

**BHARAT SANCHAR NIGAM LIMITED
(Govt of India Enterprise)
Belgaum Telecom District, Belgaum 590 001.**

No.G-5/ XEROX/TENDER/2009-10/ 1 dated at Belgaum the 13-08- 2009

TENDER NOTICE

**On behalf of Bharat Sanchar Nigam Limited, the General Manager,
Telecom District, Belgaum invites sealed Tenders from reputed
Agencies/Individuals for Xeroxing documents at the Office of
GM Telecom. Camp, Belgaum – 590 001.**

Tender No-	G-5/XEROX/TENDER/2009-10/1 Dated 13-08-2009
Time and last date of issue Of Bid document	12.00 hours 10-09-2009
Time and Date of depositing Tender/bid by speed /Regd.post/ In Tender Box	15.00 hours 11-09-2009
Time and date of opening of Tender/Bid	16.00 hours 11-09-2009
EMD Amount	Rs.3000.00 (Rupees three thousand only)
Cost of the tender bid	Rs.115/- (If the tender bid is down loaded from website a separate DD of Rs.115/-drawn in favour of BSNL Belgaum)
WEBSITE	www.karnatak.bsnl.co.in/belgaum

Signature of the tenderer

TERMS AND CONDITIONS

1. The tender should be submitted in the prescribed form that may be obtained from the office of General Manager, Telecom District, General Section, First Floor, Camp Belgaum - 1 at a cost of Rs 115=00 (Rupees One hundred fifteen only) or it can also be downloaded from our web-site (please refer clause -23).
 2. Each tender should be accompanied by an EMD of Rs.3,000/- (Rs. Three Thousand only) in the form of crossed DD drawn in favour of " BSNL Belgaum ". The EMD can also be paid in cash at the cash counter of this office. No cheque, Postal Order, Bank Guarantee, Money Orders will be accepted. Cash receipt/DD should be enclosed with the tender.
 3. The sealed tenders superscribed as " TENDER FOR XEROXING DOCUMENTS" and the cover should be addressed to Sri N V Hulgi, Assistant General Manager (Admn), O/o General Manager, Telecom District, Camp, Belgaum 590 001, so as to reach him before 15.00 hours of 11-09-2009. The tenders should be sent by registered/speed post OR may be dropped in the tender box kept in the AGM (Admn) chamber. The tenders will be opened on the same day at 16.00 hours or next working day, in case of unforeseen closure of offices, in the presence of such of that tenderer or their agents as may choose to attend. Unsealed tenders will not be accepted. The Company will not be held responsible for Postal delay or any other reason whatsoever.
 4. The EMD of the unsuccessful tenderer will be refunded after finalisation of the tender and EMD of the successful tenderer will be retained as Security Deposit in addition to the Security Deposit mentioned at para (5) and will be refunded after the expiry of the tender period. The EMD/SD while in custody of the Company will not carry any interest.
 5. The successful tenderer shall within a week from the date of intimation, deposit a sum of Rs.8000/- (Rs.Eight Thousand only) as Security Deposit. Security Deposit may be paid in cash at the cash counter of this office or through a DD drawn in favour of "BSNL A/C, Telecom District, Belgaum". If the tenderer fails to deposit the Security Deposit within the due date, the EMD paid by the tenderer will be forfeited as well as rejection of the tender.
 6. If the successful tenderer fails to take up the specified work or non-compliance of the order within the time limit, the EMD/SD will be forfeited to the BSNL. Annexures are to be filled up in all respects. Incomplete Annexures / Tenders are liable to be rejected.
 7. The General Manager reserves the right to cancel the tender and order for re-tendering without assigning any reason. The bills in duplicate duly pre-receipted should be submitted on completion of every month (Calendar month).
- 8. The Service Agency and its responsibilities :**
- a) In case it is found by BSNL that any Property / material or asset of BSNL is lost or put to loss / damage due to the negligence of the Agency, the Agency will be held fully responsible to reimburse the cost of the loss /damage so incurred. The decision of BSNL to the negligence and loss is final.

Signature of the tenderer

- b) The Tenderer should cover its employees to pay [I]. statutory minimum wage [ii]. **Insurance, P.F. and other statutory charges if any.**

The following works are involved in Xeroxing the documents.

