

%General Manager Telecom, DHARWAD
3rd Floor, Sanchar Sadan,
Station Road, HUBLI -580 020.
Tel No 2354500, Fax 2325000



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

IndiaBroadband²⁰⁰⁷
Linking India >>

Cost of Tender Document Rs.563/-(Non-refundable)

Tender Document

For supply of Office Stationery

Items For the year 2009-2010

No:SDC/222-20/2009-2010/1 dated @ Hubli the 02.02.2009

For further information and queries contact
General Section, 3rd Floor, Sanchar Sadan,
Station Road, Hubli- 580 020.
Telephone No: (0836-235 4500/225 8400)

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)
OFFICE OF GENERAL MANAGER TELECOM, DHARWAD TELECOM DISTRICT,
3rd FLOOR, " SANCHAR SADAN " STATION ROAD, HUBLI-580 020.
TENDER NOTICE

Sl.No:	Particulars	Details
1	Tender Notice No:	SDC/222-20/2009-2010/1 Dated 02.02.2009.
2	Name of the work	Tender for supply of office stationery items
3	Earnest Money Deposit	Rs.12,500/- (Rupees twelve thousand five hundred only)
4	Sale of Blank Tender Forms	Up to 1600 hours <u>23.02.2009</u>
5	Receipt of completed Tenders	Up to 1500 hours of <u>24.02.2009</u>
6	Opening of Tenders	At 1600 hours of <u>24.02.2009</u>

The Blank Tender Forms with terms and conditions can be had from S.D.E.(Genl-I) O/o GMT, 3RD Floor, " SANCHAR SADAN " Station Road, Hubli - 580 020 (Telephone No: 0836-235 4600) by producing the cash receipt of Rs.563/- obtained from Sr. A.O.(CASH) O/o GMT, Pinto Road, Hubli-580 020 during office hours on all working days. The blank tender form may be downloaded from our websites www.karnataka.bsnl.co.in on payment of prescribed cost of the form in the form of cash receipt obtained from Sr.A.O.(Cash) O/o GMT, Hubli or demand draft drawn in favour of BSNL, Hubli and to be enclosed to with the Technical Bid along with EMD.

Assistant General Manager (Genl),
O/o GMT, DWD TD, Hubli-580020.

Cost of tender form Rs.563/-(Non refundable)

%General Manager Telecom,
DHARWAD
3rd Floor, Sanchar Sadan,
Station Road, HUBLI -580 020.
Tel No 2354500, Fax 2352500



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

IndiaBroadband²⁰⁰⁷
Linking India >>

No: SDC/222-20/2009-2010/01 dated @ Hubli the 02.02.2009.

TENDER NOTICE

Sealed Tenders are invited for supply of the following office stationery items.

Annexure - A

SL. No:	Name of the items	Requirement approximate for one year for District office.
1	File Pads superior (As per sample)	3300 Nos.
2	Registers rules 1 Qr.21x33 cms 60 GSM	2000 Nos.
3	Registers rules 2 Qr.21x33 cms 60 GSM	1000 Nos.
4	Registers rules 3 Qr.21x33 cms 60 GSM	1000 Nos.
5	Registers rules 4 Qr.21x33 cms 60 GSM	250 Nos.
6	Writing paper FC un-ruled (42x33 cms) 60 GSM	20 Reams.
7	Writing paper FC Ruled (42x33 cms) 60 GSM	20 Reams.
8	Copier paper SULEKHA/LEKHAK/JK/MODI(A-3)	125 Packets.
9	Copier paper SULEKHA/LEKHAK/JK/MODI(A-4)	700 Packets.
10	Copier paper SULEKHA/LEKHAK/JK/MODI(FS)	450 Packets.
11	Copier paper Superior (Red) A-4	100 Packets.
12	Brown papers superior (Mysore Craft make)	8500 Sheets.
13	Duplicating papers (21x34 cms, 63 GSM)	110 Packets.
14	Tracing papers (GATEWAY Make-95/100)	5 Rolls.
15	Cotton Thread Balls	125 Nos.
16	Gum Bottles (Camel Make) 700 ml	115 Bottles.
17	Tags Bundles superior - 8"	100 Bundles.
18	Paper Pins superior (1"x100 gms)	590 Packets.
19	Pencil Carbons 102x330 mm (KORES Make)	60 Box.
20	Stapler Pins superior steel(KORES/MAX-10 make)	5000 Packets.
21	Staplers Machine (Kangaro Make 10 No.)	110 Nos.
22	Stamp pads (Camel Make size 110x70 mm)	150 Nos.
23	Pad Ink Bottles 50 ml	100 Nos.
24	Gem Clip	1000 Packets.
25	Whitner Erex Bottles	250 Box.
26	Dampers	100 Nos.
27	FAX Roll (Thermal Paper)(size 210mm/216mmx30)	150 Nos.
28	Colin Bottles (500 ml)	250 Nos.
29	Cotton White Tape (Bundle of 8 pieces)	150 bundles

SL. No:	Name of the items	Requirement approximate for one year for District office.
29	Brown Tape 2" width	50 Nos.
30	Gum Tube Camel Brand brand - 25 ml	200 Nos.
31	Pencil Box (Apsara HB/ Nataraj)	100 box
32	Plastic Scale	100 Nos.

