

# BHARAT SANCHAR NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

O/O Sub Divisional Engineer (E) BSNL Electrical Sub Division SOLAN (HP) 173212

## SECTION-I (NOTICE INVITING TENDER)

NIT No. : SDE/E/BSNL/ESD/SOL /2014-15 /NIT/7 dated 19.11.2016

1.0 The Sub Divisional Engineer (E) BSNL Electrical Sub Division SOLAN (HP) 173212 invites on behalf of the BSNL sealed item rate tenders for the following works from the approved and eligible firms satisfying the following eligibility criteria as per Para no.2.0 below:

NAME OF WORK: <b>Servicing and Minor Maintenance of 1 no 100 KVA DEA set at MBM Parwanoo H.P.</b>
ESTIMATED COST: <b>Rs 18000 (Rupees Eighteen Thousand Only)</b>
EARNEST MONEY DEPOSIT (EMD): <b>Rs 360 (Rupees Three Hundred and Sixty Only)</b>
TIME FOR COMPLETION (Duration of Contract): <b>15 days</b>
Tender cost (Non refundable): <b>171.00</b>
LAST DATE OF RECEIPT OF APPLICATION: <b>30.11.2016 11:00 Hrs. to 16:00 Hrs</b>
LAST DATE OF ISSUE OF TENDER: <b>30.11.2016 11:00 Hrs. to 16:00 Hrs</b>
LAST DATE OF RECEIPT OF TENDER: <b>02.12.2016 Upto 15.00 Hrs</b>
DATE OF OPENING OF TENDER at <b>02.12.2016 15.30 Hrs</b>

### 2.0 Eligibility conditions

The Contractors satisfying the following conditions:

2.1 Average annual turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost put to tender.

AND

2.2 *The manufacturer/authorized dealer /OEM of any of the makers of major equipment included in the NIT. The letter of authorization from manufacturer in original/ photocopy attested by BSNL Executive will be submitted.*

OR

2.3 Experience of having successfully completed similar works in BSNL during last 7 years ending last day of month previous to the one in which applications are invited , should be either of the following :

➤ Three similar successfully completed works costing not less than the amount equal to 40% of the estimated cost put to tender.

OR

➤ Two similar successfully completed works costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

➤ One similar successfully completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

OR

*BSNL enlisted contractors in Electrical category of respective class as per their tendering limits.*

• The firm should be registered under the Himachal Pradesh Value Added Tax Act 2005 and should further have EPF and ESI registration certificates from appropriate Govt.

authorities.

- The firms who claims to be exempted from the ESI & EPF registration need to submit an affidavit on Non-judicial stamp paper for the same as per Performa at **PAGE NO.29**
- If the firms do not have ESI & EPF registration, they will though be allowed to participate in the bid process, but they will have to get the ESI & EPF registration within 15 days from the date of issue of intimation from BSNL regarding intent to accept the tender, else their EMD shall be forfeited absolutely and the firm shall not be allowed to participate in the next tender for the same work. If the firm fails to produce ESI & EPF registration certificate on more than one occasion, the firm shall be barred from participating in all future tenders
- The contractor who are not registered under Himachal Pradesh Value Added Tax Act 2005 may bid for the contract however such contractors will have to get himself registered within 15 days from the date of issue of intimation from BSNL regarding intent to accept the tender, else their EMD shall be forfeited absolutely and the firm shall not be allowed to participate in the next tender for the same work. The firm shall give an affidavit as per Performa at **PAGE NO.30** in this regard.
- The Firm should have service tax registration.
- Documentary proof of satisfying eligibility and Copy of acknowledgement of income Tax Return /Chartered Accountant certificate for last three years to be furnished along with the application on printed letter heads

### **3.0 BID DOCUMENTS:**

3.1 The tender documents consisting of Specifications, Schedule of quantities of the work to be done and the set of terms & conditions of the contract to be complied with by the contractor whose tender may be accepted and all other relevant information/ documents pertaining to the work can be downloaded for quoting the tender from our website **www.hp.bsnl.co.in.**

#### **ALTERNATIVELY**

3.2 The tender documents consisting of Specifications, Schedule of quantities of the work to be done and the set of terms & conditions of the contract to be complied with by the contractor, whose tender may be accepted and all other information / documents pertaining to the work will be open for inspection by tenderers and can be had from the **Office of Sub Divisional Engineer (E) BSNL Electrical Sub Division SOLAN, between 11:00 Hrs to 16:00Hrs** on every working day except on Sundays and public holidays.

