

BHARAT SANCHAR NIGAM LIMITED

[A Govt Of India Enterprise]

Office of the General Manager Telecom, Dharwad Telecom District, SANCHAR SADAN

OPP: HPO, Station Road, Hubli-580 020.

TENDER NOTICE

01. Tender Notice No.	:	TFC/3-25/09-2010/	Dated	24-02-2009
2. Name of Work	:	Tender for franchised delivery of telegrams of CTO Hubli, DTO Vidyanagar Hubli, DTO Dharwad, DTO Haveri, DTO Ranebennur, and DTO Gadag having it's Jurisdiction of about 8 KMs delivery radius.		
03. Cost of tender form	:	Rs.113/- [Rs. One hundred Thirteen only]		
04. E.M.D.	:	Rs.5000/- [Rs. Five Thousand Only]		
05. Sale of tender form	:	28-02-09 To 21-3-09 Up to 1700 hours of 21-03-09		
06. Receipt of completed offers	:	Upto 1500 hours of		23-03-2009
07. Opening of tender	:	At 1600 hours of		23-03-2009

The tender forms and details can be had from the Shri.B.M.RONAD SDE(TT) O/O General Manager Telecom, SANCHAR SADAN, OPP: HPO, Hubli-580020, during office hours by producing a DD in favour of B S N L or Cash Receipt of Rs.113/- [Rs. One hundred Thirteen only] obtained from the Accounts Officer [Cash] O/O General Manager Telecom, Pinto Road, Hubli-580 020. Sealed tender documents duly filled and addressed to Sri. V.G.Narendra - AGM(Admn) O/O G.M.Telecom, SANCHAR SADAN, OPP: HPO, Hubli-580 020 will be received in this office ONLY SPEED POST / REGISTERED POST and not in person. BSNL is not responsible for any postal delay.

Asst.General Manager[Admn]
O/O G.M.Telecom, HUBLI-580 020.
Tel : 2352000

TENDER

SCOPE OF THE WORK

01. Presently the telegrams are being delivered through franchised delivery system within the jurisdiction of DTO Vidyanagar Hubli, DTO Dharwad, CTO Hubli, DTO Ranebennur, DTO Haveri, and DTO Gadag. Now it has been decided to extend this work to private STD PT License holders and Registered Private Agencies / individuals etc., on competitive basis through a tender.

02. Interested persons having experience in similar works for at least one year should send their offers in a sealed cover, by Speed Post/Registered Post, rate schedule at Annexure-D only. There should be no corrections and over writings. Corrections and over writings, if any, should be attested.

03.(A) Separate tender form to be filled for each DTO and the cost of tender form is Rs.100/-+Rs.12.5 % VAT, Total Rs.113/- which is non refundable.

03.(B) The blank tender forms along with the schedule etc., can be had from SDE(TT),O/O General Manager Telecom, SANCHAR SADAN, OPP:HPO,Hubli-20. between 1000 to 1700 hours on all working days by producing a cash receipt of Rs. 115/- (Rs. One hundred fifteen only) which can be credited to Telecom District Cash Counters @ Pinto Road,Hubli-580 020. Tender forms will be issued up to 17.00 Hours of 21-03-2009.

03.(C) The terms and conditions of the tender are enclosed as Annexure-A. Any further clarifications in respect of terms and conditions and other details can be had from the S D E (TT) of this office on any working days between 1030 hours to 1630 hours.

04. An EMD of Rs. 5000/- (Rs. Five thousand only) is required to be paid separately for DTO Vidyanagar Hubli, DTO Dharwad, CTO Hubli, DTO Ranebennur, DTO Haveri & DTO Gadag along with the tender. EMD should be paid either in the form of cash in the Cash Counter at Pinto Road, O/O GMTD Hubli and the cash receipt in original should be enclosed with the Tender, or tenderers can enclose a crossed DD drawn in favour of BHARAT SANCHAR NIGAM LIMITED for Rs. 5000/- [Rs. Five thousand Only] per station payable at Hubli.

