

# **BID DOCUMENT**

## **Tender For "Sorting & Scanning of Application forms & other enclosures in Gulbarga SSA"**

NO. GGA/MKTG/2008-09

Dated:-19-02-2009

**O/o GENERAL MANAGER TELECOM  
GULBARGA TELECOM DISTRICT.**

**Name & Address of Bidder:** \_\_\_\_\_

\_\_\_\_\_

**Date of Issue:** \_\_\_\_\_



**BHARAT SANCHAR NIGAM LIMITED  
GULBARGA**

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## SECTION-I

### Notice for Inviting Tender

**BHARAT SANCHAR NIGAM LIMITED**  
**O/o The General Manager Telecom District, GULBARGA.**

No:- GGA/MKTG/2008-09

Dated: 25/2/2009.

#### **Notice for Inviting Tender**

1. Sealed Tenders are invited by the General Manager Telecom District GULBARGA for “Sorting & Scanning of Customer application forms & other enclosures in Gulbarga SSA” in the GULBARGA Telecom District from reputed & experienced firms.

No.	DESCRIPTION OF WORK	ESTIMATED COST	EARNEST MONEY DEPOSIT
1.	Sorting & Scanning of Customer Application forms & other enclosures in GULBARGA SSA	Rs.6,00,000/-	Rs. 15,000/-

#### **2 Eligibility Criteria.**

- Experience Certificate issued by the officer of the rank of DGM for similar work worth atleast Rs Four (4) lakhs from Central/State Government or Public Sector Undertaking or any Private reputed firm in any two years of last preceding three years.

#### **INSTRUCTIONS (For all the above Tenders):**

**3 COST OF EACH TENDER FORM**

Rs.563/-.

**4**

Upto 1700 hours of 16/3/2009

***LAST DATE FOR SALE OF TENDER FORM***

**5 LAST DATE FOR RECEIPT OF TENDER FORM**

Upto 1500 hours of 17/3/2009

**6 DATE OF OPENING OF TENDER**

At 1530 hours of 17/3/2009

**7 DOCUMENTS REQUIRED FOR OBTAINING TENDER FORMS**

- Crossed Demand Draft from any Scheduled Bank drawn in favour of AO (Cash) BSNL, GULBARGA payable at GULBARGA.

**8 SALE OF TENDER FORM - SDE (MKTG), o/o GMTD Near HPO GULBARGA,**

(Ph: 08472-266870) on any working day from 1000 hours to 1700 hours. Tender shall not be sent by post.

**9** Tender document can also be downloaded from our website [www.karnataka.bsnl.co.in](http://www.karnataka.bsnl.co.in) and cost of tender form can be submitted through demand draft in favour of AO(Cash) O/o GMTD BSNL GULBARGA

**10** GMTD GULBARGA reserves the right to accept or reject any or all of the tenders without assigning any reason and to award the work to more than one contractor & to reduce or increase the quantity of work as per requirements

