

BHARAT SANCHAR NIGAM LIMITED
[A Govt. of India Enterprise]

Office of the Telecom District Manager Bidar-585 401

BID DOCUMENT

**TENDER DOCUMENT FOR
SUPPLY OF STATIONERY ITEMS**

Price Rs 563/-

BHARAT SANCHAR NIGAM LIMITED
[A Govt. of India Enterprise]
Office of the Telecom District Manager Bidar-585 401
NO:G-55/Tender –Stationery/2008-09/ dated at Bidar the /07/2009

On behalf of BSNL Bidar sealed tenders are invited by the Telecom District Manager Bidar for supply of stationery items mentioned in Annexure-I [Enclosed] From authorized suppliers/shopkeepers /Dealers/firms/Manufactures for the year 2009-2010 to the office of TDM BSNL Bidar.

Terms and Conditions

1. The tenderers should have their shop/official dealership/ office at Bidar city only.
2. Payment of EMD is exempted for following categories of tenderer.
 - i. Firms registered with DG S& D for the supply of stores
 - ii. Small scale Industrial units which are listed with National small scale Industries corporation and in effect treated as automatically registered with DGS & D unclear the revised scheme of single point registration.
 - iii. PSUs which are registered with DGS & D.

EMD and SD

3. **The tender form should be neatly filled and no over writing is allowed. Rates should be quoted in the prescribed tender schedule only. Tender should be accompanied by EMD of Rs 7500/-[Rs Seven thousand five hundred only] in the form of DD payable at Bidar drawn in favour of Accounts Officer[Cash] O/o TDM BSNL Bidar and receipt in original should be enclosed to the tender. Tender without DD/Receipt for EMD will be liable for the rejection.**

The EMD of the successful tenderer will be converted as security deposit. In addition to EMD already paid by the successful tenderer, he is also required to pay Rs 7500/-[Rs seven thousand five hundred only] as additional security deposit. The security deposit will not carry any interest. The successful tenderer will be required to enter into an agreement on a non judicial stamp paper of Rs 100/- [Borne by the contractor].

EMD of un successful tendere will be retuned after finalization.

Signature of the tenderer

4. The tender documents may be obtained on payment of Rs 563/- [Rs Five hundred sixty three only) (Non refundable) from SDE[HRD] O/o TDM BSNL Bidar during office hours on all working days, up to 12:30 hrs of 04 /09 /2009

5. The tenderer should quote the rates for each item in the rate schedule enclosed herewith at Annexure

Submission of tender.

6. The sealed tender may be dropped in the tender box kept in the Chamber of D.E.[A & P] O/o TDM Bidar up to 15:00hrs of 04 /09 /2009 tender will be opened on at 16:00 hrs of the same day in presence of tenderer/representative who desires to be present.

7. The tender schedule should be accompanied with the following documents.

- a. Up to date Income Tax Clearance Certificate
- b. Registration of the firms, shop or dealership or license documents etc.
- c. KST/CST/VAT Registration

8. Rates should be quoted in standard Units. The tender should indicate the rates both in figure and in words, it should be inclusive of , transportation, packaging etc., the Tenderer should give sample goods along with tender.

9. The sample goods produced during the tender opening ,after the due inspection both inspecting officer and tenderer should sign. The samples goods so inspected will be prescribed by the BSNL. The tenders not accompanying the sample goods will not be accepted and will be rejected.

10. The items may not be purchased in bulk at a time but may be spared over through out the year.

11. If the supplied computer papers are not as per the sample given during the tender the supplier should replace all the goods supplied and also penalty clause in case of delay arising due to this will be levied.

12. If there is variation of Quality/Quantity in each category i.e.60 gsm/58 gsm and short count in any bundle/Box, if the test check reveals that the quality is poor and quantity is not correct, then TDM has full powers to held up the bill till the tenderers replacement of materials.

