

E-TENDER DOCUMENT



Connecting India

BHARAT SANCHAR NIGAM LIMITED

Office of the GMTD, Block No. 35, SDA Complex, Kasumpti, Shimla-171009

BID DOCUMENT

FOR

“Printing and Supply of Marketing Material for Display & Distribution in Shimla Telecom District of HP Telecom Circle”

(For the Year: 2018-19)



BHARAT SANCHAR NIGAM LIMITED

Office of the GMTD, Block No. 35, SDA Complex, Kasumpti, Shimla-171009

SALES SECTION

BID DOCUMENT

E-TENDER FOR "Printing and Supply of Marketing Material for display & distribution in Shimla Telecom District of HP Telecom Circle".

Tender Quantity: As per Section VI (Annexure-A)

VALIDITY OF OFFER – 150 DAYS

NIT NO. : 03-111/2018-19/Sales/Marketing Tender/17 Dated 06/08/2018

TENDER OPENING DATE: 31/08/2018 AT 15: 00 HRS.

SECTION-1
BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)
Block No. 35, SDA Complex, Kasumpti, Shimla-171009

From:

To,

AGM (Sales)

O/o GMTD Shimla, Block No. 35,
SDA Complex, Kasumpti,
Shimla (HP) -171009

.....
.....
.....
.....
.....
.....

NIT NO. 03-111/2018-19/Sales/Marketing Tender/17 Dated : 06/08/2018

Sub: - Tender documents for “Printing and Supply of Marketing Material for display & distribution in Shimla Telecom District of HP Telecom Circle”.

Please find enclosed the tender document in respect of above mentioned tender enquiry which contains the following;

Section No.	Description	Page No.
Section I-Part-A	Detailed Notice Inviting e-Tender(DNIT)	4-6
Section I- Part-B	Newspaper NIT	7
	Check List for bidder	8
Section-II	Tender Information	9-11
Section-III	General instructions to Bidder	12-16
Section-IV	e- tendering Instructions to Bidder	17-18
Section-V	General(Commercial) Conditions of Contract	19-22
Section VI(Annexure A)	Schedule of Requirements	23
Section-VII	Draft of agreement	24
Section-VIII	Information about Tenderer	25
Section-IX	Performa of performance security Deposit	26-27
Section-X	Undertaking and declaration	28-29
Section-XI	Special conditions of the contract	30
Section-XII	BID FORM for Printing and Supply of Marketing Material	31
Section-XIII	Schedule of Rates	32-33

Kindly submit your bid offers online for electronic tendering at the portal detailed in e-tendering Instructions to Bidders on or before date & time specified in detailed NIT.

AGM (Sales)
O/o GMTD, Shimla-9
Tel.: 0177-2626600, 2622968
FAX: 0177-2628870

Regd. Off.: BSNL, Bharat Sanchar Bhawan, Janpath New Delhi -110 001. Web: www.bsnl.co.in

Section – I Part-A

BHARAT SANCHAR NIGAM LIMITED
Office of the General Manager Telecom District, Shimla-171009

Detailed Notice Inviting e-Tender(DNIT)

No. 03-111/2018-19/Sales/Marketing Tender/17 Dated at Shimla the 06/08/2018.

Digital e-tenders are invited by GMTD Shimla on behalf of BSNL for “Printing and Supply of Marketing Material for display & distribution in Shimla Telecom District of HP Telecom Circle” for one year.

Date/Time of submission of Bid online : 31-08-2018/ upto 14:30 Hrs.

Date/Time of submission of Bid Physically : 31-08-2018/ upto 14:30 Hrs.

Approx. Cost of tender	EMD	Cost of Tender Document	Date of Opening
Rs. 10,23,060/-	Rs 25,577/-	Rs. 590/-	31/08/2018 at 15:00hrs

1. Purchase of Tender Document: Tender document can be obtained by downloading it from the e-Tender link of website:- <http://www.tenderwizard.com/BSNL> and for viewing purpose on www.hp.bsnl.co.in

1.1 The bidders downloading the tender document are required to submit the tender fee amount through DD / Banker's cheque along with their tender bid failing which the tender bid shall be left archived unopened / rejected .

The DD/ banker's cheque shall be drawn from any Nationalized / Scheduled Bank in favour of “AO(Claim), O/o GMTD, Shimla” and payable at “Shimla”.

1.2 The tender documents shall be issued free of cost to MSME bidders on production of requisite proof in respect of valid certification from MSME for the tendered item.

2.0 In case of tenders invited through e-tendering process, physical copy of the tender document would not be available for sale.

Note 1: The Tender document shall not be available for download on its submission / closing date.

3. Eligibility Criteria: - The prospective bidders should satisfy following conditions:-

3.1 The bidder should have completed similar work (printing, supply, display & installation of marketing material as per schedule of requirement) in BSNL/MTNL/PSU/Govt. Department as per detail given below during last seven years ending last day of month previous to one in which tenders are invited.

I. Three similar completed works each costing not less than the amount equal to 40% of estimated cost.

OR

II. Two similar completed works each costing not less than the amount equal to 50% of estimated cost.

OR

III. One similar completed works costing not less than the amount equal to 80% of estimated cost.

The experience certificate should be issued by an officer not below the rank of STS or equivalent.

3.2 The bidder should have Valid GST Number, and PAN/TAN Number.

3.3 The bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self attested by the bidder.

3.4 EMD as per clause 4 of Section-I, Part-A below and amount as per DNIT Table above, Bids without EMD will be rejected outright.

3.5 Only bids pursuant to clause 1.1 & 1.2 of DNIT will be entertained.

4. Bid Security/EMD:

4.1 The bidder shall furnish the bid EMD as a Demand Draft/Banker's cheque drawn in favour of "AO (Claim), BSNL, O/o GMTD, Shimla-171009" and payable at "Shimla".

4.2 The MSME units shall be exempted from submission of Bid Security deposit on production of requisite proof in respect of valid certification from MSME for the tendered item.

Date & Time of Submission of EMD, Cost of Tender & other bids documents:
31/08/2018 up to 14:30 Hrs.

All documents shall be submitted by dropping in the tender box available in GMTD office or shall be sent by registered post/Speed Post up to 14:30 Hrs on date of opening of bid.

