



# **Bharat Sanchar Nigam Ltd.**

(A Government of India Enterprise)

Office of the General Manager Telecom, Bellary-583 101

**No: G-153/HK/ 2009-10/ 01 dated at Bellary the 11-05-2009.**

## TENDER NOTICE

On behalf of the Bharat Sanchar Nigam Limited sealed tenders are invited by the GMT, BSNL, Bellary for the job of house keeping work and other miscellaneous works in the following offices

1. Office of GM Telecom, Bellary. (3 floors).
2. CSC building Bellary (3 floors)
3. Telephone exchange, Bellary (3 floors)
4. Open space and roads in the complex
5. Telephone Exchange Hospet (3 floors)
6. Open space and roads in the @ HPT Telephone Exchange complex
7. CSC building, Hospet(2 floors)
8. Open space and roads

Telephone exchanges and concerned premises. The work specification and terms and conditions are contained in the tender document.

The tender document can be obtained from the SDE(Genl), O/o. G.M.T.D., Bellary on all working days from **13-05-2009** between 10:00 hrs to 13:30 hrs on payment of Rs.173/- (one hundred seventy three only)(non refundable) ( Tender form Rs.150/- + 13% Sales Tax Rs.20/- + Addl Tax Rs.3/- = Rs.173/- Say Rs.173/-) up to **28-05-2009** 1330 Hrs.

The tender should be submitted in the sealed covers duly superscribed as TENDER FOR HOUSE KEEPING AND MISCELLANEOUS WORKS to AGM(Admn), O/o. G.M.Telecom, Bellary on or before 15:00 hours of **28-05-2009**. The tender will be opened at 16:00 hrs on the same day in the presence of the intending tenderers present in the O/o. GMTD, Bellary. Representatives of the tenderers attending opening of the tender must produce authorisation letter from the tenderer.

## SECTION II

### Instructions and guidelines to tenderers:

The tenderer must carefully read all the terms and conditions and work specifications before filling up the tender schedule. Tenderers are requested to get well versed with the tender conditions guidelines written hereunder. Those tenderers who cannot read English may get it translated at their own risk in a language known to them and understand the terms and conditions of the tender. The clarification if any can be had from SDE(GENL), O/o. GMTD, BSNL Bellary.

(Signature of the Tenderer)

## ANNEXURE

- I. GMs office, Bellary Telephone exchange compound Bellary.
  - a. Sweeping / cleaning of office, office premises, stair case including removal of dust, cobwebs, garbage etc., on daily basis.
  - b. Cleaning of bathrooms toilets, wash basins, washing floors twice a day (morning at 8 AM and after noon at 1.45 PM) and once a week with phenyl.
  - c. Keeping computers, Xerox machines, fax machines, etc., in clean and neat condition.
  - d. Cleaning of windows and doors / chambers etc.,
  - e. Cleaning of open ground and roads stair case & corridors in the staff quarters premises.
  - f. All building roof sweepings periodically monthly once.
  - g. Cleaning of solar panels in type V quarters monthly once.
  - h. Valve operations for filling hard and soft water for all buildings in the T/E campus.
  - i. Devedding on the road edges.
  - j. Maintenance of caridors in the staff quarters of T/E campus by periodic sweepings and cleaning.
  - k. Periodic cleaning of all the water tanks in TE campus once in two months.
  - l. Filling all the Air-Coolers with sufficient water every day.
  - m. Switch room cleaning with vacume cleaner & wax polishing.
- II. Telephone exchange Bellary and Hospet.
  - a. Sweeping / cleaning of office, office premises, stair case including removal of dust, cobwebs, garbage etc., on daily basis.
  - b. Cleaning of bathrooms toilets, wash basins, washing floors twice a day (morning at 8 AM and after noon at 1.45 PM) and once a week with phenyl.
  - c. Keeping computers, Xerox machines, fax machines, etc., in clean and neat condition.
  - d. Cleaning of windows and doors / chambers etc.,
  - e. Keeping Engine, Battery, Power plant, equipments etc., in good and neat condition.
  - f. Filling all the Air-Coolers with sufficient water every day.
  - g. Sweeping switch room with vaccume cleaner & wax polishing.
- III. CSC Bellary, Office of SDOT, SDOP & DE (R&U) Bellary.
  - a. Sweeping/cleaning of office, office premises, stair case including removal of dust, cobwebs, garbage etc., on daily basis.
  - b. Cleaning of bathrooms toilets, wash basins, washing floors twice a day (morning at 8 AM and after noon at 1.45 PM) and once a week with phenyl.
  - c. Keeping computers, Xerox machines, fax machines, etc., in clean and neat condition.
  - d. Filling all the Air-Coolers with sufficient water every day.
  - e. Cleaning of windows and doors / chambers etc.,
- IV. CSC , SDOT & SDOP office, Hospet.
  - a. Sweeping & cleaning of CSC/SDOT/SDOP office on daily basis.
  - b. Cleaning of bath rooms, toilets, wash basins, twice a day morning at 8 AM after noon at 1.45 PM and cleaning of floor once a week.
  - c. Keeping the machines and equipments in good & neat conditions.
  - d. Filling all the Air-Coolers with sufficient water every day.
  - e. Cleaning open space and roads Stair case in the premises.