Asstt. General Manager (Admn)  
GULBARGA

## SECTION-II

### **INSTRUCTION TO TENDERER**

- 1 The tenderer must carefully read all the terms and condition and specification and the instruction to the tenderers before filling up tender schedule and his quotation.
- 2 Tenderer shall sign all pages of tender document including “Details of tenderer” and “Schedule of rate” failing which offer is liable to be rejected.
- 3.1 Tender received in unsealed cover will not be considered.
- 3.2 Closing the cover with gum only or stapling the cover or passing adhesive tape etc. will not be considered as sealed cover.
- 4 Tender shall be considered on prescribed form only.
- 5 Rate should be quoted in both words and figures , if there is any discrepancy, the rates quoted in words will be taken as correct for purpose of evaluation.
- 6 Any tender not accompanied with the demand draft on account of stipulated amount of earnest money shall not be considered
- 7 Any tender not conforming to any of the conditions specified in the tender document is liable to be rejected.
- 8 No modification by the tenderer in any of the condition will be permitted after tender is opened.
- 9 Documents to be submitted with the tender:
  - 9.1 Latest Income Tax return filed with Income Tax Department.
  - 9.2 Demand Draft of stipulated amount on account of earnest money deposit.
  - 9.3 Experience certificate for carrying out scanning work of Rs.400000/-in preceding two years in last three years in DOT/BSNL/MTNL/PSUs/Reputed private firm and issued by an officer not less than DGM.
  - 9.4 Service tax registration certificate issued by concerned authority
- 10 Tender may be sent by registered post A/D or deposited in the tender box kept at the office of AGM(Admn)O/o GMTD, GULBARGA
- 11 Any tender received after stipulated time and date for closing of tender will not be considered.
- 12 GMTD, GULBARGA reserves the right to reject or consider any or all the tender without assigning any reason whatsoever.
- 13 The tender offer will remain open for acceptance for a period of six months from the date of opening.
- 14 The tender document is not transferable.
- 15 The EMD of successful tenderer will be converted into Performance Security Deposit. The successful tenderer will have to deposit additional 7.5% of amount of work as Performance security Deposit within seven days of acceptance of their tender.
- 16 The tenders will be opened in the chamber of AGM(Admn) o/o GMTD Gulbarga-1
- 17 Any bribe,commission or advantage offered or promised by or on behalf of the tenderer to any officer or servant of the department shall debar his tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable for rejection.
- 18 No Tenderer shall bring or attempt to bring any political or outside influence to bear upon any officer of BSNL to further his inetrest in respect of matters pertaining to his contract under BSNL.
- 19 GMTD BSNL Gulbarga reserves the right to reject any or all tenders without assigning any reason and does not bind himself to accept the lowest or any tender.

## SECTION-III

### **GENERAL TERMS AND CONDITIONS**

1 Submission of tender will bind the tenderer to the acceptance of all conditions specified in the tender document.

#### **2 EARNEST MONEY DEPOSIT**

- a) Each tender should be accompanied with earnest money deposited of Rs.15,000/- in the form of demand draft drawn on any scheduled bank in favour of AO(cash) BSNL GMTD GULBARGA. Tender without earnest money deposit will not be entertained.
- b) Earnest money deposit of unsuccessful tenderers shall be refunded after final acceptance of tender within a reasonable time.
- c) Earnest money deposit will not carry interest for any period whatsoever.
- d) The earnest money deposit will be forfeited by BSNL in the event of the tenderer withdrawing his offer before final acceptance of tenders.
- e) Earnest money of successful tenderers shall also be forfeited to BSNL in the event of successful tenderer failing to remit the required security deposit within specified time when required to do so.
- f) EMD of successful tenderer shall be retained and converted in to security deposit along with any additional amount remitted in accordance with the tender conditions.

#### **3 SECURITY DEPOSIT**

- 3.1 Security deposit @10% of the contract value by successful tenderer when required in the form of Demand Draft drawn on any of the nationalized or scheduled bank in favour of AO(cash) BSNL, GMTD GULBARGA or fixed deposit ( Bank guarantee ) pledged to AO(cash),BSNL GMTD, GULBARGA within stipulated period.
- 3.2 Security deposit will not bear interest of any period what so ever.
- 3.3 BSNL reserves the right to forfeit earnest money and security deposit ,if the tenderer , after acceptance of tender , fails to comply or neglect to perform any of the terms and conditions under the contract.
- 3.4 If the contractor fully performs and completes the work in all respect satisfactorily, BSNL shall refund the security deposit to the contractor after deducting all costs and other expenses that BSNL might have incurred for making good any loss due to action attributed to the contractor for which BSNL is entitle to recover from the contractor.

#### **4 PRICE VALIDITY**

- 4.1 Whereas the tender will remain open for acceptance up to one month from the date of opening of tender , the price quoted should remain firm and valid for any work order which the BSNL may place with in one year from date of acceptance of tender till its complete execution . No variation in price will be allowed within this period for what ever reason.
- 4.2 The acceptance will be operative for a period of one year from the date of execution of agreement , terms and conditions.
- 4.3 Any amount which becomes due and recoverable from the contractor on account of any matter relating to this contract, shall also be recoverable from any sum that is due or any sum that may become due from the contractor out of this contract or any other contract with BSNL.

