



BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)
KODAGU TELECOM DISTRICT
O/O General Manager Telecom
Madikeri – 571 201

No. G-3/ TEND-STNR/2009-10/1 Dated at Madikeri the 27.06.2009

NIT FOR SUPPLY OF OFFICE STATIONARY ITEMS.

Sealed tenders are invited by the General Manager Telecom BSNL, Kodagu Telecom District Madikeri –571 201 for supply of office stationary items specified in Annexure ‘A’ from the reputed manufacturers, authorized dealers and suppliers.

The tender form may be obtained from this office on payment of Rs.500.00 plus sales tax Rs.63.00 (Total Rs.563.00) in cash at the cash counter of the GMTD office Madikeri and the receipt obtained. The receipt No. Date and amount paid may be noted on the tender form and cash receipt may be attached to the Tender form.

| | | |
|---|------------|------------|
| Tender Document issued up to | 1700 Hours | 17-08-2009 |
| Last date of receipt of Tender document | 1400 Hours | 18-08-2009 |
| Time / Date of opening | 1500 Hours | 18-08-2009 |

TERMS AND CONDITIONS

1. The rates should be quoted for articles of the same make where it is prescribed. Make brand and size should be specified for articles where make is not prescribed in this notice and the samples of each items should be produced along with the tender. The samples should be as per specification should of the same quality as kept in this office.
2. The Tenderer may also attach a separate list of other items of stationery and rates, which are not listed in Annexure ‘A’ as Annexure ‘B’.
3. The purchase orders will be placed by this office as well as sub divisional Officers/ Sub divisional Engineers stationed at various places in Kodagu District.
4. The successful tenderer should be in a position to supply the items under the jurisdiction, which covers revenue District of General Manager Telecom Madikeri. The supply of the items will be with in SEVEN days from the date of the supply order placed by the unit officers under SSA. If he fails to supply the items with in stipulated time, liquidated damage of 2% of the value of the items which are delayed will be deducted for each week of delay or part thereof subject to a maximum of 10% of the value of the supply order in which the items are included. Failure to supply the items within the stipulated period and as per specification will also entail forfeiture of EMD / SD and the contract will be terminated. “ The supply should be made to various units in Kodagu District without any extra cost on transport” Freight / Transport charges should be borne by Tenderer only”

5. Approved items should also be supplied to the units of this District on their supply orders in addition to the quantity required for district office for ONE Year is shown which will be purchased during the tender period.
6. Each tender should be accompanied by **E.M.D. of Rs. 10,000/-** (Rupees Ten Thousand only) in the form of crossed DD drawn in favour of “ BSNL Kodagu Telecom District ” Madikeri or cash receipt obtained from Account Officer (cash) BSNL, O/o GMT, Padmavathi Complex Gowli Street Madikeri – 571 201 should be enclosed to the tender in original.
7. EMD of the un-successful tenderer will be refunded after finalization of the tender. The EMD of the successful tenderer will be retained as Security Deposit till the completion of the period of contract or the supply of the items in full. The EMD / SD while in the custody of the BSNL will not carry any interest. The unsuccessful Tenderers are requested to submit a pre-stamped receipt for arranging refund of EMD.
8. The technical bid and financial bid should separately be kept inside different cover and both should be kept inside a sealed cover and may be addressed to Sri. **C.H.JANARDHANA NAIK DE (A&M)** O/o General Manager Telecom, Madikeri-571 201 and should be super scribed as “TENDER FOR SUPPLY OF OFFICE STATIONARY ITEMS” The tender should be sent by registered post The tender will be opened by the undersigned or by any other officer authorized to do so in the presence of tenderers who may wish to be present. Mobile Phone should not be operated during opening of tender.
9. If the successful tenderer is found to be supplying the items of poor quality or fails to comply with the specification of the tender, the tenderer is liable to be black listed and will not be allowed to participate in the future tenders, and his EMD will be forfeited.
10. No increase in rates once quoted will be acceptable under any circumstances.
11. If the tenderer fails to supply the items within stipulated period, the tender will be cancelled and security deposit will be forfeited in favour of the Department.
12. Any attempt or negotiation either direct or indirect means on the part of tenderer with the authority to whom he has submitted tender or with the authority who is competent finally to accept the tender or to influence by any means, the acceptance of the tender will render the tenderer liable to be excluded from consideration.
13. Conditional tender will not be considered. There should not be any corrections/ over writings while quoting the rates.
14. The successful tenderer has to deposit a sum of **Rs. 30,000.00**(Rupees Thirty Thousand only) as security deposit in addition to the EMD. The EMD and SD will not carry any interest while in the custody of BSNL.
15. The successful tenderer will have to execute an agreement of contract on a Non- judicial stamp paper of value of Rs. 50/- (Rupees Fifty only) before commencing supply within stipulated date.
16. If the successful tenderer fails to execute the agreement within stipulated date the EMD will be forfeited without further notice.
17. The tenders are valid for a period of One year reckoned with effect from the date of approval of the tender. The security deposit will be released only after the completion of the tender period.
18. Tender not conforming to the above conditions will be rejected.
19. The General Manager Telecom, Madikeri is not bound to accept the lowest tender. He is also not bound to accept all the items listed in Annexure ‘A’ and ‘B’

