

S. No.....

## TENDER DOCUMENT

### TENDER DOCUMENT FOR PURCHASE OF LAPTOPs IN MANDI SSA

Nit No.GMTD/MND/EB/Tender/Computer-1/2014-15/3

Dated 31/01/2015

O/O GENERAL MANAGER  
TELECOM DISTRICT MANDI



*Connecting India*

BHARAT SANCHAR NIGAM LIMITED  
MANDI

- 1 Name & Address of Contractor\_\_\_\_\_
- 2 Date of issue of tender of document\_\_\_\_\_

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**Section-I**  
**BHARAT SANCHAR NIGAM LIMITED**  
O/o GENERAL MANAGER TELECOM DISTRICT MANDI

**NIT No: - GMTD/MND/EB/Tender/Computer-1/2014-15/3**

**Dated 31-01-2015**

**NOTICE INVITING TENDER**

Properly Sealed (Wax sealed/PVC tape sealed) tenders are invited by the GMTD Mandi from the experienced Firm/Organization for purchase of Laptops working at different offices/sections of Mandi SSA.

Description of item Required	Estimated Cost in Rs.	EMD in Rs.	Cost of tender form in Rs.
10 Nos. of Laptops	4,00,000/-	10,000/-	569-00

**1. Eligibility:-**

- i. The bidder must have an experience of supply of computers, Laptops and Printers for Rs. 1.2 Lakhs, in any one **financial** during last three financial years in BSNL/MTNL/DOT/any central or state Govt. department or its PSU or Nationalized Banks.
  - ii. The bidder must have the valid authorized distributorship/dealership of original Equipment Manufacturer (OEM) for computers/laptops having turnover of 100 Crores or above.
2. Period of contract: One year from the date of agreement or completion of work put to tender, whichever is earlier.
  3. Mode of payment: Tender Document can be purchased from DE (CFA) O/O GMTD Mandi HP-175001 by paying cost of Tender document in shape of Demand draft drawn in favour of AO (Cash) O/O GMTD Mandi (Payable at Mandi) for purchasing of tender documents.
  4. Tender document containing detailed description of work, Terms & Conditions can also be downloaded from the website **hp.bsnl.co.in**
  5. Sale of tender document : Up to 1200 hrs of 21-02-2015
  6. Time and last date of submission of Bids : Up to 1200 hrs of 23-02-2015
  7. Time & date of Bid opening : 1230 hrs of 23-02-2015
  8. Time & date of Financial Bid opening. : Will be intimated by TOC.

The payment of Bid Security (EMD) will be accepted in the form of crossed demand draft on any scheduled bank in favour of Accounts Officer (Cash) BSNL, Office of the General Manager Telecom Dist. Mandi, payable at Mandi. The completed bids addressed to DE (CFA) BSNL O/O G.M.T.D. Palace Colony, Mandi HP-175001 must reach on due date/time. If the date of opening of the tender happens to be a holiday, the tender will be opened on the next working day.

The tender, which is not accompanied by the requisite Bid Security shall be summarily rejected. In addition to this tender document not accompanied with the cost of bid document ( in case of document downloaded from the website) will summarily be rejected. The downloaded “ Tender Document” in which rates are quoted should be properly bound and sealed . In case of any correction/addition/alteration/omission in tender document, the bid shall be treated as non-responsive and summarily be rejected. The contractor shall furnish a declaration to this effect that no addition/deletion/correction have been made in the tender document submitted and it is identical to the tender document appearing in the website Tender will not be accepted/ received after expiry date and time. GMTD Mandi reserves the right to reject any or all tenders without assigning any reason what –so ever

**Note:-Any discrepancy found in the downloaded tender document submitted by the contractor compared to uploaded tender document, the tender document uploaded by the BSNL will be treated as valid and any changes (found in the tender document submitted by the contractor) at any stage, will be treated as fraud done to the BSNL, and will be liable to cancellation of agreement done (if any) and appropriate action will be taken against the contractor.**

**DE (CFA)**  
**O/O GMTD Mandi-175001**

Signature of bidder

## Section II Instruction to Bidders

### A. INTRODUCTION:

#### 1. DEFINITIONS •

- a. President of India: The President of India means the President of India and his successors.
- b. Government of India: The Government or Government of India shall mean the President of India
- c. BSNL - BSNL means Bharat Sanchar Nigam Limited [A Govt. of India's Enterprises]
  - Chief General Manager
  - Principal General Manager
  - General Manager
  - Deputy General Manager / **Area Manager** / **Director** / Telecom **Distt. Manager** Divisional Engineer
  - Sub Divisional Engineer
  - Junior Telecom Officer.
  - Chief Accounts Officer
  - Accounts officer
  - Assistant Accounts **Officer** Junior
  - Accounts OfficerIncluding other officers in the BSNL, whatever designations assigned to them from time to time, who may be the In-charge of direction, supervision, testing, acceptance and maintenance including their successor(s) in the office appearing in various clauses shall be taken to mean the BSNL under the Ministry of Communications, Government of India.
- d. **The Head of SSA G.M.T.D. Mandi** and his successors.
- e. **The jurisdiction of (GMTD Mandi):** The jurisdiction of **GMTD Mandi** means Mandi SSA which coincides geographically with **Revenue Districts of Mandi**.
- f. **Representative of GMTD Mandi:** Representative of **GMTD Mandi** means Officer and staff for the time being in '**Mandi SSA**' deputed by the **GMTD Mandi** for inspecting or supervising the work or testing etc.
- g. **Engineer-in-charge:-**The Engineer-in-charge means the Engineering Officer nominated by the BSNL to supervise the work, under the contract. (Minimum Divisional Engineer level officer).
- h. **Site Engineer:-**Site Engineer shall mean a SDE of the BSNL who may be placed by the (GMTD Mandi as In-charge of the work at site at any particular period of time.
- i. **Contract:-**The term contract means, the documents forming the tender and acceptance the agreement executed between the competent authority on behalf of the Bharat Sanchar Nigam Limited [A Govt.of India Enterprises] and the contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time, by the engineer in-charge and all these documents taken together shall be deemed to form one contract and shall be complementary to one another. In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them. The expression works or work shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.
- j. **Contractor:** The contractor shall mean the individual, firm or company, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company or the successors of such firm or company and the permitted assignees of such individual, firm or company.
- k. **Work:** The expression "works" shall unless there be something either in the subject or context repugnant to such construction be construct and taken to mean the works by or by virtue of the contract contracted to be executed