#### **5 SETTLEMENT OF CLAIMS FOR LOSSES & DAMAGE**

In the matter of settling any claim for losses/ damages/ cost of expenses to which BSNL may be put by reasons of default or negligence of contractor , the decision of GMTD GULBARGA in writing will be final and binding on the contractor.

## 6 . LIABILITY FOR LABOUR AND/OR PERSONNEL ENGAGED BY THE CONTRACTORS.

- i. All labour and/or personnel employed by the contractors shall be engaged by them as their own employees/workmen in all respect implied or expressed.
- ii. The responsibility to comply with the provisions of the various Labour Laws of the country such as Factories Act, 1948, Workmen's Compensation Act 1923, Employees Provident Fund Act 1952, Maternity Benefit Act 1970, Payment of Gratuity Act 1972, Equal Remuneration to their establishment / works/workmen will be that of the contractors.
- iii. The Gulbarga Telecom. District shall be fully indemnified by the contractors against all payments, claims and liabilities what so ever incidental or direct, arising out of or for compliance with or enforcement of the country as they are at present or as they would stand modified from time to time, to the extent they are applicable to the establishment/works in the Gulbarga Telecom. District. The GMTD, Gulbarga shall have the right to deduct from any moneys due to the contractor, any sums required or estimated to be required for making good the loss suffered by a workers or workers by reason of non-fulfillment of the conditions of the contract for the benefit or believed to be for the benefit of their wages, etc. which are not authorized or justified by the terms of the contract or non observance of the Rules, Regulation and or Acts or by way of fulfillment of any obligations on the part of the contractor for strict observance of the provisions of the aforesaid laws /Acts in para (ii) above.

## 7. TERMS OF CONTRACT

GMTD, GULBARGA has the right to terminate the contract either partly or fully at any stage without assigning any reason by giving 10days notice in writing to that effect and shall not be liable to pay any compensation to the contractor there for.

## 8. BID SUBMISSION & OPENING:

8.1 The Tender in the enclosed Proforma should be submitted in two separate wax sealed covers (one for the Technical bid marked 'A' and the other for Financial bid marked 'B') & both these envelopes should be enclosed in a big envelop and should be addressed to AGM (Admn) % GMTD, GULBARGA, clearly marking the name of the work as "Sorting & Scanning of Customer Application forms & other enclosures in Gulbarga SSA".

8.2 The Technical bid should consist of following documents/certificates duly attested as prescribed in NIT:-

- A. Section I to X of Tender document.
- B. Registration Particulars of the bidder.
- C. In case of partnership firm, copy of registered partnership deed and details of partners must be enclosed. (Attested copy)
- D. In case of limited company an individual signing the quotation shall enclose a copy of the document empowering him to sign on behalf of the company or called upon to do so.
- E. Proper power of Attorney duly executed in favour of an individual signing the quotation on behalf of the firm may be enclosed.
- F. Tender document with signature on each page as a token of his acceptance of each of the terms & conditions specified on each page.
- G. Experience Certificate issued by the officer of the rank of DGM for supplying & commissioning of similar work Solution in Central/State Government or Public Sector Undertaking or any Private reputed firm of the value of at least **Rs. Four lakhs** at one site during preceding two years of last three years.
- H. EMD as prescribed in NIT in the form of DD from any scheduled/Nationalised Bank payable to A.O.(cash)BSNL GULBARGA.

J Latest Income tax return filed with concerned authority.

K EPF & ESI Registration with concerned authority.

L Service tax Registration with concerned authority.

N.B Attested copies of above documents be submitted.

**8.3** The financial bid should consist of section-VIII of Tender documents clearly quoting the rate of item in figures as well as in words.

8.4 Bid submitted will remain valid for acceptance for a period of 180 days from the date of opening as mentioned in NIT.

