

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprises)
Office of the General Manager Telecom District Mandi (HP)

NOTICE INVITING TENDER

Wax sealed/PVC Tape sealed tenders are invited for work of House Keeping/ Maintenance/ of BSNL IQ at Kullu, Manali and Holiday Home at Kullu for a period of one year from the date of awarding the tender on contract basis.

Name of the Work	Estimated Cost of work (in Rs.)	Bid Security (in Rs.)
House Keeping/ Maintenance in IQ at Kullu, Manali and Holiday Home at Kullu	3,00,000/-	7500/-

Tender No.	No:-GMTD/MND/Tender/Caretaking/I.Q/T-1/2015-16/08 Dated at MND the 14-01-2016
Contract Officer for getting Tender forms	Tender document can be obtained from SDE (MIS) O/o GMTD Mandi on any working day w.e.f. 22-01-2016 to 12-02-2016 from 10:00 hrs to 16:00 hrs.
Cost of Tender Forms	Rs 569/- (Rs five hundred and sixty nine only) by crossed demand draft drawn in the favour of AO (cash), BSNL % GMTD Mandi (HP)
Earnest Money Deposit	Rs. 7500/- (Rupees Seven thousand & five hundred only) by crossed demand draft drawn in the favour of AO (cash), BSNL % GMTD Mandi (HP)
Security Deposit	10% of the approved Annual Tender Rate
Last Date and Time for submission of sealed tenders	15-02-2016 at 13:00 Hrs.
Date and Time of opening the sealed tender	15-02-2016 at 15:00 Hrs.

GMTD Mandi reserves the right to accept or reject any or all tender without assigning any reason thereof.

Tender Forms are not transferable

DE (CFA)
% G.M.T.D. Mandi

Signatures of the bidder

2.
Part -A
TERMS AND CONDITIONS OF TENDER

Wax/PVC tape sealed Open tenders are invited on behalf of BSNL from experienced Contractors / agencies for Housekeeping/ Maintenance of IQ at Kullu, Manali & Holiday Home at Kullu., in Mandi SSA for one year or till the next tender is finalized with terms and conditions as under: -

1.The tenderer should submit following documents with tender. Last date/Time for receipt of tenders is 13:00 hours on or before date 15-02-2016. Tenders duly completed in all respects should be addressed to DE (CFA) O/o GMTD Mandi and shall be opened at 15:00 hours on the same day in presence of tenderers who may wish to be present. The tenderers are requested to divide the tender form into two parts as qualifying bid in one envelop (duly sealed & marked as Qualifying Bid) consisting the document establishing the eligibility as mentioned below (I) to (VI) and another envelope containing financial bid (Part D). Both aforementioned sealed envelopes should be kept in a outer cover (duly sealed & marked as "Tender for Housekeeping/ Maintenance of IQ "

- i.) Experience Certificate of previous job in BSNL/ MTNL/ Govt/Semi Govt/ PSUs for one third amount of tender value during the last three financial years (ie not current financial year and last three financial years). The certificate is to be signed by DGM/DE level officer or equivalent.
- ii.) Duly attested affidavit for Sole Prop/ Power of attorney in case firm is partnership concern along with copy of deed..
- iii.) EMD as stated in NIT.
- iv.) Declaration as per Part-C.
- v.) Signed copy of the tender terms & conditions
- vi.) PAN Card (Attach duly attested proof)
- vii) Copy of Service Tax Registration No., if applicable or affidavit indicating reason for non-submission (attach proof).
- viii) Registration/Allotment number of-EPF (Attach duly attested proof) or affidavit indicating reasons for non-submission. Any other social security scheme for workers: (Like Group Insurance/personal accident insurance) (Give details) or affidavit indicating reason for non-submission.

Note:- Reasons of non-submission of document as per clause 1.(vii) & (viii) above should be in the form of Affidavit on non-judicial stamp paper. Reasons indicated should be convincing to the tender accepting authority.

2. The persons supplied on the above services should be less than 45 years of age and medically fit, neat and clean. Quoted rates shall be valid for 150 days from opening the bids.
3. The persons deployed should have experience of Maintenance and up keep of Holiday Home / IQ. If the person remains absent, the contractor will arrange substitute in advance, failing which proportionate amount will be deducted from the security deposit.
4. The BSNL will not in any case be liable for providing employment or other facility given to the BSNL employees, in respect of persons employed by the contractor at any time.

Signatures of the bidder

3.