Signature of bidder

whether temporary or permanent and whether original altered, substituted or additional.

1. **Schedule:** Schedule(s) referred to in these conditions shall mean the relevant schedule (s) the standard schedule of rates mentioned in the document.

m. **Site:** The site shall mean the land / or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which, the work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

n. **Normal time or Stipulated time:** Normal time or Stipulated time means time specified in the work order to complete the work.

o. **Extension of Time:** Extension of Time means the time granted by the BSNL to complete the work beyond the normal time or stipulated time.

p. **Date of Commencement of Work:** Date of Commencement of Work means the date of actual commencement of work or 7<sup>th</sup> day from the date of issue of work order, whichever is earlier.

q. **Due date of completion:** Due date of completion shall be the date by which the work shall *be* completed at site including clearance of site.

r. **Duration of completion of work:** The duration of completion of work or completion time shall be time specified in the work order plus extension of time granted, if any.

## 2. ELIGIBILITY OF BIDDERS :

i. The bidder must have an experience of supply of computers, Laptops and Printers for Rs. 1.2 Lakhs, in any one financial during last three financial years in BSNL/MTNL/DOT/any central or state Govt. department or its PSU or Nationalized Banks.

ii. The bidder must have the valid authorized distributorship/dealership of original Equipment Manufacturer(OEM) for computers/laptops having turnover of 100 Crores or above.

## 3. THE BID DOCUMENTS

### 3.0 Technical Bid

#### 3.1 Financial Bid ( Schedule of rates )

3.2 The Bidder is expected to examine all instructions, terms and specifications in the documents. Failure to furnish the information required as per the Bid Documents or submission of bids not satisfactorily responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

## 4. Cost of Bidding:

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

## 5. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY & QUALIFICATIONS :-

The bidder shall furnish, as part of his bid documents establishing the bidder's eligibility, the following documents {Photo copies (Duly Attested) of following documents should be attached with Technical Bid }:-

a. Original DD of their Bid Security (EMD) of requisite amount as per NIT.

b. Experience Certificate as per NIT

c. Duly attested valid certificate of distributorship/dealership of original equipment manufacturer for computers/laptops.

d. Tender document(s), in original except Section-VIII, duly filled in & signed by bidder or his authorized representative

Signature of bidder

along with seal on each page. All corrections & overwriting must be initialed with date by the contractor or his authorized representative.

e. Copy of PAN No.

f. An original affidavit on non judicial stamp paper of Rs. 10/ attested by Notary Public that "I am a sole proprietor of firm" in case of proprietorship firm. **This must be in original.**

g. The copy of registered partnership deed and firm registration (from registrar of firm only ) in cases of partnership firm.

h. Memorandum of Articles & association, in case of private/public limited company.

i. Original Power of attorney in case person other than the contractor has signed the tender documents.

j. Contractor's profile, duly filled in, as per the tender document.

k. Service Tax Registration Certificate, if applicable, if not applicable then a certificate in the form of undertaking (on non judicial stamp paper of Rs. 10/- attested by notary) must be given by bidder along with technical bid stating that Service Tax is not applicable.

l. EPF if applicable, if not applicable then a certificate in the form of undertaking (on non-judicial stamp paper of Rs. 10/ attested by notary) must be given by bidder along with technical bid stating that EPF is not applicable.

m. Declaration as per NIT in case of downloaded tender document.

n. Duly attested copy of Certificate of Distributorship if applicable.

o. Duly attested certificate of registration for VAT/Sales TAX if applicable.

**Note:- Any discrepancy found in the downloaded tender document submitted by the contractor compared to uploaded tender document, the tender document uploaded by the BSNL will be treated as valid and any changes (found in the tender document submitted by the contractor) at any stage, will be treated as fraud done to the BSNL, and will be liable to cancellation of agreement done (if any) and appropriate action will be taken against the contractor.**

## **6. BID SECURITY (EMD):**

**6.1** The bidder shall furnish, as part of his bid, a bid security (EMD) for an amount as mentioned in NIT. No interest shall be paid by BSNL on the bid security for any period, what so ever.

**6.2** The bid security is required to protect the BSNL against the risk of bidders conduct, which would warrant the security's forfeiture, pursuant to para 6.7

**6.3** The bidder shall have to deposit EMD amount either through Crossed Demand Draft issued by a schedule nationalized bank drawn in favour of AO(Cash) o/o GMTD MANDI.