BSNL will not be responsible for any postal delay.

Note 2: In case the date of submission (opening) of bid is declared to be a holiday, the date of submission (opening) of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid opening date due to any other unavoidable reason will be intimated to all the bidders separately.

5. Opening of Tender Bids: As per DNIT table.

6. Place of opening of Tender bids:

Authorized representatives of bidders (i.e. vendor organization) can attend the Tender Opening Event (TOE) at the "Block No. 35, SDA Complex, Kasumpti, Shimla-171009", where BSNL's Tender Opening Officers would be conducting through online e-Tender. Kindly refer Section-II of Tender document for further instructions.

7. Tender/ bids received after due time & date will not be accepted.

8. Incomplete, ambiguous, Conditional, unsealed tender bids are liable to be rejected.

9. GMTD, Shimla reserves the right to accept or reject any or all tender bids without assigning any reason. He is not bound to accept the lowest tender/bid.

10. The bidder shall furnish a declaration in his tender bid that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website.

11. In case of any correction/ addition/ alteration/ omission in the tender document, the tender bid shall be treated as non responsive and shall be rejected summarily.

Note 3: All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in any other language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.

Note 4: All computer generated documents should be duly signed / self attested by the bidder/ vendor organization.

Note 5: The "Shimla Telecom District of HP Telecom Circle" comprises of Shimla Revenue District, Kinnaur Revenue District, Spiti Portion of L&S Revenue District, Anni & Nirmand area of Kullu Revenue District of State of Himachal Pradesh.

AGM (Sales)
O/o GMTD, Shimla-9
Tel.: 0177-2626600, 2622968
FAX: 0177-2628870

SECTION – 1 (Part B)

NEWS PAPER N.I.T. (NNIT)

BHARAT SANCHAR NIGAM LIMITED
O/o GMTD, Block-35 SDA Complex, Kasumpti, Shimla-9

NOTICE INVITING E-TENDER

NIT NO. 03-111/2018-19/Sales/Marketing Tender/17 Dated: 06/08/2018

E-tenders are invited on behalf of BSNL by “GMTD Shimla” for Printing and Supply of Marketing Material for display & distribution in Shimla Telecom District of HP Telecom Circle.

Last date of receipt of on line tender bid is 31/08/2018 up to 14:30 Hrs.

For details visit :- www.tenderwizard.com/BSNL or www.hp.bsnl.co.in

GMTD SHIMLA

Checklist for Bidder	
S. No.	Contents of 1st Envelope (Techno-Commercial Bid)
1	DD for Tender Fee as per DNIT (Scanned copy on http://www.tenderwizard.com/BSNL portal and Physically to Tender Inviting Officer in case of e-Tender) on dated 31.08.2018 upto 14:30 hrs.
2	DD for EMD as per DNIT (Scanned copy on http://www.tenderwizard.com/BSNL portal and Physically to Tender Inviting Officer on dated 31.08.2018 upto 14:30 hrs.
3	Valid TAN/PAN No.
4	Valid GST No.
5	Copy of Partnership in case bidder is in partnership.
6	Proof of proprietorship in case bidder is of sole prop. of the firm (Affidavit attested from oath commissioner or magistrate may be attached).
7	The bidder shall furnish the Documentary Proof regarding " <u>Printing and Supply of Marketing Material</u> " to any state/Central/Semi Govt./PSU as per clause 3 of section 1 Part-A
8	The bidder shall furnish a certificate on his letter pad that he has offered the rates for all the articles mentioned in Annexure -A of Section-VI, failing which the original bid will not be opened.
9	Original Tender Document duly signed by the bidder for the tender for " <u>Printing and Supply of Marketing Material</u> ".
10	Power of Attorney as per clause 7 of Section-III. (Scanned copy on www.tenderwizard.com/BSNL Portal and Physically to Tender Inviting Officer in case of e-Tender).
	Contents of 2nd Envelope (Financial Bid) - to be submitted online only.
1	Original Price Schedule

SECTION- II

Tender Information

1. Type of tender- :

- a) No. of Bid Submission Stages for tender: Single Stage. (Please See Note 1 & Note 2).
- b) No. of Envelopes for submission of Bids: Two Nos. (Opening stages) (Please See Note 3).

Note 1:- Two stage submissions of bids are desirable only in cases where there is doubt on the scope of Work/ Specifications and requirements. In such tender, first stage will be used to invite bids to have details/ clarifications on scope of Work/ Specifications and requirements to firm up the same following which techno-commercial bid along with financial bid shall be invited in 2nd stage.

Note 2:- The bidder shall submit Techno-commercial & Financial bid simultaneously.

Note 3:- The bids will be evaluated techno-commercially first and thereafter financial bids of techno-commercially compliant bidders only shall be opened.

2. Bid Validity Period / :

2.1 Bid shall remain valid for 150 days from the date of opening of bids. Any bid with shorter validity period will be rejected.

2.2 In exceptional circumstances, the GMTD SHIMLA may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under clause 13 shall also be suitably extended. The bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his bid.

3. In case of tenders invited under two envelopes system, the first envelope will be named as techno-commercial & will contain documents of bidder's satisfying the eligibility / Technical & commercial conditions and 2nd envelope will be named as financial envelope containing financial quote. These envelopes shall contain one set of the following documents :-

a) **Techno-commercial envelope** shall contain(Scanned documents to be submitted online) :-

- i) EMD
- ii) Cost of the tender documents i.e. tender fee.
- iii) Certificate(s) showing fulfilment of the eligibility criteria(s) stated in Clause 3 of Section-I Part(A)
- iv) Valid TAN/PAN No.
- v) Valid GST No.
- vi) Copy of partnership deed in case bidder is in partnership.
- vii) The bidder shall furnish a certificate on his letter pad that he has offered the rates for all items.
- viii) The articles mentioned in Annexure-A of Section-VI.
- ix) Original Tender Document duly signed by the bidder for the tender of computer consumable & office stationery.

b) **Financial envelope** shall contain:

- i) Electronic Form- financial along with Price Schedule with all relevant bid annexure (in case of tenders invited through e-tendering process).

