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Signature of Bidder with seal

**BHARAT SANCHAR NIGAM LIMITED**  
**(A Govt. Of India Enterprise)**  
**O/o General Manager, Telecom Distt. Mandi (HP) -175001**

**NOTICE INVITING TENDER**

**N.I.T. No.:- GMTD/Mandi/Tender/Printing/2014-2015/ 2      Dated at Mandi the 21-04-2014**

1. Wax/tape Sealed tenders are invited by GMTD Mandi (H.P.) for Printing and Supply of various types of Forms for the year 2014-2015 from reputed firms/ suppliers who have CST/GST/TIN number and made the satisfactory Printing and Supply of Various types of Forms for minimum of Rs. 50,000/- (Rs Fifty thousands) in previous two financial years (2012-2013&2013-2014) in BSNL or in any department of Centre Govt. / State Govt/Central PSU /State PSU.
2. The approximate estimated cost for the work is Rs. 2, 50,000/- (Rupees Two Lakhs Fifty Thousand only).
3. E.M.D. for the Tender is Rs. 6250/-(Rupees Six thousand Two hundred Fifty only).
4. Tender document for above items of work can be obtained from SDE (Genl) O/o GMTD, Mandi.
5. The tender document can be obtained on or before **23-05-2014 up to 12:00 hours** on payment of **Rs. 569/- (Rupees Five Hundred Sixty Nine only)** in cash or D/D drawn in favour of AO ( Cash) BSNL,O/o GMTD, Mandi (HP) payable at Mandi. The tender document can also be down loaded from our website [www.hp.bsnl.co.in](http://www.hp.bsnl.co.in), in which case the tenderer should submit Demand Draft of **Rs. 569/- /-(Rupees Five Hundred Sixty Nine only)** in favour of AO\_(Cash) % GMTD Mandi (HP) along with the tender as per the clause 8.
6. The bid can be submitted up to **15:00 Hrs. on 24-05-2014** and the tender will be opened at **15:30 Hrs. on 24-05-2014** the same day.
7. All Terms and Conditions are available in detail in the Tender document. For more details please visit our website [www.hp.bsnl.co.in](http://www.hp.bsnl.co.in).

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

Signature of Bidder with seal

## Instructions for the Tenderers

1. Tenders should be submitted in Sealed Envelope (properly sealed with seal-wax/tape in the prescribed form super scribing ( " TENDER FOR PRINTING AND SUPPLY OF VARIOUS TYPES OF FORMS in Mandi SSA for ("2014-2015") accompanied by Earnest money of Rs. 6250/- (Rupees Six thousand Two hundred Fifty only) in the form of **DD drawn in favour of A.O. (Cash) O/o GMTD, Mandi (HP)- 175001** .The tender should be **addressed to DE (Admn) O/o GMTD Mandi(HP)-175001** and reach in this office latest by **15:00** hrs on dated **24-05-2014**. The tender shall be opened on the same day dated **24-05-2014** at **15:30** hours in the presence of all the tenderers or their representatives who may wish to be present at their own cost.
  2. Tender document can be obtained from the office of SDE(Genl.) O/o GMTD, Mandi on any working day on or before **23-05-2014 up to 12:00 hours** on payment of **Rs. 569/- ( Rupees Five Hundred Sixty Nine only)** either in Cash or **DD drawn in favour of A.O. ( Cash) O/o GMTD, Mandi (HP)-175001 payable at Mandi**. The Tender document can also be downloaded from the website [www.hp.bsnl.co.in](http://www.hp.bsnl.co.in) in which case the tenderer should submit the Demand Draft of **Rs. 569/-** in favour of A.O. (Cash) % GMTD Mandi (HP) along with the bid as per clause no. 8.
  3. **Paper samples as per specifications for each form shall be attached with the Tender.**
  4. Following documents should be enclosed with the tender:
    - i Earnest Money Rs. **6250/-**(Rupees Six thousand Two hundred Fifty only) in form of Demand Draft in favour of A.O. (Cash), BSNL, o/o GMTD Mandi (HP)-175001.
    - ii Certificate for satisfactory Printing and Supply of Various types of Forms for minimum of **Rs.50, 000** (Fifty thousand only) in two previous 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 printing and supply shall be issued by an officer of the rank of Divisional Engineer/Executive Engineer.
    - iii Proof for CST/GST/TIN number.
    - iv. PAN Number of the tenderer.
    - v EPF registration particulars, if applicable.
    - vi Paper samples as per specifications for each type of form.
  5. Tenders without any of the documents as mentioned at Sr no.4 above are liable to be rejected.
  6. Only one person, either Tenderer or his representative will be permitted to be present while opening of the tenders at his own cost.
  7. 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.
  8. **Submission of the Tender:-**

