



BHARAT SANCHAR NIGAM LIMITED
A
(Govt. of India Enterprises)
Office of the General Manager,
Telecom District Durg-491001.

E-TENDER DOCUMENT
FOR
CARRYING OUT DATAENTRY AND ALLIED JOB IN
TELECOM DISTRICT DURG

TENDER NO.GMTD/DRG/T/W-61-22/Data Entry Works/17-18/07 Dated 09/01/2018

Date & Time of Submission of Bid - up to **11.30** hrs of **31/01/2018**

Date & Time of Opening of Bid — up to **12.30** hrs of **31/01/2018**

Validity of the Bid: ————— **240 Days**

Cost of tender document -----Rs. 1180.00

COVER PAGE

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भारत संचार निगम लिमिटेड
(भारत सरकार का एक उपक्रम)
कार्यालय महाप्रबंधक दूरसंचार जिला – दुर्ग

निविदा आमंत्रण सूचना

क्रमांक : मप्रदूजि/दुर्ग/टी/डब्ल्यू-61-22/डाटा एन्ट्री वर्क/17-18/07 दिनांक- 09/01/2018

बी.एस.एन.एल. की ओर से महाप्रबंधक दूरसंचार जिला दुर्ग द्वारा सक्षम ठेकेदारों से "दुर्ग एस एस ए में डाटा एन्ट्री एण्ड एलाईड जाब वर्क के लिए" इलेक्ट्रानिक-निविदाएं आमंत्रित की जाती है। निविदा की कुल अनुमानित लागत **55.84 लाख** रुपये है। निविदा खोलने की तिथि **31/01/2018, 12.30** बजे है।

विस्तृत जानकारी के लिए कृपया वेबसाइट – www.chhattisgarh.bsnl.co.in या www.tcil-india-electronictender.com पर लॉग ऑन करें।

सहायक महाप्रबंधक (एन.डब्ल्यूपी.)
कार्यालय महाप्रबंधक दूरसंचार,
जिला-दुर्ग

नये कनेक्शन या ब्राडबैंड के लिए SMS करें LL या BB लिखकर BSNL उपभोक्ता 54141 पर एवं अन्य 9400054141 पर

Section - I
BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
Office of the G M T D Durg- (C.G.)
NOTICE INVITING TENDER

Sealed Electronic-tenders in the prescribed form are invited by the General Manager Telecom District, BSNL Durg from reputed, registered firms for data entry and allied job works in various sections of this office and in some field units under the jurisdiction of GMTD, Durg.

1	Name & Description of the Work	TENDER FOR DATA ENTRY AND ALIED JOB WORK IN DURG SSA
2	Tender No	No. GMTD/DRG/T/W-61-22/ Data Entry works /17-18/07, Dated 09/01/2018
3	Validity of tender offer	240 days from opening date.
4	Estimates Cost (Rs in lakhs) (Apprx).	55.84
5	EMD (Rs)	139613.00
6	Cost of Tender Document (Rs)	1180.00
7	Tender document can be obtained by downloading it from the website www.chhattisgarh.bsnl.co.in Tender link for study and record. The official copy of tender document for participating in E-tender shall be available for downloading from https://www.tcil-india-electronictender.com from 10/01/2018, 11:00 Hrs onwards up to 17.30 Hrs of 30/01/2018.	
8	Availability of online tender document	The tender document shall be available for downloading from 11:00 Hrs of 10/01/2018 onwards up to 17.30 Hrs of 30/01/2018. Tender documents shall be available on portal mentioned in DNIT only and to be submitted online. Physical copy will not be available for sale and will not be accepted.
9	Time and last Date of online submission of tender	Duly filled Tender document along with all documents should be submitted on line on portal https://www.tcil-india-electronictender.com on or before 11.30 Hrs of 31/01/2018.
10	Time and Date of online opening of tender	12.30 Hrs on 31/01/2018.
11	Venue of tender submission and opening	AGM (NWP) O/o GENERAL MANAGER TELECOM DISTRICT DURG-491001
12	Amendments/Corrigendum of bid	Up to 17:00 Hrs of 24/01/2018.
13	EMD and cost of tender	EMD is to be paid in the form of DD / Bankers cheque payable at Durg, valid for 18 months from tender opening date. It can also be paid in FDR/BG valid for 18 months from bid opening date and should be in favor of AO (Cash)) O/o GENERAL MANAGER TELECOM DISTRICT DURG-491001. Cost of bid can be in the form of DD/Cash /Bankars Cheque in favor of AO (Cash)) O/o GENERAL MANAGER TELECOM DISTRICT DURG-491001 payable at Durg. Cash receipt must be submitted with tender as per tender submission procedure. MSE bidders are exempted from payment of EMD/cost of bid as per valid certification on date of bid opening.

