

BHARAT SANCHAR NIGAM LIMITED
O/O General Manager, Telecom Distt, Mandi (HP)-175001

Tender Document for the Supply of Stationery Items for the year 2014-2015 in Mandi SSA.

Tender Document

- 1 Doc. No. _____.
2. N.I.T. No.:- GMTD/Mandi/Tender/Stationery Items /2014-15/12 Dated at Mandi 25-04-2014
3. Name of work: TENDER FOR THE SUPPLY OF STATIONERY ITEMS FOR THE YEAR 2014-2015.
4. Jurisdiction of the area of work : Mandi SSA.
5. Last date & Time for issue of Tender : Upto 12:00 Hrs on 15-05-2014
6. Last Date & Time of submitting the Tender : Upto 15:00 hrs on. 16-05-2014
7. Date and time of Opening of Tender : At 15:30 hrs on. 16-05-2014
8. Earnest Money : As mentioned in NIT.
9. Cost of Tender document. : Rs. 114/- (Rs.One hundred & Fourteen only)
10. Name of Bidder :
11. Address and Telephone No. :
12. Date of Receipt of Application :
13. Tender Issued on :

Sub Divisional Engineer (Genl.)
O/o GMTD, Mandi, (HP)-175001

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Bharat Sanchar Nigam Limited
O/o General Manager, Telecom Distt. Mandi (HP) -175001

NOTICE INVITING TENDER

N.I.T. No.:- GMTD/Mandi/Tender/Stationery Items /2014-15/12Dated at Mandi 25-04-2014

1. Wax/Tape Sealed Tenders are invited by GMTD Mandi (H.P.) for Supply of Stationery Items for the year 2014-2015 in Mandi SSA., from reputed firms/ suppliers who have valid CST/GST/TIN number and who have made satisfactory supply of Stationery Items costing minimum of Rs. 50,000/- (Rs.Fifty thousand) in any year of two financial years (2012-2013, 2013-2014) in BSNL or in any department of Central Govt. / State Govt/Central Govt. PSU /State Govt.PSU. The approximate estimated cost for the work is **Rs. 2, 00,000/- (Rupees Two Lacs only)**.
2. **E.M.D.** for the Tender is **Rs. 5,000/- (Rs. Five thousand only)**
3. Tender document for above items of work can be obtained from SDE (Genl.) O/o GMTD, Palace Colony, Mandi (HP). The tender document can be obtained on or before **15-05-2014 up to 12:00 hours** on payment of **Rs. 114/-** (Rupees One Hundred & Fourteen only) in cash or DEMAND DRAFT drawn in favour of AO(Cash) O/o GMTD, Mandi (HP) payable at Mandi.
4. The tender document can also be downloaded from our website www.hp.bsnl.co.in, in which case the Tenderer should submit Demand Draft of **Rs. 114/-** (Rupees One hundred & Fourteen only) in favour of AO (Cash) O/o GMTD Mandi (HP) along with the tender document.
5. The bid can be submitted up to **15:00 Hrs. on 16-05-2014** and the tender will be opened at **15:30 Hrs. on 16-05-2014** the same day.
6. All Terms and Conditions are available in detail in the Tender document. For more details please visit our website www.hp.bsnl.co.in .

DE (Admn)
O/o GMTD Mandi 175001 (H.P.)