The Tender should be submitted in a wax sealed envelope containing two envelopes marked as Envelope1. & Envelope 2. Envelope No.1 shall contain Technical Bid and Envelope No.2 shall contain Financial Bid and are to be wax sealed separately. Contents of these Envelopes will be as under: -
- 8.1 CONTENTS OF ENVELOPE 1 (TECHNICAL BID):**
- 1) EMD,
  - 2) Supply Certificate as mentioned in Sr.No.4 (ii) above,
  - 3) Proof of PAN Number,
  - 4.) Proof of CST/ GST/TIN number issued by the competent authority,
  - 5) Proof of EPF No. , if applicable,
  - 6) Cost of Tender document in case downloaded from website.

7) Complete Tender document duly signed on all pages except financial bid form.

8) S.no.7 of page 4 will form part of tender bid.

All certificate should be original or attested copy, attestation should be made by the competent authority.

## **8.2 CONTENTS OF ENVELOPE 2 (FINANCIAL BID)**

Financial Bid will contain Schedule of Rates only, duly filled in the financial bid form as Annexure\***v\*(2 Pages)** with the rates clearly quoted and duly signed by the bidders.

8.3 The envelopes 1 & 2 shall be duly super scribed and properly sealed with sealing wax separately. Both the envelopes 1 & 2 shall be then placed in another wax sealed envelope duly super scribed as "TENDER FOR PRINTING AND SUPPLY OF VARIOUS TYPES OF FORMS in Mandi SSA for "2014-2015" .The Envelope No.I and Envelope No.II shall be addressed to the following address:

**DE (Admn.) O/o GMTD, Mandi Telecom Distt. Mandi, (HP)-175001.**Both envelopes should bear the Tender Name and Tender Number and the words 'DO NOT OPEN BEFORE" (due date) **24-05-2014**

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

8.5 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.

8.6 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 if bids are delivered elsewhere.

If the envelopes are not sealed and marked, the Tender is liable to be rejected.

9. The Financial Bid of those Tenderer's will be opened whose Technical Bid is accepted by the Tender opening Committee.

## **10. 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 is given in section-VII). Financial bids of only those bidders will be opened whose Technical bids are in order. The date of opening of financial bids will be intimated to all those bidders whose technical bids are found in order.

## **11. 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.
- d) BSNL 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.
- e) 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.