(i) Tenders will be opened in the chamber of AGM (Admn.) O/o GMTD GULBARGA (on due date and if due date is a holiday then bids will be opened on next working day) in the presence of such tenderers or their authorized representatives, who may wish to be present at their own cost.

(ii) The financial bid will be opened for those Tenderers whose technical bid is found valid & intimation about this will be given separately to all successful Tenderers.

## **9. FORCE MAJEURE:**

In the event of either party being rendered unable by force majeure to perform this contract, than the obligation of the party affected by such force majeure shall be suspended for the whole period during which such case lasts until normal operations are resumed and when such cause ends the execution of this contract must be resumed with all reasonable dispatch. Should the execution of this contract be suspended by force majeure than a corresponding extension of the completion date shall be automatically granted? The occurrence of the cause of forced majeure, however shall not relieve the BSNL and its obligation to make payment to the contractor for the work satisfactory executed prior day to the term force majeure as employed herein shall mean Act of God, was declared or undeclared, hostilities, enemy action, revote, riots, legal lock out and illegal strikes, tidal waves, forest fires, major floods, explosions, earth quakes, epidemics sabotage extraordinary Acts and Regulation of Central or State Government or Municipal Bodies upon the occurrence of such cause and its termination the parties rendered unable as aforesaid shall notify the other party rendered , in writing within 72 hours of the beginning and ending dates giving full particulars and evidences, if required.

## **10. VOLUME OF WORK**

The quantities/figures indicated in the tender schedule are approximate and are subject to change, which shall be binding on the contractor. The work can be increased or decreased by 25% as per requirement of the department. The Agreement may be extended for further 1 year if the completion of work requires so

## **11. PAYMENTS**

(a) Part of any bill running or final shall become payable only when the items required under a work order have been completed by the contractor.

(b) Payment will be made by the Accounts Officer (Cash) concerned on submission of bills through the officer incharge of the work, in triplicate duly supported with the work certificate issued by the Officer incharge and counter signed by the AGM/D concerned.

(c) The contractor should submit all their bills and final bill not later than two months from the date of expiry of the contract. Failing which security deposit will be forfeited. In order to facilitate disposal of bills, the contractors are advised to submit their bills monthly. Periodicity of bills can be reduced at the discretion of concerned AGM / DE.

## 12. PENALTIES

1 If the contractor fails to complete the work within the completion time as prescribed in the work order, penalty at the following rates shall be imposed on him by the Gulbarga Telecom. District. The penalty shall be levied from the amount due to the contractor in the same or other work order or from security deposit/or from any other money payable to the contractor by the Gulbarga Telecom. District. Per PC scanning rate of 1000 forms/day will be maintained .The Files will be scanned serially and stored in the storage media serially.

S.N	DELAY	PENALTY
1.	If work is delayed beyond the due date	0.5% of the billed amount payable to the contractor for every week or part of week for first 10 weeks and thereafter 0.7% subject to maximum of 15%.

**Note:** For this purpose a record of delays will be kept on a register called "Hindrance Register" and SDE/JTO and contractor should sign all entries. If a contractor refuses to sign this register, it may be treated as violation of agreement and action may be taken accordingly. Contractor may be intimated in writing for the failure on his part to sign the register.

2 In the event of any breach by the contractor of any of the terms and conditions thereof or if the penalty of the recovery imposed against one or more work orders exceeds the security deposit or if the work relating to one work order delay more that 30 days without extension or if the contractor fails to start the work within 10 days from the date of issue of the work order or if in the opinion of the Divisional Engineer the work is not being performed satisfactorily, DGM/GMTD will have the powers on recommendation of DE concerned to adopt any of the following courses as suited to the Gulbarga Telecom. District: -

- i. To terminate the contract forthwith and in that case the security deposit of the contractor shall stand forfeited to Gulbarga Telecom District.
- ii. To measure up the work of the contract and to take such part thereof remaining un-executed at the hands of the contractor and award the work to another contractor to complete.