Instructions for the Tenderers

1. Tender document can be obtained from the office of SDE(Genl.) O/o GMTD, Mandi on any working day on or before **15-05-2014 up to 12:00 hours** on payment of **Rs. 114/- (Rupees One Hundred & Fourteen only)** either in Cash or Demand Draft drawn in favour of **A.O(Cash) O/o GMTD, Mandi (HP)-175001 payable at Mandi**. The Tender document can also be downloaded from our website www.hp.bsnl.co.in in which case the tenderer should submit the Demand Draft of Rs. 114/- **(Rupees One Hundred & Fourteen only)** in favour of **AO (Cash) % GMTD Mandi (HP)** along with the bid & should submit a certificate that tender document has not been tampered. If irregularities found, tender is liable to be rejected.
2. **Following documents should be enclosed with the tender :-**
 - i) **Earnest Money Rs. 5000/- (Rs. Five Thousand only)** in form of Demand Draft in favour of A.O. (Cash) O/o GMTD Mandi (HP)-175001.
 - ii) **Attested copy of certificate for satisfactory Supply of Stationery Items** for minimum of **Rs. 50,000/-** (Rs. Fifty thousand in any year out of previous two financial years (2012-2013, 2013-2014) in BSNL or in any Department of Central Govt./State Govt./Central Govt. PSU/State Govt. PSU etc. Certificate for satisfactory Supply of Stationery Items shall be issued by an officer of the rank of Divisional Engineer/Executive Engineer.
 - iii) **Proof of valid TIN number.**
 - iv) **Copy of PAN Number of the Tenderer.**
3. Tenders without any of the documents as mentioned at Sr No.2 above are liable to be rejected.
4. Only one person, either Tenderer or his representative will be permitted to be present while opening of the tenders at his own cost.
5. Tenderer signing the tender in case of firms should specify whether they are signing as (a) Sole proprietor (b) Partner (c) under a power of attorney (d) Director, Manager or Secretary as the case may be. Copies of documents authorizing Tenderer on behalf of such companies, firms and personal should be attached with Tender.
6. **Submission of the Tender:-**
The Tender should be submitted in a wax/tape sealed envelope containing two envelopes marked as **No. 1. Technical Bid & No. 2. Financial Bid**. Envelope No.1 shall contain Technical Bid and Envelope No.2 shall contain Financial Bid and are to be wax/Tape sealed separately. Contents of these Envelopes will be as under: -
- 6.1 **CONTENTS OF ENVELOPE 1 (TECHNICAL BID):**
 - 1.) Earnest Money of Rs. 5000/- in the form of Demand Draft in favour of Accounts Officer (Cash) O/o GMTD Mandi (HP).
 - 2.) Experience Certificate as mentioned in Sr.No.2 (ii) above,
 - 3.) Proof of PAN Number,
 - 4.) Proof of TIN number issued by the competent authority,
 - 5) Cost of Tender document in case downloaded from website.
 - 6) Complete Tender document duly signed on all the pages except financial bid form. All certificate should be original or attested copy, attestation should be made by the competent authority.
 - 7) Certificate for non tampering of tender document.

Sign of Bidder with seal

6.2 CONTENTS OF ENVELOPE 2 (FINANCIAL BID)

Financial Bid will contain Schedule of Rates duly filled in the financial bid form at Annexure-*VII*.

6.3 The envelopes 1 & 2 shall be duly superscribed and properly sealed with sealing wax /Tape separately. Both the envelopes 1 & 2 shall be then placed in another wax /Tape sealed envelope duly superscribed as (“TENDER FOR THE SUPPLY OF STATIONERY ITEMS FOR THE YEAR 2014-2015.”) The Envelope No.1 and Envelope No.2 and other main envelope shall be addressed to **DE (Admn), O/o GMTD, Mandi Telecom Distt. Mandi, (HP)-175001**. Both envelopes and outer envelope should bear the Tenderer’s Name and Tender Number and the words ‘DO NOT OPEN BEFORE’ (due date) _____

6.4 All Envelopes shall indicate the name and address of the tenderer to enable the bid to be unopened in case it is declared late.

6.5 Tenders shall either be sent by Registered Post or delivered in person. The responsibility for ensuring that tenders are delivered in time would rest with the bidder.

6.6 Bids delivered in person shall be dropped in tender box placed in the office of **DE(Admn.), O/o General Manager ,Telecom Distt., Mandi (HP)** on or before due date as mentioned in NIT. The purchaser shall not be responsible, for bids delivered late or elsewhere. If the envelopes are not sealed and marked, the tender is liable to be rejected.

7. The Financial Bid of only those tenderer’s will be opened whose Technical Bid is accepted by the Tender Opening Committee. The financial bids can be opened on the same date or on a later date which will be notified to all bidders.

8. Tender Opening

BSNL shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. The bidder shall submit authorization letter to this effect before they are allowed to participate in bid opening format given at page no.10. The technical bids shall be opened first and evaluated for technical compliance. Financial bids of only those bidders will be opened whose Technical bids are in order.

9. EVALUATION:-

- a) BSNL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order. Rates for all items should be quoted. In case rates of one or more items are not quoted the bid will be rejected.
- b) If there is a discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation. BSNL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by BSNL.
- c) GMTD Mandi reserves the right to waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the bidder.
- d) BSNL shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the each item offered inclusive of all levies and charges as indicated in the price schedule.
- e) BSNL can approve more than one tenderer for supply of items for which the tenderer are lowest bidders.

