

**OPEN TENDER DOCUMENT
FOR
SIGNATURE & APPLICATION
SCANNING
IN RAICHUR SSA
2008-09**

**TENDER DOCUMENT COST Rs.563/-
(Inclusive of Admissible Taxes)
(Non-Transferable, Non-Refundable)**

TABLE OF CONTENTS

Annexure	Contents	Page No
BID DOCUMENTS		
	Notice Inviting Tender	3
I	Instruction to the bidder (Technical Bid)	4-6
II	Annexure – 1 Scope of work	7
III	Agreement	8-9
IV	Letter of authorization for attending bid opening	10
V	Financial Bid	11
VI	Annexure – II Price Schedule	12

BHARAT SANCHAR NIGAM LIMITED
(A Govt of India Enterprises)
Raichur Telecom District

Signature of Tenderer

NOTICE INVITING TENDER OPEN TENDER

No.SDE Comp/ TENDER-SIG-SCAN/2008-2009/01 Dated at Raichur the 21-01-2009

On behalf of **Bharat Sanchar Nigam Limited** Raichur , Open Tenders are invited by The General Manager Telecom Raichur District, B.S.N.L, Raichur from the **reputed bidders** for scanning of application & signatures of Customers of Raichur SSA.(Inclusive of Rahichur & Koppal revenue District)

Tender no	Type of Works	Cost of tender Document (RS.)	Estimated cost approx. (RS.)	E.M.D (RS.)	Last date and time of submission of tender	Date and time of opening of tender
04 /08-09	Scanning of Application & Signatures of Customers of Raichur SSA	563/-	2 Lacs	5,000/-	15.00 Hrs of 10/02/2009	16.00 Hrs of 10/02/2009

The eligible Bidders should be

1. He should have experience in providing similar services to any Govt / PSU Organization
2. Contract Period : One year from the date of agreement.
3. Sale of Tender Document: The Tender document containing terms, conditions and details of scanning shall be available on all working days between 10.00 to 12.00 hrs of 21-02-2009 to 10-02-2009 from SDE(Comp), O/o GMTD Raichur, "Near OPEC Hospital Hyderabad Road , Raichur – 584 102 on producing cash receipt which is to be collected after payment of Rs 563/- at Cash Counter of this office.
4. The tender, which will not accompany by the requisite bid security, shall be summarily rejected.
5. Tender will not be accepted /received after expiry date and time.
6. GMTD BSNL Raichur reserves the right to reject any or all tenders without assigning any reason what-so-ever.
7. Firms registered with National Small Scale Industries Corporation (A Govt. of India undertaking) under single point registration Scheme for the item tendered may not be required to pay cost of the tender document if the value of procurement is less than their monetary limit and exempted from Bid Security (EMD) up to the amount equal to this monetary limit subject to maximum of Rs.50,00,000/- (Rupees Fifty Lakhs only) provided on submission of the documentary evidences viz the attested photo stat copy of the current NSIC registration certificate
8. The firm must be registered.
9. The Sale tax /VAT must be updated copy of the same should be enclosed along with the document.

sd/-
AGM (P&O)
O/o GM TD Raichur
Tel No 08532-238103
FAX No 08532-238123

TECHNICAL BID

Signature of Tenderer

BHARATH SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT, HYDRABAD ROAD, RAICHUR – 2

Ltr No :/ SDE COMP /Tender-SIG Scanning/08-09/1 21-02-2009

Sub: Tender for Scanning Networking Equipments to Raichur SSA

On behalf of Bharat Sanchar Nigam Limited, General Manager Telecom District Raichur invites open tenders for scanning of signatures & application as detailed in the annexure in Raichur SSA. The eligible bidders may apply in the prescribed tender form which will be available with SDE Computer O/ GMTD BSNL Raichur between 23-01-2009 to 11-02-2009 during office Hours.