1. The working hours for Xerox machine should be from 10.00 hrs to 17.30 hrs on all working days of GMT Office Belgaum
 2. Letters and documents pertaining to offices situated in telecom building compound only to be Xeroxed.
 3. Xeroxing other than BSNL documents are not allowed very strictly.
 4. More than 10 copies of Xerox at a time should be done after obtaining permission from PRO who is the controlling officer.
 - 6) Xerox operator should man the machine for the said timings.
 6. A register should be maintained to record the number of copies taken by each section and the signature of the person who comes for Xerox should be taken .The meter reading should be noted and signature of PRO also to be taken.
- c). Xerox machine of Canon 2120 or CSPRO EPL_1052 or latest model with capacity of 15 copies per minute.
A_4 size paper with 80GSM should be used for Xeroxing.
Paper, operator and other spares required for the machine are to be provided by the tenderer only.
Space for the machine and electricity will be provided by BSNL.
- d) Service provider who are the near relatives of Executives, Gazetted Officers/ Officials of Bharat Sanchar Nigam Ltd. are not permitted to participate in the tender against this notice inviting tenders. No one connected with or in the employment of BSNL shall ever be admitted as a partner.
- 9) The Tender period will be valid for One Year from the date of acceptance of tender and can be extended for a period of one year if both parties agrees.
- 10) The General Manager , Telecom District, Belgaum reserves the rights to undertake work Departmentally in the exigencies of service and also if the work done by the tenderer is not satisfactory at the cost of the tenderer.
- 12) **PENALTY:** Penalty will be levied for the following:-
- a) Damage to BSNL assets or equipments caused by the agency staff, cost of the equipment will be levied as penalty.
 - b) Penal deductions will be made for any of the poor services on the basis of assessment of Authorised BSNL representative.
 - c) The decision of BSNL will be final with regard to this.
 - d) For not performing the work as mentioned SI.No.8 : 5 % of the tender amount / month for the work.
 - e) Unsatisfactory performance for the work : 3 % of the tender amount for the work / month.
 - f) Normally Xerox copies are to be given back with in half an hour time however, in the exceptional cases xerox copies are to be given back on the same day failing which one rupee per copy will be deducted from the billed amount of the month.
- 13.) **TIMINGS:**
The timing for the work is form 10.00 hours to 12.00 hrs on all woring days

Signature of the tenderer

14.) EARNEST MONEY DEPOSITS:

Tenderers should submit Rs. 3000/- (Three thousand only) as Earnest Money Deposit. The EMD Amount should be submitted by way of a Demand Draft favouring "BSNL, BELGAUM, T. D ". This amount will be returned interest free to the unsuccessful tenderers with in three months from the closing date of tender.

15.) GENERAL:

Staff deployed by the agency should be of good conduct and behaviour. They should be free from contagious diseases .The personal employed by the agency should have sufficient exposure to the item of work they are supposed to carry out.

In case any of the agency staff suffer any injury / damage or met with an accident in BSNL premises during discharge of duties, the entire cost of compensation should be borne by the agency .

16.) The service provider shall at all times hold the BSNL harmless and indemnified against all claims, cost, charges and expenses for which the Govt. may be liable or may incur or pay on account of the negligence or misconduct of the service Provider or his servants or any of them and of any person under his control whether in respect of injury to person or damage to the property or any member of the public or any other concern on account of any defect or want of repair in such works or in the equipment used by the service provider in connection there with or otherwise and against all claims and demands in respect thereof. If damages caused to persons or assets or private parties or others such as electric, gas or water, the damages shall be made good by the Service Provider.

17.) The service provider will also be responsible to comply with all laws including those relating to the labour etc. in force at time .

18.) The service provider shall not charge any extra amount for traveling / overtime allowances and will not entitled for getting compensation for any damage or lose in the course of execution of work, not for any extra payment , i.e, charges for labour that he will employ at his own cost nor for idle labour and transport nor for loss or deterioration of materials.

19.) The service provider shall not assign or sublet the contract or any part thereof without having obtained the permission in writing of General Manager Telecom Belgaum. The General Manager, Telecom Belgaum shall be at liberty to refuse to grant such permission , if he thinks fit.

20.) In the event of Service provider failing to observe or perform any of the conditions of the work as set out herein, the security deposit furnished by the service provider will be forfeited to the BSNL with out prejudice to any other rights of the BSNL.

Signature of the tenderer

- 21.) The conditions mentioned in the tender notice is part of the agreement from 'A' on a non judicial stamp paper of Rs.50/
- 22.) The General Manager Telecom, Belgaum reserves the rights.
- a) Of placing the contract with one or more service provider, as he may think fit.
 - b) To get done any work he chooses Departmentally.
 - c) Termination of tenderer without assigning any reason.