3.3 The cost of tender documents deposited along with application for tender issue shall not be refunded, even if bidder is found ineligible for issue of tender documents.

### **4.0 TESTIMONIALS: -**

- (a) The firms shall submit application for issue of tender documents on its printed letter-head along with following:
- (b) Copy of PAN card issued by Income Tax department.
- (c.) Certificate **as per Annexure- I** about relative not working in BSNL Unit.
- (d) Copies of the documents in support of fulfilling the eligibility criteria as per **Clause- 2.0 above** submitted by the firm shall be self attested as well as certified by any BSNL Executive/notary.
- (e) Copy of License and Enlistment order.

- (f) Cost of Tender documents Rs.171.00 (Non Refundable)  
**Note:** - 1. If Tender documents submitted are downloaded from internet and the self attested documents are not certified by BSNL Executive/notary, then original documents shall be produced at the time of Tender opening.

**5.0 SUBMISSION OF TENDERS:**

- 5.1** The bids shall be submitted as per Two Envelope system described below:
- 5.2** The tenderer shall submit the tender in two nos. sealed Envelopes marked as **Cover 1<sup>st</sup>** and **Cover 2<sup>nd</sup>**. Both the cover should be separate and they should not be enclosed in a common 3rd cover. The name of the work, Name of tenderer, last date of receipt of tender should be mentioned on each envelope.
- 5.3 The envelope-I shall contain the following:**
- 5.3.1 In case tender documents are got issued from Sub Division office:** The first cover should contain the following.
- 5.3.1** The first cover should contain the Earnest money deposit in the form of CDR/FDR/DD/BG of a scheduled Bank or Nationalized Bank /State Bank guaranteed by Reserve Bank of India drawn in favour of **A.O.(CASH), %GMTD, BSNL, SOLAN (Performa as per Annexure-II)**.
- 5.3.2 In case tender documents are downloaded from the internet:** - The first cover should contain the following.
- (a) Tender Cost:-** Cost of tender documents ( which shall not be refunded, even if bidder is found ineligible for issue of tender documents) in the form of a separate Demand Draft of a scheduled Bank or Nationalized Bank /State Bank guaranteed by Reserve Bank of India drawn in favour of **A.O.(CASH), %GMTD, BSNL, SOLAN**
- (b)Eligibility criteria documents:-** The following documents are required to submit.
- (i) Copy of PAN card issued by Income Tax department.
- (ii) Certificate **as per Annexure- I** about relative not working in BSNL Unit.
- (iii) Documents in support of fulfilling the eligibility criteria as per **Clause- 2.0 above**.
- (vii) Copy of License and Enlistment order or Copies of the documents in support of fulfilling the eligibility criteria as per **Clause- 2.0 above**
- Note:-**The credentials shall be self attested as well as certified by any BSNL Executive/notary. If the credentials are not certified by BSNL Executive/notary, then original documents shall be produced at the time of tenders opening.
- (C) EMD:** - Earnest money in the form of CDR/FDR/DD/BG of a scheduled Bank or Nationalized Bank /State Bank guaranteed by Reserve Bank of India drawn in favour of **A.O.(CASH), %GMTD, BSNL, SOLAN (Performa as per Annexure-II)**.
- 5.3.3** In case 1st cover is not annexed or tender cost, EMD, Eligibility documents etc. not found in proper form, the 2nd cover containing tender documents will not be opened at all.
- 5.4 The envelope-II shall contain the following: -**
- 5.4.1** Tender document containing terms & conditions, Specifications, schedule of quantities etc. complete as the original tender documents got issued from BSNL or downloaded from the internet.
- 5.4.2** The rates and amounts should be filled only in the schedule of quantities attached thereto.

**6.0 Tender opening: -**

Tenders, which should always be placed in sealed envelope, in the manner detailed at **Para no. 5.0 above**, will be received and opened on the due dates in **BSNL, Electrical Sub Division, 181 ANAND VIHAR SAPROON SOLAN H.P. 173212 up to 15:00 Hrs & 15:30 Hrs. respectively** by Executive Engineer (E) or his authorized representative in his office.