**6.4** A bid not secured in accordance with para 6, shall be rejected by the BSNL as non responsive.

**6.5** The bid security of the unsuccessful bidder will be refunded as promptly as possible but not later than 30 days after the expiry of the period of bid validity prescribed by the BSNL.

**6.6** The successful bidder's bid security will compulsorily be converted to part Performance security deposit.

### **6.7 The bid security shall be forfeited ;**

6.7.1 If a bidder withdraws his bid during the period of bid validity specified in the bid document  
or

6.7.2 If the bidder makes any modifications in the terms and conditions of the tender before acceptance of the tender, which are not acceptable to the BSNL  
or

6.7.3 In case of a successful bidder, if the bidder fails to sign the agreement in accordance with the Instructions laid down in the letter of BSNL addressed to the contractor for execution of agreement.

## **7. BID PRICES:**

**7.1** The bidder shall give the total composite price inclusive of all levies and taxes, packing, forwarding, freight and insurance in case of materials to be supplied and inclusive of all taxes and levies in case of works to be executed. The contractor shall be responsible for transporting the materials to be supplied by the BSNL (At the district Telecom Store) or otherwise to execute ( the work under the contract, to site at his/their own cost. The costs of transportation

Signature of bidder

are subsumed in the standard Schedule Rates and therefore no separate charges are payable on this account. The offer shall be firm in Indian Rupees.

**7.2** Prices shall be quoted by the bidder in Financial Bid . Prices quoted at any other place shall not be considered.

**7.3** The price 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.

**8. PERIOD OF VALIDITY OF BIDS :**

8.1 Bid shall remain valid for 180 days from date of opening of the bid (Qualifying Bid). a bid valid for a shorter period shall be rejected by the BSNL as non-responsive.

8.2 The BSNL reserves the right to request the lowest 3 bidders as per read out list on the opening day to extend the bid validity for a period of further 30 days and the bidder has to necessarily extend the bid validity. Refusal to extend the bid validity will result in forfeiture of the bid security. A bidder accepting the request and extending the bid validity will not be permitted to modify his bid.

**9. SIGNING OF BID:**

9.1 The bidder shall submit, as a part of his bid, the bid documents (in original ) duly signed on each and every page, establishing the conformity of his bid to the bid documents of all the works to be executed by the bidder under the contract. (Note: The contractor is advised to keep a photocopy (at his own cost ) of the bid documents for his own reference.)

9.2 The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct *error* made by the bidder in which case such corrections shall be signed with date by the person or persons signing the bid.

**C. SUBMISSION OF BIDS**

**10. Method of preparation of bid:**

10.1 Bid for each tender should be submitted in **two** envelopes separately placed **inside a** main cover. These envelopes should contain the following:-

Envelope	Marked on the Cover	Contents of Envelope
First	Technical Bid	Containing Bid Security as per clause 6, other documents as per clause 5 and Bid Cost(if downloaded)
Second	Financial Bid	<b>Rates duly quoted by the contractor in the prescribed format as per Section -VIII</b>

On all these envelopes the name of the firm and whether "Technical Bid" OR "Financial" bid must be clearly mentioned and should be property sealed (with sealing wax/Packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). The tenders which are not submitted in above mentioned manner may be rejected.

10.2 All envelopes i.e. 2 inner & one outer must bear the following information;

**Tender for Purchase of Laptops in Mandi SSA NIT No GMTD/MND/EB/Tender/Computer-1/2014-15/3**

To

**DE(CFA) O/o GMTD Mandi,  
HP-175001**

Signature of bidder

- 10.3 The contractor will be bound by all terms, conditions & specification as detailed in the tender documents.
- 10.4 Any tender with conditions other than those specified in the tender document is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the tender is opened.

**11. SUBMISSION OF BIDS:**

**11.1** Tenders should be dropped in person in the tender box placed in the office of DE (CFA) O/o GMTD, Mandi within the scheduled date and time of tender, as mentioned in NIT. The slit of the tender box will be sealed immediately after the specified time for receipt of tender.

**11.2 Postponement of Tender opening:**

If the date of opening of bids is declared as holiday, the bids will be opened on the next working date at the same time and venue.

**12 LATE BIDS:**

Tenders will not be received after the specified time of closing of the tender and the same shall be rejected and returned unopened to the bidder. It is the sole responsibility of the contractor that he should ensure timely submission of tender.

**BID OPENING AND EVALUATION:**

**13 OPENING OF BIDS BY THE BSNL :**

- 13.1 The BSNL shall open the bids in the presence of bidders or their authorized representatives who choose to attend, on due date and time. The bidder's representatives, who are present, shall sign an attendance register. The bidder shall submit authority letter to this effect before they are allowed to participate in the bid opening
- 13.2 First the outer envelope containing the two envelopes be opened. The bid opening committee shall initial on all envelopes with date.
- 13.3 Among these two envelopes, the envelope marked "Technical BID " shall be opened first and examined.
- 13.4 The Financial Bid shall be opened in the following manner;
- 13.5 The envelope marked "Financial Bid," will be opened only for qualified tenders in "Technical bid". in due time and date.
- 13.6 In case there is discrepancy in figures and words in the quote, the same shall be announced in the bid opening, but the quote in words shall prevail.

**14 CLARIFICATION OF BIDS BY THE BSNL ;**

To assist in examination, evaluation and comparison of bids, the BSNL may, at its discretion ask the bidder for clarification of its bid. The request for its clarification and its response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

**15. PRELIMINARY EVALUATION BY TOC:**

BSNL 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.