TERMS AND CONDITIONS OF THE TENDER:

1. Purchase of Tender Document: As per S. No. 8 of DNIT.

- 1.1 The bidders downloading the tender document are required to submit the tender fee amount through DD/ Banker's cheque/Cash along with their tender bid as per bid submission procedure, failing which the tender bid shall be left archived unopened/ rejected. The DD/ banker's cheque shall be drawn from any Nationalized/ Scheduled Bank in favour of "A.O.(Cash) O/o GMTD BSNL DURG" and payable at DURG.
- 1.2 The tender documents shall be issued **free of cost to MSE bidders** on production of requisite proof in respect of valid certification from MSME for the tendered item.
- 1.3 Contract period is for one year with provision of extension for further one year or part thereof on same terms and conditions.

2. Bid Security/EMD:

- 2.1 The bidder shall furnish the bid EMD by Demand Draft/ Banker's cheque drawn in favour of "A.O. (Cash), BSNL, O/o GMTD DURG" and payable at DURG .It can also be deposited by means of FDR/Bank Guarantee from a Nationalized /scheduled bank drawn in favour of "A.O. (Cash), BSNL, O/o GMTD DURG" which should be **valid for 18 months** from the tender opening date.
- 2.2 The MSE units shall be exempted from submission of Bid Security deposit on production of requisite proof in respect of valid certification from MSME for the tendered item.
3. The tender document & all other documents establishing bidder's eligibility & qualifications are to be submitted as per online submission details given in tender document.
4. Rates to be quoted by the tenderer in the prescribed format.
5. The bidder shall furnish a declaration in his tender bid that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on the website with amendments as uploaded by department. In case of discrepancy of bid submitted from the one uploaded by department, the bid will be rejected and a case of fraud will be registered with police.
6. **Place of opening of Tender bids:** Tenders will be opened online at AGM (NWP), BSNL Room No 104, First floor, DOORSANCHAR BHAWAN PATEL CHWOK G.E. ROAD DURG 491001 (Contact at 9425201209/ 9425268855).
7. A authorized representatives of bidders (i.e. vendor organization) can attend the tender opening event at the tender opening venue as given above .
8. Tender bids received after due time & date will not be accepted.
9. Incomplete, ambiguous, Conditional, unsealed tender bids are liable to be rejected.
10. The BSNL GMTD Durg reserves the right to accept or reject any or all tender bids without assigning any reason and not bound to accept the lowest tender.
11. All computer generated documents should be duly signed/ attested by the bidder/ vendor organization.
12. In case the date of submission (opening) of bid is declared to be a holiday, the date of submission (opening) of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid opening date due to any other unavoidable reason will be intimated to all the bidders separately.
13. **The tenders which are not submitted in above mentioned manner will be rejected.**

14. (A) Eligibility criterion for the above works:

The contractor must have successfully completed works of similar nature Data Entry Job in BSNL/DOT/PSU /Govt. department (State / Central) or other Telecom operators, costing an amount not less than Rs 19.54 Lakhs in last three financial years(i.e. 2014-15, 15-16, 16-17). Experience certificate in this regard is to be issued by an officer not below the rank of Deputy General Manager or equivalent. Experience certificate issued by any TDE duly countersigned by an officer not below the rank of DGM will also be considered if the SSA is headed by T.D.E.