TERMS AND CONDITIONS

1. The tender should be sent in a sealed cover super scribed as "Tender for Signature & Application scanning in Raichur SSA " addressed by name to Shri Sravan Kumar , AGM (Plg & Op), O/o GMTD Raichur and must be sealed with distinctive seal.
2. The last date and time for receipt of tenders in the office of General Manager Telecom District Raichur is 15.00 hrs. of 11th-Feb-2009
3. The date and time of opening of the tenders is at 16.00 hrs. of 11th-Feb-2009 in the chambers of AGM Plg & Op O/o General Manager Telecom District Hyderabad Road , Raichur -2 in the presence of such tenderers / their representatives who choose to be present. Only one person per tenderer is permitted to be present.
4. No tender with corrections shall be considered as valid unless such corrections are attested by the tenderer/ authorised person with full signature. The tender shall be neatly type written as given in the bid format.
5. The rates quoted by the tenderer should be firm and binding for a period of one year from the date of awarding the tender.
6. The rates once quoted cannot be altered or modified under any circumstances.
7. Rates are to be quoted inclusive of all taxes and duties if any and delivery at GMTD BSNL Office Raichur.
8. The scope of work and Quantity indicated in the annexure-I is only approximate and is subject to vary by +- 25%
9. The scanned application/Signatures must be saved in jpeg format & should given in a CD separately.
10. Signature part the application must be stored separately (in .jpeg format) The file name should be unique id of that telephone number.
11. The scanning of All applications/Signatures must be completed with in **3 Months** from the date of issue of Order
12. If any delay is found prior approval of the competent authority has to be taken failing which penalty as per the terms and conditions will be levied.
13. The accommodation , Meals etc expenditure of the staff on the job has to be born by the contractor.

Signature of Tenderer

14. The successful tender has to scan the application/signature at the SDCA Head quarter or SDE Head Quarter like Raichur ,Manvi, Sindhannur, Gangavathi, Koppal, Yelburga, Kuknoor, Kushtagi, Lingasgur and Deodurga . The required documents to be scanned will be supplied by the concerned SDE or Commercial Officer.
15. No TA,TP or any accommodation will be provided by the BSNL
16. The successful tenderer has to scan the application / Signature as per the annexure list given to him within the time period mentioned in the Order. In case due to one or the other reason , delay in completing the work , prior approval from the competent authority must be taken in written other wise penalty as per the terms will be implemented. If the work is not effected within the stipulated time, penalty of 0.5% of the cost will be deducted as penalty for every week of such delay subject to a maximum of 5%. Even after the maximum delay , If the work is not completed in reasonable time of 120 days from the date of work order, which is maximum permitted, then the E.M.D will be forfeited and order will be cancelled
10. The workmanship and finishing of the product supplied should be very good and confirm to the specifications. The department reserves right to reject any unsatisfactory work. The scanned material should be given in a New CD
11. The EMD of Rs.5000/- (Five Thousand Only) in the form of crossed D.D. payable at Raichur drawn in favor of Accounts Officer (Cash), BSNL Raichur, should accompany the tender. Tender without E.M.D. will be rejected. EMD does not earn any interest. EMD of the successful tenderer will be converted into performance security deposit, the security deposit does not earn any interest.
12. Firms registered with National Small Scale Industries Corporation (A Govt. of India undertaking) under single point registration Scheme for the item tendered may not be required to pay cost of the tender document if the value of procurement is less than their monetary limit and exempted from Bid Security (EMD) up to the amount equal to this monetary limit subject to maximum of **Rs.50,00,000/- (Rupees Fifty Lakhs only)** provided on submission of the documentary evidences viz the attested photo stat copy of the current NSIC registration certificate
13. The payment will be arranged for accepted material on production of stamped pre-receipted bill in duplicate and only after satisfactorily report by the concerned SDE
14. Tenders not supported by EMD or not complete in all respects are liable for rejection.
15. EMD of unsuccessful tenderers will be refunded within one month after finalization of the tender.
16. Validity of the tender: The period of the contract shall be one year from the date of signing the agreement. GM TD BSNL Raichur reserve the right to extend the tender period for a period of 3 months or till a fresh tender is finalized which ever is earlier.
17. The evaluation of the tender will be on the lowest rate quoted by the bidder.
18. The General Manager Telecom District , BSNL Raichur reserves the right to accept any tender or right to reject all or any of the tenders without assigning any reason thereof and the decision of the said authority shall be final and binding on all.
19. The General Manager Telecom District , BSNL Raichur reserves the right to cancel the accepted tender and forfeit the security deposit in case of breach of any of the conditions of the tender.

20. In case of any dispute, the matter will be referred to the General Manager(O),O/o CGM, Karnataka Circle, Ulsoor Bangalore-570008. for arbitration in accordance with the relevant Arbitration Rules.