(Signature of the Tenderer)

TERMS AND CONDITIONS:

1. Required water supply will be made available to carry out the above works however other items such as brooms, acid, phenyl, cleaning power, cloths, brushes, Air freshner, urinals scented cakes etc., required will not be supplied. Contractor should make his own arrangements to procure at his own cost. Materials used should be of very good quality.
2. Insufficient / nonuse of cleaning items will not be permitted.
3. Sweeping and cleaning should be done daily and washing of floor with water & phenyl and detergents will be done once a week and on any other occasion if necessary.
4. Toilets/ Bathrooms/washbasins should be cleaned twice a day morning at 8 AM and afternoon at 01.45 PM with phenyl.
5. Filling all the Air-Coolers with sufficient water every day.
6. Removal of cobwebs, dust, etc., on the walls / tables / glass etc., should be done as frequently as possible at least once in a fortnight.
7. The prospective bidders are advised to make a detailed study of the works for which they are bidding and familiarize themselves with the nature of the work so that the rates quoted take all factors into consideration.
8. Any clarification of the details of the works can be obtained from the SDE(Genl), O/o.GMTD, Bellary on all working days.
9. The contractors who are confident of executing the work in time may only participate in the tender offer and preference will be given to those who have similar experience in government office and public sector undertakings. In this case a certificate of experience if any from the concerned officer should also be enclosed.
10. The successful tenderer has to submit agreement in Rs.50/- bond paper.
11. The tender will be accepted and the contract will be finalized only with those of the tenderers who in the opinion of the GMT, Bellary are having capacity and resources to execute the work assigned in the prescribed time.
12. The GMT, Bellary reserves the right to refuse any or all the tenders received without assigning any reason there of and will not be bound to accept the lowest tender.
13. Successful tenderer shall register themselves with Assistant Labour Commissioner Bellary as per central labour act. 1972 and contract Labour rules 1971 as applicable within one month after receipt of acceptance of tender.
14. The General Manager Telecom, Bellary or his representative or any superior officer shall have free access to the site at all time for inspection. The inspection team consisting of AGM(ADMN)/AO/ JAO/ SDE will inspect a t regular intervals. The contractor shall assist to the representative of the BSNL. For inspection of site.

