

**BHARAT SANCHAR NIGAM LIMITED**

**(A Govt of India Undertaking)**

**Office of the General Manager Telecom , Hassan-573201.**

**NOTICE INVITING TENDER**

01. **Notice No** : AGM @ BSNL.HSN/NIT/DTO/08-09/1 DATED 03/01/2009.
02. **Name of the Tender** : Tender for delivery of Telegrams at DTO, Hassan Covering about 8 Km radius having BSNL Bhavan as centre point through private Agency.
03. **Cost of the tender form** : Rs 113=00 ( One hundred and Thirteen only)
04. **E.M.D.** : Rs 625=00 (Six hundred and Twenty Five only)
05. **Sale of tender form** : Upto 17.30 hours of 23/01 /2009
06. **Receipt of completed tender form** : Upto 15.00 hours of 24/01/2009
07. **Opening of tender at** : 15.30 hours of 24/01/2009

The tender forms and details can be had from the SDE (Customer Care), Office of General Manager, BSNL Bhavan, BM Road, Hassan between 10 A M to 5.30 P M producing DD drawn in favour of BSNL Hassan Telecom District or cash receipt of Rs 113/- obtained from Accounts Officer (cash),O/O GMTD, BSNL BHAVAN, Hassan.

Sealed Tender documents duly filled, super scribed "TENDER FOR DELIVERY OF TELEGRAMS" at DTO Hassan addressed to **AGM (Coml). O/O GMTD, V th Floor, BSNL. BHAVAN, HASSAN** and shall be dropped in the tender box kept in the office on or before 15.00 hours of 24/01 /2009. No tender forms will be issued or accepted after the expiry of date and time

notified. The agency with proof of experience will be preferred in the interest of service.

A GM (Comcl)

O/o General Manager, Hassan.

**Name and Address of the Tenderer :**

**BHARAT SANCHAR NIGAM LIMITED**

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**Office of the General Manager Telecom, Hassan-573201.**

<b>FROM,</b>	<b>TO,</b>
<b>(COML),</b>	<b>AGM</b>
<b>GMTD, BSNL</b>	<b>O/O</b>
	<b>HASSAN</b>

**Phone Number:**

**Mobile Number:**

**Fax:**

**Sir,**

**SUB : Tender for delivery of Telegram Messages.**

**REF : AGM© BSNL.HSN/NIT/DTO/08-09/ DATED 03/01/2009.**

In respect to your NIT cited above for delivery of telegrams in Hassan Telegraph Office, I/We hereby submit my/our tender at the rates noted below

SL.NO	Description	Rate in figures		Rate in words
1	Delivery of Minimum of 20 telegrams or less per day	Rs	Ps	
2	Delivery of excess of 20 telegrams or less per day			

EMD particulars: Amount Rs. 625/-

Paid vide DD/CASH Rt.No.

(DD/CASH Receipt is enclosed to tender documents)

Date :

Place :

Yours Faithfully

tenderer

Signature of the

Name in **BLOCK**

**LETTERS**

## **TERMS AND CONDITIONS FOR DELIVERY OF TELEGRAMS UNDER THE JURISDICTION OF TELEGRAPH OFFICE AT BSNL BHAVAN, B M ROAD, HASSAN**

It has been proposed to call for Tender for delivery of telegrams under the jurisdiction of Hassan Telegraph Office, subject to the following terms and conditions.

1. For successful tenderer, EMD of Rs. 625/- will be converted as Security Deposit. Tenderer shall furnish additional security deposit of Rs.625/-(Rupees six hundred and twenty five only) either by Cash payable at Cash Counter, BSNL Bhavan, B M Road, Hassan, or by Demand Draft in favour of BSNL Hassan TD within 10 days from the date of acceptance of the tender failing which his tender shall stand automatically cancelled without any further notice. In that case, EMD will be forfeited.
2. The accepted tender shall be valid for a period of One year from the date of the agreement to be executed after the payment of the Security Deposit.
3. The Tenderer should execute an agreement on non-judicial stamp paper of Rs.50/- (Rupees fifty only) at his cost for faithful implementation of the contract. The proforma of the agreement will be furnished to the Tenderer after the finalization of the tender.
4. All the conditions enlisted in this annexure, form inseparable part of the agreement to be executed.
5. If the Tenderer withdraws after the tender is accepted by the BSNL or fails to execute the delivery work as per terms and condition laid down, the tender will stand automatically cancelled and the security deposit shall get forfeited.
6. The Tenderer should indemnify the BSNL (officer In charge, Telegraph Office, Hassan) against any loss, damage, compensation or any other incidentals that may arise on account of deficiency in the delivery of telegrams made by the Tenderer..

7. Penalty at the rate of 0.5% of the commission will be deducted for late attendance by more than 30 minutes and shortage in attendance at the Telegraph Office by the agent/delivery staff for each day subject to the maximum of 5% of the commission per month from the monthly bill. In case of more than 10 occasions of the delay in a month, BSNL shall have the right to cancel the tender of Tenderer and further forfeit the security deposit as liquidated damages.

8. The Tenderer should ensure the attendance of delivery staff at least 30 minutes before commencement of delivery work daily at the Telegraph Office, BSNL Bhavan, B M Road, Hassan. It will be his responsibility to ensure the attendance of the agency staff regularly at the appointed time.