Note 4:-In case of e-tendering, the following documents are required to be submitted offline to AGM (Sales), BSNL, Block No. 35, SDA Complex, Kasumpti, Shimla-171009, on or before the date & time of submission of bids in a sealed envelope.

The envelope shall bear the NIT Number, name of work and the phrase: "Do Not Open Before (due date & time of opening of tender).

- i) EMD – Bid security (original copy)
- ii) DD/ Banker's cheque of Tender fee
- iii) Power of Attorney in accordance with clause 7 of section III and authorization for executing the power of Attorney.

4. Payment terms: As per clause 6 of section-V

5. Delivery Schedule: As per clause 5 of section-V

6. Consignee: The consignee name & address will be communicated at the time of release of purchase/work order in writing / electronic / SMS/ telephonically as per actual requirement of work of display & distribution of marketing material.

7. ELIGIBLE BIDDERS: All bidder's eligible is as per clause 3 of Section-I (Part-A), Eligibility Criteria (3.1 to 3.5) of DNIT.

8.0 BID FORM

8.1 The bidder shall complete the bid form and appropriate Price Schedule furnished in the Bid Documents, indicating the marketing material to be supplied, brief description of the marketing material, quantity and prices.

9. BID PRICES:

9.1 The bidder shall give total composite price (Excluding GST), packing, forwarding, freight & insurance. The unit prices and other components need to be indicated against the material it proposes to print & supply under the contract as per price schedule in Indian Rupees.

9.2 The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

9.3 The price approved by the BSNL for procurement will be including packing, forwarding, labour, installation (at different locations), rent (private wall), freight and insurance excluding GST.

9.4 The bidder should quote rate for all items. The rate for any item left blank will be treated as 'Zero'.

10. AWARD OF CONTRACT :

The Purchaser shall consider placement of orders for commercial supplies on those bidders whose offers have been found technically, commercially and financially acceptable during the period of contract.

11. PURCHASER RIGHT TO VARY QUANTITIES /CONTRACT VALUE :

The purchaser reserve right to increase or decrease quantities & contract value by 25% at the time of award of work and the work orders will be issued time to time during the period of contract.

12. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS :

The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to awards of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of the purchaser's action.

13. BID SECURITY

13.1 The bidder shall furnish, as part of his bid, a bid security as per NIT.

13.2 The bid security is required to protect the BSNL against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to Para 13.6.

13.3 The bid security shall be in the form of a bank draft issued by a scheduled bank in favour of Accounts Officer (Claim) O/o GMTD SHIMLA, payable at Shimla

13.4 A bid not secured in accordance with Para 13.1 & 13.3 shall be rejected by the BSNL being non-responsive at the bid opening stage.

13.5 The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible as but not later than 30 days after the expiry of the period of the bid validity prescribed by the BSNL.

13.6 The bid security may be forfeited:

(a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or

(b) In the case of successful bidder, if the bidder fails:

To sign the contract/to furnish performance security deposit in accordance with clause 4 of section (V).

(c) In both the above cases, i.e. 13.6 (a) & (b), the bidder will not be eligible to participate in the tender for same item for one year from the date of issue of acceptance letter. The bidder will not approach the court against the decision of BSNL in this regard.

14. VALIDITY OF THE CONTRACT PERIOD:

The tender will remain operative for one year from the date of agreement.

The competent authority reserves the right to extend the contract for another one more year in a spell of three months at one time. The tendered amount will increase to that extent with the extension of contract period

Section – III

GENERAL Instructions to Bidder

A. Introduction

1. Definitions :

- (a) "The Purchaser" means the BSNL, Shimla acting on behalf of the, C.M.D. BSNL, India
- (b) "The Bidder" means the individual or firm who participates in this tender and contract.
- (c) "The Supplier" means the successful bidder supplying the service under the contract.
- (d) "Marketing material" means goods & services required to be procured by BSNL as per Section-VI (Annexure-A) schedule of requirement.

2. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process

3. DOCUMENTS REQUIRED

- 3.1 The marketing material required to be supplied; bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The contents of the Bid documents are specified in the covering letter.
- 3.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bid Documents and clarifications/ amendments/ addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

4. CLARIFICATION OF BID DOCUMENTS

- 4.1 A prospective bidder, requiring any clarification on the Bid Documents shall notify the Purchaser in writing by FAX or by Email of the Purchaser as indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Bid Documents, which it receives **7 days prior to the date of opening of the Tenders**. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be sent to all the prospective bidders who have received the bid documents.
- 4.2 Any clarification issued by BSNL in response to query raised by prospective bidders shall form an integral part of bid documents and shall amount to an amendment of the relevant clauses of the bid documents.

5. AMENDMENT OF BID DOCUMENTS

- 5.1 The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify bid documents by amendments prior to the date of submission of Bids with due notification to prospective bidders.
- 5.2 The amendments shall be notified in writing by FAX or Email or by Addendum through e-tendering portal (for tenders invited through e-tendering process) to all prospective bidders on the address intimated at the time of purchase of the bid document from the purchaser and these amendments

will be binding on them.

5.3 In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

6. FORMAT AND SIGNING OF BID

The bidder shall submit his bid, online, complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, using Digital Signature by the authorized person. The letter of authorization shall be indicated by written power-of- attorney accompanying the bid.

Note:- The purchaser may ask the bidder(s) to supply besides original bid, additional copy of bids as required by him.

7. Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
- (b) The power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/ institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of such authorized signatory by the Company's/ firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

8. SEALING AND MARKING OF BIDS

8.0 The bid should be submitted as per Section- II Clause 3 of tender information.

8.1. The Tender will be submitted in two parts –

Part- 1:- TECHNO- COMMERCIAL BID

Part-2:- PRICE BID(to be submitted online only)

The techno-commercial bid will be opened first at the first instance and evaluated by the Committee. At the second stage financial bids of only the technical and commercially accepted offer will be opened for further evaluation and ranking before awarding the contract.

8.2 a) The envelopes shall be addressed to the purchaser inviting the tender.