(Signature of the Tenderer)

15. The tenderer will quote the rates in English both in figure as well as in words. Rates should be quoted for each section separately i.e., for Job-1 to Job-3. Consolidated rates quoted for all sections together will not be considered. All corrections, additions, alterations will be signed by the tenderer with date. The rates should be inclusive of all types of TAXes and levies and should be exclusive of Service Tax which will be paid at the prevailing rate and tenderer should submit the documents regarding payment of service tax either on monthly or quarterly basis while submitting bills.
16. The contractor shall comply with the provision of payment act 1936 minimum wages act 1948 works men compensation act 1970 or the modifications or any other laws relating thereto.
17. The contractor shall submit bills in duplicate after the first day of every month for the work executed during the proceeding month duly verified in all respect.
18. Tender should be accompanied with EMD of Rs.3000/-(Rs. Three thousand only) either in the form of cash receipt or DD drawn in favour of Accounts officer(cash), O/o. GMTD, Bellary. Tender not accompanied with EMD will be rejected. The EMD of successful tenderer will be converted into security deposit. In addition to this, the successful tenderer has to pay Rs.3000/- as additional security deposit. The security deposit will be refunded only after successful completion of the agreement.
19. Each complete set of tender document each priced at Rs.173/-(One hundred seventy three only). Tender forms may be downloaded from the internet from our web site **www.karnataka.bsnl.co.in**
20. Submission of tenders:  
Tender may be submitted in the prescribed form in wax sealed covers superscribed as TENDER FOR HOUSE KEEPING AND MISC WORKS to AGM(Admn),O/o. G.M.Telecom, Bellary.
21. The successful tenderer after depositing the required security deposit, will have to execute an agreement in non-judicial stamped paper of Rs.50/-. The cost of the stamp paper is to be borne by the contractor, in the prescribed form to the effect that the contractor and the BSNL is bound by the terms and conditions of the agreement which in turn will be the same terms and conditions as mentioned in the tender document.
22. The contractor should certify and affix his signature on each and every page of the tender document and return it along with his tender offer as a token of his acceptance of each of the conditions specified on each page of the tender document.
23. Any tender with conditions from the contractor other than those specified in the tender documents is liable to be summarily rejected.
24. The latest income tax clearance certificate is to be submitted along with the tender.
25. The completed tender should be dropped in the tender box kept for this purpose in the office of the GMTD, BSNL, Bellary during the normal working days.
26. Tenders received either by post or courier service or in person after the specified time will not be opened or considered. It is the full responsibility of the tender when sending by post / courier to ensure the tender is dropped in box in time as only the tenders in the box will be considered.

(Signature of the Tenderer)

27. Validity: Tenders submitted by the tenderers by the due date will remain valid for acceptance for a period of three months from the date of opening of the tenders.
28. The rates quoted should be firm and valid for a period of one year from the date of acceptance and should be inclusive of all taxes levies & excluding service tax.
29. The GMTD BSNL Bellary or his representative or any of his superior officers shall have free access to the site at all times for inspection. The contractor shall render the representative of the Government all possible assistance and facilities for the purpose.
30. The contractor should supply the work force posted with all required accessories and uniforms.
31. The personnel posted should be physically of good health good character, amecable to discipline and should have necessary intelligence for carrying out the work.
32. The personnel posted should not be found in intoxicated conditions.
33. The personnel posted be replaced whenever decided.
34. The integrity of the personnel posted is to be ensured.
35. Clearance from Police authorities is required for personnel posted.
36. The tender is governed by the Income tax rules as applicable from time to time.
37. Any loss to the department arising in course of performance of the work, shall be made good by the contractor. The amount of loss will be assessed by the inspection team.
38. The bill submitted by the contractor for payment has to be certified by the inspection team for good performance of the work.
39. The bill submitted by the contractor for payment has to be certified by the inspection team for good performance of the work, and payment should be made in presence of In-charge officers.
40. PENALTY CLAUSE  
PENALTY FOR NOT PERFORMING / UNSATISFACTORY PERFORMANCE OF HOUSE KEEPING AND MISC WORK WILL BE LEVIED AS FOLLOWS:
  - a. For not performing duty per day: 5% of the tendered amount of the work / month subject to maximum of Rs.1000/- per day.
  - b. For each day of unsatisfactory performance of work: 5%of the tender amount of the work/month subject to a maximum of Rs.1000/- per day.
41. The sweeping job includes removal of dust on all building roofs and deweeding periodically.
42. Urinals should be cleared twice every day with phenyl.
43. The agent should dispose off the Garbaze every day to the place where Municipality authorities have suggested with his own arrangements (with his own push carts).