9. Sufficient knowledge of English, Hindi and Kannada to read and write is a must for both the tenderer and his staff. The integrity and character of all the Staff concerned should be beyond doubt and the past antecedents should be Verified by Tenderer before employing his staff.

10. Average monthly telegrams for delivery is about 223.

Signature of the Tenderer.

11. Commission based on the accepted tender shall be payable in respect of each Telegram correctly delivered.

12. Commission can be claimed by the tenderer on production of monthly bills in duplicate, pre-receipted and addressed to the SDE (Customer Care) who is the Officer In charge, Telegraph Office, Hassan.

13. The Tenderer shall bear the damages, if any awarded by the Court of Laws or Consumer Redressal Forum on account of any deficiency or service on the part of the agency.

14. The L I will be arrived at, based on the lowest quote received for item No.1 of the rate schedule viz the minimum charges quoted for delivery of 20 telegrams or less per day.

15. The cost of the telegram refunded by BSNL due to any lapse of the Tenderer or his staff shall be recovered from the Tenderer to be deducted from the monthly commission claimed by the Tenderer.

16. The delivery jurisdiction of the Telegraph Office, Hassan covers approximately an area of 8 kms radius with O/o G M BSNL Bhavan, Hassan as Geographical centre.

17. No one connected with the BSNL employees shall be eligible to submit the tender nor shall ever be admitted as a partner to any interest in the contract if granted.

18. The telegram should be collected from the Telegraph Office, Hassan daily at regular timings, as would be directed for delivery on priority under instruction from the BSNL staff of the Telegraph Office and delivery dockets with all the particulars in proof of correct delivery, shall be returned to the Telegraph Office, Hassan soon after delivery on the same day.

19. The Tenderer should undertake the delivery work as per the BSNL rules in force as amended from time to time and ensure the secrecy of the telegraph message at all times as mentioned in the relevant records as per the Indian Telegraph Rules as applicable at that time.

20. The Tenderer should make all effort to acquaint him with the Topography of Hassan delivery zone covering approximately 8 kms. No plea on account of ignorance shall be entertained. Proof of similar work done if any should be produced and will be given preference. Delivery should be affected by using bicycle or two wheelers to be provided and maintained by the Tenderer at his cost and the age of the delivery staff should not be less than 18 years and they should have sound health and mind. The Tenderer should supply identity card with photos countersigned by the AGM (COM) BSNL, Hassan, and also supply uniform to the delivery staff and ensure that they are in uniform during their duty hours.

21. The selected tenderer should always engage a team of delivery staff not less than two and ensure their attendance at least 15 minutes in advance before commencement of the Telegraph Office i.e. by 09-15 AM daily including Sundays. It shall entirely be his responsibility to ensure the attendance of required number of delivery staff and also in case of absenteeism, alternative arrangement shall be made in advance by the tenderer.

Signature of the Tenderer.

22. The agent shall observe statutory obligation under the various acts like the labour act etc., to maintain proper records with respect to payment of minimum wages. Any penalty levied by statutory authority in this regard shall be his responsibility to bear and pay.

23. The Tenderer shall agree to employ substitute during weekly holiday/off to his staff to carryout the delivery work without break.

24. The tenderer should produce a list of his staff selected for the work with full particulars and permanent address.

25. The agent shall ensure the effective delivery of telegrams expeditiously during the working hours in such a way that no telegram shall be left uncollected in the Office for more than 30 minutes from the received time and should be delivered on priority.

26. The EMD/SD of successful tenderer will be refunded after two months of satisfactory completion of work during tender period. The tenderer has to apply for the same within two months of end of tender period.

27. The General Manager Hassan Telecom shall not be responsible for any injury sustained by any of the delivery staff employed by the Tenderer during the course of his duty hours and also not liable for any damages or compensation arising out of any dispute between the Tenderer and the staff.

28. The Tenderer should adhere to the time and distance chart prescribed by the Telegraph Office , Hassan. The average number of telegrams anticipated for delivery per day is 20(Twenty).

29. In the event of the Tenderer failing to fulfill any of the above condition or fails to perform the task to the satisfaction of BSNL. The General Manager Hassan Telecom reserves the right to cancel the tender and impose appropriate penalty.

30. In the event of any dispute arising from the floating or finalization of the tender of during the currency of tender the decision of the General Manager, Hassan Telecom will be final.

31. Under section 194 of the Income Tax Act, the monthly commission payable to the Tenderer is subject to Income Tax deduction at the source.

32. The above terms and conditions are neither exhaustive nor comprehensive. Further instruction issued from time to time by the AGM (COM) shall be adhered strictly.

33. The tenders comprising of all tender documents filed/signed on all pages are to be sent in WAX sealed covers, super scripted "**TENDER FOR DELIVERY OF TELEGRAMS AND SHOULD BE ADDRESSED TO ASSISTANT GENERAL MANAGER(COM) V<sup>th</sup> FLOOR, BSNL BHAVAN, B M ROAD HASSAN**" along with DD or Cash receipt for EMD before 1500 hrs of 21-01-2009 . Tenders received later on expiry of notified time and date will not be considered or entertained. The sealed Tender covers shall be put into the tender box kept in the chamber of AGM (COM).

34. The tender will be opened on the same day on 22-01-09 at 1600 hours in the chamber of AGM(COM) in the above address in the presence of the tenderers present.

Signature of the Tenderer

For Details contact : C S C , O/o General Manager, BSNL Bhavan ,Hassan.

9449050233, 08172259289,08172259314.