21. Documents to be Enclosed are..

- 1. Experience Certificate issued by any Govt / PSUs Organizations**
- 2. Firm Registration Certificate**
- 3. VAT Clearance certificate**
- 4. EMD Deposit**
- 5. DD for Rs.563/- If downloaded from Internet.**
- 6. Document purchased Receipt**
- 7. Certificate of “ No relatives working in BSNL Raichur”**
- 8. Original tender document with signature.**

Assistant General Manager Plg & Op
O/o GMTD BSNL Raichur - 1

ANNEXURE – I
QUANTITY AND SCOPE OF WORK

SNo	Name of SDCA	No of Subscriber Application/Signature to be scanned (Quantity is approximate Only)
01	DEODURGA	1780
02	GANGAVATHI	9240
03	KOPPAL	8315
04	KUSHTAGI	4019
05	LINGASGUR	3654
06	MANVI	5534
07	RAICHUR	12532
08	SINDHANOOR	7877
09	YELBURGA	3802
10	RHDELS Applications	1300
11	Mobile applications	50,000
	Total	108053

1. Each Application is to be scanned and to be stored in JPEG form The file name must be exchange code + phone number
2. Signatures which is part of the application should be given in separate file in JPEG Format. The file name must be in unique id of that particular phone number.

AGREEMENT

The Successful bidder shall have to execute the following agreement,

This agreement made on this _____ day of (month)
(Year) between M/S _____ herein
after called "The contractor" of the one part & the Bharat Sanchar Nigam Limited here
in after referred to as BSNL Raichur, of other part .

Where as the contractor has offered to enter into contract with the said BSNL Raichur for the execution of scanning of signature / application work in Raichur SSA on the terms and conditions herein contained and the rates approved by BSNL (copy of rates annexed) have been duly accepted and where as the necessary security deposits have been furnished in accordance with the provisions of the tender document and whereas no interest will be claimed on the security deposits.

Now these presents witness and it is hereby agreed and declared by between the parties to these presents as follows.

- 1) The contractor shall, during the period of this contract that is to say from _____ to _____ or completion of work for Rs _____ (In Word) _____ carryout the work as per the work order issued by the General Manager Telecom District Raichur . It is under stood by the contractor that the quantity of items mentioned on the schedule is likely to change + - 25 % as the case
- 2) The contractor hereby declares that nobody connected with or in the employment of the BSNL/MTNL/DOT/DTS is not/shall not ever be admitted as partner in the contract.
- 3) The contractor shall abide by the terms and conditions as mentioned in the tender schedule

- 4) The contractor shall abide the prices quoted in the financial bid (ie approved rates) will remain unchanged even if there is drastic hike /decrease of prices of the items , in the market.

In witness where the parties presents have here into set their respective hands and seals the day and year in _____

Above written:

Signed sealed & delivered By
the above named Contractor in
the presence of.

witness

- 1.
- 2.

Signed & Delivered on behalf
of BSNL Raichur

Witness :

- 1.
- 2.

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Tender Number :04/2008-2009

Subject: Authorization for attending bid opening on _____ (date) in
the Tender of

Following persons are hereby authorised 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 signatures
I		
II		

Alternate.
Representative.

Signature of bidder
or
Office authorised to sign the bid
documents on behalf of the bidder

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

FINANCIAL BID

(Price Schedule)

To,
The GM TD BSNL Raichur
Near OPEC Hospital ,Hydrabad Road
Raichur 584101

Sub: Scanning of Signatures in Raichur SSA

Sir,

I/we have read the tender documents thoroughly & hereby offer the price bid as detailed below in the Annexure – II. The rates quoted include all freight, Excise Duty, Sale Tax etc .

Scanning of Signature / Applications

Price bid. The price bid in the given format only should be submitted & price should be given in figure & words. No over writing is allowed. In case of correction, it should be initialed / signed by bidder. Contractor may use separate sheet in the above format only if the space given is not sufficient of he like to offer more brands. The tender will be evaluated as a composite offer.

Declaration: I/We declare that: -

- i) Should this tender be accepted, I/We agree to abide by & fulfill all the terms & conditions set forth in the tender document.
- ii) I/We agree to pay the amount of security deposit/performance bank guarantee as mentioned in the tender schedule.

Date:

Signature of Bidder
Name & Designation

Place:

ANNEXURE – II

PRICE SHEDULE .

Signature of Tenderer

S.no	Item description	Unit	Rates to be quoted inclusive of all taxes, packages, Freights etc	
			In Fig. Rs	In Words Rs.
1	Scanning of Application and storing in JPEG form	Per page		
2	Extracting Signature part and store in JPEG form	Per Signature		

Signature of the Bidder

Name & Designation

TENDERER'S PROFILE

Signature of Tenderer

1 NAME AND ADDRESS OF THE FIRM :

2. CONTACT PERSON :

PHONE No;S Land :

Mobiles :

3. FIRM REGISTRATION NO. :

4. VAT REGISTRATION PARTICULARS :

5. ANY OTHER INFORMATION :