**16. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS;**

- 16.1 The BSNL shall evaluate in detail by multiplying the tentative quantity of items with quoted rates by the bidder.
- 16.2 The L-1 of the tender will be decided on the basis of the lowest rate.

**17. CONTACTING THE BSNL:**



- 17.1 Subject to clause 17 no bidder shall try to influence the BSNL on any matter relating to its bid, from the time of bid opening till the time the contract is awarded.
- 17.2 Any effort by the bidder to modify his bid or influence the BSNL in the BSNLs bid evaluation, bid comparison or the contract award decisions shall result in the rejection of the bid.

#### **18. AWARD OF CONTRACT:**

- 18.1.1 The BSNL shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially acceptable.
- 18.1.2 The work against the tender is for one year's requirement and the terms and conditions of this tender shall be operative for a period of one year from the date of signing of agreement between the BSNL and the contractor.

#### **19. BSNL'S RIGHT TO VARY QUANTUM OF WORK:**

The BSNL, at the time of award of work under the contract, reserves the right to decrease or increase the work by up to 25 % of the total quantum of work as mentioned in the schedule of requirements without any change in the rates or other terms and conditions. The quantity of Laptop mentioned in the tender are tentative and may vary.

#### **20. BSNL'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

The BSNL reserves the right to accept or reject any bid and reject all bids, at any time prior to award of contract without assigning any reason what-so-ever .

#### **21 ISSUE OF LETTER OF INTENT**

- 21.1 The issue of letter of intent shall constitute the intention of BSNL to enter in to the contract with the bidder. Letter of intent will be issued as offer to the successful bidder.
- 21.2 The bidder shall within 15 days of issue of letter of intent, give his acceptance along with Performance security money conformity with clause section-V, provided with the bid documents.

#### **22. PERFORMANCE SECURITY**

- 22.1 The proceeds of the performance security shall be payable to the A.O.(cash) BSNL o/o GMTD, Mandi in the form of Bank Guarantee / Cash/ DD as compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract BG shall be prepared on non-judicial stamp paper costing Rs.100/-for 18 months. The EMD (Bid security) of the successful contractor shall essentially be converted into Performance security deposit and rest 7.5% will be deposited by the bidder to make total performance security will be 10% of the cost of the tendered value.
- 22.2 In case, if successful contractor, fails to deposit security within 15 days or the date as decided by the GMTD Mandi or withdraws his tender or fails to commence the work within 15 days from the approval or the date as decided by the GMTD Mandi, the bid security will be forfeited to the BSNL.
- 22.3 In case of poor workmanship and if the work is not completed in the time as per the work order on the part of the contractor, the GMTD will have the authority to get the work done by other agency at the cost of the contractor. The GMTD Mandi or the officers working on his behalf will also have right to impose penalty and adjust the same from the running bills payable to the contractor.
- 22.4 The performance security shall be refunded after expiry of warranty period (3 Years) provided there are no recoveries to be made arising out of poor workman ship, incomplete work and/ or violation of any terms and conditions of the contract as stipulated in the bid document
- 22.5.1 No interest will be paid to the contractor on the security deposit

#### **23 SIGNING OF AGREEMENT:**

Signature of bidder

- 23.1 The signing of agreement shall constitute the award of contract on the bidder. The agreement with the successful bidder shall be signed by the BSNL with in a 15 days or the date as decided by the GMTD Mandi after the issue of information to do so from this office. Agreement will be executed on non judicial stamp paper of costing Rs.100/- The cost of stamp paper will be borne by contractor.
- 23.2 As soon as the tender is approved by the competent authority, the Bid Security deposited by the successful bidder shall be converted in to the Performance security deposit, which will be held by the BSNL till the completion of warranty period.

## SECTION III

### GENERAL CONDITIONS OF THE CONTRACT

**1 PURPOSE OF TENDER:** This tender is for purchase of laptops in Mandi SSA.

**POWER OF ATTORNEY:-**

**Power of Attorney"** as below in case person other than the contractor has signed the tender documents.

Power attorney will be based on:-

- (a) It is mandatory that power of Attorney should be executed on non-judicial stamp paper, otherwise it would not be admissible in the eye of law.
- (b) The power of Attorney should be on a non-judicial stamp paper of Rs.30/- in case same has been executed in between blood relations and in other cases it should be on a non-judicial stamp of Rs. 500/- and should be attested by the Notary Public or the same should be registered before the sub-registrar.
- (c) The power of attorney should be issued by a person who has been authorized by the board to do business or transactions on behalf of the firm / institution /company. The other person is not to authorized execute the power of Attorney.
- (d) Delegation of power of Attorney, to some other persons is totally prohibited and not permissible in the eye of law.

**2. ARBITRATION:**

- 2.1 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 to sole arbitration of the Chief General Manager, Himachal Pradesh Telecom circle or in case his designation is changed or his office is abolished then in such case be the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the Chief General Manager Himachal Pradesh telecom circle or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chief General Manager, Himachal Pradesh telecom circle or the said officer is unable or unwilling to act as such to the. sole arbitration or some other person appointed by the Chief General Manager, or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is BSNL Servant or that he has to dealt with the matter to which the agreement relates or that in the course of his duties as BSNL 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 or the said officer shall appoint another 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.
- 2.2 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 1996 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.
- 2.3 The venue of the arbitration proceeding shall be the Office of the Chief General Manager, H.P. Telecom circle or such other Places as the arbitrator **may** decide. Following procedure shall be followed:
- 2.4 In case parties are unable to reach a settlement by themselves. the dispute should be submitted for arbitration in accordance with contract agreement.
- 2.5 There should not be a joint submission with the contractor to the **sole** Arbitrator.
- 2.6 Each party should submit its own claim separately and may oppose the claim put forward by the other party.
- 2.7 The onus of establishing his claims will be left to the contractor.
- 2.8 Once a claim has been inducted in the submission by the contractor, a reiteration or modification thereof will be opposed.