3 If the contractor fails to execute any item of work within the time schedule, or refuses to carry out any work or refuses to follow the work priority for executing any specified work Gulbarga Telecom. District reserves the rights to get the work done by other agencies even with higher rates and the difference of the cost will be recovered from the contractors pending bills or security deposit as the case may be.

4 In the event of any of the above course being adopted, the contractor shall have no claim for compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered into any engagements or made any advance on account of or with a view to the execution of the work or the performance thereof.

5. The contractor has to submit proof regarding No of employee's engaged payment of wages/salary to these employees, EPF contribution (employees share, employers share and administrative charges etc) to GMTD, Gulbarga.



### **13 ARBITRATION**

- a) In respect of any dispute arising out in connection with the interpretation of any clause in the terms of contract/agreement or otherwise except for any matter, the decision of which is given in this agreement , the matter shall be referred for arbitration to the CGMT, Karnataka circle Bangalore, who shall appoint an Arbitrator to decide the case, the appointment of such Arbitrator shall not be questioned by the contractor on the ground that the arbitrator belongs to BSNL. The provision of the Arbitration Act .1940 or any statutory modification or enactment thereof and the rules there under in force shall apply to the Arbitration proceeding under this clause.
- b) Even during the Arbitration the work can not be stayed because it pertains to essential public utility service.
- c) Income tax as prevailing at the time of payment will be deducted at source from every bill of the contractor.
- d) The contractor will be liable to pay back any excess amount paid to him in the course of processing of his bills even at a later stage.
- e) Bills for payment on monthly basis will be furnished by the contractor to AGM(Admn) in triplicate duly verified by Marketing Officer , and no interest is payable on account of delay if any in processing of claim.
- f) Each page of the tender document should be signed by the tenderer . Not filling of any information as required , non signing of each page of tender document or not furnishing the required document may render the offer liable for rejection.

## SECTION-IV

### **SPECIAL TERMS AND CONDITIONS**

- 1 The tenderer is required to provide services for following work:-
  - i) Scanning of Customer application form & other commercial document based upon Unique ID nos./ Mobile number/Landline number . BSNL will provide all the files of Mobile numbers/Landline nos . Tenderer has to make arrangement for compatible scanner for carrying out above functions .
- 2 All the work has to be carried out in the premises of BSNL GULBARGA SSA only in presence of BSNL staff.
- 3 The tenderer has to quote rate as per Annexure –1
- 4 The tender work/Supply has to be done within prescribed period.
- 5 However BSNL will have the discretion to grant extension of time for the completion of the work if it is reasonable and considered to be in the interest of BSNL to do so.
- 6 Liquidated Damages charge will be recovered @ of 10% per case file if processing of the case is found to be wrong . For delay in work @ 0.25% per day of the total amount of the contract will be recovered subject to maximum of 10% .
- 7 GMTD, shall be at liberty to get the work done from open market at the cost and responsibility of the successful bidder in the event of abnormal delay or non-completion / non commencement of work.
- 8 BSNL reserves the right to ask the contractor to change the staff engaged for carrying out tendered work which has to be complied with immediately, if warranted for any genuine reasons.
- 9 All tender conditions are binding to the bidders. If any breach on any conditions of contract or tender is noticed , security deposit will be forfeited.
- 10 A minimum work of 1000 forms per day has to be completed.
- 11 All the documents are to be scanned with a minimum resolution of 200 dpi & may go up to 600 dpi if required. Scanned documents shall be legible and serve the purpose of Customer address verification at any time required.
- 12 Tenderer should get their own advanced type of scanners(Flat bed & ADF),Computers and Manpower.
- 13 Tenderer should work within the working hours of BSNL office as far as possible.
- 14 Scanned images should be stored in TIFF,BMP,JPEG format and must have the facility for compression.
- 15 Tenderer should setup the required infrastructure at the identified location.
- 16 All the documents are to be scanned in B&W mode.
- 17 Image quality control has to be done on the parameters like brightness, contrast, gamma , rotation etc.... BSNL will depute the officers to verify the quality of the scanned images. In the event of any variation in the quality, the vendors will be directed to rescan the documents without charging any extra amount to BSNL
- 18 The scanned images are the property of BSNL and vendor should not save, copy or use these images for any other purpose. A NDA (Non- Disclosure Agreement) has to be signed by the vendor to this effect
- 19 The vendor and his team members must ensure the office decorum during working hours of BSNL