04:A. Tenderer should enclose separate tender form for DTO Vidyanagar Hubli, DTO Dharwad, CTO Hubli, DTO Ranebennur, DTO Haveri & DTO Gadag.

04:B Tenderer should enclose DD (EMD of Rs.5000/-) for DTO Vidyanagar Hubli, DTO Dharwad, CTO Hubli, DTO Ranebennur, DTO Haveri & DTO Gadag separately.

04:C EMD/SD of previous tender will not be considered for adjustment against this tender.

(Contd.....02)

- 04:D Copy of the experience certificate from a reputed firm should be enclosed to the tender.
05. The EMD of successful tenderer shall be converted as security deposit for one year from the date of agreement and shall be kept with the B S N L.
06. The successful tenderer shall execute an agreement as per Annexure-B on appropriate value of Bond Paper within SEVEN days from the letter of acceptance from the AGM[Admn].
07. The EMD of unsuccessful tenderer shall be refundable after executing the Agreement by the successful tenderer.
08. The EMD/Security Deposit shall not carry any interest while in the custody of BSNL.
09. If the firm which is exempted from paying EMD, should enclose necessary current document [attested copy] with the tender rate schedule form, failing which the tender will not be considered.
10. If the successful tenderer fails to execute the agreement within the stipulated time, the EMD of Rs. 5000/-(Rs. Five thousand only) will be forfeited to B S N L without any further notice.
11. Any attempt or negotiation either direct or indirect on the part of the tenderer with the authority to whom he has submitted the tender or with the authority who is competent finally to accept the tenderer or to influence by any means, the acceptance of the tender will render the tenderer liable to be excluded from consideration.
12. The offers in the prescribed tender rate schedule, (Annexure-D) along with annexures A & C duly signed by the tenderer be sent BY SPEED POST/REGISTERED POST only in a sealed cover super scribed as "TENDER FOR FRANCHISED DELIVERY OF TELEGRAMS AT.....(Indicate respective CTO/DTO) JURISDICTION"/ "TENDER FOR FRANCHISED DELIVERY OF TELEGRAMS AT.....(Indicate respective CTO/DTO) JURISDICTION " should be addressed to Sri. V.G.NARENDRA, AGM(Admn), O/O General Manager Telecom, Dharwad TD, SANCHAR SADAN, OPP: HPO,Hubli-580 020. So as to reach him on or before 1500 hours of 23-03-2009. The tender rate schedule received without the signature of the Tenderer will be rejected.
13. The tender will be opened on the same day at 1600 of 23-03-2009 hours in the presence of tenders who may wish to remain present.

14. Tenderer can apply for more than one DTO/CTO with separate application & EMD.
15. The GM, Dharwad Telecom District, reserves the right to cancel the tender without assigning any reasons or to award the work to more than one tenderer, duly remarking the delivery areas or not to award the tender to the lowest bidder.
16. Conditional tenderer will not be considered. There should not be any corrections/over writings while quoting the rates. Experience is preferred condition but not the sole criterion for deciding the tender.
17. Any violation of conditions of agreements, the Security Deposit will be forfeited after giving due notice.
18. The tenderer has to furnish the service tax Registration number allotted by central excise authorities.
19. Central Excise registration certificate should be produced as and when demanded.
20. Any disputes arising out of this contract will be subject to Hubli-Dharwad Municipal Corporation jurisdiction.

Asst. General Manager [Genl]
O/O G.M. Telecom, Dharwad TD
SANCHAR SADAN, HUBLI-20.

Enclosures:

01. Scope of the work.
02. Annexure-A: Terms and conditions.
03. Annexure-C: Important provisions of IT Act/Rules.
04. Annexure-D: Tender Rate Schedule.

ANNEXURE - A

TERMS AND CONDITIONS OF THE TENDER

01. ORGANISING WORKMAN/DELIVERY MESSANGERS

1.1 The selected Tenderer, herein after called the Agent should always arrange required authorized persons and ensure their commencement of working hours in DTO GADAG. It will be entirely his responsibility to ensure attendance for prompt and proper delivery of messages as per prescribed limits in respective offices and make alternate arrangement in case of absenteeism.