2.9 The "points of defence" will be based on actual conditions of the contract.

### **3.0 Court Jurisdiction**

- (a) Any dispute arising out of the tender/bid document/evaluation of bids/ Issue of Work Order shall be subject to the jurisdiction of the competent court at the place from where the NIT/Tender has been issued.
- (b) Where a contractor has not agreed to arbitration, the dispute /claims arising out of the Contract/Work Order entered with him shall be subject to the jurisdiction of the competent court at the place from where Contract Work Order has been issued Accordingly, a stipulation shall be made in the contract as under :-

**“This contract is subject to jurisdiction of Court at Mandi Only”.**

**4.0** The GMTD Mandi reserves the right to terminate the contract at any time without assigning any reason.

### **5.0 TAXES AND DUTIES:-**

Contractor shall pay all levies, fees royalties, taxes and duties payable or arising from out of, by virtue of or in connection with and/or incidental to the contract or any of the obligations of the parties in terms of the contractor documents and / or in respect of the works or operations or any part thereof to be performed by the contractor and the contractor shall indemnify and keep indemnified the BSNL from and against the same or any default by the contractor in the payment thereof. Details of service tax to be paid to excise department, should be shown separately in the bill by contractor and registration No. thereof should be enclosed with the bill otherwise same will not be paid to the contractor by BSNL.

**6. PROCESS OF EVALUATION OF TENDER:** Tender will be evaluated on the basis of financial bid. Incomplete financial bids will be rejected. L-1 bidder will be decided by lowest total tender cost.

7. **PENALTY--** The contractor must give free of cost repairs during the warranty period. The contractor/supplier must attend any such complaint within 7 working days from the date of receipt of such complaint, failing which the contract shall be liable for penalty @ rate of Rs 100 per Laptop per day subject to the condition that the total deduction in such case is shall be restricted to 10% of the tender cost.
8. Any fault occurs in the soft-ware due to the negligence of the contractor, the fault have to be rectified & arrangement will have to be done for rectification of fault of software by contractor as per clause 7 above, otherwise cost of soft ware will be charged from the contractors.

### **9. RESCISSION/ TERMINATION OF CONTRACT:**

**9.1 Circumstances for rescission of contract:** Under the following conditions the competent authority may rescind the contract:

If the contractor commits breach of any items of terms and conditions of the contract.

If the contractor suspends or abandons the execution of work and the engineer in-charge of the work comes to conclusion that work could not be completed by due date for completion or the contractor had already failed to complete the work by that date.

If the contractor had been given by the officer-in-charge of work a notice in writing to rectify /replace any defective work and he/she fails to comply with the requirement within the specified period.

9.2 Upon rescission of the contract, the security deposit of the contractor shall be liable to be forfeited and shall be absolutely at the disposal of the BSNL.

#### **9.3 Termination for Insolvency :**

The BSNL may at any time terminate the Contract by giving written notice to the Contractor without compensation to Contractor, if the Contractor 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 BSNL.

**SECTION-IV**  
**Schedule of Requirement (SOR)**  
**and Technical Specifications**

S.No.	Item Required	Quantity Required	Specifications
1	Laptops	10 Nos.	<ul style="list-style-type: none"> <li>• Processor: Intel Core i3, 3110M, 2.4Ghz 3MB smart cache or better, IVY bridge configuration or higher configuration.</li> <li>• Chipset : Intel 7 series or higher chipset or higher chipset.</li> <li>• Memory : 4GB 1333 MHz DDR3 RAM or higher expandable up to 8GB</li> <li>• HDD : 500GB, 5400 rpm (minimum) SATA</li> <li>• Display : 14" (35.56cm) or above TFT active matrix wide screen display</li> <li>• Resolution: 1366x768 WXGA or higher.</li> <li>• Video Controller: Integrated Intel HD Graphics.</li> <li>• Wireless Connectivity: Integrated wireless b/g/n, Integrated Bluetooth.</li> <li>• Keyboard: Key board with touch pad.</li> <li>• Expansion Port: 3 USB 10/100/100 Ethernet card, RGB or video or VGA/HDMI/Mini DP, Microphone in, Headphone in and other standard features.</li> <li>• Operating System: Microsoft Windows 8 professional &amp; other essential soft wares preinstalled along with Norton/MacAfee/e-scan/e-trust antivirus latest version with 3 year license.</li> <li>• Power Supply: 230V, 50Hz AC supply with chargeable battery pack comprising of Li-Ion/Li-Polymer battery suitable for approximate 4Hrs operation complete with battery charger / adapter.</li> <li>• DVD writer: Integrated DVD writer 8X &amp; integrated stereo speaker</li> <li>• Carry Case: To be provided.</li> </ul>

**Note:**

1. A warranty of three years is required from the date of receipt of the material.
2. Laptops of reputed firms/companies will only be purchased.

## **SECTION-V GENERAL COMMERCIAL CONDITIONS OF CONTRACT**

### **1. APPLICATION**

The general condition shall apply in contracts made by the purchaser for the procurement of goods.