14.1 Experience certificate as above.

- 14.2 Permanent Account Number with Income Tax Department.
- 14.3 Latest income tax return (for Assessment year 2017-18).
- 14.4 The Registered Office of the manpower Company/Firm/Agency should be either located in Durg/Bhilai or at least having a office in Durg/Bhilai.
- 14.5 Valid GST registration
- 14.6 Bid Security as per NIT clause-13 Page N.-4
- 14.7 Certificate of incorporation of the company/firm or the affidavit of the sole proprietorship in Original or attested copies of the partnership deed, whichever is applicable as per Business Laws shall be attached. The tender document shall be signed in the name of the company by all the partners or by their duly authorized representatives in which case, the certified copy of the authorization shall be submitted alongwith the application. Such authorization shall be in the form of Power of Attorney in original.
- 14.8 Solvency certificate: It is required to produce solvency certificate of Rs 22.33 Lakhs from any Scheduled / Nationalized Bank should which have been issued after the date of publication of NIT.
- 14.9 The bidder should submit the EPF registration copy as per the provisions of EPF & Misc. Provisions Act. 1952 & Employees' Provident Fund Scheme 1952 with copy of upto date payment receipt.(Attested Copy)
- 14.10 The bidder should submit ESI registration with copy of upto date payment receipt.(Attested Copy)
- 14.11 List of qualified experienced personnel, who are working for the tenderer, who will be deployed for the work. It should be enclosed / placed separately with Signature and seal of Bidder. Total number of workers (including supervisor)
- 14.12 No near relative certificate as per declaration, Section-VII-B on page no.27
- 14.13 Original "Power of Attorney" in case person other than the Bidder signed the documents. The power of attorney should be for specific work (mentioning the NIT no.) in non judicial stamp paper and not general power of attorney. Tender is liable to be rejected if power of attorney is not submitted accordingly.
- 14.14 Registration with Central/ State Labour Commission (under Contract Labour Act1970) for the existing or completed works for which experience is shown or under taking to get new labour license before commencement of work.
- 14.15 Documents of Valid Certification from MSME for the tendered Items if applicable.

The tender, which is not accompanied by the requisite bid security, shall be summarily rejected. Tender will not be accepted / received after expiry date and time .The GMTD, DURG reserves the right to accept or reject any or all the tenders without assigning any reason what so ever and is not bound to accept the lowest tender. Tender documents duly filled and singed. For details, please visit: www.chhattisgarh.bsnl.co.in

The GMTD Durg reserves the right to reject any or all tenders without assigning any reason what so ever.

Assistant General Manager (NWP)
O/o General Manage Telecom
BSNL, Durg (C.G.)

Copy to :
 Notice Board
 Also visit us at -www.chhattisgarh.bsnl.co.in

SECTION – II (A)

INSTRUCTION TO BIDDERS

1. DEFINITIONS

- (a) **“The User”** means the GMTD, Durg, Chhattisgarh Circle, Bharat Sanchar Nigam Limited acting on behalf of CMD, Bharat Sanchar Nigam Limited.
- (b) **“The Bidder”** means the individual or firm who participates in the tender and submits its bid.
- (c) **“The Contractor”** means the individual or firm doing data entry works under the contract.
- (d) **“The Service”** means the Data Entry work which the contractor is required to provide to the user under the contract.
- (e) **“The letter of intent”** means the intention of the user to place the work order on the bidder.
- (f) **“The work order”** means the order placed by the user on the contractor signed by the user including all attachments and appendices thereto and all documents incorporated by reference therein. The work order shall be deemed as “Contract” appearing in the document.
- (g) **“The Contract Price”** means the price payable to the contractor under the work order for the full and proper performance of its contractual obligations.

2. SCOPE OF TENDER:

- 2.1. The scope of the tender is to carry out the data entry and allied work for various activities as detailed in Annexure-I in various sections in O/o General Manager Telecom District, BSNL, Durg and other units under the GMTD’s jurisdiction.
- 2.2. The selected bidder should be in a position to start similar type of new work as & when entrusted within 24 hours.

3. EARNEST MONEY-DEPOSIT- The EMD of amount of Rs **139613/-** to be deposited in the form of DD / Bankers cheque payable at Durg, valid for 18 months from tender opening date. It can also be paid in FDR/BG valid for 18 months from bid opening date and should be in favor of AO (Cash)) O/o GENERAL MANAGER TELECOM DISTRICT DURG-491001 drawn on any Nationalized/scheduled Bank of Durg. The EMD shall be forfeited in case the tenderer withdraws his tender before the final acceptance or fails to enter into the prescribed agreement with BSNL for execution of work after the bid is opened .EMD of unsuccessful bidders will be refunded after opening of the financial bid of the tender without any interest. For successful tenderer the EMD will to be refunded without any interest after signing the agreement & submission of Performance Bank Guarantee.