TERMS AND CONDITIONS

1. Sealed Tenders are invited on behalf of the Bharat Sanchar Nigam Limited by the General Manager Telecom, Dharwad Telecom District, Hubli-20 from the reputed suppliers of office stationery items for the use of Telecom units in the District for a minimum period of one year.

2. The approximate requirements of the stationery items are furnished in the annexure 'A' to this tender notification.

3. The eligibility criteria are as follows: The following documents are required to be enclosed to the tender.

a) The proof of execution of supply of stationery items worth of Rs.2 lakhs or more to any other Central / State Govt or PSU's during the past one year.

b) The samples of the stationery items noted in Annexure- A are to be made available at the time of Negotiations or Evaluation of the tender.

c) Attested SSI Certificate for seeking exemption from payment of EMD.

d) Original receipt for having been paid EMD or Demand Draft drawn in favour of A.O.Cash, BSNL, Hubli to be enclosed to the tender form.

e) Self declaration regarding " No Relations Working in BSNL" and "No EMD Forfeited in any Govt organization " are to be enclosed to the tender form.

4. The rate contract for those items for which a bidder is L-1 will be awarded to him, irrespective of the number of items.

5. The tender documents can be obtained by payment of prescribed charges of Rs.563/- at Cash Counter, O/o GMT, Pinto Road, Hubli - 580 020 OR by sending Demand Draft in favour of BSNL, Hubli.

at Sub Divisional Engineer (Genl-I), 3rd Floor, " SANCHAR SADAN " Station Road, Hubli - 580 020 (Telephone No: (0836 235 4500/ 235 4600) on all working days.

The Tender Document can be down loaded from our website and necessary charges are to be paid in the form of Cash receipt issued by A.O.(Cash) O/o GMT.BSNL, Pinto Road, Hubli,

6. Each tender should be accompanied by EMD of Rs.12,500/- (Rupees twelve thousand five hundred only) in the form of Crossed DD drawn in favour of BSNL or cash receipt obtained from Sr. Accounts Officer (Cash) O/o GMT, Pinto Road, Hubli- 580 020 should be kept in the Technical Cover in original.

7. The tenderer should sign on all pages of the tender documents, properly sealed in the cover and addressed to Sri V G Narendra, Asst. General Manager (Genl) O/o GMT, 3rd Floor, "SANCHAR SADAN" Station Road, Hubli - 580 020. The cover should be superscripted as "TENDER FOR SUPPLY OF OFFICE STATIONERY ITEMS" and sent only by Registered Post/ Speed Post/Courier Service or dropped in the tender box kept in AGM (General) chamber so as to reach the addressee before 1500 hours of the date specified in the Tender Notice. The BSNL is not responsible for postal delay.

8. 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. The samples given will be kept in this office.

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9. The rates quoted should be (Basic Rate + VAT % as applicable) inclusive of packing and transportation charges up to the destination.
10. The purchase orders will be placed by this office as and when required during the currency of the tender period.
11. The successful tenderer should be in a position to supply the items under the jurisdiction of the General Manager Telecom, Dharwad Telecom District, Hubli. The supply of the items will be within 07 days from the date of the supply order placed by the unit officers under Dharwad Telecom District, Hubli. In case the approved tenderer fails to supply the items within stipulated time or as per specifications the tender will be cancelled and the EMD/SD paid will be forfeited in favour of BSNL.
12. The quantity required for the district for 12 months as shown which will be purchased during the tender period.
13. EMD of the un- successful tenderer will be refunded after Finalization of the tender. The EMD/SD while in the custody of the BSNL will not carry any interest.
14. The EMD of the successful tenderer shall be converted in to Security Deposit. In addition to the above said security deposit, the successful tenderer is required to furnish a performance security Amount, which works out as 10 % of the Total Value of accepted Rates of tender minus EMD of Rs.12,500/- shall be paid by Cash/DD drawn in favour of BSNL Hubli from Nationalized Bank or performance guarantee can also be paid by Bank Guarantee for 10% amount issued from Nationalized bank for one and half years within 20 days of issue of approved letter from this office. The performance guarantee amount will be refunded only after successful completion of the contractual obligation by the tenderer, to the satisfaction of the competent authority. The performance guarantee amount will not carry any interest, while in the custody of BSNL. If the performance of security amount works out to less than Rs.12,500/- the surplus will be returned after agreement. EMD will be returned back in case 10% Performance Guarantee in the form of Bank Guarantee received from Nationalized bank for one and half year.
15. In case 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 the EMD paid by such tenderer will be forfeited.
16. No increase in rates once quoted will be acceptable under any circumstances.
17. In case the approved tenderer fails to supply the items within stipulated period as stated in the supply order, then the tender will be cancelled and security deposit will be forfeited in favour of BSNL.
18. 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.
19. Conditional tender will not be considered. There should not be any corrections / over writings while quoting the rates.