The General Manager, Telecom, Belgaum may terminate this agreement, at his opinion, any time by giving 15 days notice and without assigning any reason and in case of bad work, the General Manager, Telecom, Belgaum may remove the same and have it replaced, deducted the value of the work rejected, or the cost of replacing the same, as he may think proper from any amount due or that may become due to the Service Provider making this tender . In event of any damages sustained by the Company due to the unsatisfactory execution or delay in carrying out the work by the selected Service provider, General Manager will decide forfeiting the Security Deposit and entitled to recover the cost of the damages. In assessing the cost of the damages , the decision of G.M.T. Belgaum shall be final . The G.M.T. Belgaum. reserves to him self the right to forfeit the entire Security Deposit or such portion thereof as he thinks fit for improper work carried out by Service Provider.

- 23.) The Tender forms will be issued by General Section of G. M. T. D. Office on all working days from 10 hrs. to 12 hrs At the cost of Rs 115/- (Rupees One hundred and fifteen only) on specific requisition for supply Tender Forms. Any further details can be had from the SDE(Genl), O/o G.M.T. BELGAUM -1. Information regarding tender is also available on our website www.Karnataka.bsnl.com.in/belgaum Those who are down loading the applications from website are required to produce the receipt for payment of cost of application at the time of submitting the tender or enclose a D. D. drawn in favour of BSNL Telecom District, Belgaum for the same amount.
- 24) The work should be carried out in O/o GMT Belgaum.
- 25) Power and space to keep the Xerox machine will be provided by BSNL.

AGM (Admn)
O/o GMT Belgaum.

ANNEXURE -I

FORM OF CONDITIONS AND AGREEMENT

I/WEService Provider/Agency

here by agrees to the following :

1. I/We agree that terms and conditions mentioned in clauses in the Tender Notice, form part of this agreement and I am bound to abide by the Terms and condition thereof .
2. I/We agree to indemnify the BSNL against any loss, damage or risk caused during the work for which necessary precautions will be taken by me /us .
3. I/We will be responsible for any claim arising out of any accidents.
4. I/We will handle the work carefully according to the instructions of the in charge of the work and agree to make good any loss or damage to the BSNL Property .
5. I/We agree to carry of work under BSNL Supervision according to the direction of the officer in charge or the person who is authorised by him, whose decision is final and binding on me.
6. I/we will be responsible for completing and shall pay any compensation to the work men payable under the 'Work men Compensation Act, 1923' for injuries or disability or death caused to them in the process of execution of the work.
7. I/We accept that accepted Rates will be valid up to One Year with right for the BSNL to have it extended for a period of one year or to a dates when the next Tender is finalised which ever is earlier to suit the convenience of the Department.
8. I/We will strictly adhere to the statutory regulations, viz, Minimum wages Act. for shops and commercial Establishment act., E.PF. Act. 1952, ESI scheme and workers compensation act and Service Tax.
9. I agree to submit monthly (I) list showing the details of labourers /employees engaged. (II) duration of their engagement. (III) the amount of wages paid to such laborers /employees for the duration in question.

Place
Date

Witness

Name & address

Signature of the Tenderer
Name and address

Signature

1.

2.

Telephone No.

TENDER FORM

ANNEXURE-II

TENDER FOR GENERAL MAINTANANCE AND OFFICE SERVICES

In accordance with the Tender Notice No.

Dtd / /2009

I/We have paid EMD of Rs.-----
-----By cash receipt No. ----- Dated-----/D.D.No.-----
----- Dated-----name of the Bank -----
----- and I/We quoted the rates as under.

<u>Particulars</u>	<u>Tender amount per month(Inclusive of all taxes)</u> (in Figure / Words)	
	Rate/copy	Total
1. Single page xerox		
10,000 copies/month (approximately)		
2. Both sides Xerox	Rate both sides	Total
2000 copies/month (approximately) Xerox paper of A4 size and 80 GSM		

Place:
Date:

Signature of the Tenderer
Name and Address

Telephone No.

PRE RECEIPT

Received with Thanks From Accounts Officer[Cash], BSNL Belgaum a sum
of Rs.-----[Rs.-----
-----only]'being refund of Earnest Money Deposit credited towards

Tender Notice No
for

Dated / /2009

Xeroxing the BSNL documents in GMT's Office,Belgaum.

**Signature of the Tender
Name and address**

Cheque No./D.D. No.

Telephone No.