4. Validity of BID: The bid validity period is 240 days from the date of opening of bid documents.

4(a) QUERIES ON BID DOCUMENTS;

A prospective bidder, requiring any clarification of the Bid Documents shall notify the AGM (NWP), BSNL, Room No 104, Door Sanchar Bhawan, Patel Chowk Durg 491001(C.G.) shall respond in writing to any request for clarification of the Bid Documents, which it receives not later than 7 days prior to the date for the opening of the bids. Copies of the query (without identifying the source) and the clarifications by BSNL shall be sent to all the prospective bidders who have purchased the bid documents and all such clarifications issued by BSNL will form part of the bid document.

4(b) AMENDMENT OF BID DOCUMENTS:-

At any time, prior to the date of submission of bids, BSNL may, for any reason whether *suo motto* or in response to a clarification requested by a prospective Bidder modify the bid documents by amendments which will be uploaded in the BSNL website only (www.chhattisgarh.bsnl.co.in). In order to afford prospective bidders reasonable time to take the amendments in to account in preparing their bids, BSNL may, at its discretion, extend the deadline for the submission /opening of bids suitably

5. Validity of Tender- The contract of tender is valid for a period of one year from the date of signing the agreement. However GMTD Durg reserves the right to increase the period for six months or decrease the period as per requirement.

6. Estimated Cost:- Approximate estimated cost of the tender is mentioned in NIT. (This may vary as per actual requirement)

7. Eligibility Criteria:- *As per Clause 14A of NIT.*

8. Security

The successful tenderer / tenderers will have to furnish security **for 10% of the estimated** cost in the form of bank guarantee valid up to and including six months after the period of contract from a nationalized/scheduled bank before agreement. If the work is awarded to more than one contractor the security amount as mentioned above will be divided among the number of contractors, on prorata basis. The security deposit (SD) is required to protect the BSNL against the risk of bidders conduct and will be forfeited in part / whole in case of -:

- a) Unsatisfactory service.
- b) Theft or misappropriation of articles of the BSNL.
- c) Damage caused to BSNL assets and damage/loss to store issued
- d) Withdrawal of the successful tenderer from the contract before its expiry without giving proper notice as specified in the terms & conditions of this tender document.

The security will be released within a fortnight from the date of payment of final bill.

- e) Or all or some of the above.

9. Penalty Clause

For delays in the contractor's performance:

a. The time allowed for completion of work as entered in the work order shall be strictly adhered to by the contractor. The contractor shall pay as penalty an amount equal to 1% of the cost of work order (Minimum Rs 1000/-) per week of the uncompleted for every one week delay in completion of work subject to maximum 10% of the cost of work awarded. This penalty will be charged over and above the deduction due to non-performing of the job for the particular period.

b. On any date the penalty payable as above reaches 10% of the estimated cost of the work the contractor should proceed with the work further only on getting a written instruction from the concerned DE, that, he is allowed to proceed further with the work.

c. Penalty shall be recoverable from the bill(s) of the contractor and/or by adjustment from the SD or from the bill of any other contract of the same contractor. However adjustment from SD will be made only when the contract has been terminated or at the time of final settlement of bills on completion of work.

10. The near relative of employees of Durg SSA BSNL are prohibited from participation of this tender (either directly recruited or on deputation) .The near relatives for this purpose are defined as , a) Members of Hindu undivided family b) They are husband & wife c)The one related to other in the manner as father, mother, son(s)& son's wife (daughter in law), daughter(s)& daughter's husband (son in law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in law)

11. SUBMISSION OF BIDS

Method of preparation of bid:

- 12.1 No. of Bid Submission Stages for tender : Single Stage.
- 12.2 No. of Envelopes for submission of Bids : Two Nos- Techno commercial & Financial. If Techno-commercial bid is found suitable, then only the **financial bid** will be opened.

Note 1 The bidder shall submit Techno-commercial & Financial bid simultaneously.