(Signature of the Tenderer)

**Assistant General Manager (Admn)  
O/o General Manager Telecom,**

**B.S.N.L., Bellary 583 101.**

<p><b><u>JOB- 1 Work Details</u></b> : Office of the GMTD, BSNL, Bellary including the office Compound premises,C.S.C., G.M. Office, DE (R&amp;U), SDOP, SDOT office. Bellary</p> <ol style="list-style-type: none"> <li>a. Sweeping / cleaning of office, office premises, stair case including removal of dust, cobwebs, garbage etc. on daily basis</li> <li>b. Cleaning of bathrooms toilets, wash basins, washing floors twice a day (morning at 8 AM and after noon at 1.45 PM) and once a week with phenyl.</li> <li>c. Keeping computers, Xerox machines,fax machines,etc.,in clean &amp; neat condition.</li> <li>d. Cleaning of windows and doors / chambers etc.,</li> <li>e. Cleaning of open ground and roads stair case &amp; corridors in the staff quarters premises.</li> <li>f. All building roof sweepings periodically monthly once.</li> <li>g. Cleaning of solar panels in type V quarters monthly once.</li> <li>h. Valve operations for filling hard and soft water for all buildings in the T/E campus.</li> <li>i. Devedding on the road edges.</li> <li>j. Maintenance of caridors in the staff quarters of T/E campus by eriodic sweepings and cleaning.</li> <li>k. Periodic cleaning of all the water tanks in TE campus once in two months.</li> <li>l. Filling all the Air-Coolers with sufficient water every day.</li> </ol> <p>Switch room cleaning with vacume cleaner &amp; wax polishing.</p>	<p align="right"><b><u>Rate</u></b></p> <p align="right">Rs..... ....</p>
<p><b><u>Job-2 Work DETAILS: TELEPHONE EXCHANGE BELLARY INCLUDING THE PREMISES:</u></b></p> <ol style="list-style-type: none"> <li>a. Sweeping / cleaning of office, office premises, stair case including removal of dust, cobwebs, garbage etc., on daily basis.</li> <li>b. Cleaning of equipments with vacuum cleaners with special case.</li> <li>c. Cleaning of bathrooms toilets, wash basins, washing floors twice a day (morning at 8 AM and after noon at 1.45 PM) with phenyl.</li> <li>d. Keeping computers, Xerox machines, fax machines, etc. in clean &amp; neat condition</li> <li>e. Filling all the Air-Coolers with sufficient water every day.</li> <li>f. Cleaning of windows and doors / chambers etc.,</li> <li>g. Cleaning and keeping engine, Battery, power plant, equipments etc. in good looking condition.</li> <li>h. Any other similar job the in charge may allot</li> <li>i. Sweeping switch room with vaccume cleaner &amp; Wax cleaning.</li> </ol>	<p align="right"><b><u>Rate</u></b></p> <p align="right">Rs..... ...</p>
<p><b><u>Job-3 Work Details:</u></b> T.E,Hospet Including SDOP,SDOT,DE(T) and Office Building:</p> <ol style="list-style-type: none"> <li>a. Sweeping and cleaning of exchange, exchange premises on daiy basis and washing floor, walls and stair case with water &amp; phenyl</li> <li>b. Cleaning of Bath rooms, toilets, wash basins, with phenyl (Morning at 8 AM and afternoon 1.45 PM)</li> <li>c. Cleaning and keeping engine, Battery, power plant, equipments etc., in neat condition.</li> <li>d. Filling all the Air-Coolers with sufficient water every day</li> <li>e. Cleaning of equipments with special care with vaccume cleaner.</li> <li>f. Cleaning of open space roads etc</li> <li>g. Operating water pumps.</li> <li>h. Any other similar job that In- charge may allot.</li> </ol>	<p align="right"><b><u>Rate</u></b></p> <p align="right">Rs..... ...</p>

(Signature of the Tenderer)