, if the registration is for tendered item with other eligibility condition as per MSME provision.

Note:-2 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.

2(a) The Tender document can be downloaded from the website: www.tenderwizard.com/BSNL & www.orissa.bsnl.co.in/Sambalpur and to be submitted in e-format. Cost of Tender Document and Earnest Money Deposit (EMD) shall have to be submitted in form of DD to AGM (HR & Admn), Sambalpur, O/o GMTD, Sambalpur, 5th Floor, Door Sanchar Bhawan, Katchery Road, Sambalpur-768001 (in person or through regd/speed post) before the scheduled date and time of submission of the tender, otherwise the same will not be considered or through online Banking/RTGS/NEFT as per the following details.

Name of the Bank, Branch & address	UNION BANK OF INDIA, BRANCH,SAMBALPUR
Accounts Name	Accounts Officer (Cash), BSNL, O/o GMTD,Sambalpur
Account Number	365201010033050
IFSC Code	UBIN0536521
MICR Code	000026000

Read, understood , complied & agreed

Signature & seal of bidder with Date

Mail Id :	gmtdsbp13@rediffmail.com
Bank Contact No.	0663-2521118
Contact No	0663-2410920

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

- 2(b) Amendments, if any, to the tender document will be notified in the above website as and when such amendments are made. It is the sole responsibility of the bidders who have downloaded the tender document from the website to keep themselves abreast of such amendments before submitting the tender document.
- 3(a) Intending bidders are requested to register themselves with M/s. ITI Limited through the website www.tenderwizard.com/BSNL for obtaining user-id, Digital Signature etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.
- 3(b) BSNL has decided to use the process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.
- 3(c) Bidders may note that the tender document can be downloaded from the website www.tenderwizard.com/BSNL or following the "Tenders" link of the website www.orissa.bsnl.co.in/Sambalpur, Crossed DD / Bankers cheque drawn on any Nationalized/Scheduled bank in favour of the **A.O. (Cash), BSNL, O/o GMTD, Sambalpur** and payable at Sambalpur for **Rs.560/ (Rupees five hundred sixty only)** shall have to be submitted as per procedure prescribed in **Para-42 (b) of Section III** towards tender fee *failing which the tender bid will be liable for rejection*. The bidder can make **E-payment** as per instruction 2(a).
- 3(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) as per **Annexure –E of Section VI**.
- 3(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.
- 4 **Experience:-** The bidder should have experience for supply of computer consumable, stationary items, supplying of departmental forms of Rs. 3,00,000.00 during last three financial years i.e. 2015-16, 2016-17 & 2017-18 and current year in BSNL/MTNL/Central Govt/Central PSU. The bidder must have to submit above experience certificate duly certified by DGM level officer or equivalent.
- 5 a). **Elegibility creteria:-** The bidder should have the following eligibility.
a) Registered firm/company, b) Experience as per clause 4, c) Valid PAN & upto date return, d) Valid GSTIN Registration Certificate and latest return of service tax/GST, e) Annual turn over certificate from a Chartered Firm for the last 3 financial year (2015-16,2016-17 & 2017-18) and current year of Rs. 6,00,000.00 (Six lakhs).
- (b) The documents as listed out in **Section V** should be uploaded in the E-Tender Portal. In case any of the above document is wanting, the bid will be rejected.
- 6 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 at 5th Floor, AGM(HR & Admn), Office Door Sanchar Bhawan, Katchery Road; Sambalpur-768001 where BSNL's Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
- 7 Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
- 8 General Manager Telecom District Sambalpur 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.
- 9 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.

AGM (HR & Admn)
on behalf of GMTD, BSNL Sambalpur

Read, understood , complied & agreed

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Signature & seal of bidder with Date

SECTION-IB

News paper NIT

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

**OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT,
SAMBALPUR-768001**

No. G-16/2018-19/01

Dated at SBP 29.10.2018

NOTICE INVITING TENDER

E-tender is invited by GMTD, BSNL, Sambalpur on single stage & two bidding system from Companies/Firms registered in India fulfilling the eligibility conditions, as per tender document, for supplying of Stationery Items, printing of Departmental Forms & supplying of Computer Consumable Items in Sambalpur Telecom District.

Last date & time of submission of tender: - Upto 17.00 hrs of 26.11.2018

For details please visit our websites www.tenderwizard.com/BSNL or www.orissa.bsnl.co.in/Sambalpur

**AGM (HR & Admn)
O/o/the GMTD, Sambalpur
Mob-9437960552**

Read, understood , complied & agreed

Signature & seal of bidder with Date

SECTION- II

Scope, specification of work & requirement

(A) Scope of Work:-The supplying of Stationery Items, Printing of Departmental Forms & Supplying of Computer Consumable Items are to be done as per specification supplied to the vendor by this office.

(B) Quantum of Work: - As per requirement, the supply order will be issued to the vendor time to time.

(C) Time of Execution: - The time execution will be as per the supply order to be issued to the Vendor by the G.M.T.D., BSNL, Sambalpur as per tender document.

(D) Supervision of Work: - From the BSNL side, the Telecom. District Authority or any of his representative/representatives shall supervise the quality & quantity of paper & printing & brand at any time.

Period : Under normal circumstances the contract shall remain valid for a period of **one year** and extendable for a further period of **six months** on same terms and conditions, on mutually acceptable terms.

Requirement

Stationery Items

S No	Name of the Item	Unit	Qty Required
1	Alpin Jingle Bell	Pkts	20
2	Battery Pencil Novino Gold	Nos	30
3	Calculator Citizen 12 Digit Desk Top	Nos	20
4	Cello Tape 1" Wonder	Nos	20
5	Cello Tape 1/2" Wonder	Nos	20
6	Cello Tape 2" Wonder(Brown)	Nos	20
7	Colin/Brisk	Bottles	24
8	Correction Pen	Nos	30
9	Damper (Water Sponge)	Nos	24
10	Envelope 10" x 4.5" Brown	Nos	6000
11	File Board	Nos	2500
12	Good Knight Liquid/All out	Bottles	35
13	Gum Bottle 150 Ml Grapes	Bottles	10
14	Gum Bottle 300 Ml Grapes	Bottles	10
15	Gum Bottle 750 Ml Grapes	Bottles	7
16	Gum Stick	Nos	150
17	Gum Tube Grapes	Nos	10
18	High Lighter Pen	Nos	20