Note 2 The bids will be evaluated techno-commercially first and thereafter financial bids of techno-commercially compliant bidders only shall be opened

First envelope will be named as **techno-commercial bid** will contain documents of bidder's satisfying the eligibility / Technical & commercial conditions and 2nd envelope will be named as **financial bid** containing financial quote. These envelopes shall contain one set of the following documents :-

Techno-commercial envelope shall contain:-

- I. Experience certificate as per clause A of NIT.
- II. Permanent Account Number with Income Tax Department.
- III. Latest income tax return (for Assessment year 2017-18).
- IV. The Registered Office of the manpower Company/Firm/Agency should be either located in Durg/Bhilai or at least having a office in Durg/Bhilai.
- V. Valid GST registration
- VI. Bid Security as per NIT clause-13 Page N.-4
- VII. Certificate of incorporation of the company/firm or the affidavit of the sole proprietorship in Original or attested copies of the partnership deed, whichever is applicable as per Business Laws shall be attached. The tender document shall be signed in the name of the company by all the partners or by their duly authorized representatives in which case, the certified copy of the authorization shall be submitted alongwith the application. Such authorization shall be in the form of Power of Attorney in original.
- VIII. Solvency certificate: It is required to produce solvency certificate of Rs 22.33 Lakhs from any Scheduled / Nationalized Bank should which have been issued after the date of publication of NIT.

- IX. The bidder should submit the EPF registration copy as per the provisions of EPF & Misc. Provisions Act. 1952 & Employees' Provident Fund Scheme 1952 with copy of upto date payment receipt.(Attested Copy)
- X. The bidder should submit ESI registration with copy of upto date payment receipt.(Attested Copy)
- XI. List of qualified experienced personnel, who are working for the tenderer, who will be deployed for the work. It should be enclosed / placed separately with Signature and seal of Bidder. Total number of workers (including supervisor)
- XII. No near realative certificate as per declaration, Section-VII-B on page no.27
- XIII. Original "Power of Attorney" in case person other than the Bidder signed the documents. The power of attorney should be for specific work (mentioning the NIT no.) in non judicial stamp paper and not general power of attorney. Tender is liable to be rejected if power of attorney is not submitted accordingly
- XIV. Registration with Central/ State Labour Commission (under Contract Labour Act1970) for the existing or completed works for which experience is shown or under taking to get new labour license before commencement of work
- XV. Documents of Valid Certification from MSME for the tendered Items if applicable.

13 **Financial envelope** shall contain: Electronic Form- financial bid along with Price Schedule

Note 3:- The following documents are required to be submitted **offline to AGM (NWP)**, BSNL, Room No 104, Door Sanchar Bhawan, Patel Chowk Durg 491001(C.G.), on or before the date & time of submission of bids in a sealed envelope.

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

- i) EMD – Bid security (original copy) as per DNIT
- ii) Cost of tender document as per DNIT
- iii) Power of Attorney and authorization for executing the power of Attorney if applicable.
- iv) PASS PHRASE for both part (Technical and Financial) in sealed envelope.

- 14 The tenderer will be bound by all terms, conditions & specifications as detailed in the tender document.
- 15 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 condition will be permitted after the tender is opened.
- 16 Tenders should be addressed to AGM (NWP), BSNL, Room No 104, Door Sanchar Bhawan, Patel Chowk Durg 491001(C.G.) and submitted online before the closing (date & Time) of tender, as mentioned in DNIT. The tenderer is to be ensure the submission bids at the correct address and within time. The BSNL may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in which case bidders previously subject to the deadline will thereafter be subjected to the extended deadline.

17. LATE BID

Tender will not be accepted /received after the specified date and time notified by BSNL and the same shall be rejected/ left archived un opened . It is the sole responsibility of the tenderer that he should ensure timely submission of tender.

18. OPENING OF BID BY THE BSNL

18.1.The BSNL shall open the bid online in the presence of bidders or his authorized representatives who choose the attend as schedule given in DNIT . 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.

18.2. A maximum of two (2) representatives for any bidder shall be authorized and permitted to attend the bid opening.

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

The bids will be opened in 2 stages i.e. the techno-commercial bid shall be opened on the date of tender opening given in NIT. The financial bid will not be opened on the Date of opening of techno commercial bids in this case & sealed financial bids will be handed over to AGM (NWP), BSNL, Room No 104, Door Sanchar Bhawan, Patel Chowk Durg 491001(C.G.) for retention. Techno-commercial bids will be evaluated by Tender evaluation Committee & approved by competent authority. The financial bids of those bidders who are approved to be techno-commercially compliant by the competent authority, will be opened by TOC in front of techno commercially eligible bidders/ authorized representatives by sending them a suitable notice by sms/ telephone/ fax/ regd post.