### **2. STANDARDS**

The goods supplied under this contract shall conform to the standards prescribed in the Technical Specifications mentioned in section IV.

### **3.PATENT RIGHTS**

The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof in Indian Telecom Network.

### **4. PERFORMANCE SECURITY**

4.1 All suppliers (including MSEs who are registered with the designated MSME bodies, like National Small Scale Industries Corporation etc. shall furnish performance security to the purchaser for an amount equal to 10% of tender cost.

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 proforma provided in 'Section-VII of this Bid Document.

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

### **5.INSPECTION AND TESTS**

5.1 The Purchaser or its representative shall have the right to inspect and test the goods as per prescribed test schedules for their conformity to the specifications.

5.2 Should any inspected or tested goods fail to conform to the specifications the purchaser may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet Specification / requirements free of cost to the purchaser.

5.3 If any equipment or any part thereof, before it is taken over under clause 5.4, is found defective or fails to fulfill the requirements of the contract, the inspector shall give the Supplier notice setting forth details of such defects or failure and the supplier shall make the defective equipment good, or alter the same to make it comply with the requirements of the contract forthwith and in any case within a period not exceeding three months of the initial report. These replacements shall be made by the supplier free of all charges at site. Should it fail to do so within this time, the purchaser reserves the discretion to reject and replace at the cost of the supplier the whole or any portion of equipment as the case may be, which is defective or fails to fulfill the requirements of the contract. The cost of any such replacement made by the purchaser shall be deducted from the amount payable to the supplier.

5.4 When the performance tests called for have been successfully carried out, the inspector / ultimate consignee will forthwith issue a Taking Over Certificate. The inspector /ultimate consignee shall not delay the issue of any "taking Over Certificate" contemplated by this clause on account of minor defects in the equipment which do not materially affect the commercial use thereof provided that the supplier shall undertake to make good the same in a time period not exceeding six months. The Taking Over Certificate shall be issued by the ultimate consignee within six weeks of successful completion of tests. In this case, BCPC (Bills Copy Payable Challan) shall be equivalent to "Taking Over Certificate", issuance of which shall certify receipt of goods in safe and sound condition. However, they shall not discharge the supplier of their warranty obligation. BCPC in respect of last consignment against the purchase order will be equivalent to "Taking Over Certificate".

5.5 Nothing in clause 5 shall in any way release the Supplier from any warranty or other obligations under this contract.

### **6.DELIVERY AND DOCUMENTS**

6.1 Delivery of the goods and documents shall be made by the supplier in accordance with the terms specified by the purchaser in its schedule of requirements and special conditions of contracts, and the goods shall remain at the risk of the

supplier until delivery has been completed. The delivery of the equipment shall be to the ultimate consignee as given in the purchase order.

6.2 The delivery of the goods and documents shall be completed within time frame.

6.3 All Technical assistance for installation, commissioning and monitoring of the equipment shall be provided by the Supplier at no extra cost during laboratory evaluation, validation/ type approval and field trial, if any.

6.4 The extension of delivery period against the purchase order, if any, should be granted subject to the condition that BSNL shall have the absolute right to revise the price(s) and also to levy penalty for the delayed supplies.

## 7..DETAILS OF THE PRODUCT

The bidder should furnish the name of its collaborator (if applicable), brand name, model number and type of the products offered in this tender. The technical literatures of the products should also be submitted. No change in either technology or product shall be permitted after opening of bids.

## 8. INCIDENTAL SERVICES

The supplier may be required to provide any or all of the following services:

- (a) Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) Furnishing of tools required for assembly and/or maintenance of supplied Goods;
- (c) Performance of supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties provided that this service shall not relieve the supplier of any warranty obligations under this contract.

## 10. WARRANTY

10.1 The supplier shall give warranty for three years on laptops ensuring that the equipment supplied shall be new and free from all defects and faults in materials used, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications. The supplier shall be responsible for any defect that may develop under the conditions provided by the contract and under proper use, arising from faulty material, design or workmanship such as corrosion of the equipment, inadequate quantity of material to meet equipment requirements, inadequate contact protection, deficiencies in circuit design and/ or otherwise and shall remedy such defects at its own cost when called upon to do so by the Purchaser who shall state in writing in what respect the stores are faulty. This warranty shall survive inspection or payment for/ and acceptance of goods, but shall expire (except in respect of complaints notified prior to such date) thirty six months after the stores have been taken over under clause 5.4 above.

10.2 If it becomes necessary for the Supplier to replace or renew any defective portion(s) of the equipment under this clause, the provisions of the clause 10.1 shall apply to the portion(s) of the equipment so replaced or renewed or until the end of the above mentioned period of twelve months, whichever may be later. If any defect is not remedied by the supplier within a reasonable time, the Purchaser may proceed to get the defects remedied from other supplier etc., at the supplier's risk and expenses, but without prejudice to any other rights which the purchaser may have against the supplier in respect of such defects.

10.3 Replacement under warranty clause shall be made by the supplier free of all charges at site including freight, insurance and other incidental charges.

## 11. PAYMENT TERMS

11.1 Payment of 80% shall be made on receipt of goods by consignee. For claiming this payment the following documents are to be submitted to the paying authority.

- (a) Invoice clearly indicating break up details of composite price i.e. Basic, E.D., Sales Tax, any other Duties and Taxes, Freight/Packing Charges, Service Tax etc.
- (b) Acknowledged Delivery Challan in original.
- (c) Excise gate pass / invoice or equivalent document, if applicable.
- (d) Inspection Certificate of QA (Payable copy in original)
- (e) Proof of payment of Octroi/ entry tax etc., if applicable.