### III

#### **TERMS & CONDITIONS**

1. Tenders are to be submitted in the prescribed form consisting of Tender Form and conditions of the contract which can be obtained from SDE (Genl.) O/O GMTD Mandi up to **12:00 hrs** on or before **23-05-2014** on payment of **Rs. 569/- (Rupees Five Hundred Sixty Nine only)** (Non refundable) in cash or by submitting a Demand Draft from any Nationalized bank in favour of Accounts Officer (Cash) BSNL O/O GMTD Mandi-175001 (HP). 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. 569/- ( Rupees Five Hundred Sixty Nine only)** in favour of A.O. (Cash), O/o GMTD Mandi (HP). **“Tenders will not be acceptable after the due date and time.”**
2. Tenders should be placed in a Sealed cover as per clause 8 and should be Super scribed **“Tender for Printing and Supply of Various Types of Forms in Mandi SSA for the year “2014-2015 ”** and should be **addressed to DE (Admn) O/o GMTD, Mandi (HP)-175001** so as to reach this office on or before **15:00 hrs. on 24-05-2014** Tenders received after 15:00 hrs. on **24-05-2014** will not be accepted.
3. The tender will be opened at **15:30 hrs.** on the same date i.e., **24-05-2014** in the presence of the tenderers or their authorized representatives who may wish to present at their own cost.
4. Earnest Money of **Rs. 6250/- (Rupees Six thousand Two hundred Fifty only)** in the form of Demand Draft drawn on any Nationalized Bank payable at Mandi ( in Original) in favour of A.O. ( Cash) O/o GMTD, Mandi (HP)-175001 must be attached with the tender. Tender received without Earnest money will not be considered.
5. Only reputed firms/ companies / suppliers may apply for the Tender.
6. The rates should be filled in figures and words in legible handwriting either in “English or Hindi “only.
7. The tenders with cuttings, overwriting, omissions and mutilated tenders are likely to be rejected.
8. The rates should be quoted on Tender form (Financial Bid Form) only otherwise tender will not be accepted.
9. No cognizance will be taken of any paper or letter submitted with the tender having its effect on the rates mentioned on the standard Performa.
10. Tenderers which propose any alteration in specified work, in the time schedule or which contains any other conditions of any sort are liable to be rejected.
11. In case of Firms/ Company, the Tenderer signing the Tender document should specify clearly whether he is signing as a Director, Manager or Secretary etc. of the Firm/ Company as the case may be. Copies of the documents authorizing the tenderer for signing the tender on behalf of such Firm/ Company should be attached with the tender.
12. Canvassing in connection with Tender is strictly prohibited and the tenders Submitted by the contractors resorting to Canvassing are liable to be rejected.
13. No Gazetted Officer who retired from the Govt. of India is allowed to work as Contractor before a period of two years from his retirement from Govt. Service without the prior permission of the Govt. of India.

14. 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.
15. 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 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.
16. BSNL reserves the right of carrying out negotiations with tenderers in arriving at proper rates in the interest of BSNL.
17. In the event of Tender being rejected the Earnest money deposited by such Tenders shall there upon be refunded to such Tenderers in accordance with rules of the Department in due course.
18. The contractor whose Tender is accepted will have to sign all the Terms and Conditions conferred in by the Department in the form of agreement.
19. 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, 50,000/- (Rupees Two Lakhs Fifty Thousand only).
20. Earnest Money deposited at the time of submission of tender by the successful bidders will be converted into security and additional security @7.5 % will be charged extra on the tender value on acceptance of tender in shape of Bank Guaranty or FDR pledged in the name of A.O. (Cash), O/o GMTD Mandi (HP).
21. Rates approved through this tender shall be valid for a period of one year from the date of agreement of tender. The approved tender be further extended up to the completion of estimated cost of the tender if not completed during the current period of one year, secondly 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.
22. 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.
23. 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.
24. If the Contractor refuses to accept the Work Order for any specific work, the Department reserves the right to get the work done 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 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.
25. 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.
26. 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.
27. Subletting of the contract will not be allowed without the prior approval of GMTD Mandi.

28. If there is any dispute between the BSNL and the contractor regarding the supply or the work or in the interpretation of clause of agreement, the matter will be referred to Arbitrator to be appointed by the CGMT, BSNL HP Circle and the decision of the Arbitrator will be final and binding upon both the Parties.
29. The GMTD, Mandi, (HP) reserves the right to suspend any scheduled items temporarily or permanently.
30. No interest shall be payable to the tenderers against the Earnest money/ Security deposit furnished/ recovered from the contractor.
31. 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.
32. **Delivery Schedule:-**  
The supply of store ordered shall be completed within a period of two weeks and should be reckoned from the two days after receipt of purchase order by the contractor from the Sub Divisional Engineer (Comml) 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.
33. **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.
34. **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.
35. **WARRANTY:**
- 35.1. 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.
- 35.2. 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.
- 35.3. Replacement under warranty clause shall be made by the supplier free of any charges at the site including freight and other incidental charges.



36. **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 thereof 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.

37. **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.

38. **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.