Read, understood , complied & agreed

Signature & seal of bidder with Date

19	Jute (Sutli)	Kgs	5
20	Key Purse Small Leather	Nos	15
21	Marker Pen	Nos	40
22	Markin Cloth	Mtrs	42
23	Naphthalene Ball (Bengal Chemical)	Kg	10
24	Note Pad Plain	Nos	250
25	Odonil 50g Packet	Pkts	30
26	Paper Weight Glass	Nos	20
27	Pen both side	Nos	10
28	Pencil Cutter	Nos	10
29	Pencil Eraser	Nos	10
30	Pencil Kohinoor HB	Nos	15
31	Poker Plastic Handle	Nos	20
32	Refill Reynolds 0.45	Nos	10
33	Reynolds Pen 0.45	Nos	10
34	Room Freshner (Lovin 170 Gms)	Bottles	40
35	Rubber Band (Nylon)	Kgs	15
36	Scale Plastic (12")	Nos	20
37	Scale Steel 12"	Nos	10
38	Scissor (Plastic Handle)	Nos	20
39	Sketch Pen	Pkts	30
40	Stamp Pad 110x70 mm Small	Nos	31
41	Stamp Pad Big (Apollo)	Nos	5
42	Stamp Pad Ink 100 ml	Bottles	22
43	Stapler Big HP-145	Nos	5
44	Stapler Pin No. 10	Pkts	110
45	Stapler Small No. 10 D	Nos	20
46	Stick on Pad (3" x 2")	Pkts	10
47	Stock Register No-4	Nos	4
48	Tag Nylon	Bundles	700
49	Xerox Paper A4 JK 75 gsm	Pkts	530
50	Xerox Paper FS JK 75 gsm	Pkts	2
51	Pearlpet(Water Bottle)	Nos	20
52	Lock and Key Small (Mobaj)	Nos	10
53	Lock and Key Big (Mobaj)	Nos	10
54	Note sheet	Pcs	5000
55	Register 72 Page	Pcs	50
56	Register 96 Page	Pcs	30
57	Register 120 Page	Pcs	10
58	Register 144 Page	Pcs	30
59	Register 196 Page	Pcs	30
60	Register 192 Page	Pcs	10
61	Register 280 Page	Pcs	10
62	Register 288 Page	Pcs	30
63	Register 384 Page	Pcs	10
64	Register 504 Page	Pcs	12

Read, understood , complied & agreed

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65	Black Pen	Nos	20
66	Blue Pen	Nos	20
67	Lifebuoy	Pcs	10
68	Tea Cup	Sets	2
69	Glass	Sets	2
70	Fly Leaf	Pcs	1500
71	Fly Leaf(Hard)	Pcs	100
72	Red Pen	Pcs	20
73	Indicator Tap	Pkts	25
74	Small Mug	Pcs	10
75	Paper Clip	Pcs	25
76	Knife	Pcs	10
77	Attendance Register	Pcs	50
78	Ambasador file	Pcs	100
79	Computer track paper 10"x12"x2	Pkts	15
80	Pen stand	Pcs	10

Requirement

Printing of Departmental forms

S No	Name of the Item	Unit	Qty Required
1	CDR Money Receipt Form	Book	30
2	SIM replacement form	Pcs	15000
3	Receipt Book	Book	130
4	Pre-printed Mobile Bill Forms (Printed One Side) 80 GSM Thickness	Nos	60000
5	Pre-printed Landline Bill Forms (Printed both Side) 80 GSM Thickness	Nos	180000

Read, understood , complied & agreed

Signature & seal of bidder with Date

Requirement

Computer consumable items

Sl. No	Name of Item	Unit	Qty Required
1	HP 12A cartridge	Nos	100
2	HP 88A cartridge	Nos	100
3	HP 43X cartridge	Nos	10
4	HP 15 A cartridge	Nos	2
6	8 Port Ethernet switch	Nos	4
7	10 User antivirus 3 years	Nos	3
8	16 GB Pendrive	Nos	10
9	USB Keyboard	Nos	10
10	USB Mouse	Nos	10
11	UPS Battery	Nos	10
12	Adopter (Laptop & Power Adapter)	Nos	3
13	CMOS Battery	Nos	10
14	HP LJ 3005 Mtce KIT	Nos	1
15	CAT 6E LAN Cable	Nos	25
16	5 users antivirus 3 year	Nos	3
17	4 GB RAM	Nos	5
18	LAN Card Xpress	Nos	10
19	320 GB HDD	Nos	2

Quantity : Approximate Estimated cost is as mentioned at NIT of the Tender. However it should be clearly noted that BSNL shall place the order only as per the actual requirement from time to time. Above requirement may vary depending on actual need.

Read, understood , complied & agreed

Signature & seal of bidder with Date

SECTION-III

INSTRUCTIONS TO BIDDERS & CONDITIONS OF TENDER

1. TERMS:

- 1(a) "BSNL" or "The Nigam" or "The Tendering Authority" means Bharat Sanchar Nigam Limited (A Govt. of India Enterprise) acting on behalf of the President of India and represented by the General Manager Telecom District, Sambalpur.
- 1(b) "The Bidder" means the individual or firm who participates in this tender & submits its bid.
- 1(c) "The Work Order" means the order placed by the BSNL on the Bidder signed by the Engineer-in-Charge of BSNL including all attachments & appendices thereto and all document incorporated by reference therein. The work shall be deemed as "Contract" appearing in the document.
- 1(d) "The Contract Price" means the price payable to the bidder under the work order for full & proper performance of its contractual obligations.
- 1(e) "Site Engineer" means the concerned Sub-Divisional Officer (Phones) or Sub-Divisional Officer (Telegraphs).
- 1(f) "Engineer In-Charge" means the controlling DE/AGM of respective Site Engineer of this Telecom District who is designated as the "Engineer in-Charge" of respective "Site Engineer".
- 1(g) "E-Tender Portal" means the website "www.tenderwizard.com/BSNL" of M/s ITI Limited who is providing e-Tendering solution to BSNL.
- 1(h) "ETS" means the Electronic Tendering System through the e-Tender Portal.
- 1(i) "Customer ID" means :- An ID to be created by each bidder at marketing section to enable to BSNL for receiving of tender document fee & EMD.

2. SERVICES TO BE PROVIDED

As per Section-II

3. ELIGIBLE BIDDERS

As per clause-5 of DNIT, Section-1(A)

4. COST OF BIDDING

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

5. BID DOCUMENT

Bid document includes the following Sections:

Sl.no	Description	SECTION NO.
1	NOTICE INVITING TENDER	I
2	SCOPE, SPECIFICATION AND WORK DESCRIPTION.	II
3	INSTRUCTIONS TO BIDDERS & CONDITIONS OF TENDER	III
4	FINANCIAL BID (RATE SHEET)	IV
5	CHECK LIST/REQUIREMENTS	V
6	FORMATS FOR DECLARATIONS, UNDERTAKINGS, AGREEMENTS AND CERTIFICATES	VI

- (a). The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Tender Document or submission of the bids not substantially responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid.

6. CLARIFICATION ON BID DOCUMENTS

- 6(a). A prospective bidder, requiring any clarification of the Bid Documents shall notify the Tendering authority in writing or FAX or at the Tendering authority's mailing address indicated in the NIT. The Tendering authority shall respond in writing to any request for clarification of the Bid Documents, which it receives **before 14 days of last date of the submission of bids**. Copies of the query (without identifying the source) and clarifications by the Tendering authority shall be sent individually to all the prospective bidders who have received the bid documents.

Read, understood , complied & agreed

Signature & seal of bidder with Date

6(b). Any clarification issued by BSNL in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount an amendment of relevant clauses of the bid document.