1.2 The Agent shall observe all statutory obligations under various Acts like the Labour Act etc., for registration, licensing, maintaining records, paying minimum wages giving weekly offs etc.,. Any penalty levied by the statutory authorities in this regard shall be his responsibility.

1.3 The tenderer shall agree to employ in his own employment, necessary labour force including substitutes for weekly holidays, rest and leave and supervisory staff required for the purpose of executing the work entrusted to him in accordance with Central/State enactments. The tenderer shall meet all the requirements of contract labour Regulation and abolition Act 1970 statutory labour regulations as applicable from time to time.

2. CONDITIONS ABOUT THE MEN AUTHORISED BY THE AGENT

2.1. UNIFORMS/IDENTITY CARDS

The tenderer shall provide neat/clean uniforms and identity cards to his messengers at his cost. A messenger not wearing the uniform or not having the identity card, will not be permitted for the delivery work.

2.2. The agent will be issued authorization for franchised delivery of telegrams of respective offices DTO GADAG. Intern agent will issue identity cards to his authorized persons.

3. PROPER DELIVERY OF TELEGRAMS

3.1 The Agent should make himself through with the provisions of Indian Telegraph Act/Rules so far they relate to the delivery of telegrams. Some of the important sections are given in Annexure-C. In case of any doubt he should consult the officer Incharge of DTO GADAG.

(Contd...02)

4. COMPLAINTS ARISING OUT OF DELIVERY OF TELEGRAMS

4.1. The Agent shall be responsible to bear the damage, if any, awarded by the court of law of consumer redressal forum or cost of the telegram refunded as a result of public complaint, if the lapse is determined to be on the part of Agent.

4.2. The Agent shall ensure prompt receipt of telegrams from telegraph office during the working hours in such way that no telegrams should be left not issued from the office for more than 30 minutes from the received time at Telegraph Office in case of ordinary telegram and express telegrams. In respect of priority telegrams/personal telegrams message for delivery it should be received within 10 minutes. If they fail to receive within the above stipulated time limit, the penalty of cost of the delivery of telegram will be deducted from the bill on each such telegram. In addition Rs.500/-(Rs.five hundred only)per occasion,penalty will be imposed for non-availability of messengers for ore than three days.

4.3. The Agent should ascertain from delivery section of DTO GADAG the procedure of maintaining the delivery records.

4.4. The delivery dockets should be returned promptly to the delivery section of DTO GADAG immediately after the completion of delivery work and not later than 0800 hours of the following day.

4.5. The Agent should make all efforts to acquaint himself with the delivery jurisdiction within which he is required to deliver the telegrams. No plea on account of ignorance in this regard will be entertained. However the jurisdiction of DTO GADAG is marked in the 2nd diagram which gives only approximate idea about the jurisdiction.

4.6. The Agent should deliver messages received by him, within prescribed time limits as per time and distance chart maintained at respective offices. Failure to adhere the time and distance chart will lead to recovery of cost of telegram.

4.7. The above terms and conditions are experimental and tentative in nature. However they are not exhaustive. Further instructions as and when issued, in this regard by the GM DTD Hubli, be adhered to strictly.

5. VALIDITY PERIOD OF THE TENDER

5.1 The validity period of tender is one year & extendable for further 3 months.

5.2 The performance of the tenderer shall be under observance for an initial period of THREE MONTHS from the date of executing the agreement and if the same is found to be satisfactory, the validity of the tender shall be extended for a further period of nine months . The decision of GM,DTD Hubli shall be final in this regard.

(Contd----03)

6. NATURE OF WORK TO BE CARRIED OUT:

6.1 The telegrams received for delivery between working hours will be made over to the concerned agent for effecting delivery under clear acquaintance.

6.2. The Agent shall be issued with the delivery dockets from the delivery section, which shall contain the following additional entries in addition to the normal ones.