20. The General Manager Telecom, Kodagu Telecom District, Madikeri reserves the right to reject any or all tenders without assigning any reasons and the decision of the General Manager Telecom, shall be final and is binding on all concerned and the G.M.T. Madikeri also reserves the right to order quantity in full or partial as per the requirement.

21. The General Manager Telecom, Kodagu Telecom District, Madikeri shall also reserve the right to approve more than one tenderer in respect of same or different items listed in the tender.

22. The General Manager Telecom, Madikeri reserves the right to accept or reject any of the tenders and the decision of the General Manager Telecom will be final and binding on all the tenderers in respect of all the disputes relating to this tender. No appeal against the decision of the General Manager Telecom Madikeri shall be entertained.

23. The tenderer should fill up the rates in the enclosed Annexure in figures as well as in words and should be signed by the tenderer.

24. All legal matters arising out of these tender are subject to judicial jurisdiction of Madikeri courts.

25. 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, 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 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.

26. All taxes and statutory levies are to be born by the supplier only and not by BSNL. Rate to be quoted for each item exclusive of VAT. VAT percentage to be shown separately.

27. The following certificates should be submitted

- (a) Registration certificate attested copy
- (b) SSI Registration certificate copy if applicable
- © IT clearance copy required duly attested
- (d) PAN copy required duly attested
- (e) VAT registration copy required duly attested

28. The tender documents may be down loaded from WEB SITE.

If the tender document is down loaded from Internet, a separate DD towards tender documents charge for Rs.563.00 in favour of Accounts Officer (Cash), BSNL Madikeri should be enclosed failing which the bid for tender is liable for rejection.

Sd/-
General Manager Telecom
BSNL Madikeri 571 201

Cost of Tender form Rs.563/-(including sales tax) paid vide cash receipt no.....dtd

Annexure-A

With reference to your tender notice no G-3/Vol-II/STNR Tend/2009-10/ dtd MCA the

I Tender my rates as follows:-

| SLN O | Nomenclature | Unit /Make | Price | VAT | Total | Service Tax | Total Items |
|----------|---|---------------|-------|-----|-------|----------------|----------------|
| 1 | Calculator 10 Digit (Citizen) | No | | | | | 0 |
| 2 | Calculator 12 Digit DJ 120 Casio | No | | | | | 10 |
| 3 | Calling Bell Table | No | | | | | 0 |
| 4 | Cover Lab with liner size 12'x5' | No | | | | | 500 |
| 5 | Drawing sheet co lour | No | | | | | 50 |
| 6 | Dry cell 1.5 volt | No | | | | | 50 |
| 7 | Duplicating paper | Ream | | | | | 5 |
| 8 | Dust bin | No | | | | | 5 |
| 9 | Envelops 5" x 3" | No | | | | | 100 |
| 10 | File pad | No | | | | | 125 |
| 11 | File Tray | No | | | | | 5 |
| 12 | Gum bottle (Medium) | No | | | | | 13 |
| 13 | Gum tube small | No | | | | | 50 |
| 14 | Nylon thread | Roll | | | | | 11 |
| 15 | Pad ink(BLUE) | Bottle | | | | | 12 |
| | Pad ink(RED) | Bottle | | | | | 11 |
| | Pad ink(Green) | Bottle | | | | | 6 |
| 16 | Paper clip big | No | | | | | 10 |
| 17 | Paper cutter big | No | | | | | 13 |
| 18 | Paper cutter small | No | | | | | 15 |
| 19 | Pen Adjel(BLUE) | No | | | | | 20 |
| | Pen Adjel(BLACK) | No | | | | | 20 |
| | Pen Adjel(GREEN) | No | | | | | 20 |
| 20 | Pen Reynolds(BLUE) | No | | | | | 10 |
| | Pen Reynolds(GREEN) | No | | | | | 5 |
| 21 | Pen maxriter | No | | | | | 0 |
| 22 | Pocker steel | No | | | | | 10 |
| 23 | Punching Machine | No | | | | | 0 |
| 24 | Refill Reynolds (Blue) | No | | | | | 70 |
| | Refill Reynolds (Red) | No | | | | | 60 |
| | Refill Reynolds(Black) | No | | | | | 25 |
| 25 | Refill maxriter(Blue) | No | | | | | 71 |
| | Refill maxriter(Black) | No | | | | | 30 |
| | Refill maxriter(Red) | No | | | | | 20 |