The Purchaser Address shall be:

**AGM (Sales) O/o GMTD Shimla,
Block No. 35, SDA Complex,
Kasumpti, Shimla-171009**

- b) The envelope shall bear the name of the tender, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
 - c) The inner and outer envelopes shall indicate the name and complete postal address of the bidder to enable the purchaser to return the bid unopened in case it is declared to be received 'late'.
 - d) Tender should be deposited in the tender box provided by tendering authority or sent by registered post or delivered in person on above mentioned address. The responsibility for ensuring that the tenders are delivered in time would vest with the bidder.
 - e) Bids delivered in person on the day of tender opening shall be delivered upto specified time & date as stated in NIT to AGM (Sales) O/o GMTD, BSNL, Block No. 35, SDA Complex, Kasumpti, Shimla-171009. The purchaser shall not be responsible, if the bids are delivered elsewhere.
 - f) Venue of Tender Opening:
 - (i) AGM (Sales). O/o GMTD Shimla, Block No. 35, SDA Complex, Kasumpti, Shimla-171009 at specified time & date as stated in NIT.
 - (ii) If due to administrative reasons, the venue of Bid opening is changed, it will be displayed prominently Block No. 35, SDA Complex, Kasumpti, Shimla-171009 & at a place notified.
9. If both the envelopes are not sealed and marked as required the bid shall be rejected.
10. Bids must be submitted by the bidders on or before the specified date & time .
11. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

12. SUBMISSION OF BIDS

- 12.1 Bids must be submitted by the bidders on or before the specified date & time indicated in Clause 5 of Section-I i.e. DNIT.
- 12.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with clause 5 in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

13. LATE BIDS

No bid shall be accepted either online by E-Tender Portal or physically in case of manual bidding process after the specified deadline for submission of bids prescribed by the purchaser.

14. MODIFICATION AND WITHDRAWAL OF BIDS

- 14.1 The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid.
- 14.2 The bidder's modification, revision or withdrawal shall have to be online and digitally authenticated (in case of e-tendering) & physically (in case of manual bidding process) as per clause 8.
- 14.3 No bid shall be modified subsequent to the deadline for submission of bids.

15. OPENING OF BIDS BY PURCHASER

- 15.1 The purchaser shall open bids online in the presence of the authorized representatives of bidders online who chose to attend, at time & date specified.
- 15.2 The bidder's representatives, who are present, shall sign in an attendance register Authority letter to this effect shall be submitted by the authorized representatives of bidders before they are allowed to participate in bid opening.
- 15.3 Only one representative of any bidder shall be authorized and permitted to attend the bid opening.

16. Name of envelopes to be opened & information to be read out by Bid Opening Committee.

In single stage, two bidding system, the bids will be opened in 2 steps i.e. the techno-commercial bid shall be opened on the date of tender opening given in NIT. The financial bid will not be opened on the date of opening of techno commercial bids.

Thereafter the TEC will evaluate Techno-commercial bids & the report of TEC will be approved by competent authority. The financial bids of those bidders who are approved to be techno-commercially compliant by the competent authority, will be opened by TOC in front of techno commercially eligible bidders or authorized representatives by sending them a suitable notice.

17. The date fixed for opening of bids, if subsequently declared as holiday by the BSNL, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

18. CLARIFICATION OF BIDS

- 18.1 To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.
- 18.2 If any of the documents, required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

19. PRELIMINARY EVALUATION

- 19.1 Purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 19.2 If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, its bid shall be rejected.
- 19.3 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bid Documents without material

deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

19.4 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

19.5 The Purchaser may waive off any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

20. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS.

20.1 The Purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive.

20.2 The evaluation and comparison of responsive bids shall be done on the basis of Net cost to BSNL on the prices of the marketing material offered excluding GST.

20.3 The evaluation shall be carried out on the basis of total cost of the entire items as a package and the bidder with lowest quoted price will be considered for placing of order i.e. L1 bidder.

21. CONTACTING THE PURCHASER

21.1 No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.

21.2 Any effort by a bidder to modify its bid or influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

Section-IV

E-tendering Instructions to Bidders

Note: - The instructions given below are for ITI Ltd. e-tendering portal for e-tenders invited by Sales Section O/o GMTD, BSNL Shimla only.

1. Information and instructions for bidders posted on website www.tenderwizard.com/BSNL shall form part of bid document. The intending tenderers should get themselves registered with M/s ITI Limited, as per instructions on the web site, by paying the registration fee as mentioned on the website.
The intending tenderers who need digital signatures Class III also, should contact M/s ITI Limited, at least 10 days in advance, since issue of digital signatures takes 10 days.
2. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.tenderwizard.com/BSNL.
3. The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Banker's Cheque of form fee and EMD in favour of **"AO(Claim), BSNL, O/o GMTD Shimla" and payable at "Shimla". The original copy of qualifying the bid may also be submitted in physical form before day /Time of tender opening.**
4. The bidders have to pay tender processing fee through online i.e. net banking or Internet payment gateway.
5. Those contractors not registered on the website mentioned above, are required to get registered before hand.
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. On opening date, the contractor can login and see the bid opening process.
8. Contractor can unload documents in the form of JPG format and PDF format.
9. For any query related to the e-tendering and DSC of Class III vendors can contact on given helpdesk nos. 08261922200, 08261033300, 0172-3934667, 09625033300.
10. Contractor must ensure to quote rate for each item. The rate for any item left blank will be treated as 'zero'.

For Registration: open website www.tenderwizard.com/BSNL >> Register Me >> Read Instruction Carefully >> Fill Form >> Upload Credential Documents >> Make Registration Charges Payment >> Save Acknowledgement >> Send request Letter on your letter pad (scanned copy) alongwith the documents you uploaded while having registration through email to twhelpdesk680@gmail.com to activate your User Id. After sending of request letter and other documents by you, your user id will be activated within one working day and you will be intimated through email. After activation of your user id you will be able to login.

For any help, please contact on 011-49424365 or 0172-3953753. A user manual for vendor (bidder) is also available. (Home page >>Click to view latest circulars / Formats / Manuals >> General >> Vendor Manual_New Version >> Vendor_Detailed_HELP_MANUAL_BSNL.) Bidder has to pay online registration fees toITI Limited as prescribed at www.tenderwizard.com/BSNL for getting registered for e-tendering. Other than that bidder has to pay processing fees as applicable for each tender depending on the estimated cost of the tender which can be viewed online on www.tenderwizard.com/BSNL.