7. DOCUMENTS TO BE SUBMITTED FOR BID

- (b). The details of documents to be submitted with the Bid are as detailed at **Section V**. If any one of the above items required to be submitted along with the Technical bid is found wanting, the offer is liable to be rejected at that stage.
- (c). Documents in original should be submitted for verification as required by the Tendering Authority.
- (d). The bidder will verify the genuineness and correctness of all documents and certificates including experiences/performance certificates, submitted by the bidder or any other firm /associates before submitting them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.
- (e). As per the requirement of the tender's condition, if any documents/paper/certificate submitted by the bidder is found to be false/fabricated/tampered /manipulated at any stage during bid evaluation or after award of contract, then the bid security (EMD/PBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. Action would be taken for banning of business dealing with the defaulting firm. In case contract has already been awarded to the bidder, then PBG would be forfeited and the contract would be rescinded/ annulled and BSNL would be at liberty to procure the services from any other source at the risk and cost of the defaulting bidder. Action would also be taken for banning business dealing with the defaulting firm. An undertaking to this effect should be submitted by the bidder as per format at **Annexure-K of Section-VI**.

8. AMENDMENT TO BID DOCUMENT

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

ITI / BSNL- Help Desk Contact	Shri Biswajit Kar, 09438724476, Office No.011-49424365 between 10:30 hrs to 18:00 hrs from 22.03.2018 to 17.04.2018 E-mail: twhelpdesk404@gmail.com
BSNL Contact-1	Shri R.K. Naik, AGM(HR & Admn), O/o GMTD, Sambalpur Mob: 9437960552, E-Mail : rnaik7989@gmail.com Tel No-0663-2410590
BSNL Contact-2	Shri R.K. Sa, SDE(Genl), O/o the GMTD, Sambalpur, Mob-9437639666 Tel No-0663-2410920, E-Mail- sdecommercialsm@gmail.com

9. PREPARATION OF BID DOCUMENTS – TECHNICAL BID & FINANCIAL BID

It is a two bid system and the bid prepared by the bidder shall comprise of Technical Bid and Financial Bid and should be prepared as per Clause 15 of this Section.

10. BID FORMS

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

11. BID PRICE

- (a). The bidder shall quote the price excluding GST. The offer shall be in Indian Rupees. No Foreign exchange will be made available by the purchaser.

Read, understood , complied & agreed

Signature & seal of bidder with Date

- (b). The bidder shall quote rates as per schedule given in Section IV.
- (c). A bid submitted with an adjustable price quotation will be treated as non – responsive and rejected.
- (d). "DISCOUNT, if any, offered by the bidders shall not be considered unless specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like Discount, free supply, etc, into account".
- (e). The tender **with abnormal high or low rates** are liable for rejection as per decision of BSNL.

12. COMPLIANCE

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

13. A. BID SECURITY/EMD

- a) The bidder must deposit the amount as Bid Security as per NIT. The Bid Security shall be submitted in the form of Demand Draft purchased after the date of NIT. The bid security/EMD shall be in the form of crossed DD from any Nationalized / Scheduled bank drawn in favour of AO (Cash),O/o GMTD BSNL Sambalpur payable at Sambalpur. The payment can also be made through online banking/RTGS/NEFT, as per clause 2(a) of Section-1(A).
- (b) The successful bidder's bid security will be released on signing the agreement and furnishing the performance bank guarantee.
- (c) The Bid security of unsuccessful bidder will be discharged / returned as early as possible within 30 days time of the finalisation of the tender or expiry of bid validity period.
- (d) **A BID WITHOUT BID SECURITY SHALL BE TREATED AS NON-RESPONSIVE AND SHALL BE REJECTED BY THE TENDERING AUTHORITY.**
- (e) Exemption in Cost of Tender Documents and EMD under MSME is permitted, if the registration is for tendered item with other eligibility condition as per MSME provision.

ORFEITURE OF BID SECURITY/EMD

The Bid Security/EMD may be forfeited

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

14. FORMAT AND SIGNING OF BID

The bidder shall submit his bid, online (in case of e-tendering) & through sealed envelopes physically (in case of tenders with manual bidding process), complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, using Digital Signature (in case of e-tendering) & by hand signatures (for manual bidding process), by the authorized person. **The letter of authorization shall be indicated by written power-of-attorney (original) accompanying the bid.**

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

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

Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.

Read, understood , complied & agreed

- (b) The power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/ institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's/ firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.
- (e) Original 'Power of Attorney' in case person other than tenderer has signed the tender documents.

15. PREPARATION & SUBMISSION OF BIDS

D) Contents of the Bid:

The bid contains three parts –

Part A: The First Part (Envelope) should contain

- I. Crossed DD towards EMD/ Bid Security as per NIT
- II. Crossed DD towards cost of tender document as per NIT.
- III. Power of attorney in original (If applicable) .

Note:

- i. This Envelope containing the original DDs (For EMD & Cost of tender paper) and original Power of Attorney (if applicable) with superscription "Tender for supply of Stationery Items, Printing Of Departmental Forms & Computer Consumable Items in Sambalpur Telecom District" for the year 2018-19, NIT No. G-16/2018-19/01 dated 29.10.2018 addressed to **AGM (HR & Admn) O/o GMTD, Sambalpur should reach, Door Sanchar Bhawan, 5th floor Kachery Road, Sambalpur-768001** by Registered/ Speed Post or by dropping in the Tender Box available in the AGM(HR & Admn), Office of above address.
- ii. The scanned copies of the crossed DD towards BID security (EMD), crossed DD towards cost of bid document & Power of attorney (If applicable) have to be uploaded in the e-Tender Portal of M/s ITI along with the particulars of DD.
- iii. In case the payment of tender document fee & EMD is made through e-payment, the power of attorney in original (if applicable) shall be submitted as above.

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

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

II. SUBMISSION OF BIDS:

- a. All the clauses of the bids must be complied with and price bids must be quoted online by the bidders before the locking/closing time of the bid as per NIT.
- b. Scanned documents wherever necessary are to be uploaded in the appropriate places of the document.
- c. The BSNL may, at its discretion, extend this deadline for the submission of the bids by amending the bid document in accordance with NIT in which case all rights and obligations of the BSNL and bidders previously refer to the deadline will thereafter be subject to the extended deadline.

16. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS

16(a). After the Locking Time, no bidder can submit the bid.

16(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.

16(c). No bid shall be modified subsequent to the deadline for submission of bids as above.

17. BID OPENING AND EVALUATION

Read, understood , complied & agreed

Signature & seal of bidder with Date

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

18. PLACE OF OPENING OF TENDER BIDS

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) at **5th Floor, Door Sanchar Bhawan, Katchery Road, Sambalpur-768001**”, where BSNL’s Tender Opening Officers would be conducting through online e-Tender as noted in NIT. If due to administrative reasons, the date and venue of e Bid opening is changed, same will be displayed prominently in the notice board of the e-Tender Portal.