- a] Name of the Agent
- b] Rubber stamp impression containing the name of the agent with date.
- c] Signature of the Agent.

7. MISCELLANEOUS:

7.1 The GM, DTD, Hubli is not responsible for any injury sustained by the workers of the tenderer during the performance of the duties and also for any damages or compensation arising out of any dispute between him and his workers. It is for the tenderer to satisfy all the claims arising out of any stipulation of labour laws and enactments in force or to be enacted herein after from time to time during the execution of the contract. Any expenditure incurred by the GM DTD Hubli to face the situation arising out of the defaulter the negligence of the working messengers be made good by the tenderer or deducted from his bills. Furthermore, the tenderer shall be responsible for payment of compensation insurance etc., if any, i/r/o his workers and employment.

7.2 The tenderer shall carry-out the jobs as per the specifications of GM DTD Hubli and to their entire satisfaction. In case of any complaints either as regards to nature of service or as regards the personal doing the same, the GM DTD Hubli/or any of its Officer authorised shall give the information to the tenderer, who shall attend such complaints promptly and rectify the mistakes pointed out.

7.3. In case, it is noticed by the GMTD Hubli or any Officer authorized that the work entrusted to carried out by the tenderer is not up to the required standards, 7 days notice in writing shall be given to him drawing his attention, for the bad state and substandard work asking him to improve upon the standard. In the event of GMTD Hubli, finding that there is no improvement as the work entrusted to is not being carried out as per the specifications/ instructions, the contract shall be to be terminated by giving of 7 days. short notice. The decision of GM, DTD, Hubli, in this behalf shall be FINAL.

7.4 The contract and benefits and obligations arising there from shall be strictly personal to the tenderer and shall not be assignable or transferable except with the previous consent in writing of GM DTD Hubli.

(.....04.....)

7.5. The legal jurisdiction for settlement of dispute is Hubli - Dharwad Municipal Corporation limit.

7.6. In case of brawl/manhandling of messengers etc., by public, the complaint should be lodged by both parties with the nearest police station and all necessary co-operation for investigation etc., should be extended by the tenderer. If the loss incurred by the Department, is due to negligence/connivance of messengers or if they are accused by the police Department etc, such losses incurred by the GM DTD Hubli should be compensated by the tenderer.

7.7. The authorized persons of agent should be at their duty points and should not develop any acquaintance with the Departmental staff at work and they should not handle/misuse any Departmental property/facility.

7.8. In case of any problem in arranging the delivery of message is anticipated by the tenderer, the GM DTD Hubli/the nominated officer shall be given 24 hours notice, failure of which will attract cancellation of the tender or forfeiture of EMD. However, if such instances are few and acceptable to GM DTD Hubli/Officer nominated who may at his discretion, instead of termination of contract, levy penal charges equivalent to double the proportionate charges payable for each day of absence.

7.9. The Agent shall prefer bills every month, during the first week, claiming the charges for number of telegrams actually delivered during the previous calendar month and payment of the same shall be effected normally within the next seven days, duly verifying the claim.

7.10 The decision of GM DTD Hubli with regard to any dispute out of this contract shall be final.

8. : FORFEITURE OF SECURITY DEPOSIT:

8.1 If the approved tenderer fails to execute the agreement bond or fails to abide by any of the conditions mentioned in the paras above mentioned or GM DTD Hubli is not satisfied with the performance of the approved tenderer/his set of workmen, the security deposit of Rs.5000/- (Rs. Five thousand Only) available with the B S N L, will be forfeited in favour of B S N L.

(Contd.....05)

9. : QUANTITY OF WORK:

9.1 The number of telegrams delivered during the last 11 months (Jan-08 to Nov-08) at DTO Vidyangar, Dharwad, Gadag, Ranebennur and Haveri are furnished hereunder. These figures are furnished only as an information for assessment of the quantity of delivery work.