AGM (Sales)
O/O GMTD Shimla
Phone : 0177-2626600,2622968
FAX : 0177-2628870

SECTION-V

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1.APPLICATION

The General Conditions shall apply in contracts made by the Purchaser for the procurement of marketing material.

2. STANDARDS :

The marketing material supplied under this contract shall conform to the standards prescribed in the Specifications /Requirement of office/computer stationery.

3.PATENT RIGHTS:

The supplier shall indemnify the Purchaser against all third party claims of infringement of patent, trade mark or industrial design rights arising from use of the marketing material or any part thereof in BSNL.

4.PERFORMANCE SECURITY :

4.1 The supplier shall furnish performance security to the purchaser for an amount of 10% of contract value within 15 days of the receipt of acceptance letter or as specified in acceptance letter.

4.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.

4.3 The performance security bond shall be in the form of Bank guarantee issued by a scheduled Bank and in the form provided in the bid document, Section IX and Bank Guarantee will be valid for 6 months more after the date of expiry of contract (i.e. 18 months) from the date of award of tender.

4.4 The performance security will be discharged by the purchaser after completion of the supplier's performance obligations including warranty obligations under the contract.

4.5 The EMD already deposited will be refunded after the tender is accepted to the successful tender/unsuccessful tender.

4.6 The bid security may be forfeited:

- a) If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently; or

If the bidder does not accept the APO/ AWO and / or does not submit the PBG and sign the contract/ agreement.

5. DELIVERY :

5.1 Delivery of the marketing material shall be made by the Supplier in accordance with the terms specified by the Purchaser in the work/purchase order and the material shall remain at the risk of the Supplier until delivery has been completed. The delivery of the marketing material shall be to the ultimate consignee as given in the work/purchase order.

5.2 The delivery of the marketing material shall commence immediately on placement of work/purchase order and to be completed as per period specified in work/purchase order.

6.PAYMENT TERMS :

Payment of 100% shall be made on the receipt of marketing material or successful installation of marketing material as per work/purchase order and certificate of same by the consignee. For claiming this payment the following documents are to be submitted to the purchase order issuing authority.

- (i) Invoice.
- (ii) Delivery Challan.
- (iii) Receipt/ Certificate from the consignee regarding receipt in good condition/ installation/display of marketing material at sight.
- (iv) Receipt of marketing material as per make and specifications approved.

7. PRICES :

7.1 Prices charged by the supplier for marketing material delivered and services performed under the contract shall not be higher from the prices approved by the Purchaser. Price once fixed will remain valid for the period of delivery, validity of contract rate of item will remain same during the currency of tender, and only variation due to GST/Taxes is permissible.

8.SUBCONTRACTS :

Sub contract will not be allowed.

9.DELAY IN THE SUPPLIER'S PERFORMANCE :

- 9.1 Delivery of the marketing material and performance of services shall be made by the Supplier in accordance with the time schedule specified by the purchaser in its work/purchase order. In case the supply is not completed in the stipulated delivery period, as indicated in the work/purchase order, purchaser reserves the right either to short close/cancel this work/purchase order and/or recover liquidated damage charges. The cancellation/short closing of the order shall be at the risk and responsibility of the supplier and purchaser reserves the right to purchase balance unsupplied item at the risk and cost of the defaulting vendor.
- 9.2 Delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to any or all of the following sanctions, forfeiture of its performance security imposition of liquidated damages and/or termination of the contract for default.
- 9.3 If at any time during performance of the Contract the supplier should encounter conditions impeding timely delivery of the marketing material and performance of service, the supplier shall promptly notify to the Purchaser in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the period for performance of the contract after discussion with the supplier.

10. LIQUIDATED DAMAGES :

The date of delivery of the marketing material stipulated in the acceptance work/purchase order should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries be made after expiry of the contract delivery period without prior concurrence of the Purchaser and be accepted by the consignees, such deliveries will not deprive the Purchaser to recover liquidated damages under clause 10.1 below.

- 10.1 If the supplier fails to deliver the marketing material within the period prescribed for delivery as per work order/purchase order, the purchaser shall be entitled to recover 2% of the value of the delayed supply and/or undelivered material/supply for each week of delay or part thereof for a period up to 1 weeks and thereafter the rate of 0.5% of the value of delayed supply for each day of delay for another 20 days of delay. The total penalty should not be more than 12% of the value of the work/purchase Order.

11. FORCE MAJEURE :

11.1 If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been resumed or not shall be final and conclusive, provided further if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

11.2 Provided also that if the contract is terminated under this clause, the Purchaser shall be at liberty to take over from the contractor at a price to be fixed by the Purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in the course of manufacture in possession of the contractor at the time of such termination of such portions thereof as the Purchaser may deem fit excepting such materials bought out components and stores as the contacts may the concurrence of the Purchaser elect to retain.

12. TERMINATION FOR DEFAULT :

12.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier, terminate this Contract in whole or in part.

a) If the Supplier fails to deliver any or all of the marketing material with in time period (s) specified in the purchase order or any extension thereof granted by the Purchaser.

b) If the Supplier fails to perform any other obligation(s) under Contract : and

c) If the Supplier in either of the above circumstance(s) does not remedy his failure with in a period of 30 days (or such longer period as Purchaser may authorise in writing) after receipt of the default notice from Purchaser.

12.2 In the event the Purchaser terminates the contract in whole or in part, pursuant to the Purchaser may procure, upon such terms and in such manners as it deems appropriate, marketing material similar to those undelivered and the Supplier shall be liable to the Purchaser for any excess cost for such similar marketing material. However, the Supplier shall continue performance of the contract to the extent not terminated.

13. TERMINATION FOR INSOLVENCY :

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to Supplier, if the Supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the Purchaser.