19. PRELIMINARY EVALUATION

- (a) Tendering authority shall evaluate the bids to determine whether they are complete in all respects, whether any computational errors have been made, whether required sureties have been furnished etc.
- (b) Prior to the detailed evaluation, the Tendering authority will determine the substantial responsiveness of each bid to the Bid documents.
- (c) For purposes of these clauses, a substantially responsive bid is one, which conforms, to all the terms and conditions of the Bid documents without any material deviation. The tendering authority’s determination of bid’s responsiveness shall be based on the contents of the bid itself without recourse of extrinsic evidence.
- (d) A bid, determined as substantially non-responsive will be rejected by the Tendering authority and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non-conformity. The tendering authority shall not be bound to show the reasons/causes of rejection of the bid.
- (e) The Tendering authority may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any bidder.

20. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- a. The Tendering authority shall evaluate and determine as to whether the bid is substantially responsive or not as per above conditions.
- b. The evaluation and comparison of responsive bids shall be done on the basis of Net cost to BSNL on the prices of the goods offered inclusive of Duties and taxes (but excluding CENVAT-able Duties & Taxes).
- c. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tendering authority. If there is a discrepancy between words and figures, the amount in words shall prevail.
- d. If the supplier does not accept the correction of the errors, his bid shall be rejected.
- e. Rate must be quoted for the item, otherwise bid is liable for rejection.
- f. The evaluation and comparison of substantially responsive bids shall be done on the basis of lowest quoted rate.
- g. BSNL reserves right to negotiate against the price quoted by the bidder.

Read, understood , complied & agreed

Signature & seal of bidder with Date

- h. Tendering authority may negotiate with L1 bidder only or may make counter offer of the same L1 negotiated price to other successful bidder(s). However, BSNL reserves the right to award the work to multiple bidders.

21. CONTACTING THE TENDERING AUTHORITY

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

22. AWARD OF CONTRACT & CONTRACT PERIOD

- (a). The BSNL shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially acceptable subject to fulfillment of all tender conditions. Tendering authority shall consider placement of letter of intent to those bidders whose offers have been found *technically, commercially and financially* acceptable. The bidder shall within 14 days of receipt of letter of intent, give his acceptance along with performance security deposit. The tendering authority shall have the right to keep more than one contractor.

- (b). The work against the tender **is for one year** requirement and the terms and conditions of this tender shall be operative for a period of one year from the date of signing of agreement between the BSNL and the Contractor.

- (c). The rates agreed upon shall be valid **for a period of one year** from the date of signing of agreement between the BSNL and the Contractor. The agreement will be normally for one year and can be extended **another three months** on same approved rates and same terms & conditions with 25% enhancement of tender cost.

(d).PURCHASER'S RIGHT TO VARY QUANTUM OF WORK:

The purchaser at the time of award of work under the contract reserves the right to decrease or increase the work by up to 25% of the total quantum of work without any change in the rates or other terms and conditions.

(e). PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The purchaser's reserves the right to accept or reject any bid and annule the bidding process and reject all bids, at any time prior to award of contract without assigning any reason what-so-ever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the department's section.

- (f) **Performance Security Deposit (PSD):** The Bidders shall furnish Performance Security Deposit in the format at **Annexure – F of Section VI** for an amount of 5% of the estimated cost of the tender in the form of Bank Guarantee from a Nationalized/ scheduled Bank for a period of 1 ½ years in favour of **A.O. (Cash), BSNL, O/o GMTD Sambalpur** payable at Sambalpur as awarded by the GMTD, Sambalpur. The PSD is to be deposited within **14 (fourteen)** days from the date of receipt of letter of acceptance or letter of intent failing which their EMD or bid security may be forfeited and tender may be cancelled. BSNL may extend the time for submission of PSD.

(g) The Performance Security Deposit may be forfeited in part/ whole in case of:

- i. The successful L-1 bidder do not execute agreement after deposit of Performance Security Deposit **within 14 days**. Unsatisfactory service by the contractor.
- ii. Withdrawal of the successful tenderer from the contract before its expiry without giving proper notice as specified in the tender terms and conditions of this tender document.

23. SIGNING OF CONTRACT AGREEMENT:-

The successful tenderer shall be required to execute an agreement on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) at his own cost as per the enclosed proforma within 14 (Fourteen) days from the date of receipt of LOI in this office. In the event of failure of the tenderer to

Read, understood , complied & agreed

Signature & seal of bidder with Date

sign the agreement within 14(Fourteen) days or in the event of his failure to start the work as stipulated in the work order, then the amount of bid security (EMD) shall be forfeited by BSNL and the acceptance of the tender shall be considered as revoked.

24. PREPARATION, SUBMISSION OF BILL

- i. The contractor shall prepare a bill in duplicate indicating the goods/items supplied provided the rates, the quantities, the TAX components and the Purchase Order details, within one month of the delivery of the materials. The bill should be submitted along with the Delivery Challan(s), if any. Certificate of concerned officer on the body of the bill regarding satisfactory completion of work is mandatory.
- ii. Copy of last GST Payment receipt.
- iii. Normally, bill shall be processed after receipt of all the goods /items ordered as per Purchase Order/work order.
- (iv) The BSNL will pay no advance of any kind.
- (v) No transportation charge will be claimed by the vendor.

25. Liquidated damages

- a) The date of delivery of the goods/items stipulated in the acceptance of tender shall be the essence of the contract & delivery shall be completed not later than the dates specified therein.
- b) No extension shall normally be given except in exceptional circumstances.
- c) If the supplier(s) attempt to deliver the goods/items after expiry of the delivery period the consignee shall be at liberty in not accepting delivery.
- d) Should however, the deliveries be made after the expiry of the specified delivered period, without the prior concurrence of the purchaser, & also be accepted by the consignee, such deliveries will not deprive the purchaser of its right to cancel the same & ask the supplier to take back the goods/items or recover liquidated damages as provided under clause 8(e) below.
- e) Should the supplier fail to deliver the goods/items or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 1% of the value of the delayed supply for each week of delay or part thereof, subject to a maximum of 10% of the value of the delayed supply, provided that delayed goods do not in any way adversely affect the office work.

26. Penalty clause.

- i) Contractor has to ensure specified quality. Contractor has to get the sample tested before commencement of work/supply.
- ii) Before giving delivery, tenderer shall offer a sample for sample testing. Only accepted lot shall be delivered by the tenderer to the concerned unit/consignee. However if the lot is not found up to specification at any stage, **the whole lot will be rejected and no payment will be given.**

27. (i) QUALITY OF GOODS/ITEMS:

It is the responsibility of the supplier to ensure that the goods supplied are of genuine quality and brand. In case it is found that the goods are of duplicate quality or brand, BSNL may reject the contract and the supplier may be blacklisted for future business with BSNL.

(ii) Transportation and packing charges, if any, shall be borne by the supplier/service provider and the same shall not be claimed by the bidder, for reimbursement from BSNL.

(iii) The approved rates of goods/services shall remain unchanged throughout the contract period and the rate shall not be revised in any case.