<u>Month</u>	<u>DTOVDN</u>	<u>DTODWD</u>	<u>CTO HB</u>	<u>DTORBN</u>	<u>DTOHVI</u>	<u>DTO GDG</u>	<u>TOTAL</u>
<u>Jan-08</u>	<u>515</u>	<u>862</u>	<u>841</u>	<u>132</u>	<u>294</u>	<u>353</u>	<u>2997</u>
<u>Feb-08</u>	<u>840</u>	<u>1238</u>	<u>927</u>	<u>174</u>	<u>292</u>	<u>457</u>	<u>3928</u>
<u>Mar-08</u>	<u>561</u>	<u>1018</u>	<u>601</u>	<u>169</u>	<u>305</u>	<u>359</u>	<u>3013</u>
<u>Apr-08</u>	<u>972</u>	<u>1407</u>	<u>1043</u>	<u>202</u>	<u>357</u>	<u>503</u>	<u>4484</u>
<u>May-08</u>	<u>607</u>	<u>805</u>	<u>602</u>	<u>126</u>	<u>1016</u>	<u>318</u>	<u>3474</u>
<u>June-08</u>	<u>528</u>	<u>659</u>	<u>495</u>	<u>72</u>	<u>153</u>	<u>288</u>	<u>2195</u>
<u>July-08</u>	<u>810</u>	<u>785</u>	<u>623</u>	<u>113</u>	<u>193</u>	<u>396</u>	<u>2920</u>
<u>Aug-08</u>	<u>634</u>	<u>634</u>	<u>478</u>	<u>102</u>	<u>159</u>	<u>275</u>	<u>2282</u>
<u>Sept-08</u>	<u>524</u>	<u>726</u>	<u>440</u>	<u>75</u>	<u>156</u>	<u>239</u>	<u>2160</u>
<u>Oct-08</u>	<u>638</u>	<u>628</u>	<u>534</u>	<u>60</u>	<u>143</u>	<u>363</u>	<u>2366</u>
<u>Nov-08</u>	<u>1019</u>	<u>956</u>	<u>684</u>	<u>160</u>	<u>165</u>	<u>321</u>	<u>3305</u>
<u>Total</u>	<u>7648</u>	<u>9718</u>	<u>7268</u>	<u>1385</u>	<u>3233</u>	<u>3872</u>	<u>33124</u>

10. : SECURITY:

10.1 The authorized persons of agents/Agents of the approved tenderer should ensure complete secrecy of the contents of telegrams and any complaints in this regard will be viewed seriously. If complaints are received from public, matter will be got investigated by the field staff and if any of the workmen/agent/approved tenderer is found guilty, the tender is liable to be cancelled and security deposit be forfeited in favour of BSNL/Govt. of India. The decision taken by the GM DTD Hubli in this regard shall be final.

Signature of Tenderer

In the presence of

In the presence

- 1)
- 2)

AGREEMENT BOND

This agreement is entered in this day, March-2009 between
-----.[the Agent] on first part and the B S N L, represented
by the GM DTD Hubli or his authorised Officer/Officers in this regard on the
second part [The GM DTD Hubli].

The GM DTD Hubli has called for tender for franchised delivery of telegrams
at DTO VIDYANAGAR,HUBLI vide tender notification No.TFC/3-25/09-2010/4
dated 25-02-2009 which has been accepted by the GM DTD Hubli vide letter
No. TFC/3-25/09-2010/4 Dated 25 -02-2009

I am agreeable to deliver the telegram as per tender agreement rate of
----- per telegram for a period of one year
from 01-05-09 to 31-03-2010.

Now therefore the Agent hereby agrees to abide by all the terms and
conditions of the said tender, a copy of which is duly appended and signed as a part
of the agreement.

Enclosures: As above.
 + Annexure B

Signature of Authorised Officer

Signature of the Tenderer

Name :

Witnesses :

A N N E X U R E - D

TENDER RATE SCHEDULE FOR DTO VIDYANAGAR HUBLI

From:

TO:

The Asst.General Manager(Admn)
O/O G.M. TD, Hubli-580 020.