Note :- If the supplier fails to furnish necessary supporting documents i.e. excise/Customs invoices etc. in respect of the Duties/taxes which are CENVAT-able, the amount pertaining to such Duties/Taxes will be deducted from the payment due to the firm.

11.2 The balance payment shall be released within 6 months from the date of supply of the equipment in case there are no damage/shortages. In those cases where such shortages/damages are intimated to the supplier in writing, the balance payment shall be released only after the cases are settled in accordance with the provision of the P.O.

11.3. Form C and also a certificate stating that the tendered item (stores) are meant for the use of BSNL shall be provided by the purchaser on the request of the bidder as and when asked for.

11.4. No payment will be made for goods rejected at the site on testing.

11.5. The bidder has to give the mandate for receiving payment costing Rs.5 lakhs and above electronically and the charges, if any, levied by bank has to be borne by the bidder/ contractor/supplier. The bidder company is required to give the following information for this purpose:-

- (a) Beneficiary Bank Name:
- (b) Beneficiary branch Name:
- (c) IFSC code of beneficiary Branch
- (d) Beneficiary account No.:
- (e) Branch Serial No. (MICR No.):

## 12. PRICES

12.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not be higher than the prices quoted by the Supplier in its Bid except for variation caused by change in taxes/ duties as specified in Clause-12.2 mentioned below.

12.2 For changes in taxes/ duties during the scheduled delivery period, the unit price shall be regulated as under:

- (a) Prices will be fixed at the time of issue of purchase order as per taxes and statutory duties applicable at that time
- (b) In case of reduction of taxes and other statutory duties during the scheduled delivery period, purchaser shall take the benefit of decrease in these taxes/ duties for the supplies made from the date of enactment of revised duties/taxes.
- (c) In case of increase in duties/taxes during the scheduled delivery period, the purchaser shall revise the prices as per new duties/ taxes for the supplies, to be made during the remaining delivery period as per terms and conditions of the purchase order.

12.3 Any increase in taxes and other statutory duties/ levies, after the expiry of the delivery date shall be to the supplier's account. However, benefit of any decrease in these taxes/duties shall be passed on to the Purchaser by the supplier. The total price is to be adjusted (by reducing the basic price) with increased duties and taxes as per price mentioned in PO.

## 13. INTIMATION OF SUPPLY STATUS

The bidders, who are given Purchase Orders, must give the details of the supplies made against all the Purchase Orders concerned User Branches of BSNL.

## 14. DELAYS IN THE SUPPLIER'S PERFORMANCE

14.1 Delivery of the Goods and performance of the services shall be made by the Supplier in accordance with the time schedule specified by the purchaser in its purchase order. In case the supply is not completed in the stipulated delivery period, as indicated in the Purchase Order, purchaser reserves the right to short-close/ cancel this 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 vendors.

14.2 Delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to any or all of the following sanctions:

- (a) forfeiture of its performance security,
- (b) imposition of liquidated damages, and/ or
- (c) Short closure of the contract in part or full and/ or termination of the contract for default.

## 15. SET OFF

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

Signature of bidder



#### 16.FORCE MAJEURE

16.1If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings 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 claim for damages against 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 an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

16.2Provided, also that if the contract is terminated under this clause, the Purchaser shall be at liberty to take over from the Supplier 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 course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as the purchaser may deem fit, except such materials, bought out components and stores as the Supplier may with the concurrence of the purchaser elect to retain.

#### 17.TERMINATION FOR DEFAULT

17.1The 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 goods within the time period(s) specified in the contract, or any extension thereof granted by the purchaser pursuant to clause 14;

(b)if the supplier fails to perform any other obligation(s) under the Contract; and

(c)if the supplier, in either of the above circumstances, does not remedy its failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

17.2In the event the purchaser terminates the contract in whole or in part pursuant to Para 17.1 the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However the supplier shall continue the performance of the contract to the extent not terminated.

## SECTION-VI

### AGREEMENT

(On non judicial Stamp Paper of Rs 100/-)

**The successful contractor shall have to execute the following agreement;**

This agreement made on this -----day of -----(month)----- (year) between M/s-----herein after called “The contractor” (Which expression shall unless exclude by or repugnant to the context, include its successors , heirs, executors, administrative representatives and assignee) of the one part and The DE(CFA) on behalf of the G.M.T.D. Mandi of Bharat Sanchar Nigam Limited ( A Govt. of India Enterprises) herein after referred to as BSNL of the other part.

Whereas the contractor has offered to enter into contract with the said BSNL for ..... works in Mandi SSA on the terms and conditions herein contained and the rates approved by the BSNL (Copy of the rates enclosed) have been duly accepted and where as the necessary security deposits have been furnished in accordance with the provisions of the tender document and where as no interest will be claimed on the security deposits.

Now these present witness and it is hereby agreed and declared by and between the parties to these present as follows.