Signature of the tenderer

13.The tender schedule should be filled in and signed by the tenderer on all pages including the Annexure/s and accompanied by the documents i.e. DD/Cash receipt towards the payment of EMD amount . The cover properly /sealed and super scribed as “ **Tender for supply of stationery items**” and addressed to **Sri S.N.Patwadi D.E.[A & P] O/o TDM BSNL Bidar.**

Agreement

14. The successful tenderer will be required to enter into an agreement as per Annexure enclosed herewith on non judicial stamp paper of Rs 100/- [Rupees hundred only] within stipulated date mentioned in the provisional award of contract . Cost of stamp paper should be born by the tenderer failing which EMD will be forfeited.
15. The approved tenderers has to supply the material on credit basis against purchase order within stipulated time failing which penalty of Rs 100/-per day up to maximum 10 % of the total value of P.O. will be lived.
16. The approved tenderers fails to supply the material on purchase order within 10 days after placing purchase order, the security deposit will be forfeited and the tender will be cancelled and he will not be permitted to participate in any of tender of this department.
17. The material supplied by the tenderer should be as per the specification in the tender schedule. If the materials supplied are not as per specification, the contractor should replace the same within 10 days, failing which such items will be rejected and the tenderer and tender will not have any claim on such items . and EMD/SD will be forfeited.
18. Items should be standard quality and from the reputed manufacturers [as per tender form]. The computer papers should bear the logo of BSNL at the back round Name of the company with weight age on the side of the paper and running numbers on each sheet

Signature of the tenderer

Other General Conditions

1. The TDM BSNL Bidar is not bound to accept the lowest tender.
2. The TDM BSNL Bidar reserves the right to accept or reject the entire tender without assigning any reasons.
3. No tenderer should influence the department officers/officials directly or indirectly. If such influence is noticed, the tender of such person will be kept in out of zone of consideration.
4. The unsealed tenderers will not be considered
5. In case any dispute, the decision of TDM BSNL Bidar will be final and it will be binding on all the tenderers.
6. The L-1 tenderer is that tender in which the sum of rate quoted multiplied by the quantity required item wise is lowest among all tenderers
7. BSNL employees or his/her close relatives cannot participated in the tender directly or indirectly . Tenderer should submit a declaration to this effect.

Validity of approved tender

The tender once approved is valid for a period of one year from the date of signing the final award and the tender will be extendable for a further period of three months with mutual agreement.

Divisional Engineer[A & P]
O/o TDM BSNL Bidar-585 401

Signature of the tenderer

ANNEXURE-I

APPROXIMATE QUANTITIES REQUIRED

Sl.No	Particulars	Make	Approximate Qty required
01	Computer papers[80 Column [10 X 12 X1]	70 GSM	3,50,000 Nos
02	Computer papers 80[Column 10X12X2]	60 GSM	100000 Nos
03	Computer papers[132 Column 15 X12 X1]	70 GSM	1,50,000 Nos
04	Computer Papers 132 Column 15 X12 X2]	60 GSM	100000 Nos
05	Xerox Paper [A 4 Size]	Modi/Andra Copier	120 Rim
06	Note Sheets with BSNL Logo & line [back to back]	70 GSM	9000 Nos
07	File Pads[With BSNL Logo]	-	700 Nos
08	Fax roll 50 mtrs	-	80 Nos
09	NPC File covers (Specification size 14''X10'' matter to be printed	Sample Enclosed	4000 Nos
10	File covers with S-97(Specification size 14''X 10'' matter to be printed	Sample Enclosed	3000 Nos
11	C.D	Soni	50 Nos
12	Gum Bottle(700 ML)	Camel	30 Nos
13	Sketch pen	Luxer	20 dozen
14	Calculator(10 Digit)	Citizen	10 Nos
15	Register 100 page	Delux	175 Nos
16	Register 200 page	Delux	170 Nos