Read, understood , complied & agreed

Signature & seal of bidder with Date

28. DISPUTES IN TENDER FINALIZATION:

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

29. Termination of Contract by BSNL

- (a). The GMTD, Sambalpur may, at its option, cancel or omit the execution of one or more items of work under this contract and may part of such items without any compensation whatsoever to the contractor.
- (b). BSNL may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts by giving two months notice in writing to the contractor if the contractor fails to supply goods/items within the period specified in the contract or any extension thereof granted by BSNL.
- (c). If the contractor fails to perform any other obligation (s) under the Conditions of the contract.
- (d). All instruction, notices & communication etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.
- (e). Notwithstanding anything contained herein, BSNL reserves the right to terminate the contract at any stage or time during the period of contract by giving two months notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.
- (f). BSNL may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

30. RIGHT TO VARY QUANTITIES & PERIOD

BSNL will have the right to increase or decrease the approximate requirement specified in the financial bid without any change in the unit rate or other terms and conditions of contract.

31. ANNULMENT OF AWARDS

Failure of the successful bidder to comply with the requirement of Clause-22 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event tendering authority may make the award to any other bidder at the discretion of tendering authority or call for new bids.

32. PERIOD OF VALIDITY OF BIDS

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

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

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

34. REJECTION OF BID

The bid will be rejected in case of :-

- i. Non-submission of required documents as per Section V.
- ii. Bid quoted with conditional rates.
- iii. Non-submission of bid security
- iv. Incomplete of bid
- v. Non-acceptance of correction of price

35. DEBARRING CONDITIONS

- Sub-contracting of the work will debar and disqualify a successful bidder.

Read, understood , complied & agreed

Signature & seal of bidder with Date

- BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL.
- BSNL reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.

36. NEAR-RELATIONSHIP CERTIFICATE

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

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

The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- (d) The format of the certificate is given in **Annexure-D of Section-VI**

37. VERIFICATION OF DOCUMENTS AND CERTIFICATES

The bidder will ensure that all the documents and certificates, including experience/ performance and self certificates submitted by him are correct and genuine before enclosing them in the bid.

The onus of proving genuineness of the submitted documents would rest with the bidder.

If any document/ paper/ certificate submitted by the participant bidder is found / discovered to be false / fabricated / tempered / manipulated either during bid evaluation or during award of contract or thereafter, then the Purchaser will take action for rejection of tender/contract & forfeiture of EMD/Performance Security Deposit.

38. Note for Tender opening Committee:

At the time of tender opening, the TOC will check/ verify that the documents conforming to eligibility part are submitted by the participant bidder duly authenticated by the authorized signatory to obviate any possibility of doubt and dispute and maintain veracity of the documents / papers/ certificates.

The documents/ papers to be submitted in respective bid part have been explicitly stated in **Section-V**.

This opened bid part which is already signed by the authorized representative of the bidder company during bid submission will be signed by the tender opening committee on hard copy and preserve it along with the bids received online in case of e-tendering.

These papers will be treated as authentic one, in case of any dispute.

39. 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.

40. Arbitration:

Read, understood , complied & agreed

Signature & seal of bidder with Date

- In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the CHIEF GENERAL MANAGER Telecom BSNL, Orissa Circle Bhubaneswar or in case his designation 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 functions of the Chief General Manager BSNL, Orissa Circle Bhubaneswar or by whatever designation such officers may be called. The award of the arbitrator shall be final and binding on the parties.
- The venue of the arbitration proceeding shall be the O/O the Chief General Manager BSNL Orissa Circle Bhubaneswar or such other places as the arbitrator may decide. The following procedure shall be followed.
- In case parties are unable to reach a settlement by themselves, the dispute should be submitted for arbitration in accordance with contract agreement.
- There should not be a joint submission with contractor to the sole arbitrator.
- Each party should submit its own claim severally and may oppose the claim put forward by the other party.
- The onus of establishment his claims will be left to the contractor.
- Once a claim has been included in the submission by the contractor, a modification thereof will be opposed.
- The “point of defence” will be based on actual conditions of the contract.
- Claims in the nature of ex-gratia payments shall not be entertained by the Arbitrator as these are not contracted.

41. (a) Set Off:

- Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by BSNL and set off the same against any claim of BSNL for payment of a sum of money arising out of this contract or under any other contract made by contractor with BSNL.
- In the event of said security deposit being insufficient, the balance of total amount recoverable as the case may be shall be deducted from any such due to the service provider under this or any other contract with BSNL. Should this amount be insufficient to cover the said full amount recoverable, the service provider shall pay to BSNL on demand the balance amount, if any, due to BSNL within 30 days of the demand by BSNL.
- 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.

41. (b) COURT JURISDICTION

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

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

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

42. E-TENDERING INSTRUCTIONS TO BIDDERS

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

A. General:

- a. Submission of Bids only through online process is mandatory for this Tender for conducting electronic tendering, the Tendering Authority is using the e-Tender Portal (<https://www.tenderwizard.com/BSNL>) of M/s ITI Limited, a Government of India Undertaking.
- b. For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the Electronic Tendering System (ETS.).
 - i. It is advised that all the documents to be submitted (Section V) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. The Price bid (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.

Read, understood , complied & agreed

Signature & seal of bidder with Date

- ii. While uploading the documents ,it should be ensured that the file name should be the name of the document itself for easy pairing and scrutiny.

B. Tender Bidding Methodology:

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

C. Broad outline of activities from Bidders perspective:

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

D. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>]. Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

E. Registration

The Tender document can be downloaded from the e-Tender Portal and to be submitted in the e-format. Requirement payment is to be made in e-payment, as instructed.

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

It is the 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.

Intending bidders are requested to register themselves with M/s. ITI Limited through e-Tender Portal for obtaining user-id, Digital Signature Certificates etc., by paying Vendor registration fee and processing fee for participating in the above mentioned tender.

The General Manager Telecom District Sambalpur has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

After successful submission of Registration details and Vendor registration fee and processing fee (as applicable), please contact ITI Helpdesk and BSNL Contact Points (as given below), to get your registration accepted/activated.

ITI / BSNL- Help Desk Contact	Shri Biswajit Kar, 09438724476,Office No.011-49424365 between 10:30 hrs to 18:00 hrs from 22.03.2018 to 17.04.2018 E-mail: twhelpdesk404@gmail.com
BSNL Contact-1	Shri R.K. Naik, AGM(HR & Admn), O/o GMTD, Sambalpur Mob: 9437960552, E-Mail : rnaik7989@gmail.com Tel No-0663-2410590
BSNL Contact-2	Shri R.K. Sa, SDE(Genl), O/o the GMTD, Sambalpur, Mob-9437639666 Tel No-0663-2410920, E-Mail- sdecommercialsm@gmail.com

43. INTIMATION OF CORRECTIONS/MODIFICATIONS TO TENDER DOCUMENT

The correction/modification, if any, in the tender document will be uploaded in the Website i.e. www.orissa.bsnl.co.in/Sambalpur and www.tenderwizard.com/BSNL as noted in NIT, which will be treated as final. The amendments if any will not be published in the Newspaper. It is the responsibility of the bidders to visit e-Tender Portal and keep themselves updated regarding amendments/ correction/modification etc.