**SECTION-V**

Tenderer's profile

- 1. Name of the firm \_\_\_\_\_  
\_\_\_\_\_
- 2. Firm's address \_\_\_\_\_  
\_\_\_\_\_
- 3. Telegraphic address \_\_\_\_\_  
\_\_\_\_\_
- 3. a) Telephone No./Mobile No \_\_\_\_\_  
b) e-mail address \_\_\_\_\_
- 4. Registration & Incorporation \_\_\_\_\_  
Particulars:
  - a) Proprietor
  - b) Partnership
  - c) Private Limited
  - d) Public Limited

**(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)**

- 5. Name (s) of the Proprietor / Partners/ Directors \_\_\_\_\_  
\_\_\_\_\_
- 6. Details of Past work done (Attach Proof) \_\_\_\_\_  
\_\_\_\_\_
- 7. Has the firm been black listed by any organization Yes / No (Tick )  
(If yes give details of the same)

I/We hereby certify that the above-mentioned particulars are true and correct.

**Date:**  
**Place:**

**Signature of the Tenderer**  
**With seal**

## SECTION-VI

### DETAILS OF TENDERER

- 1 a) Name and address of the tenderer.  
b) Details of machinery/Establishment
  
  - 2 a) Telephone No./ Mobile No  
b) FAX No.  
c) e-mail address
  
  - 3 Details of Income Tax return with document proof.
  
  - 4 Experience details with documentary proof.
- 1 Are you.
    - i) A public sector undertaking:
    - ii) A central Govt. undertaking:
    - iii) A state Govt. undertaking
  
  - 2 Details of EMD.
  
  - 3 Person signing tender document is
    - a) A sole proprietor
    - b) Partner
    - c) Constituted attorney
    - d) Any other( documentary proof to be attached)

Date :

Place :

Signature of Tenderer.

With Seal

Note:- Unattested photocopy of the documentary evidence shall not be treated as valid. All the documentary evidences must therefore be duly attested.

## **SECTION-VII**

### **Scope of work:**

1. The work includes:
  - To scan application form & other documents of BSNL customers of GULBARGA SSA
  - To ensure compatibility of the scanned documents with Dotsoft s/w & server
  - To ensure timely handing over of the soft documents to the DotSoft Data Base Administrator
  - To complete the work within specified time on every work order
2. The tenderer shall execute the work in the premises of GULBARGA BSNL and in presence of concerned BSNL staff
3. (a) Marking all files with Dotsoft unique ID no. based on telephone number / mob. number (b) The tenderer shall scan the application form based on unique id no / phone no / Mob no.
4. The tenderer shall ensure that the forms are scanned precisely so that the soft sign occupies minimum memory space. Soft signs found improper will be scanned again by the tenderer at his own cost.
5. The tenderer will be responsible for the data safety & security until it is handed over to the Incharge officer.
6. The tenderer shall scan and save the documents in proper format (like jpeg, tiff, jiff, etc.) as per the requirement of dotsoft and a certificate in this regard have to be taken from Dotsoft DBA and concerned commercial officers/Field Incharges/SDE's (whatever applicable as per site) that the document scanned (i.e. soft document) are in required format and maintain record of the certification. If the scanned file/documents were found not compatible with Dotsoft, the tenderer shall scan again at his own cost.
7. The tenderer shall make own arrangements of all the hardware, software & furniture required for scanning at his own risk & responsibility. BSNL shall not normally be responsible for any kind of damage / loss to such equipment due to any unforeseen reasons.
8. The tenderer shall ensure a minimum of 1000 application form scanned per day and shall arrange man power and equipment accordingly. The tenderer shall be solely responsible for the equipment
9. The tenderer shall coordinate with the concerned officer for collecting physical files and handing over the files back to the respective officer Incharge after scanning.
10. The tenderer shall ensure safety of the customer files and shall keep the files intact