17	Register for A/c use 300 page	Delux	40 Nos
18	Tags	Nylon	220 Bdl
19	All pins	Lion	90 box
20	Short Hand Note Book	Kapil	20 Nos
21	Reffils	Montex	56 Dozen
22	Reffils	Jetter	04 Dozen
23	Refills	Addjel	04 Dozen
24	Pencil	Nataraj	50 Nos
25	Scale(plastic)	Camel	20 Nos
26	Pocker(plastic)	-	40 Nos
27	Ink Bottle for ink pad	Camel	10 Nos
28	Rubber Band	-	10 Pkts (10 Kg)
29	Marker pen	-	10 Nos
30	Guard Files	-	25 Nos
31	Printer Ribbons (80 col)	Signate	65 Nos
32	Printer Ribbons (132 col)	Signate	70 Nos
33	Register 400 pages	Delux	20 Nos

Signature of the tenderer

Application No:

Paid Rs Rs 563/- at Cash counter O/o TDM Bidar

Rpt.No _____ & date ____

From _____

To,
The Telecom District Manager Bidar

Sir,

I have gone through the terms and conditions of tender. I here by quoted the following rates for your kind approval

ANNEXURE-II.

Sl.No	Particulars	Make	Units	Amount In figure	In words
01	Computer papers[80 Column [10 X 12 X1]	70 GSM	1000 Nos		
02	Computer papers 80[Column 10X12X2]	60 GSM	1000 Nos		
03	Computer papers[132 Column 15 X12 X1]	70 GSM	1000Nos		
04	Computer Papers 132 Column 15 X12 X2]	60 GSM	1000 Nos		
05	Xerox Paper [A 4 Size]	Modi/Andra Copier	Rim		
06	Note Sheets with BSNL Logo & line [back to back]	70 GSM	1000 Nos		
07	File Pads[With BSNL Logo]	-	Dozen		
08	Fax roll 50 mtrs	-	Per roll		
09	NPC File covers (Specification size 14''X10'' matter to be printed	Sample Enclosed	Per 1000 Nos		
10	File covers with S- 97(Specification size 14''X 10'' matter to be printed	Sample Enclosed	Per 1000 Nos		
11	C.D	Soni	Box(10		

			Nos)		
12	Gum Bottle(700 ML)	Camel	One		
13	Sketch pen	Luxer	Dozen		
14	Calculator(10 Digit)	Citizen	Each		
15	Register 100 page	Delux	Each		
16	Register 200 page	Delux	Each		
17	Register for A/c use 300 page	Delux	Each		
18	Tags	Nylon	100 Nos		
19	All pins	Lion	Each box		
20	Short Hand Note Book	Kapil	Each		
21	Reffils	Montex	Dozen		
22	Reffils	Jetter	Dozen		
23	Refills	Addjel	Dozen		
24	Pencil	Nataraj	Dozen		
25	Scale(plastic)	Camel	Dozen		
26	Pocker(plastic)	-	Each		
27	Ink Bottle for ink pad	Camel	Each		
28	Rubber Band	-	Per kg		
29	Market pen	-	Each		
30	Guard Files	-	Each		
31	Printer Ribbons (80 col)	Signate	Each		
32	Printer Ribbons (132 col)	Signate	Each		
33	Register 400 pages	Delux	Each		

Signature of the tenderer

AGREEMENT

This agreement is made on _____ day of Nove-2008 between the Telecom District Manager BSNL Bidar hereinafter called the "PURCHASER" on the one part and _____ Bidar hereinafter called "SUPPLIER"/successful/Tenderer of the other part.

Where as the department BHARAT SANCHAR NIGAM LIMITED" is derious appointing the said successful tenderer in the tender Schduled No:G-55/OS-tender/08-09/ dated at Bidar the _____[Including of all Taxes and delivery charges] for supply of stationery to BSNL Bidar.

Now therefore the supplier agrees to complete the whole contract duly observing all the terms and conditions covered by the said tender schedule including all the Annexures stamp duty on this contract if any due.

This agreement will remain in force for the period of one year from the date of final award of the tender.

Signature
Proprietor

Name

Designation with
Stamp for and on
Behalf of supplier

Name

Designation with
stamp for and on
behalf of purchaser[BSNL]

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