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

19.0 MODIFICATION AND WITHDRAWAL OF BIDS

19.1 The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid as per provisions of online portal.

19.2 The bidder's modification, revision or withdrawal shall have to be online and digitally authenticated.

19.3 No bid shall be modified subsequent to the deadline for submission of bids.

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.

20. The contractors shall possess a valid license under Contract Labour Act. 1970 (R&A) along with EPF & ESI registration before commencement of work.

21. The workers engaged shall not claim any permanent absorption.

22(i). **The tenderer will observe necessary formalities as per the provision of the labour act & the following points may be implemented.**

(a) **i) The payment of workers by the contractor is to be carried out as per rate approved by the Central Govt. from time to time.**

ii) It is mandatory that the payment to the contract workers shall be made through account payee cheque or on line and record made available to BSNL.

b) The tenderer has to maintain the mandatory labour registers (Under contract labour (R&A) Act 1970)

i) Register of persons in form XIII,(ii) Muster roll register in form XIII,(iii) Wage register in form XVI,(iv) Register of accidents(v) register of fines in form xii (vi) Register of deduction in form xx, (vii) Register of advance ,(viii) register of OT etc.

(c) The workers engaged by the contractors must be covered under ESI and EPF scheme by the contractor himself as per rules.

- (d) The contractor will issue employment cards of engaged workers.
- e) The contractors will have to supply the details as asked as per RTI act as and when required.

22(ii).

(a) The contractor shall prepare a bill for the month in triplicate indicating the various jobs undertaken during that month. The bill should invariably accompany the following. It shall be responsibility of the controlling officer to ensure that all the requirements are fulfilled at the time of certifying the bill. The countersigning authority shall check that all the documents as mentioned below are invariably attached to the bill before countersigning. Otherwise the bills will not be forwarded to this office.

a) Copy of attendance sheet for the month

b) Copy of the Statement of Account for period oftoissued from Bank indicating payment detail of each worker duly countersigned by contractor

c) A list of workers engaged against the work order each month.

d) The copy of receipt towards payment of GST pertaining to the previous month.

e) The copy of receipt towards payment of EPF, ESIC etc along with list of works indicating the EPF / ESIC code, amount etc against each data entry operator(beneficiary), for the previous month/quarters.

f) The invoice/bill for the monthly hire charges need to be sent within 5 days of completion of the month duly including copies of remittance of PF/ESIC and other statutory dues each month. **TDS as applicable will be deducted from the hire charges every month.**

23. OPENING OF BIDS BY USER:

i) The user shall open the qualifying bids in the presence of bidders or their authorized representatives those will be available at that day. The bidder's representatives who are present shall sign in an attendance register. Authority letter to this effect shall be submitted in the enclosed format by the bidders before they are allowed to participate in bid opening. All the bidders are requested to send their representative at the time of opening of bid, if not the user will bound to open the bid as per schedule.

ii) A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

iii) The priced financial bid of the bidders who are found technically and commercially suitable will be opened on a later date which will be communicated in due course. The date & time of opening of financial bid will be intimated separately after opening of qualifying bid to the qualified bidders only.

24. TECHNICAL EVALUATION:

i). User shall evaluate the bids to determine whether they are complete in all respects, whether any errors have been made, whether required bid security has been furnished, whether the documents have been properly signed and whether the bids are generally in order. If one of it found not ok means the technical bid of that bidder will not be opened.

- ii) The un-priced technical & commercial bids will be evaluated in details and short list the bids, which are found in conformity with the terms & conditions of the bid.
- iii). The date of opening of the financial bids will be communicated to such bidders who are technically qualified and short listed.

25. AWARD OF CONTRACT:

The user shall consider placement of orders for data entry only on those eligible bidders whose offers have been found technically, commercially and financially acceptable.