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

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

41. **Paper shall be arranged by the printer/supplier as per size indicated against each item of Schedule. PAPER SHOULD BE IS: 1848-1981 SPECS in White or as the Colour given in the sample of printing Draft.**

**End of terms & condition**

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

Sr. No.	Name of Item/Form	Size/ Specification	Estimated Qty required
1	NTC Form. Leaflet of 3 pages.	8.5"X13" Double Side Printing.70 GSM white paper.	2500 forms
2	Pre- Printing of New Mobile NTC Forms A4 Size	A4 Size 3 Pages, Coloured Printing, 75 GSM white paper	50,000 Forms
3	Cash Receipt book (ACG-67). Book of 200 sheets. 100 serial numbers in duplicate.	6"x4.5". Single side printing. 70 GSM white paper.	20 books
4	Proforma for recovery of outstanding in respect of Telephone dues. Pad of 100 sheets. Single side printing.	8"x11". Single side printing. 70 GSM white paper.	25 pads.
5	Final GPF withdrawal Application form. Pad of 100sheets.	8"x13". Both side printing. 70 GSM white paper.	10 pads
6	Festival advance form. Pad of 100 sheets.	8"x13". Single side printing. 70 GSM white paper.	5 pads
7	Form No.60/61. Single side printing.	12"x8.5" single side printing. 70 GSM white paper.	1,00,000 Forms
8	Pre- Printing of Mobile/ WLL/CDMA Bill Form A4 Size	A4 Size Double Side, Coloured Printing,75GSM white paper	1,00,000
9	Pre- Printed of Land Line Bill Form A4 Size	A4 Size Single Side, Blue Printing,75GSM white paper.	1,00,000
10	ACG-89, Challan Book Form (Duplicate Numbering and Printed) Book of 200 Sheets	5"x10.5" Single side printing. 70 GSM white paper.	50 books
11	Inland Telegram form A. Pad of 100 pages.	7.5"x11". Single side printing. 70 GSM white paper.	20 pads
12	Envelop12"x9.6" Yellow Colour	12"x9.6". Printing with BSNL Logo. 75 GSM with cloth laminated	1000 Envelop
13	<u>Envelop 15.6"x12" Yellow Colour</u>	15.6"x 12". Printing with BSNL Logo. 75 GSM with cloth laminated	1000 Envelop
14	<u>Envelop 9"x4" (With Window)</u>	9"x4" printing with BSNL Logo. . 75 GSM white paper.	20,000 Envelop
15	<u>Envelop 11"x5"(With Window)</u>	11"x5" printing with BSNL Logo, 75 GSM white paper.	10000 Envelop
16	Duplicate Mobile Bill proforma. Pad of 100 pages. (Three receipt in one page.	8"x4". Single Side printing. 70 GSM white paper.	50 pads
17	Eng-8 receipt book for payment made in r/o PCO collection from the DTO/Telecom Centers, duly numbered of five receipts in one page in duplicate. Pad of 250 receipt	2.6"x4.75"x five receipt. = 4.75"x13" size of one page. 70 GSM white paper.	30 pads.
18	Cash Book. One Book of 200 pages Numbering. 75 GSM Paper (Balarpur). Hard register binding.	8.5"x13.5". Both side printing. 75 GSM Paper (Balaarpur). Hard register binding.	25 books.

19	Pre-printed computerized payment receipt of CDR billing. Size: 8 Inches x 3 inches. Four receipt in one page. With BSNL Logo.	8 Inches x 3 Inches. Single side printing. 75 GSM white paper	1, 00,000 receipt.
20	ACG-92 Rent Bill Form .Book of 100 Sheet	7"x9" Single side printing. 70 GSM white paper.	50 books
21	APP.9 Leaflet of 6 pages.	11"x8.15" Both side printing. 60 GSM white paper.	1000 No.
22	APP.10 (2 pages)	12"x7.6" Both side printing. 54 GSM white paper.	1000 No.
23	FORM-I Leaflet of 10 pages	12.10"x8.6" Both side printing. 70 GSM white paper.	500 No.