14. ARBITRATION :

14.1 In the event of any question dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred within six months from the date of completion of work to the sole arbitration of the Chief General Manager HP Telecom Circle, Shimla or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the being entrusted whether in addition to the functions of the CGM HP Telecom Circle, Shimla or by whatever designation such officers may be called (hereinafter referred to as the said officer) and

the Chief General Manager HP Telecom Circle, Shimla the said officer is unable or unwilling to act as such to the sole arbitration or some other person appointed by Chief General Manager HP Telecom Circle, Shimla, or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 2015 There will be no objection to any such appointment that the arbitrator is Nigam servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Nigam Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reasons whatsoever such Chief General Manager HP Telecom Circle, Shimla or the said officer shall appoint person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

14.2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Indian Arbitration and Conciliation Act 2015 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

14.3 The venue of the arbitration proceeding shall be the Office of the Chief General Manager Telecom. Himachal Circle, Shimla or such other Places as the arbitrator may decide.

15. **SET OFF :**

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the purchaser or the Nigam or any other person or persons contracting through the BSNL and set off the same against any claim of the Purchaser or Nigam or such other person for payment of a sum of money arising out of this contract made by the Contractor with Purchaser of Nigam or such other person of persons contracting through Nigam.

16 **COURT JURISDICTIONS**

16.1 Any dispute arising out of the tender/ bid document/ evaluation of bids/ issue of Work order/purchase order shall be subject to the jurisdiction of the competent court at the place from where the NIT/ tender has been issued.

16.2 Where a contractor has not agreed to arbitration, the dispute/ claims arising out of the Contract/ PO entered with him shall be subject to the jurisdiction of the competent Court at the place from where Contract/ PO has been issued. Accordingly, a stipulation shall be made in the contract as under.

“This Contract/ PO is subject to jurisdiction of Court at Shimla only”.

Note:- *Mandatory Licensing requirements with regards to security related concerns issued by the Government of India from time-to-time shall be strictly followed and appropriate clauses shall be added in all bid documents. Necessary guidelines in this regard shall be issued separately.*

Section-VI (Annexure-A)
Schedule of Requirement

Sr.	Item	Specification	Unit	Quantity
1	Flex Board with Iron Frame	Star Flex of variant size 318 GSM, pasting and hanging to be fixed at buildings or at poles, mounted sites and BSNL towers at various locations of Shimla Telecom District.	Per Sq. Ft.	850
2	Flex without Frame	Star Flex of variant size 318 GSM, pasting and fixing on iron frames structure on buildings of BSNL at various locations of Shimla Telecom District.	Per Sq. Ft.	1200
3	Flex for Banner purpose	Normal Flex of different sizes as per requirement with i-lits on corners.	Per Sq. Ft.	1500
4	Normal Flex with frame	Normal Flex of different sizes as per requirement with iron frames, pasting, hanging to be fixed at buildings or at poles, mounted sites and BSNL towers at various locations of Shimla Telecom District.	Per Sq. Ft.	500
5	Wall painting on BSNL walls (up to 24 ft height)	Variant Size with Base Colour & in multicolour paint as per BSNL design.	Per Sq. Ft.	500
6	Wall painting on Non-BSNL Sites/locations. (up to 24 ft height)	Variant Size with Base Colour & in multicolour paint as per BSNL design, including rent / charges of private walls at various locations in Shimla Telecom District.	Per Sq. Ft.	1500
7	Pillar Painting & Cabinet Painting	Painting of BSNL Pillars and Cabinet of Standard Dimension at various locations of Shimla Telecom District including slogan writing and designing of BSNL Logo in multi colour on base colour.	Per Sq. Ft.	3800
8	Sticker	Round size 6" Diameter with multicolour printing on Sticker/Gumming sheet.	Per Piece	10000
9	Tariff Leaflet	Size 12"x18" 130 GSM Art paper with multicolour printing with gumming tape of 1" (Top & Bottom) at back side.	Per 1000 Piece	12000
10	Pamphlet	Size 1/4 of 18"x22" paper with single colour printing.	Per 1000 Piece	12000
11	Pamphlet	Size 1/4 of 18"x22" paper with multicolour printing.	Per 1000 Piece	12000
12	Canopy with Portable Folding Promo Table alongwith folding chairs	Size 4'x4'x6' (aluminium) with Roof, Back & two sides & front advertisement. Portable Folding Table 3 x 2 feet size with suitable height and 2 folding chairs with multicolour BSNL Logo & slogan on top of Table.	Per Set	23
13	Umbrella	6 ft diameter, coated mild steel frame, water resistant 170 GSM Polyester Pongee fabric, approved BSNL Logos, Stand of Mild Steel square shaped base with adjustable lock (in app weight 2.5kg)	Per Piece	80
14	BSNL Logo Tape	Bopp Self Adhesive Tape 2" width with BSNL Logo, each roll of 30 meter	Per Roll	100
15	Retailer Sign Board	12" x 12" size retailer sign board with vinyl pasting on 5 mm sunboard as per BSNL design alongwith fittings.	Per Piece	500

Section VII

DRAFT OF AGREEMENT

(On Non-Judicial Stamp Paper of Rs.100/- only)

1. This agreement made the _____ day of _____ 2018 between the Chairman cum Managing Director BSNL acting through General Manager Telecom District, Shimla (hereinafter referred to as "the Nigam") of the one part; and of (Name and Address of approved supplier) _____ (hereinafter referred to as "the supplier") of the other part.
2. Whereas the Nigam is desirous that certain marketing material and ancillary services should be provided by the supplier, viz. (brief description of marketing material and services) supply etc; of _____ and has accepted/approved a tender submitted by the supplier in response to the Nigam Tender document reference (NIT NO. _____ dated _____) for the supply of those marketing material and services at the rates as mentioned in Acceptance/Approval letter.
3. Now this agreement witnessed as follows:
4. In this agreement words and expressions shall have the same meaning as in the terms and conditions in the above referred tender documents.
5. The following documents shall be deemed to form and be read and constructed as part of this agreement, viz. :
 - the NIT, Tender form, the supplier's offer and the price schedule submitted (up to the limit it has been accepted in writing by the Nigam in the acceptance letter/purchase order);
 - the schedule of requirement/ list of items and the technical specifications in the above referred tender documents.
 - the acceptance/approval letter No. _____ dated _____.
6. In consideration of the payment to be made by the Nigam to the supplier as hereinafter mentioned, the supplier hereby covenants with the Nigam to provide the marketing material and services and to remedy defects therein in conformity in all respects with the provisions of the Nigam acceptance letter/purchase letter and tender documents.
7. The Nigam hereby covenants to pay the supplier in consideration of the provision of the marketing material and services and the remedying of defects therein the contract price or such other sum as may become payable under the provision of the tender documents and acceptance/purchase letter.
8. In the witness whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and
delivered