| | | | | | | | |
|----|---|------|--|--|--|--|----|
| 26 | Scissor 6" | No | | | | | 5 |
| 27 | Scribbling pad ruled (size 9" x 5.5") | No | | | | | 0 |
| 28 | Stamp Pad | No | | | | | 5 |
| 29 | Stapler small | No | | | | | 7 |
| 30 | File Tag small | Bdle | | | | | 30 |
| 31 | White sheet | Ream | | | | | 10 |
| 32 | Writing pad | No | | | | | 0 |
| 33 | Zem clip | Box | | | | | 10 |
| 34 | Cloth cover 12" x 16" | No | | | | | 20 |
| 35 | Cloth cover 12 x 30 | No | | | | | 20 |
| 36 | Pen stand with blue and red pen | No | | | | | 0 |
| 37 | Glue stick | No | | | | | 10 |
| 38 | Mouse pad | No | | | | | 10 |
| 39 | Printer ribbon cartridge vipro 1050 + OX high density | No | | | | | 60 |
| 40 | Printer cartridge HP 21 | No | | | | | 10 |
| 41 | Printer cartridge HP 45 | No | | | | | 5 |
| 42 | Ribbon cartridge MSP 240 printer | No | | | | | 6 |
| 43 | Lipi ribbon cartridge T 6050 | No | | | | | 1 |
| 44 | Laser Printer cartridge HP C-108 x | No | | | | | 1 |
| 45 | Computer printer cartridge HP 51645 A black | No | | | | | 0 |
| 46 | Computer ribbon 12.7mm 18 mtr | No | | | | | 11 |
| 47 | Xerox paper A 4 | Ream | | | | | 68 |
| 48 | Xerox paper FS | Ream | | | | | 60 |
| 49 | FAX Paper | Ream | | | | | 0 |
| 50 | FAX Roll | Roll | | | | | 20 |
| 51 | FAX Cartridge for F 4000 | No | | | | | 0 |
| 52 | FAX Cartridge for F 4200 | No | | | | | 0 |
| 53 | First aid box (small) | | | | | | 0 |
| 54 | Carbon Blue | Box | | | | | 5 |
| 55 | Cello Tape big | No | | | | | 60 |
| 56 | Cello tape small | No | | | | | 60 |
| 57 | Correction fluid (Eraz – ex) | No | | | | | 50 |
| 58 | Cotton thread | Roll | | | | | 5 |
| 59 | Cover large size inside cotton layer 15x9" | No | | | | | 50 |
| 60 | Damper | No | | | | | 15 |
| 61 | Desk Calendar (Refill) | No | | | | | 35 |
| 62 | Eraser ink | No | | | | | 20 |

| | | | | | | | | |
|----|-----------------------------------|------|--|--|--|--|--|-----|
| 63 | Paper pin | Box | | | | | | 30 |
| 64 | Pen marker | No | | | | | | 25 |
| 65 | Pencil | Box | | | | | | 25 |
| 66 | Pin box (paper pin box) | No | | | | | | 5 |
| 67 | Plastic thread | Roll | | | | | | 12 |
| 68 | Punching machine big size | No | | | | | | 2 |
| 69 | Refill Adjel(Blue) | No | | | | | | 60 |
| | Refill Adjel(Green) | No | | | | | | 60 |
| | Refill Adjel(Black) | No | | | | | | 60 |
| | Refill Adjel(Red) | No | | | | | | 60 |
| 70 | Register ruled 100 pages | No | | | | | | 60 |
| | Register unruled 100 pages | No | | | | | | 0 |
| 71 | Register ruled 200 pages | No | | | | | | 60 |
| | Register unruled 200 pages | No | | | | | | 0 |
| 72 | Register ruled 300 pages | No | | | | | | 60 |
| | Register unruled 300 pages | No | | | | | | 0 |
| 73 | Register ruled 400 pages /unruled | No | | | | | | 30 |
| 74 | Register ruled 500 pages /unruled | No | | | | | | 30 |
| 75 | Ribbon cartridge 24 Pin LO 1050 | No | | | | | | 0 |
| 76 | Rubber Band (Grams) 100 | Pkt | | | | | | 5 |
| 77 | Ruled sheet | Reem | | | | | | 5 |
| 78 | Scale Wooden / Plastic | No | | | | | | 30 |
| 79 | Sharpener | No | | | | | | 30 |
| 80 | Sketch pen | Set | | | | | | 11 |
| 81 | Stapler big | No | | | | | | 3 |
| 82 | Stapler pin Big 20 (Pkts) | Box | | | | | | 2 |
| 83 | Stapler pin small 20 (Pkts) | Box | | | | | | 2 |
| 84 | File Tag large | Bdle | | | | | | 10 |
| 85 | Window cover 9" x 4" | No | | | | | | 200 |
| | Plain cover 9" x 4" | No | | | | | | 200 |
| 86 | High lighter | No | | | | | | 25 |
| 87 | Cloth cover 10" x 12" | No | | | | | | 10 |
| 88 | Floppy Storage box | No | | | | | | 5 |
| 89 | Guard file with clip | No | | | | | | 5 |
| 90 | Box File 13.5" x 11" | No | | | | | | 5 |
| 91 | Box file small | No | | | | | | 5 |
| 92 | Floppy (1.44) computer (Sony) | Box | | | | | | 5 |