44. IMPORTANT INSTRUCTIONS

Read, understood , complied & agreed

Signature & seal of bidder with Date

- a. The documents and certificates should be submitted online by uploading in the e-Tender portal as mentioned in **Sec-V**
- b. The following documents in a separate envelope are to be submitted through Offline as **instructed in clause-15 Part-A of Section-V** in the tender box in the chamber of **AGM (HR & Admn), 5th Floor, Doorsanchar Bhawan, Katchery Road, Sambalpur-768001** or should reach him by Registered/ Speed Post before the closing time of closing date.
- i. Crossed DD towards the cost of tender paper
 - ii. Crossed DD towards Bid Security / EMD
 - iii. Original copy of Power of attorney (If Applicable)

c. Special Note on Security of Bids in ETS:

- i. Security related functionality has been rigorously implemented in ETS in a multidimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:
- ii. As part of the Electronic 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- Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

d. Public Online Tender Opening Event (TOE)

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

Important Note: It is strongly recommended that all bidders should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

- vi. The following “**FOUR KEY INSTRUCTIONS FOR BIDDERS**” must be assiduously adhered to:
 1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS.
 2. Register your organization on ETS well in advance of your first tender submission deadline on ETS.
 3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS.

Read, understood , complied & agreed

Signature & seal of bidder with Date

4. Submit your bids well in advance of tender submission deadline on ETS. There could be last minute problems due to internet timeout, breakdown, et al. While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

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

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

viii. Helpdesk for Vendors

Vendors may contact the M/s ITI Limited Helpdesk personnel given in **Clause-8(d)** of this section, for any type of assistance/help, which they may require while uploading the bids.

45. OTHER CONDITIONS:

- a. The contractor shall not assign or sublet the work to any other person or agency without the prior written approval of GMTD Sambalpur.
- b. The GMTD, Sambalpur reserves the right to impose any other conditions, if necessary, at any time during the validity period of the tender.
- c. If the contractor fails to carry out work with the expected speed and standard the contract will be terminated and no further work will be awarded.
- d. BSNL will not be responsible for any loss incurred by the contractor in carrying out the contract work.
- e. Taxes will be recovered as per rules as applicable from time to time.
- f. The General Manager Telecom District BSNL, Sambalpur reserves every right to cancel / reject the contract for any work / all works if found unsatisfactory at any time during the validity period of contract without assigning any reason but giving at least 15 (Fifteen) day advance notices.
- g. The EMD of the successful tenderer shall be refunded without interest after completion of execution of agreement on deposit of Performance Security Deposit in case the tender(s) is finalized or within a month if the tender is cancelled, subject to fund released by corporate office.

SECTION-IV

FINANCIAL BID

RATE SHEET (TO BE QUOTED BY BIDDERS)
STATIONERY ITEMS

S No	Name of the Item	Unit	Qty Required	Unit rate quoted in Rs.	
				In figure	In words
1	Alpin Jingle Bell	Pkts	20		
2	Battery Pencil Novino Gold	Nos	30		
3	Calculator Citizen 12 Digit Desk Top	Nos	20		
4	Cello Tape 1" Wonder	Nos	20		
5	Cello Tape 1/2" Wonder	Nos	20		
6	Cello Tape 2" Wonder(Brown)	Nos	20		
7	Colin/Brisk	Bottles	24		
8	Correction Pen	Nos	30		
9	Damper (Water Sponge)	Nos	24		
10	Envelope 10" x 4.5" Brown	Nos	6000		
11	File Board	Nos	2500		
12	Good Knight Liquid/All out	Bottles	35		
13	Gum Bottle 150 Ml Grapes	Bottles	10		
14	Gum Bottle 300 Ml Grapes	Bottles	10		
15	Gum Bottle 750 Ml Grapes	Bottles	7		
16	Gum Stick	Nos	150		
17	Gum Tube Grapes	Nos	10		
18	High Lighter Pen	Nos	20		
19	Jute (Sutli)	Kgs	5		
20	Key Purse Small Leather	Nos	15		
21	Marker Pen	Nos	40		
22	Markin Cloth	Mtrs	42		
23	Naphthalene Ball (Bengal Chemical)	Kg	10		
24	Note Pad Plain	Nos	250		
25	Odonil 50g Packet	Pkts	30		
26	Paper Weight Glass	Nos	20		
27	Pen both side	Nos	10		
28	Pencil Cutter	Nos	10		
29	Pencil Eraser	Nos	10		
30	Pencil Kohinoor HB	Nos	15		
31	Poker Plastic Handle	Nos	20		
32	Refill Reynolds 0.45	Nos	10		
33	Reynolds Pen 0.45	Nos	10		
34	Room Freshner (Lovin 170 Gms)	Bottles	40		
35	Rubber Band (Nylon)	Kgs	15		
36	Scale Plastic (12")	Nos	20		

Read, understood , complied & agreed

Signature & seal of bidder with Date

37	Scale Steel 12"	Nos	10		
38	Scissor (Plastic Handle)	Nos	20		
39	Sketch Pen	Pkts	30		
40	Stamp Pad 110x70 mm Small	Nos	31		
41	Stamp Pad Big (Apollo)	Nos	5		
42	Stamp Pad Ink 100 ml	Bottles	22		
43	Stapler Big HP-145	Nos	5		
44	Stapler Pin No. 10	Pkts	110		
45	Stapler Small No. 10 D	Nos	20		
46	Stick on Pad (3" x 2")	Pkts	10		
47	Stock Register No-4	Nos	4		
48	Tag Nylon	Bundles	700		
49	Xerox Paper A4 JK 75 gsm	Pkts	530		
50	Xerox Paper FS JK 75 gsm	Pkts	2		
51	Pearlpet(Water Bottle)	Nos	20		
52	Lock and Key Small (Mobaj)	Nos	10		
53	Lock and Key Big (Mobaj)	Nos	10		
54	Note sheet	Pcs	5000		
55	Register 72 Page	Pcs	50		
56	Register 96 Page	Pcs	30		
57	Register 120 Page	Pcs	10		
58	Register 144 Page	Pcs	30		
59	Register 196 Page	Pcs	30		
60	Register 192 Page	Pcs	10		
61	Register 280 Page	Pcs	10		
62	Register 288 Page	Pcs	30		
63	Register 384 Page	Pcs	10		
64	Register 504 Page	Pcs	12		
65	Black Pen	Nos	20		
66	Blue Pen	Nos	20		
67	Lifebuoy	Pcs	10		
68	Tea Cup	Sets	2		
69	Glass	Sets	2		
70	Fly Leaf	Pcs	1500		
71	Fly Leaf(Hard)	Pcs	100		
72	Red Pen	Pcs	20		
73	Indicator Tap	Pkts	25		
74	Small Mug	Pcs	10		
75	Paper Clip	Pcs	25		
76	Knife	Pcs	10		
77	Attendance Register	Pcs	50		
78	Ambasador file	Pcs	100		
79	Computer track paper 10"x12"x2	Pkts	15		
80	Pen stand	Pcs	10		