Signature of Bidder with seal

**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 Authorization 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 Printing and Supply of Various Types of Forms For Mandi SSA for 2014-2015 at O/o GMTD, Mandi(HP)

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**

**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.

V

Issued to M/S \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SDE (Coml)

O/o GMTD Mandi-175001 (HP)

Financial Bid (Page -1)

Name of Work: - Printing and Supply of various types of forms

NIT No: - GMTD/Mandi/Tender/Printing/2014-2015/2 Dated at Mandi the 21-04-2014

Sr. No.	Name of Item/Form	Size/ Specification	Rate in figures	Rate in words
1	NTC Form. Leaflet of 3 pages.	8.5"x13" Double Side Printing.70 GSM white paper.		
2	Pre- Printing of New Mobile NTC Forms A4 Size	A4 Size 3 Pages, Coloured Printing, 75 GSM white paper		
3	Cash Receipt book (ACG-67). Book of 200 sheets.100 serial numbers in duplicate.	6"x4.5". Single side printing. 70 GSM white paper.		
4	Proforma for recovery of outstanding in respect of Telephone dues. Pad of 100 sheets. Single side printing.	8"x11". Single side printing. 70 GSM white paper.		
5	Final GPF withdrawal Application form. Pad of 100 sheets.	8"x13". Both side printing. 70 GSM white paper.		
6	Festival advance form. Pad of 100 sheets.	8"x13". Single side printing. 70 GSM white paper.		
7	Form No.60/61. Single side printing.	12"x8.5" single side printing. 70 GSM white paper.		
8	Pre- Printing of Mobile/ WLL/CDMA Bill Form A4 Size	A4 Size Double Side, Coloured Printing,75GSM white paper		
9	Pre- Printed of Land Line Bill Form A4 Size	A4 Size Single Side, Blue Printing, 75GSM white paper		
10	ACG-89, Challan Book Form (Duplicate Numbering and Printed) Book of 200 Sheets	5"x10.5" Single side printing. 70 GSM white paper.		

Signature of Bidder with seal

Sr. No.	Name of Item/Form	Size/ Specification	Rate in figures	Rate in words
11	Envelop 12"x9.6" Yellow Colour	12"x9.6". Printing with BSNL Logo. 75 GSM with cloth laminated		
12	<u>Envelop 15.6"x12" Yellow Colour</u>	15.6"x 12". Printing with BSNL Logo. 75 GSM with cloth laminated		
13	<u>Envelop 9"x4" (With Window)</u>	9"x4" printing with BSNL Logo 75 GSM white paper.		
14	<u>Envelop 11"x5"(Without Window)</u>	11"x5" printing with BSNL Logo, 75 GSM white paper.		
15	Duplicate Mobile Bill Performa. Pad of 100 pages. (Three receipt in one page.	8"x4". Single Side printing. 70 GSM white paper.		
16	Eng-8 receipt book for payment made in r/o PCO collection from the DTO/Telecom Centers, duly Numbered of five receipts in one page in duplicate. Pad of 250 receipt	2.6"x4.75"x five receipt. = 4.75"x13" size of one page. 70 GSM white paper.		
17	Cash Book. One Book of 200 pages Numbering. 75 GSM Paper (Balarpur). Hard register binding.	8.5"x13.5". Both side printing. 75 GSM Paper (Balarpur). Hard register binding.		
18	Pre-printed computerized payment receipt of CDR billing. Size: 8 Inches x 3 inches. Four receipt in one page. With BSNL Logo.	8 Inches x 3 Inches. Single side printing. 75 GSM white paper		
19	ACG-92 Rent Bill Form .Book of 100 Sheet	7"x9" Single side printing. 70 GSM white paper.		
20	APP.9 Leaflet of 6 pages.	11"x8.15" Both side printing. 60 GSM white paper.		
21	APP.10 (2 pages)	12"x7.6" Both side printing. 54 GSM whitepaper.		
22	FORM-I Leaflet of 10 pages	12.10"x8.6" Both side printing. 70 GSM white paper.		

**Certified that I/We have read all the pages of the Tender document and have gone through the various Instructions, Terms and Conditions etc., properly and the same are acceptable to me/us.**

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Signature of Bidder with seal