| | | | | | | | |
|-----|---|------|--|--|--|--|-----|
| 93 | Floppy mail cover | No | | | | | 12 |
| 94 | Printer ribbon cartridge Wipro 1050 + OX high density | No | | | | | 60 |
| 95 | CD Writable CD RW 80 (sony) | No | | | | | 15 |
| 96 | C D Rewritable | No | | | | | 12 |
| 97 | C D Recordable | No | | | | | 15 |
| 98 | Cartridge BC 20 black canon multipass C 70 | No | | | | | 0 |
| 99 | HP Printer cartridge No 20 | No | | | | | 0 |
| 100 | HP Printer cartridge No 27 | No | | | | | 0 |
| 101 | HP Printer cartridge No 28 | No | | | | | 0 |
| 102 | HP Printer cartridge No 56 | No | | | | | 0 |
| 103 | HP Printer cartridge No 57 | No | | | | | 0 |
| 104 | HP Printer cartridge No 15 | No | | | | | 8 |
| 105 | HP Printer cartridge No 17 | No | | | | | 4 |
| 106 | HP Printer cartridge No 22 | No | | | | | 6 |
| 107 | Printer cartridge HP 23 | No | | | | | 5 |
| 108 | Lipi printer refill ribbon | No | | | | | 20 |
| 109 | Colour cartridge C 1823 D | No | | | | | 0 |
| 110 | Computer cartridge HP 51629 A Black | No | | | | | 0 |
| 111 | Computer cartridge HP 51649 A Colour | No | | | | | 0 |
| 112 | Computer paper 70 GSM ^. 5 x 12 x 1 (60 Col) | Box | | | | | 0 |
| 113 | Computer paper 70 GSM 120 col | Box | | | | | 0 |
| 114 | Computer paper 70 GSM 132 col | Box | | | | | 60 |
| 115 | Computer paper 70 GSM 80 col | Box | | | | | 60 |
| 116 | Computer ribbon 12.7mm 14 mtr | No | | | | | 0 |
| 117 | Computer ribbon 132 column printer DOT Matric Wipro 18 mtr | No | | | | | 100 |
| 118 | Printing ribbon 80 col | No | | | | | 0 |
| 119 | Printing ribbon cartridge 120 col | No | | | | | 3 |
| 120 | Xerox paper A 3 | Ream | | | | | 0 |
| 121 | Xerox paper Modi | Ream | | | | | 0 |
| 122 | BCI – 21 Black cartridge for FAX | No | | | | | 2 |
| 123 | Duplicating paper for Gestetner copy printer machine model 5340 | Ream | | | | | 2 |
| 124 | Torch Everyday (3 Cells) | No | | | | | 0 |

| | | | | | | | |
|-----|--|----|--|--|--|--|---|
| 125 | Torch Everyday (2 Cells) | No | | | | | 0 |
| 126 | Refilling of cartridge of Black and white laser printer. (Sumsung ML 1450) | No | | | | | 6 |
| 127 | Refilling of cartridge of Black HP laser jet. (42A Q5942A) | | | | | | 3 |

Note:-1. The above rates quoted are inclusive of all Taxes, freight handing charges etc.
2. EMD Rs.10,000/- paid vide cash receipt/DD no.....dtd.....

Date:

Signature

Place:

(Name of the tenderer)

Telephone No and Address