20. The successful tenderer will have to execute an agreement of contract on a non-judicial stamp paper of value of Rs.50/- or more within seven days of receipt of approved letter.
21. In case the successful tenderer fails to execute the agreement within the stipulated time as per clause-20, the EMD amount of Rs.12,500/- will be forfeited without further notice.
22. The tender is 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.
23. The General Manager Telecom, Dharwad Telecom District, Hubli is not bound to accept the lowest tender and all the items listed above.
24. The General Manager Telecom, Dharwad Telecom District, Hubli reserves the right to reject any or all tenders in full or in part without assigning any reason and the decision of the General Manager Telecom, shall be final and is binding on all concerned.
25. The General Manager Telecom, Dharwad Telecom District, Hubli reserve the right to order quantity in full or partial as per the requirement.
26. The General Manager Telecom, Dharwad Telecom District, Hubli shall also reserve the right to approve more than one tenderer in respect of same or different items listed in the tender.
27. The General Manager Telecom, Dharwad Telecom District, Hubli shall also reserve the right to accept or reject any of the tenders and the decision of the General Manager Telecom will be 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, Hubli shall be entertained.
28. Tender not conforming to the above conditions will be rejected.
29. All legal matters arising out of this tender are subject to judicial jurisdiction of Hubli-Dharwad Courts.
30. The BSNL reserves the right to terminate the tender at any time during validity/extended period of tender without assigning any reason what so ever and BSNL shall not be responsible for any loss to the contractor on this account.

Assistant General Manager (Genl),
O/o GMT, DWD TD, Hubli-580 020.

(Signature of the tenderer)

TENDER SCHEDULE

From:

To

Sri V G Narendra,
A.G.M.(Genl) O/o GMT, Hubli.

With reference to your tender notice No: SDC/222-20/2009-2010/1 dated 02.02..2009,
I quote my rates as follows.

SL No	Name of the items with Specifications	Rate Each	In figures		Grand Total	
			Basic Rate	VAT %	In figures	In words
1	File Pads superior-28x38 cms 3mm Thickness, Cotton lase with side slappers	Pad				
2	Registers rules 1 Qr.21x33 cms 60 GSM- 100 pages	Register				
3	Registers rules 2 Qr.21x33 cms 60 GSM- 200 pages	Register				
4	Registers rules 3 Qr.21x33 cms 60 GSM- 300 pages	Register				
5	Registers rules 4 Qr.21x33 cms 60 GSM- 400 pages	Register				
6	Writing paper FS un-ruled (42x 33 cms) 60 GSM-500 sheets in a ream.	Ream				
7	Writng paper FS Rulled(42x33 cms) 60 GSM-500 Sheets in a ream	Ream				
8	Copier paper SULEKHA/LEKHAK /JK/MODI(A-3)-297x420mm, 70 GSM 4.37 Kg- 500 sheets in a packet.	Packet				
9	Copier paper SULEKHA/LEKHAK/ JK/MODI(A-4)-210x297 mm, 70 GSM 2.18 Kg- 500 sheets in a packet.	Packet				
10	Copier paper SULEKHA/LEKHAK/ JK/MODI(FS)-215x345 mm, 70 GSM 2.60 Kg- 500 sheets in a packet	Packet				
11	Copier Paper Superior (RED) A-4 Size JK/MODI-215X345 mm, 70 GSM 2.60 Kg- 500 sheets in a packet	Packet				
12	Brown papers superior (Mysore Craft make)	Sheet				