Signed, sealed and
delivered

by the said (for the Nigam)

by the said (for the Supplier)

(Witness) in the presence of:

(Witness) in the presence of

Section - VIII

INFORMATION ABOUT TENDERER

(TO BE FURNISHED AND RETURNED BY TENDERER)

1. Full Name under which tenderer is trading:
2. Address of tenderer :

3. Phone No. and Fax No.
4. Constitution of tenderer (Proprietorship/Partnership/Pvt. Ltd./Ltd.)
5. Name of the Proprietor or partners or Directors (as the case may be)
6. Partnership is registered? Furnish particulars of registration.
7. How long tenderer is in this business?

8. Name and address of regular customers/clients.
9. Banker Name and address
10. Income tax permanent account number (PAN)
11. GST Number
12. Declaration by the tenderer

I/We hereby certify that particulars furnished above are true to best of my/our knowledge and belief(s). It is understood that information furnished will treated as confidential and will not be divulged.

Section – IX

BHARAT SANCHAR NIGAM LIMITED **OFFICE OF THE GENERAL MANAGER TELECOM. DISTRICT SHIMLA**

PROFORMA OF PERFORMANCE SECURITY DEPOSIT

Performance Security Deposit Exemption Bank Guarantee (on Non Judicial stamp paper of RS.100/-)

**The Chairman cum Managing Director, BSNL,
Acting through General Manager Telecom District , Shimla**

1. In Consideration of the Chairman cum Managing Director, BSNL, acting through GMTD, Shimla (hereinafter called “the beneficiary”) having agreed to exempt _____ (Name and address of supplier) _____ (hereinafter called” The said Supplier”) from the demand under the terms and conditions of provisional Acceptance/Approval letter No. _____ dated _____ given by the beneficiary to the said supplier, for the Tender No. _____ dated _____ for supply of _____ (hereinafter called “the said tender terms”); of performance security deposit for the due fulfilment by the said supplier of the terms and conditions contained in the said tender terms on production of Bank guarantee for Rs. _____ (in words Rs. _____ only) ; We _____ Name and Address of Bank _____, (hereinafter referred as the “Bank”) at the request of supplier do hereby undertake to pay to the beneficiary an amount not exceeding Rs. _____ (In words _____ only) against any loss or damage caused to or suffered to or would be caused to or suffered by the beneficiary by reason of any breach by the said supplier of any of the terms and conditions contained in the said tender terms.

2. We, _____ Name & Address of Bank _____ do hereby undertake to pay the amount due and payable under this guarantee without any demure, merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the beneficiary by reason of any breach by the said supplier of any of the terms and conditions contained in the said Tender terms or by reason of the supplier failure to perform as per the said tender terms. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (in words Rs . _____ only).

3. We, _____ Name & Address of Bank _____ undertake to pay to the beneficiary any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court and tribunal relating thereto out liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and supplier shall have no claim against us for making such payment.

4. We, _____ Name & Address of Bank _____, further agreed that the guarantee herein contained will remain in full force and effect during the period that would be taken for the performance of said tender terms and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said tender terms have been fully paid and its claim satisfied or discharged or till the beneficiary certified that the terms and conditions of the said tender terms have been fully and properly carried out by the said supplier and accordingly discharges the guarantee. The demand if any for payment under the terms of this contract shall be made by the beneficiary within the said period of _____ (date of expiry of warranty) only. The beneficiary may enforce the right pursuant to such demand in any court or tribunal in accordance

of law.

5. We, _____ Name & Address of Bank _____, further agreed with the beneficiary that the beneficiary shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary the terms and conditions of the said tender terms of to extend time of performance by the said supplier from time to time or to postpone for any time or time to time any of the powers exercisable by the beneficiary against the said supplier and to forbear or enforce any of the terms and conditions relating to the said supplier of for any forbearance act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said supplier or by the any such matter or thing whatsoever which under the law relating to sureties would but for the provisions have effect of so relieving us.

6. This guarantee shall not be discharged due to the change in the constitution of the bank or of the said supplier.

7. We, _____ Name & Address of Bank _____, lastly under take not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.

Dated _____

Place _____

Signature of Bank with seal

SECTION-X

UNDERTAKING & DECLARATION

a) Certified that:

1. I/ We have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I/ We fail to enter into the agreement & commence the work in time, the EMD/ SD deposited by us will stand forfeited to the BSNL.

b) The tenderer hereby covenants and declares that:

1. All the information, Documents, Photo copies of the Documents/ Certificates enclosed along with the Tender offer are correct.
2. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, BSNL reserves the right to debar our tender offer/ cancel the LOA/ Purchase/ work order if issued and forfeit the EMD/ SD/ Bill amount pending with BSNL. In addition, BSNL may debar the contractor from participation in its future tenders.
3. no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website. In case of any correction/ addition/ alteration/ omission in the tender document, the tender bid shall be treated as non responsive and shall be rejected summarily

Date:

.....
Signature of Tenderer

Place:

Name of Tenderer
Along with date & Seal

(C) For Letter of Authorization for attending Bid Opening Event.

(To be typed preferably on letter head of the company)

Subject: Authorization for attending Bid opening

I/ We Mr. /Ms. have submitted our bid for the tender no..... in respect of.....
..... (Item of work) which is due to open on..... (date) in the Meeting Room, O/o
.....