Sign of Bidder with seal

III
TERMS & CONDITIONS

1. The power of acceptance of the Tender will rest with GMTD Mandi who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the tenders without assigning reason(s). All tenders in which any of the prescribed conditions are not fulfilled or incomplete or conditional in any respect are liable to be rejected.
2. **Rates for all items should be quoted. In case rate of one or more items are not quoted the bid will be rejected.**
3. The Tender shall remain open for acceptance for a period of 180 days from the date of opening of tender. If any Tenderer withdraws the tender before the said period or makes any modification in the Terms and Conditions, BSNL shall without prejudice to any other right or remedy has liberty to forfeit the earnest money.
4. BSNL reserves the right of carrying out negotiations with lowest tenderers in arriving at proper rates in the interest of BSNL.
5. In the event of Tender being rejected the earnest money deposited by such Tenderers shall there upon be refunded to such Tenderers in accordance with rules of the department in due course.
6. The contractor whose Tender is accepted will have to sign agreement containing all terms & conditions.
7. The accepted Tenders will be operative for Entire jurisdiction of GMTD Mandi. Total supplies/works to be carried out against this contract will be restricted to the extent of Rs 2, 00, 000/- (Rupees Two Lakhs only).
8. Earnest Money deposited at the time of submission of tender by the successful bidders will be converted into security and additional security @7.5 % of the total anticipated supply cost will be deposited extra on the tender value on acceptance of tender in shape of Bank Guaranty or FDR pledged or draft in the name of A.O. (Cash), O/oGMTD Mandi (HP).
9. Rates approved through this tender shall be valid for a period of one year from the date of agreement of tender. The approved tender can be further extended upto the completion of estimated cost of the tender if not completed during the current period of one year. However if the estimated cost of the tender is over before the expiry of current period of the tender, the limit can be increased by 25 % of the estimated cost.
10. The security of tenderer is liable to be forfeited in case he fails to carry out the supply after acceptance of the tender as per schedule.
11. The Tenderer will have to sign a certificate that he has read all the Terms and Conditions of the Tender and accepts the Terms and Conditions.
12. If the contractor refuses to accept the Supply Order for any specific item, the Department reserves the right to order the item from any other agency even with higher rates and difference of the cost will be deducted from the contractor's pending bills or the security deposit as the case may be and GMTD Mandi may terminate this contract by giving one calendar months notice of its intention to do so and on the expiry of the said period, contract shall come to an end without prejudice to any right or remedy that may accrue to the party by reason of any antecedent or breach of any terms thereof.
13. Sales Tax /Income Tax or any other tax whatsoever in respect of this contract shall be payable by the contractor and GMTD Mandi (HP) will not entertain any claim in this regards.
14. The General Manager Telecom. Distt. Mandi (HP) shall be at liberty to terminate this tender at any time by giving one month notice in writing without assigning any reasons whatsoever and GMTD Mandi shall not be responsible for any loss or damage etc. as result of such termination of contract.

Sign of Bidder with seal

15. Subletting of the contract will not be allowed.
16. No interest shall be payable to the tenderers against the Earnest money/ Security deposit furnished/ recovered from the contractor.
17. The GMTD, Mandi (HP) reserves the right to forfeit Earnest money and Security deposits, If the Tenderer/ Contractor after acceptance of tender fail to comply with any of the Terms and Conditions/ Specifications set here in or in any contract agreement which may be drawn up as consequence of acceptance of tender.
18. **Delivery Schedule:-**
The supply of store ordered shall be completed within a period of two weeks and should be reckoned from the day two days after receipt of purchase order by the contractor from **the Sub Divisional Engineer (Genl.) O/o GMTD Mandi(HP)-175001** failing which the purchase can be made from other agencies and the difference in price, if any, paid in excess by the GMTD, Mandi (HP) over and above the contract rates quoted in the schedules referred above and also carriage, loading, unloading and other incidental charges etc. paid if any will be charged from the contractor and deducted from their bills/ Security deposit or from both.
19. **SETTLEMENT OF CLAIMS FOR LOSSES AND DAMAGES:-**
In the matter of settling any claims of losses, damaged cost or expenses to which the BSNL may be put by reason of default of the contractor refer to above or the articles of the agreement decision of GMTD Mandi (HP) will be final. GMTD Mandi (HP) is also authorized by the contract to retain and set the amount payable to the contractor whether arising of this particular contract or out of any other transaction of contract what so ever.
20. **TERMINATION OF CONTRACT:**
The GMTD Mandi will be final judge to the quality of material supplied and his decision will be final. GMTD Mandi also reserves the right to extend the tender further, if required in the interest of services.
21. **WARRANTY:**
 - 21.1. The supplier shall warrant that all items to be supplied shall be new and free from defects the warranty shall expire twelve months after the material has been taken over or fifteen months from the date of supply of last material whichever is earlier.
 - 21.2. If, it becomes necessary for the supplier to replace any defective portion/ portions of the material under this clause shall apply to the portion/ portions of the material so replaced or removed until the expiry of six months from the date of replacement or the warranty period of the material within reasonable time the purchaser may proceed to do the work at the suppliers risk and expenses but without prejudice to any other rights which the purchaser may have against the supplier in respect of such defects.
 - 21.3. Replacement under warranty clause shall be made by the supplier free of any charges at the site including freight and other incidental charges.