Read, understood , complied & agreed

Signature & seal of bidder with Date

Printing of Departmental forms

S No	Name of the Item	Unit	Qty Required	Unit rate quoted in Rs.	
				In figure	In words
1	CDR Money Receipt Form	Book	30		
2	SIM replacement form	Pcs	15000		
3	Receipt Book	Book	130		
4	Pre-printed Mobile Bill Forms (Printed One Side) 80 GSM Thickness	Nos	60000		
5	Pre-printed Landline Bill Forms (Printed both Side) 80 GSM Thickness	Nos	180000		

Supplying of Computer consumable items

Sl. No	Name of Item	Unit	Qty Required	Unit rate quoted in Rs	
				In figure	In words
1	HP 12A cartridge	Nos	100		
2	HP 88A cartridge	Nos	100		
3	HP 43X cartridge	Nos	10		
4	HP 15 A cartridge	Nos	2		
6	8 Port Ethernet switch	Nos	4		
7	10 User antivirus 3 years	Nos	3		
8	16 GB Pendrive	Nos	10		
9	USB Keyboard	Nos	10		
10	USB Mouse	Nos	10		
11	UPS Battery	Nos	10		
12	Adopter (Laptop & Power Adapter)	Nos	3		
13	CMOS Battery	Nos	10		
14	HP LJ 3005 Mtce KIT	Nos	1		
15	CAT 6E LAN Cable	Nos	25		
16	5 users antivirus 3 year	Nos	3		
17	4 GB RAM	Nos	5		
18	LAN Card Xpress	Nos	10		
19	320 GB HDD	Nos	2		

Read, understood , complied & agreed

Signature & seal of bidder with Date

Note:-

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

Signature of the Tenderer

Full address of Tenderer &

Contact telephone No

Read, understood , complied & agreed

Signature & seal of bidder with Date

SECTION-V
CHECK LIST OF DOCUMENTS

The following documents (scanned copy) are required to be submitted through e-Tender Portal

Sl No.	Description	Reference	Remarks (Yes (Y), No (N), Not Applicable (NA) (√ Tick whichever is applicable)		
			Y	N	NA
1	Scanned copies of all pages of Tender document signed by the tenderer or Authorised Person on all pages along with seal	Whole Tender Document			
2	Self-Attested copy of Registration of firm/company				
3	Self-Attested copy of experience certificate	As per NIT			
4	Self-Attested copy of valid PAN card upto date return				
5	Self-Attested copy of valid GSTIN registration, & upto date return of Service Tax/GST				
6	Self attested copy of turn over certificate as per NIT	As per NIT			
7	Self Attested copy of the online Banking/RTGS/NEFT towards payment cost of Tender Paper (if paid online) or DD				
8	Self attested copy of the online Banking/RTGS/NEFT towards payment cost of EMD/Bid Security(if paid online) or DD				
9	Self-Attested Photo copy of Original "Power of Attorney" if applicable				
	Self attested copy of memorandum article/ partnership deed/affidavit/proprietorship (which is applicable).				
10	Self-Attested copy of Declaration of Non - tampering of tender document duly filled and signed.	Section-VI Annexure-B			
11	Self-Attested copy of Clause by clause compliance duly filled and signed.	Section-VI Annexure-C			
12	No near relative certificate duly filled in and signed	Section-VI Annexure-D			
13	Self-Attested copy of Declaration for Downloading the tender Document	Section-VI Annexure-E			
14	Scanned copy of Letter of Authorization to Tender Opening Event (TOE)	Section-VI Annexure-G			
15	Tenderer's profile duly filled in	Section-VI Annexure-H			
16	Master Vendor Form (in case of new bidder)	Section-VI Annexure-I			
17	Self-Attested copy of Bid form duly filled and signed	Section-VI Annexure-J			
18	Undertaking regarding genuineness of the documents/information submitted	Section-VI Annexure-K			
19	Creation of customer ID				

N.B.: Bidder should produce the relevant original documents for verification as and when called for.

Read, understood , complied & agreed

Signature & seal of bidder with Date

SECTION-VI

LIST OF ALL TYPE OF FORMATS FOR DECLARATIONS, UNDERTAKINGS, AGREEMENTS AND CERTIFICATES

Sl No	Format Name
1	ANNEXURE-A: AGREEMENT (Sample Format)
2	ANNEXURE-B: DECLARATION OF NON TAMPERING OF TENDER DOCUMENT
3	ANNEXURE-C: DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE
4	ANNEXURE-D: NO NEAR RELATIVES CERTIFICATE IN BSNL
5	ANNEXURE-E: DECLARATION FOR DOWNLOADING THE TENDER DOCUMENT.
6	ANNEXURE-F: PERFORMANCE BANK GUARANTEE (BOND FORM)
7	ANNEXURE-G: LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
8	ANNEXURE-H: TENDERER'S PROFILE
9	ANNEXURE-I: VENDOR MASTER FORM (IN CASE OF NEW BIDDER)
10	ANNEXURE-J: BID FORM
11	ANNEXURE-K: UNDERTAKING REGARDING GENUINENESS OF THE DOCUMENTS/INFORMATION SUBMITTED

Read, understood , complied & agreed

Signature & seal of bidder with Date

ANNEXURE-A

Agreement

An agreement made this between GMTD, Sambalpur hereinafter called the BSNL to the context include his successors and assignees on the one part and having his/ its residence/ Office at..... (Actual through its constituted attorney hereinafter called "Contractor" (Which term shall include their heirs, executors, successors and assignees on the other parts.

Whereas the BSNL is desirous of getting executed certain work namely: Supply of Departmental forms, supply of stationeries, supply of computer consumable items to Sambalpur Telecom District.

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

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

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

1. The tender notice, Terms and conditions, Tender schedule etc as per tender document vide Tender No dated - along with its enclosures) annexed hereto and such other additional particular instructions drawing as may be found requisite to be given during execution of the work shall be deemed and taken to be integral part of the contract and also be deemed to be included in the expression " Contractual or contract documents" wherever herein used.
2. In consideration of the payment to be made to the Contractor for the works to be executed by him, the contractor hereby conveys the BSNL that the contractor shall in accordance with the tender document to Printing of Departmental forms, Supply of stationeries, supply of computer consumable items to Sambalpur Telecom District and shall perform all other acts, deeds, comments and things in the contract mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said works and at the time and in the manner and subject to the terms and conditions of the tender.
3. The party at second part called as " Contractor" also declares that none of his/her relatives i.e Wife, Husband, Parents, Grand parents, children and Grand Children, Brothers, Sisters, Uncles, Aunts and cousins and their corresponding in-laws is working as an officer or an official in BSNL in Odisha Telecom Circle.
4. In consideration of the due provisions, execution and completion of the said works, the BSNL hereby agrees with the Contractor that the BSNL will pay to the Contractor the respective amounts for the goods supplied /items provided by the contractor such sum(s) as may become payable to the contractor under the provisions of the contract agreement.
5. The contract will be in force for one year with effect from to
6. Performance Security Deposit of Rs..... is furnished below:-

Read, understood , complied & agreed

Signature & seal of bidder with Date

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

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

Signature of the Contractor

Signed and delivered

Name/Address of the Contractor

for and on behalf of the
Bharat Sanchar Nigam Limited.