6.1 **Envelope-I** containing earnest money, tender cost and documents pertaining to eligibility etc. (As per **clause 5.3** above) shall be opened first on the due date.

6.2 In case **Envelope-I** is not annexed or tender cost, EMD, Eligibility documents etc. not found in proper form, the **Envelope-II** containing tender documents will not be opened at all and such unopened tender shall be returned on spot to the bidder or his representative during the process of opening of tenders. The cost of tender documents deposited for tender issue/Demand Draft along with downloaded tender shall not be refunded, even if bidder is found ineligible.

6.3 After the opening of **Envelope-II of eligible bidders**, the Tender documents containing terms & conditions, specifications and Schedule of quantities etc. shall be evaluated by BSNL.

6.4 If a holiday is declared on the tender opening day, the tenders will be opened on the next working day.

7.0 The tender should be properly bound and sealed. In case of loose/spiral bound submission of tender, the tender shall be liable for rejection. **(In case of the downloaded tender documents from the internet).**

8.0 Every page of downloaded tender shall be signed by the tenderer with stamp (seal) of his firm/organization and the tenderer shall furnish a declaration" **that No addition/ deletion/ correction have been made in the tender document, submitted and it is identical to the tender document appearing on website. (In case of the downloaded tender documents from the internet)".**

9.0 If it is found at any stage of tender scrutiny after submission of tender that the bidder has made any correction/addition/alternation/omission in tender documents vis-à-vis tender documents available on the website/original draft NIT in office, the bid shall be treated as non responsive and shall be summarily rejected and the EMD deposited by tenderer shall be forfeited in addition to any other action as per prevalent rules.

10.0 The conditional tender or tenders with conditional rebate shall be summarily rejected. However tenders with unconditional rebate will be considered.

11.0 The tenderer shall submit the original computer printout of the tender documents downloaded from the internet. The photocopy shall not be accepted.

12.0 The tender documents shall not be issued / sent through Post / Courier.

13.0 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

**14.0 WORK/QUANTITY DISTRIBUTION:**

14.1 100% quantity shall be awarded to lowest bidder.

**15.0 Performance guarantee:**

The successful tenderer shall upon issue of letter of tender acceptance, shall be required to furnish irrevocable performance guarantee for an amount equal to 5% of the contract value in the form of CDR/FDR/DD/ Bank Guarantee (**Annexure-III to the tender documents**) within 15 days from the date of issue of acceptance of tender by the BSNL. In the event of failure on the part of the successful tenderer to furnish the performance guarantee within 15 days, the earnest money deposited (EMD) will be forfeited and tender shall be cancelled.

- 16.0** The Notice Inviting Tender shall form part of the contract document, In accordance with clause-1 of the contract, the tender acceptance letter shall be issued first in favour of the successful tenderer/contractor. The contract shall be deemed to have come into effect on issue of communication of acceptance of the tender. On such communication of acceptance, the successful tenderer/ contractor shall within 15 days from such date, formally sign the contract that includes all relevant documents.
- 16.1 The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender and as issued at the time of invitation of tenders and acceptance thereof together with any correspondence leading thereto
- 16.2 Agreement shall be drawn with the successful tenderer on prescribed standard Form No. B.S.N.L.W.-8 which is available as a B.S.N.L. Publication, Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement
- 17.0** Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their tenders as to the nature of the ground and the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made him self aware of the scope and specifications of the work to be done and of conditions and local conditions and other factors having a bearing on the execution of the work.
- 18.0** The competent authority on behalf of the BSNL does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 19.0** The competent authority on behalf of BSNL reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
- 20.0** The tender of the works shall remain open for acceptance for a period of **90 days** from the date of opening of tenders. If any tenderer withdraws his tender before the said period or date of issue of letter of acceptance/intent, whichever is earlier or makes any modifications in terms and conditions of the tender which are not acceptable to BSNL, then BSNL shall without prejudice to any right or remedy be at liberty to forfeit 50% of the said earnest money as aforesaid.

No exemption certificate for payment of EMD is acceptable.

- 21.0** The company or firm or any other person is not permitted to tender for works in BSNL Unit in which his near relative(s) is (are) posted. (Details as per ANNEXURE -I attached)
- 22.0** No Engineer of gazetted rank or other gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as contractor for a period of two years after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

**SDE (E) BSNL ESD SOLAN**