Sign of Bidder with seal.

22. **ARBITRATION**

In the event of any question, dispute or difference arising under the agreement or in the connection there with except as to matter the decision of which is specifically provided under the agreement, the same shall be referred to sole arbitration of the CGMT HP Circle, Shimla-9. or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the office for the time being entrusted whether in addition to the function of the CGMT HP Circle, Shimla-9 or by whatever designation such officer may be called (here in after referred to as the said officer) and if the CGMT HP Circle, Shimla-9 or the said officer is unable or unwilling to act as such to the sole arbitration or some other person appointed by the CGMT HP Circle, Shimla-9 or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration & Cancellation act, 1996. There will be no objection that the arbitrator is Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as government servant he has expressed views on all or any of the matter under dispute.

The award to which the matter is originally referred being transferred of vacating his office or being unable to act for any reasons whatsoever such CGMT HP Circle, Shimla-9. or the said officer shall appoint other 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.

The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award subject to aforesaid India Arbitration & Cancellation Act-1996 and the rules made there under any modification there of for the time being enforce shall be deemed to apply to the arbitration proceeding under this clause.

The venue of arbitration proceeding shall be the office of CGMT HP Circle, Shimla-9 or such other places as the arbitrator may decide. If there is any court case in connection with this work, shall be entertained only at Mandi and no other place.

23. **PACKING:**

The supplier shall provide such packing of goods as is required to prevent the damage or deterioration during transit their final destination. The packing shall be sufficient to with stand without limitation, rough handling transit and precipitation during transit and over storage. Packing case size and weights shall take into consideration where appropriate the remoteness of the goods final destination and the absence of heavy handling facilities and all points in transit.

24. **TERMS OF PAYMENT:-**

Pre receipted bills in duplicate should be submitted for the stores supplied duly verified by the consignee. Payments will be made on receipt of 100% supply as per order and after it is received in good condition.

25. Conditional Tenders will not be accepted, if the conditions mentioned are not reasonable and genuine as per satisfaction of GMTD Mandi. (HP).

26. The anticipated quantity of the items may vary with actual needs.

End of terms & condition

Sign of Bidder with seal

IV

DECLARATION FORM

FROM:-

To

The General Manager,
Telecom. Distt. Mandi, (HP) -175001

Sub: -

Tender for _____

Ref: -

N.I.T. No. _____

Sir,

In response to your notice inviting tender for the above work I/We hereby enclose my/our offer.

I/we hereby declare that I/We have gone through the Terms and Conditions stipulated in the Tender document and agree to abide by the same in the event of acceptance of my/our offer. We ensure that the quality of supply will never be compromised.

Yours faithfully,

Signature(s)

Name & Address
Authority
Date:

Note: - Tender received without the above declaration will be rejected.

**Letter of Authorisation for Attending Tender Opening
(To be submitted before the Tender opening)**

To,

The Bharat Sanchar Nigam Ltd.....

**Subject – Authorization for attending bid opening on -----in the TENDER FOR THE
SUPPLY OF STATIONERY ITEMS FOR THE YEAR 2014-2015.**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of
..... (Bidder) in order of preference given below.

Order of Preference Name in the	Specimen Signature
I.	
II.	