In the Presence of witness:

1. Signature:

1. Signature:

Name/Address:

Name/Address:

Designation:

Designation:

Read, understood , complied & agreed

Signature & seal of bidder with Date

ANNEXURE-B

Declaration of Non tampering of tender document

I, Sri/Smt/M/s _____ (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “http://www.orissa.bsnl.co.in” or **www.tenderwizard.com/BSNL** and I have checked up that no page is missing and all pages as per the index are available and no addition/ deletion/correction/tampering has been made in the tender document. In case at any stage, it is found that any addition / deletion / correction has been made, BSNL shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Place: _____

Date: _____

Signature of bidder/Authorized Signatory

Name of the _____

Seal of the bidder: _____

ANNEXURE-C

DECLARATION OF CLAUSE BY CLAUSE COMPLIANCE

I _____ (authorized signatory) hereby declare that I shall comply with all the terms and conditions of the tender documents as out lined in all the clauses unconditionally.

Place : _____ Signature of the Tenderer _____

Date: _____ Name of the Tenderer _____

ANNEXURE-D

NO NEAR RELATIVES CERTIFICATE IN BSNL

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

DECLARATION

I/We _____ S/o _____
_____ resident of _____

_____ hereby certify that none of my near relative(s) as defined in the tender document is/are employed anywhere in BSNL as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, BSNL shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the bidder _____

Name : _____

Note: The near relatives for this purpose are defined as :

- A. Members of a Hindu Undivided family.
- B. They are husband and wife.
- C. The one is related to the other in the manner as father, mother, son(s) and son's Wife (Daughter-in-law). Daughter(s) and daughter's husband (Son-in-law), Brother(s) and brother's wife, sister(s) and sister's husband (Brother-in-law).

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

Signature of the bidder _____

Name : _____

(Capacity in which signing)

Place:

Date:

Read, understood, complied & agreed

Signature & seal of bidder with Date

ANNEXURE-E

Declaration for Downloading the tender Document.

I _____ (authorized signatory) hereby declare that the tender document submitted has been downloaded from the website www.orissa.bsnl.co.in or www.tenderwizard.com/BSNL and no addition/deletion/correction has been made in the proforma downloaded. I also declare that I have enclosed a DD for Rs/- towards the cost of tender document along with this bid. In case at any stage, it is found that the information given above is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit without any prior intimation.

Date: _____ Signature of Tenderer _____

Place: _____
Name of Tenderer _____
(Along with date & Seal)

ANNEXURE-F

Proforma for Performance Bank Guarantee

(To be typed on Rs.100/- non-judicial stamp paper & for the period 1 ½ Years)

Dated:

Sub: Performance guarantee.

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

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

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

4. We (name of the Bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till GMTD, BSNL, SAMBALPUR certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing or before the expiry of **24 months** from the date hereof, we shall be discharged from all liability under this guarantee thereafter.

Read, understood , complied & agreed

Signature & seal of bidder with Date

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

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

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

Dated _____

Place _____ Signature: _____

For

(indicate the name of the Bank)

ANNEXURE-G

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

To

The DGM(HR & Admn)
O/o GMTD, Sambalpur

Sub: Authorization for attending bid opening on _____(date) in the Tender for Printing of BSNL Bills in vendor's own printer including supply of stationeries, departmental forms and computer consumable items and associated ancillary work in Sambalpur Telecom District.

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

Order of Preference	Name	Specimen Signature
I		
II		

Alternate Representative

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

Note:

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

Read, understood , complied & agreed

Signature & seal of bidder with Date

Passport size
Photograph (To be
pasted) of the
Tenderer / authorized
Signatory holding
Power of Attorney with
signature on the front
side of Photo graph
overlapping the form

ANNEXURE-H

TENDERER'S PROFILE

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

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

I, Shri/Smthereby

declare that the information furnished above is true and correct.

Place:

Signature of tenderer /Authorised signatory

Date:

Name & Seal of the tenderer

Read, understood , complied & agreed

Signature & seal of bidder with Date

ANNEXURE-I



VENDOR MASTER FORM



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

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

Title * :

Name * :

Address * :

Town/District*

City * :

State* :

Postal/Pin code* : Country *

Contact Details

Telephone Number : Fax No :

Email_Id
(Mandatory for E-tendering :

Name of Contract Person: Mobile No.

Contact Details

PAN :

Service Tax reg no :

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

Tax registration no :
(for Foreign Vendors)

Income Tax Exemption details

IT exemption no. IT exemption rate :

Read, understood , complied & agreed

Signature & seal of bidder with Date

IT Exemption date

IT exemption date from

IT exemption date to

Excise Details

Excise reg no.

Excise Range :

Excise Division :

Excise Commissioner

Payment Transaction/Bank Details

Bank Country :

Bank Name :

Bank Address :

Bank A/C No :

Bank IFSC :

Account holder's name :

Type of Account : Saving (1) Current (11)

SWITCH Code (for Foreign Vendor):

IBAN Code (for Foreign Vendor)

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

Industry Status

Micro/SSI Status : Yes No

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

2. I/We here authorize BSNL to reduce bank charge applicable for such direct bank payments.

Note: 1. If PAN is not provided, TDS @ 20% will be deducted whenever applicable

2. If Excise Registration/GST Registration/VAT Registration Number is not provided, then the taxes will not be paid whenever 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 Authorised Signatory/Designation

Date

Company Seal

For Office use)

Vendor Account Group : Payment Method :

TDS – Invoice : TDS Code - Invoice :

Checked By	Authorized by (Finance)	SAB Vendor Master Created on	SAP Vendor Code
------------	-------------------------	------------------------------	-----------------

Read, understood , complied & agreed

Signature & seal of bidder with Date

ANNEXURE-J
BID FORM

To

The General Manager
Telecom District, Sambalpur-768001

Bidder reference No. date

Dear Sir,

Having examined the conditions of contract and specifications including addenda No the receipt of which is hereby duly acknowledged, we, the undersigned, offer to for Printing of BSNL Bills in vendor's own printer including supply of stationeries, departmental forms and computer consumable items and associated ancillary work in Sambalpur Telecom District in conformity with said conditions of contract and specifications as may be ascertained in accordance with the prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, we will execute the work in accordance with specification, time limits & terms and conditions stipulated in the tender document.

If our bid is accepted, we shall submit the securities as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 150 days from the date fixed for bid opening (Qualifying bid) and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alternation and replacement.

Date this day of (the year)

Signature of authorised signatory

In capacity of

Duly authorized to sign the bid for on behalf of

Witness

Address

Signature

Read, understood , complied & agreed

Signature & seal of bidder with Date

ANNEXURE-K

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

I, Shri/Smt Son/Daughter of Shri do hereby undertake that all the documents / certificates submitted by me with this tender (tender for printing of BSNL Bills in vendor's own printer including supply of stationeries and associated ancillary work in Sambalpur Telecom District) are true and are exact copies of the original documents/certificates are available with me.

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

Place: Signature of tenderer /Authorised signatory

Date: Name & Seal of the tenderer