Sir,

I have gone through the terms and conditions detailed in the tender notice No. TFC/3-25/09-2010/04 dated 25-02-2009 for franchised delivery of telegrams under the jurisdiction of DTO VIDYANAGAR,HUBLI for a period of one year. I am agreeable to all the terms and conditions mentioned therein. I shall also abide by any other rules connected with franchised delivery of telegrams that may be enforced by the BSNL/Telecom from time to time.

My rates are furnished below.

1. Rate per telegram delivered	[In figures]	[In words]
[inclusive of taxes, if any]		
	Rs.	Rs.

Note: Service Tax as applicable will be paid by BSNL.

I have paid the EMD of Rs.5000/- vide receipt No. dated

is also enclosed or I have enclosed a DD for Rs.5000/- drawn on..... bank and

DD No.....datedis also enclosed herewith.

SIGNATURE OF THE TENDERER

DATE:

PLACE:

NAME:

A N N E X U R E - D

TENDER RATE SCHEDULE
FOR DTO DHARWAD

From: TO
The Asst.General Manager(Admn)
O/O G.M. TD, Hubli-580 020.

Sir,
I have gone through the terms and conditions detailed in the tender notice No. TFC/3-25/09-2010/04 dated 25-02-2009 for franchised delivery of telegrams under the jurisdiction of DTO DHARWAD for a period of one year. I am agreeable to all the terms and conditions mentioned therein. I shall also abide by any other rules connected with franchised delivery of telegrams that may be enforced by the BSNL/Telecom from time to time.

My rates are furnished below.

1. Rate per telegram delivered [inclusive of taxes, if any]	[In figures]	[In words]
	Rs.	Rs.

Note: Service Tax as applicable will be paid by BSNL.

I have paid the EMD of Rs.5000/- vide receipt No. dated
is also enclosed or I have enclosed a DD for Rs.5000/- drawn on..... bank
and DD No.....datedis also enclosed herewith.

DATE:
PLACE:

SIGNATURE OF THE TENDERER
NAME:

A N N E X U R E - D

TENDER RATE SCHEDULE
FOR CTO HUBLI

From:

TO:

The Asst.General Manager(Admn)
O/O G.M. TD, Hubli-580 020.

Sir,

I have gone through the terms and conditions detailed in the tender notice No. TFC/3-25/09-2010/04 dated 25-02-2009 for franchised delivery of telegrams under the jurisdiction of CTO HUBLI for a period of one year. I am agreeable to all the terms and conditions mentioned therein. I shall also abide by any other rules connected with franchised delivery of telegrams that may be enforced by the BSNL/Telecom from time to time.

My rates are furnished below.

1. Rate per telegram delivered [inclusive of taxes, if any]	[In figures]	[In words]
Rs.		Rs.

Note: Service Tax as applicable will be paid by BSNL.

I have paid the EMD of Rs.5000/- vide receipt No. dated is also enclosed or I have enclosed a DD for Rs.5000/- drawn on..... bank and DD No.....datedis also enclosed herewith.

SIGNATURE OF THE TENDERER

DATE:
PLACE:

NAME:

A N N E X U R E - D

TENDER RATE SCHEDULE
FOR DTO RANEBENNUR

From:

TO:

The Asst.General Manager(Admn)
O/O G.M. TD, Hubli-580 020.

Sir,

I have gone through the terms and conditions detailed in the tender notice No. TFC/3-24/06-07/04 dated 25-02-2009 for franchised delivery of telegrams under the jurisdiction of DTO RANEBENNUR for a period of one year. I am agreeable to all the terms and conditions mentioned therein. I shall also abide by any other rules connected with franchised delivery of telegrams that may be enforced by the BSNL/Telecom from time to time.

My rates are furnished below.

1. Rate per telegram delivered	[In figures]	[In words]
[inclusive of taxes, if any]		
	Rs.	Rs.

Note: Service Tax as applicable will be paid by BSNL.