We hereby authorize Mr. / Ms.& Mr. / Ms.....
(alternative) whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....
Signature of the Representative

.....
Name of the Representative

.....
Signature of the alternative Representative

.....
Name of the alternative Representative

Above Signatures Attested

Signature of Bidder/ Officer authorized to sign
on behalf of the Bidder

Note 1: Only one representative will be permitted to attend the Bid opening

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

SECTION- XI

Special Conditions of the Contract:

- a) Contents of all the above items will be given only in the shape of manuscript, which is to be designed/processed by the supplier. Supplier will have to give minimum 3 proofs for approval at purchaser end before finalization.
- b) The samples will be checked by **SDE/JTO (Sales/Mktg) SHIMLA**. First proof is to be given by supplier within 2 days & after correction if any, Delivery is to be given as per the time mentioned in work/purchase order.
- c) Work/Purchase order will be issued by **AGM (Sales) O/o GMTD, BSNL SHIMLA** after perusal from GMTD SHIMLA. Work/Purchase Order will be given in different phases throughout the currency of contract & the designs may differ in each phase.
- d) The Flex on hoarding/Flex with Iron Frame etc will be required to be transported, delivered & installed at different locations in “Shimla Telecom District of HP Telecom Circle” as mentioned in work order/purchase order. The rates shall be inclusive of cost of all types of materials, design, labour charges, delivery, Installation, taxes, transportation up to the end point of installation.
- e) BSNL will not be responsible for any loss suffered due to increase or decrease in quantity.
- f) BSNL will not be responsible for any damage/ loss during transportation and installation.
- g) The GMTD SHIMLA reserves the right to increase/ decrease the size and quantity of any of the items and payment in this case will be made on pro-rata basis.

SECTION-XII

Bid Form for Printing and Supply of Marketing Material for display & distribution in Shimla Telecom District of HP Telecom Circle.

To From,
<complete address of the purchaser>
 <complete address of the Bidder>

Bidder's Reference No:.....Dated.....

Ref: NIT NO.03-111/2018-19/Sales/Marketing Tender /17 dated 06/08/2018

1. Having examined the above mentioned tender enquiry document including amendment/ clarification/ addenda Nos. datedthe receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver in conformity with the said conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of the financial Bid.
2. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. We agree to abide by this Bid for a period of 150 days from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by us. This bid shall remain binding upon us up to the aforesaid period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive.
5. If our Bid is accepted, we will provide you with a performance guarantee from a Scheduled Bank for a sum @ 10% of the contract value for the due performance of the contract.
6. If our Bid is accepted, we undertake to complete delivery of all the items and perform all the services specified in the contract in accordance with the delivery schedule specified in the Section-2 (Tender Information).
7. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Dated: day of 2018

Witness	Signature
Signature.....	Name
Name	In the capacity of
Address
.....	Duly authorized to sign the bid for
	and on
	behalf of

SECTION-XIII
(For view purpose only)

SCHEDULE OF RATES
(to be uploaded online)

The schedule given herein is only for view purpose. Bidder has to download the excel file given on website after he applies for tender, fill rates in excel file and upload the same on website.

Schedule of rates for the tender of Printing and Supply of Marketing Material for display & distribution in Shimla Telecom District of HP Telecom Circle.							
Name of Bidder:							
Sr.	Item	Specification	Rate	Quantity	Unit Rate (Rs.)	Total Amount (in Rs.)	
						In Figures	In Words
1	Flex Board with Iron Frame	Star Flex of variant size 318 GSM, pasting and hanging to be fixed at buildings or at poles, mounted sites and BSNL towers at various locations of Shimla Telecom District.	Per Sq. Ft.	850			
2	Flex without Frame	Star Flex of variant size 318 GSM, pasting and fixing on iron frames structure on buildings of BSNL at various locations of Shimla Telecom District.	Per Sq. Ft.	1200			
3	Flex for Banner purpose	Normal Flex of different sizes as per requirement with i-lits on corners.	Per Sq. Ft.	1500			
4	Normal Flex with frame	Normal Flex of different sizes as per requirement with iron frames, pasting, hanging to be fixed at buildings or at poles, mounted sites and BSNL towers at various locations of Shimla Telecom District.	Per Sq. Ft.	500			
5	Wall painting on BSNL walls (up to 24 ft height)	Variant Size with Base Colour & in multicolour paint as per BSNL design.	Per Sq. Ft.	500			
6	Wall painting on Non-BSNL Sites/locations. (up to 24 ft height)	Variant Size with Base Colour & in multicolour paint as per BSNL design, including rent / charges of private walls at various locations in Shimla Telecom District.	Per Sq. Ft.	1500			
7	Pillar Painting & Cabinet Painting	Painting of BSNL Pillars and Cabinet of Standard Dimension at various locations of Shimla Telecom District including slogan writing and designing of BSNL Logo in multi colour on base colour.	Per Sq. Ft.	3800			
8	Sticker	Round size 6" Diameter with multicolour printing on Sticker/Gumming sheet.	Per Piece	10000			
9	Tariff Leaflet	Size 12"x18" 130 GSM Art paper with multicolour printing with gumming tape of 1" (Top & Bottom) at back side.	Per 1000 Piece	12000			
10	Pamphlet	Size 1/4 of 18"x22" paper with single colour printing.	Per 1000 Piece	12000			
11	Pamphlet	Size 1/4 of 18"x22" paper with multicolour printing.	Per 1000 Piece	12000			

12	Canopy with Portable Folding Promo Table alongwith folding chairs	Size 4'x4'x6' (aluminium) with Roof, Back & two sides & front advertisement. Portable Folding Table 3 x 2 feet size with suitable height and 2 folding chairs with multicolour BSNL Logo & slogan on top of Table.	Per Set	23			
13	Umbrella	6 ft diameter, coated mild steel frame, water resistant 170 GSM Polyester Pongee fabric, approved BSNL Logos, Stand of Mild Steel square shaped base with adjustable lock (in app weight 2.5kg)	Per Piece	80			
14	BSNL Logo Tape	Bopp Self Adhesive Tape 2" width with BSNL Logo, each roll of 30 meter	Per Roll	100			
15	Retailer Sign Board	12" x 12" size retailer sign board with vinyl pasting on 5 mm sunboard as per BSNL design alongwith fittings.	Per Piece	500			
	GRAND TOTAL						

- Note:**
1. Unit Rate/Total Amount quoted shall be inclusive of cost of material, design, labour charges, delivery, installation & any types of taxes excluding GST.
 2. GST extra as applicable from time to time by Govt. of India.