13	Duplicating papers - 21x34 mm, G63 GSM, 500 sheets in a packet.	Packet				
14	Tracing papers (GATEWAY Make-95/100)- 18.2 Mtr length, 101.6 cm width.	Roll				
15	Cotton Thread Balls-200 grams,Two keys Brand-one ball 45 meters length, 4 Balls in a packet.	Packet				
16	Gum Bottles 700 ml (Camel Make)	Each				
17	Tags superior(Bundles)-8" Fine thread with sharp metallic ends, 100 numbers in a bundle.	Bundle				
18	Paper Pins 1"x100 grams superior, solid heads, Needle points, highly plated.65grams.	Box				
19	Pencil Carbon KORES 210x330 mm- 100 sheets in a box	Box				
20	Stapler Pins steel superior(MAX-10/KORES)- A box containing 1000 stapler pins.	Box				
21	Stapler Machine (Superior quality- 10 No.)	Each				
22	Stamp Pads (Camel /Cattlerock make size 110 x 70 mm)	Each				
23	Pad Ink Bottles 50 ml	Each				
24	Gem Clips- 26 mm, silvery plated - contains 100 nos. in a box.	Box				
25	Whitner Eraz-ex Correction Fluid&Diluter(KORES Make)- 2 bottles in each pack 15 ml. each (Correction fluid and Diluter)	Pack				
26	Dampers superior quality (with spounj)	Each				

27	Fax Thermal Paper Roll- size 210mm x 216mmx30 meters	Each				
28	Colin Bottles (500 ml)	Each				
29	Cotton White Tape (Bundle of 8 pieces) Superior Quality	Each				

The required EMD of Rs.12,500/- (Rupees twelve thousand five hundred only) has been paid in the form of,

1. Demand Draft in favour of Sr.A.O.(Cash) % GMT, Hubli vide

No: _____ dtd _____ drawn on Bank _____.

2. Cash Receipt No: _____ dtd _____ received from Sr.A.O.(Cash) % GMT, Pinto Road, Hubli.

Thanking you,

Date:

Yours faithfully,

Place:

Telephone No:

(Signature of the tenderer)

Cell No:

Annexure-II
Instructions to Bidders

CHECKLIST TO BIDDERS:

Have you ensured (Before sealing the envelope by sealing wax/pvc tape) the following:

- I. Study of complete document?
- II. Signature with seal on all pages of document?
- III. The Tender Schedule is correctly filled in words and figures with signature?
- IV. The proof of execution of supply of Office Stationery items worth of Rs.2 lakhs or more to any other Central/State/PSU during the past two years i.e., **experience certificate** is enclosed to the tender document?
- V. Self Declaration regarding " No Relations Working in BSNL " and " No EMD Forfeited in any Government organization " are enclosed to the tender form?
- VI. Enclosed information sheet is properly filled and enclosed the tender form?
- VII. Attested copy of SSI Certificate (the validity should be current) for seeking exemption from payment of EMD is enclosed to the tender document?
- VIII. **Original receipt** for having been paid EMD or **Demand Draft** drawn in favour of A.O.Cash, BSNL, Hubli is enclosed to the tender document?

The tender document properly sealed are to be addressed and send through Registered Post or Courier Service to:

Shri V G Narendra,
A.G.M.(Genl) % GMT, 3rd Floor, Sanchar Sadan,
Station Road, Hubli - 580 020.

So as to reach before 1500 hours of 24.02.2009.

NO RELATIVES WORKING IN BSNL CERTIFICATE

I hereby declare that I am not having any close relative working in BSNL.

Place:
Date:

Signature of the Tenderer

EMD / SECURITY DEPOSIT NOT FORFEITED CERTIFICATE

I hereby declare that I am not BLACK Listed in any BSNL Tenders in Karnataka or any other state and my EMD / Security not forfeited in BSNL or any Government Department Tender.

Place:
Date:

Signature of the Tenderer

INFORMATION TO BE GIVEN BY THE TENDERER

GENERAL:

- 1. Name of the tenderer _____
- 2. Address _____
- 3. Telephone Nos.(Office)_____Residence_____Mobile No:_____
- 4. Legal status of the tenderer.
i) Proprietary ii) Regd.Partnership firm iii) Pvt.Co.
- 5. Name of the proprietor/partnership/directors _____
- 6. Name of the partner/director authorized _____
to sign the documents/letters (with a duly authorized power of attorney).
- 7. Tendere's Bank & account No: _____
- 8. If any relative is working in this _____ Telecom District Give name & designation _____
- 9. If the tenderer an authorized dealer of brand be indents to supply/distributors.
Enclose Xerox of the dealership certificate.

10. EMD Particulars	SL.No.	Amount	Details

Certified the information given above is true and the copies submitted are photocopies of the authentic originals and if any information documents is found to be false or misleading, the contract may be cancelled and I/We may be blacklisted.

List of Enclosures:

Signature _____
Name _____

- 1.
- 2.