I have paid the EMD of Rs.5000/- vide receipt No. dated

is also enclosed or I have enclosed a DD for Rs.5000/- drawn on..... bank

and DD No.....datedis also enclosed herewith.

SIGNATURE OF THE TENDERER

DATE:

NAME:

PLACE:

APPL NO

A N N E X U R E - D

TENDER RATE SCHEDULE
FOR DTO HAVERI

From:

TO:

The Asst.General Manager(Admn)
O/O G.M. TD, Hubli-580 020.

Sir,

I have gone through the terms and conditions detailed in the tender notice No. TFC/3-25/09-2010/04 dated 25-02-2009 for franchised delivery of telegrams under the jurisdiction of DTO HAVERI for a period of one year. I am agreeable to all the terms and conditions mentioned therein. I shall also abide by any other rules connected with franchised delivery of telegrams that may be enforced by the BSNL/Telecom from time to time.

My rates are furnished below.

1. Rate per telegram delivered [inclusive of taxes, if any]	[In figures]	[In words]
	Rs.	Rs.

Note: Service Tax as applicable will be paid by BSNL.

I have paid the EMD of Rs.5000/- vide receipt No. dated

is also enclosed or I have enclosed a DD for Rs.5000/- drawn on..... bank

and DD No.....datedis also enclosed herewith.

SIGNATURE OF THE TENDERER

DATE:

PLACE:

NAME:

A N N E X U R E - D

TENDER RATE SCHEDULE
FOR DTO GADAG

From:

TO:

The Asst.General Manager(Admn)
O/O G.M. TD, Hubli-580 020.

Sir,

I have gone through the terms and conditions detailed in the tender notice No. TFC/3-25/09-2010/04 dated 25-02-2009 for franchised delivery of telegrams under the jurisdiction of DTO GADAG for a period of one year. I am agreeable to all the terms and conditions mentioned therein. I shall also abide by any other rules connected with franchised delivery of telegrams that may be enforced by the BSNL/Telecom from time to time.

My rates are furnished below.

1. Rate per telegram delivered	[In figures]	[In words]
[inclusive of taxes, if any]		
	Rs.	Rs.

Note: Service Tax as applicable will be paid by BSNL.

I have paid the EMD of Rs.5000/- vide receipt No. dated is also enclosed or I have enclosed a DD for Rs.5000/- drawn on..... bank and DD No.....datedis also enclosed herewith.

SIGNATURE OF THE TENDERER

DATE:
PLACE:

NAME:

A N N E X U R E - C

IMPORTANT PROVISIONS IN INDIAN TELEGRAPH ACT/RULES

01. ITR-86: Persons to whom telegrams may be delivered:

An inland telegram taken to the addressee's place may be delivered either to the addressee or to an adult member of his family or to any other person in his services or to his lodgers or guests or to the porter of the hotel or the house.

02. ITR-90 : Reply given to messenger:

Save in the case of delivery, by the ordinary post, the messenger who delivers a telegram may be entrusted with a reply telegram, provided he should not be retained for this purpose for more than 5 minutes. The fact of reply telegram having been given to the messages and the amount paid to him in respect of thereof shall be mentioned on the receipt signed for the original telegram.

03. ITR- 267:

In cases, where persons are unable to sign for telegram received by them, the messengers should in addition to writing the names of such persons in TI-117 (Delivery Docket) require the latter to put their mark instead of signature on this receipt.

04. ITR:92:

If at the address given on the telegram, the messenger is unable to attract the attention of any person to whom he is authorised under the provision of Rule 87 to effect delivery, a notice shall be left by the messenger at such address advising the addressee of the telegram.

05. ITR-92 V:

At least two attempts should be made to effect the delivery of all telegrams. If a telegram is undelivered at first attempt, a notice should be left at the address in accordance with Rule-92.

ITR-07:

Save in pursuance of his official duty or in obedience to direction of a competent authority, agency or messenger shall not disclose to any person other than the sender or addressee or the authorized representative of either, the contents of any telegram.

The secrecy should be maintained without fail.

Signature of Tenderer,