5. The contractor should comply with the entire dispute, regarding EPF /Labour which arises between contractor and persons deployed.
6. All legal obligations like payment of EPF/ ESI/ Workmen compensation shall be the responsibility of the contractor and shall keep BSNL indemnified against any Such claims made. The contractor must abide by all laws regarding employment of Labourers.
7. The BSNL will not be responsible for any dispute, which arises between contractor and persons employed by the contractor.
8. The payment of the bill duly verified by the controlling officer would be made on monthly basis after the same is submitted complete in all respect in the O/o GMTD Mandi subject to fulfillment of all statutory rules governing the contract.
9. Income Tax as applicable from time to time prescribed by the BSNL shall be recovered from contractor's bill.
10. The contractor will pay wages to the employees at the rate not less than the minimum wages as notified from time to time by the Centre Government.
11. If there is any dispute of any kind in interpretation of the clauses in terms and conditions of the contract, the matter will be referred to GMTD Mandi whose decision will be final and binding on both the parties.
12. GMTD Mandi reserves the right to terminate the agreement at any time without any reason, by giving one month's notice.
13. The successful tenderer has to deposit security of 10% of approved tender cost. The EMD deposited will be converted to security deposit and the remaining amount will be paid in the form of FDR dully pledged(details with SDE MIS O/o GMTD Mandi)/ bank draft drawn in favour of Accounts Officer (Cash) O/o GMTD Mandi.
14. If there is any damage to the property of Holiday Home / IQ the cost of the damaged property will be deducted from the security deposit and bills of the contractor at the rate of original cost of items damaged. Similarly penalty @ 5% of amount of bill payable to contractor shall be imposed in case of improper services rendered and complaints lodged by in charge of Holiday Home/users.
15. For proper up keeping of the Holiday Home/IQ the contractor has to report to incharge of Holiday Home/IQ daily for carrying out the instructions.
16. The successful tenderer shall have to enter into an agreement with BSNL for satisfactory implementation of job and rates shall remain in force for one year from date of agreement. The period can be extended by mutual agreement till new tenders are finalized.
17. GMTD Mandi reserves the right to reject any / all tenders without assigning any reasons.
18. Each tender should be accompanied with **EMD of Rs 7500/- (Rs Seven thousand & five hundred only)** in the form of Demand Draft/ BSNL Cash receipt drawn in favour of AO(Cash) O/o GMTD Mandi. The EMD is interest free.
19. The bidder shall enclose the signed copy of complete tender document at the time of submission along with the quoted rates in required format. In case of any correction in the rates mentioned in figures the rates quoted in words will be treated as final.
20. In case of non / late receipt of tender the responsibility rest with the bidder.

Signatures of the bidder

4.

PART- B

FORM OF UNDERTAKING

I/We..... agree to the following

1. I/We agree to indemnify the department against any loss damages or risk caused during the period of contract for which necessary precautions will be taken by me/us.
2. I/We will be responsible for any claim arising out of accidents or due to my failure of precautions.
3. I/We agree to abide by the labor regulations in force and I am responsible for the prompt payment of the wages to them.
4. I/We agree to carry out the work under the supervision of Officer in charge and according to the directions of the Officer in charge whose decision is final and binding on me.
5. I/We will be responsible for completing and shall pay any compensation as per the workmen compensation Act, 1923 for injuries or disability or death caused to in the process of executing the contract.
6. I/We accept that the accepted rates will be valid up to one year with right for the department to have it extended for a further period of three months or to a date when the next tender is finalized to suit the convenience of the department whichever is earlier.
7. I/We will execute the agreement in the prescribed Performa, with the department in the event of work awarded to me/us within specified time.

I/We have read the tender document carefully and undertake to abide by the all terms and conditions enunciated there in Part-A.

Signatures

Name:

Capacity in which as signed above may be mentioned

Name & address of the firm

Telephone no:

Signatures of the bidder

5.

PART-C

DECLARATION

(To be executed on Rs 10/- stamp paper by the tenderer and attested by public Notary).

I/We declare:

1. That I or any of my partner is neither working in any capacity in Mandi Telecom BSNL Department or anywhere in the BSNL including MTNL ND/Bombay or is removed/dismissed from service of DOT/MTNL/BSNL.
2. That in case of change of partners or change in constitution of the firm, I shall abide by the condition (1) above and bring any change to the knowledge of the General Manager Telecom District Mandi immediately.
3. (i) That I/we shall intimate the names of the persons working in BSNL/DOT/MTNL related to our employees who are working with me in any capacity or are employed subsequently.
(ii) That none of my employee is removed /dismissed of either any unit of BSNL/DOT/MTNL.
4. That I am aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contract and forfeiting of EMD/SD held by the Mandi Telecom District BSNL.

Place:

Signature

Date:

Name of the Tenderer

Note: -

(a) If at any time it is found that the information given in the above appendix is incorrect/incomplete, the contract is liable to be terminated without assigning any reason and the security deposit will be forfeited and legal action will be initiated without any prejudice i.e to the right of the department.

(b) The term "relative" means wife/husband/parents and grand parents/children/grand children/brother/sister/uncle/aunt/cousin and their corresponding in laws.

Signatures of the bidder

6.
Part - D

PROFORMA FOR QUOTING RATES

Description of Work	Rate in Rs (Exclusive all Taxes)	
	In figures	In words
Charges for Housekeeping / maintenance as per terms & conditions of the tender For single shift at I.Q at T/E Building Dhalpur Kullu. (Suits=2 and Drawing (Common) Room=1)		
Charges for Housekeeping / maintenance as per terms & conditions of the tender For single shift at I.Q at T/E Building Manali (Suits=3 and Drawing (Common) Room=1)		
Charges for Housekeeping / maintenance as per terms & conditions of the tender For single shift at Holidayhome at Sultanpur Kullu. (Suits=3 and Drawing (Common) Room=1)		

Date:

Signature:

Name:

Parentage:

Address:

Signatures of the bidder

7.
PART -E

DUTIES OF CARE TAKER

Daily cooking, up keeping, maintenance i.e. change of bed sheets, bed covers, upkeep of pillows & cleaning of all items provided in the IQ & Holiday Home carrying of luggage of visitors from room up to gate and vice-versa, provision of water to visitors. He will have to keep liaison to get the bathrooms of Inspection Quarter Home cleaned. He will be responsible for handling of keys of the room and for the safety and security of the items therein. He will hand over and take over the keys from each guest. Entries in register of Inspection Quarter will be got done as dining hall to be looked.

Signatures of the bidder

8.

PART -F

AUTHORIZATION FOR ATTENDING BID OPENING

To

Chairman Tender Opening Committee
O/O GMTD Mandi.

Ref:- GMTD/MND/Tender/Caretaking/I.Q/T-1/2015-16/08 Dated at MND the 14-01-2016

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

Order of preference	Name	Specimen signature
1		
2		

Signatures of the bidder