11. Any damage to the files or any file missing cases will be viewed seriously and also LD will be imposed.
12. BSNL shall have right to ask the tenderer to change any of the staff engaged by him for scanning if warranted for any genuine reasons.
13. The tenderer shall ensure proper labeling of the soft documents failing which LD will be applicable
14. LD Clause  
Liquidated damages will be recovered @ Rs.10 per case file if processing of the case is found to be wrong. For delay in work 0.25% of the total amount of the contract will be recovered subject to a maximum of 10% and there after GMTD shall be at liberty to get the work done from open market at the cost and responsibility of the successful bidder
15. The tenderer shall take necessary steps to ensure that the tenderer and any staff appointed by him observe confidentiality of all information of BSNL.
16. The tenderer, prior to commencement of contract shall confirm in writing to BSNL that he has taken steps to ensure that the tenderer and his employees shall observe confidentiality of information of BSNL
17. All the tender conditions are binding to the bidders and any breach of any condition of the tender or contract is noticed, security deposit will be forfeited.
18. GMTD, BSNL, GULBARGA shall be at liberty to get the work done from open market at the cost and responsibility of the successful bidder.
19. GMTD, BSNL, GULBARGA shall have the discretion to grant extension of time for completion of the work if it is reasonable and considered to be in the interest of BSNL to do so.
20. Scanning of all forms must be completed within four months after the day of signing agreement. However BSNL reserves the right to extend the time if found necessary. EOT shall be granted by concerned DGM incharge, based on merit only in exceptional situation with valid reasons.

**Details of work**

S.N	Name of Form	Quantity
1	GSM	4,00,000 pages
2	Land Line/WLL Application forms	2,00,000 pages

## SECTION-VIII

### ANNEXURE-I

#### SCHEDULE OF RATES

SN	Description of Item	Quantity (no. of pages)	Rates (Rs.) per page	
			In Figure	In Words
1	Scanning of application form & commercial document in GULBARGA SSA (A-4 Size)	6,00,000		

1. The quantity mentioned above may increase or decrease by 25% as per actual requirement of BSNL.
2. While quoting the rates bidder should take into consideration all taxes as applicable except service tax. **Service tax will be paid extra as per govt. rule from time to time.**
3. Rates should be inclusive of cost of components, transportation, & other unforeseen expenditure.

Date and Signature of Tenderer.

With Seal

**SECTION-IX**

**BID FORM**

Tender No. \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

To

**GMTD ,BSNL  
GULBARGA**

Dear Sir,

Having examined the conditions of contract and specifications including addenda No.... the receipt of which is hereby duly acknowledged, we, undersigned, offer to execute the ‘Sorting & Scanning of Application forms & other enclosures in Gulbarga SSA’, conditions of contract and specifications as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, we will execute the work in accordance with specifications, 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 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a format 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 alteration and replacement.

Dated this .....day of .....**2009**

Signature of Authorised Signatory .....

In capacity of.....

Duly authorised to sign the bid for and on behalf of.....

Witness.....

Address.....



Signature.....

Date: .....

**SECTION-X**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**Tender Number** \_\_\_\_\_

**Subject:** Authorisation 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

Signatures of bidder

**Or**

Officer authorised to sign the bid documents on behalf of the bidder.

- No. 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 authorisation as prescribed above is not received in time.

**SECTION-XI**

**BHARAT SANCHAR NIGAM LIMITED  
OFFICE OF THE G.M.TELECOM, GULBARGA**

Declaration

I \_\_\_\_\_ S/o \_\_\_\_\_

\_\_\_\_\_

r/o \_\_\_\_\_

\_\_\_\_\_

hereby certify that none of my relative(s) as defined in the tender document is/are employed in BSNL unit 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 & Seal of tenderer

Address: -