- 1) The contractor shall during the period of this contract that is to say from .....to.....or completion of work (NIT ) for Rs----- (In words)----- whichever is earlier or until this contract shall be determined by such notice as is hereinafter mentioned , safely carryout, by means of labours employed at his own expenses ,..... Works as described in tender documents (annexed to the agreement), when the BSNL or GMTD or any other person authorized by the GMTD Mandi in that behalf require. It is understood by the contractor that the quality of work mentioned on the schedule is likely to change as per actual requirement as demanded by exigencies of service.
- 2) The NIT, Bid documents (Qualifying and Financial) , letter of intent, approved rates , annexed hereto and such other additional particulars , instructions, drawings, work orders as may be found requisite to be given during execution of the work shall be deemed and taken to be an integral part of the contract and shall also be deemed to be included in the expression “ The Agreement” or “The contract” wherever herein used.
- 3) The contractor hereby declares that nobody connected with or in employment of BSNL, is not / shall not ever be admitted as partner in the contract.
- 4) The contractor shall abide by the terms and conditions, rules, guidelines, construction practices, safety precautions etc. stipulated in the tender document including any correspondence between the contractor and the BSNL having bearing on execution of work and payments of work to be done under the contract.

• In witness whereof the parties present have here into set their respective hands and seals the day and year in \_\_\_\_\_

Above written

Signed sealed & Delivered by the above  
named Contractor in the presence of.

Witness

- 1.
- 2.

Signed & Delivered by the  
DE(CFA) on behalf of the G.M.T.D. Mandi

Signature of bidder

## Section - VII

Draft of Performance Security Deposit Exemption Bank Guarantee (on Non  
Judicial stamp Paper of Rs. 100 /- for 18 months Bank Guarantee )

The B.S.N.L., Acting through General Manager Telecommunication District,

In Consideration of the BSNL acting through General Manager Telecommunication District, (hereinafter called "the beneficiary") having agreed to exempt \_\_\_\_ ( Name & Address of Contractor) \_\_\_\_\_ (hereinafter called "The said Contractor") from the demand under the terms and conditions of provisional Acceptance/Approval letter No. \_\_\_\_\_ dated \_\_\_\_\_ given by the beneficiary to the said Contractor, for the Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for Supply of \_\_\_\_\_ (hereinafter called "the said tender terms"); of performance security deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Tender terms on production of a Bank guarantee for Rs. \_\_\_\_\_ (in words Rs. \_\_\_\_\_ Only ); We \_\_\_\_\_ Name & Address of Bank \_\_\_\_\_, (hereinafter referred as the "Bank") at the request of the Contractor do hereby undertake to pay to the beneficiary an amount not exceeding Rs. \_\_\_\_\_ (in words Rs \_\_\_\_\_ 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 Contractor 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 Contractor of any of the terms and conditions contained in the said Tender terms or by reason of the Contractor 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 Contractor in any suit or proceeding pending before any court and tribunal relating thereto our 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 thereunder and Contractor 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 the 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 certifies that the terms and conditions of the said Tender terms have been fully and properly carried out by the said Contractor 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 or to extend time of performance by the said Contractor 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 Contractor and to forbear or enforce any of the terms and conditions relating to the said Tender terms and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor or for any forbearance act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said Contractor 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 will not be discharged due to the change in the constitution of the bank or of the said Contractor.

7. We, \_\_\_\_\_ Name & Address of Bank \_\_\_\_\_, lastly undertake not to revoke this guarantee during its **currency and even after expiry without the previous consent of the beneficiary in writing.**

Dated \_\_\_\_\_

Signature of bidder

**SECTION-VIII**

**CONTRACTORS PROFILE**

1. Name of the contractor/firm\_\_\_\_\_

2. Name of the person submitting the tender  
Shri/Smt.\_\_\_\_\_

(In case of Proprietary/ Partnership firms, the contractor has to be signed by Proprietor / Partners only, as the case may be)

3. Address of the firm  
\_\_\_\_\_

4. Telegraphic Address.....

5. Tel no. (with STD code) (0).....(FAX).....[R].....

6. Mobile Number .....

7. Registration & incorporation particulars of the firm :

Proprietorship

Partnership

Private Limited

Public Limited

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)

8. Name of Proprietor/Partners/Directors.....

9. Contractor's bank, its address and his current account number.....  
.....

10. Permanent income Tax number. Income Tax circle.....

a. Capacity of engaging Technicians/Service Engineers per day.....

11. Details of Technical and supervisory Staff:  
\_\_\_\_\_

**I/We hereby declare that the information furnished above is true and correct.**

**Place:**

**Date:**

Signature of bidder

**SECTION – IX**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

(To reach AGM(CFA) O/o GMTD Mandi, before or at the date of bid opening )

To,

The DE(CFA)  
O/o GMTD Mandi  
Bharat Sanchar Nigam Limited,

Subject: Authorization for attending bid opening on .....(date) in  
the Tender of .....

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 Signatures
---------------------	------	---------------------

I.

II.

Alternate

Representative

Signatures of bidder

Or

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

Note : 1. Maximum of two representatives 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.

Signature of bidder

## Section-X

**FINANCIAL BID**

NIT No: - GMTD/MND/EB/Tender/Computer-1/2014-15/3 Dated 31-01-2015

*To*

*The General Manager Telecom District  
Bharat Sanchar Nigam Limited.  
MANDI (HP)*

Sir,

**With reference to your tender notice No.:- GMTD/MND/EB/Tender/Computer-1/2014-15/3 dated 31-01-2015**

I have read all the terms and conditions in the tender documents, I agree with them. I/we offer my/our rates for supply of 10 Nos. of Laptops in Mandi SSA as per terms & condition of above mentioned Tender with the following details:

Sr. No.	Item	Make	Specifications	Rate <b>per unit</b> including all taxes	
				In figure Rs.	In words Rupees
1	Laptop				

**Note: In case of difference in rates quoted in figure and words, the rate quoted in words will be treated as final.**

Signature of bidder