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid
Documents on behalf of the bidder

- Note: 1. Maximum of one representative will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Sign of Bidder with seal

VI

Estimated Quantity required against the tender items for the year 2014-2015

Sr. No.	Name of Item/Form	Specification	Estimated Qty. required
1	Photostat Paper (A-4 70 GSM)	BILT/JK/Image /Century /ITC 70 GSM (One Rim of 500 Sheets)	400 Rim
2	Note Sheets Pad	Balarpur/Neelgagan .70 GSM (One Pad of 100 Sheets)	150 Nos.
3	Ruled Registers	4 Qr (192 Pages). Neelgagan,Navnnet,Lotus/Sandesh	150Nos.
4	Ruled Registers	6 Qr (500Pages). Neelgagan,Navnnet,Lotus/Sandesh	50 Nos.
5	Ruled Registers	8 Qr (1000 Pages). Neelgagan,Navnnet,Lotus/Sandesh	50 Nos.
6	Stock Register	8 Qr (800 Pages). Neelgagan,Navnnet,Lotus/Sandesh	25 Nos.
7	Slip Book (33 Nos.)	40 Sheets (80 Pages). Neelgagan/Swastik/ABD	150 No.
8	File Board	Sizeof 14"x10" Neelgagan	400 Nos.
9	File Covers	Good quality (Printing as O/o General Manager Telecom Distt. Mandi in Hindi & English.) size10"x14". Weight 90 gram per file.	4000 Nos.
10	File Covers	Superior Quality. (Printing as O/o General Manager Telecom Distt. Mandi in Hindi & English.) size10"x14". Weight 100 gram per file.	700 Nos.
11	Fevistic (15 gms)	Kores/FibreCastle/Pidilite	250 Nos.
12	Stapler Machine	No. 10 kangaroo	50 Nos.
13	Stapler Pins	No. 10 Max(One box of 20 packets)	50 box
14	Correcting Fluid	Camlin/Kores/kangaroo.	200 Nos.
15	Ball Pen Pentek 0.5(Top Tec)Blue	Pentec(10 piece in one packet)	250 Packets.
16	Ball Pen Pentek 0.5(Top Tec)Red	Pentec(10 piece in one packet)	100 Packets.

Sign of Bidder with seal

VII

Issued to M/s.....

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**SDE (Genl.),
O/o GMTD Mandi H.P.****Financial Bid**

Page-1

Name of work: - TENDER FOR THE SUPPLY OF STATIONERY ITEMS FOR THE YEAR 2014-2015**N.I.T. No: - GMTD/Mandi/Tender/Stationery Items/2014-2015/12 Dated at Mandi the 25-04-2014**

Sr. No.	Name of Item/Form	Specification	Unit	Rate /Unit in Figure Rs.)	Rate/Unit in words
1	Photostat Paper (A-4 70 GSM)	BILT/JK/Century /ITC 70 GSM (One Rim contain of 500 Sheets)	Per Rim		
2	Note Sheets Pad	Balarpur/Neelgagan .70 GSM (One Pad of 100 Sheets).	Per-Pad		
3	Ruled Registers	4 Qr (192 pages) Neelgagan	Per Register		
4	Ruled Registers	6 Qr (244 Pages). Neelgagan,Navnnet,Lotus/Sandesh	Per Registers		
5	Ruled Registers	8 Qr (432 Pages). Neelgagan,Navnnet,Lotus/Sandesh	Per Registers		
6	Stock Register	8 Qr (432 Pages). Neelgagan,Navnnet,Lotus/Sandesh	Per Stock Register		
7	Slip Book (33 Nos.)	40 Sheets (80 Pages). Neelgagan/Swastik/ABD	Per Book		
8	File Board	Size of 14"x10" Neelgagan	Per Board		
9	File Covers	Good quality (Printing as O/o General Manager Telecom Distt. Mandi in Hindi & English.) size 10"x14". Weight 90 gram per file.	Per File Cover		
10	File Covers	Superior Quality. (Printing as O/o General Manager Telecom Distt. Mandi in Hindi & English.) size 10"x14". Weight 100 gram per file.	Per File Cover		
11	Fevistic (08 gms)	Kores/FibreCastle/Pidilite	Per Stick		
12	Stapler Machine	No. 10 kangaroo	Per Machine		
13	Stapler Pins	No. 10 Max(One box of 20 packets)	Per box		
14	Correcting Fluid	Camlin/Kores/kangaroo.	Per Set		
15	Ball Pen Pentek 0.5(Top Tec)Blue	Pentec(10 piece in one packet)	Per Packet		
16	Ball Pen Pentek 0.5(Top Tec)Red	Pentec(10 piece in one packet)	Per Packet		

Sign of Bidder with seal

**CERTIFICATE FOR NON ALTERATIONS OF TENDER
DOCUMENT**

It is certified that Tender Document has been purchased/
downloaded and no alterations have been made by me in its contents.

Sign of Bidder with seal