26. ISSUE OF LETTER OF INTENT (LOI)

- i) The issue of an LOI shall constitute the intention of the user to enter into contract with the bidder.
- ii) The bidder shall within 15 days from the date of issue of LOI, give his acceptance along with performance security in the form of Bank Guarantee & also the bidder has to sign an agreement with the user. If delayed the valid reason should be intimated.
- iii) Valid Registration with Central Labour Commission under Contract Labour Act 1970(R&A) (Attested copy),Or Undertaking to get it before commencement of work.

27. The GMTD, BSNL, Durg reserves every right to cancel / reject the contract for any unsatisfactory work/performance or for noncompliance of labour laws at any time during the currency of contract.

28. The contractor should furnish his personal information and should always be available for contacting to take work orders.

29. In the event of any disputes arising out of finalizing tender agreement or any other matter relating to this tender, the decision of GMTD, Durg shall be final and binding on all concerned.

30. The GMTD reserves the right to vary the quantity of work as per actual requirement.

31. Having received the work order (Nominated Officer of GMTD), the contractor shall apply to the central labour authority for a labour license against this work order after obtaining the required form V from BSNL and furnish the same. This process should be completed within 15 days of issue of work order.

32. All the amenities to the labourers such as drinking water, washing facilities etc. should be provided by the contractor at his own cost at the work spot as required under Contract Labour (R&A) Act.1970.

33. Under no circumstances whatsoever shall any claim for any compensation from BSNL on any account be considered unless the contractor submit the claim in writing within one month from the date of final payment of the bill for the works concerned.

34. All the amenities to the labourers such as drinking water, washing facilities etc. should be provided by the contractor at his own cost at the work spot as required under Contract Labour (R&A) Act.1970.

35. Under no circumstances whatsoever shall any claim for any compensation from BSNL on any account be considered unless the contractor submit the claim in writing within one month from the date of final payment of the bill for the works concerned.

36. The contractor shall be responsible for and shall pay any compensation to his Workmen payable under the workmen's compensation Act, 1992 for injuries caused to the workmen. If such compensation is paid by BSNL as a principal employer under Section (1) of the Section 12 of the said act, such compensation will be recovered from the contractor's bill due or from the performance Bank Guarantee.

37. The BSNL shall not be responsible for any escalation of cost of labour or materials, machinery, equipment etc., whatsoever or any increase in any duties levies or taxes, in respect of whatsoever & the contractor's rates & contractor's obligation shall remain unaltered by such escalation.

38. The conditional and incomplete tenders are liable for rejection.

39. The tender shall be evaluated by a committee to be appointed by the District Authority.

40. The General Manager Telecom District, Durg reserves the right to engage one or more than one agency for the work in the tender in various units of the district as mentioned in the tender. The portion of the work for which BSNL staffs are available will be done by them only and such work shall not be entrusted to the contractor. However the decision of the GMTD, DURG shall be final and binding.

41. All taxes & duties as deductible at source as applicable from time to time will be recovered from each bill preferred by the contractor. GST shall be claimed as per clause 31 above, the PAN-based GST Code should be printed on the bill.

42. Payment will be made through e-payment.

43. The GMTD Durg reserves the right to accept / reject any or all the tender without assigning any reason thereof. In case any dispute arises the decision of the GMTD, Durg will be final and binding on all tenderers.

44. The successful tenderers will be required to abide by labour laws enacted from time to time by central Govt. Maintenance /observance of any or all the statutory labour laws will be the sole responsibility of the successful bidder. Claims arising out of injury, causality or any of the workmen employed by the Contractor will be the sole responsibility of the successful tenderer. GMTD Durg will not entertain any claim or damage in this regard. He should comply with all the requirements of the Contract Labour Regulation and Control Act and obtain license accordingly.

45. Rescission/termination of contract

Under the following conditions the competent authority may rescind/terminate the contract.(a)If the contractor suspends the execution of work &the engineer in charge of the work comes to judgment that the work could not be completed by the due date for completion or the contractor had already failed to complete the work by that date.

(b) If the contractor who had been given by the officer in charge of work a notice in writing to rectify/replace any defective work fails to comply with the requirement within a period of seven days from the date of receipt of such notice

(c) If the contractor commits breach of any item of conditions in the contract or sublets without prior permission, the Engineer in charge of the work can determine or rescind the contract. Before determining/rescinding, the Engineer in charge shall give first show cause notice. Thereafter Notice on Final Action will have to be served in case no response is received for first show cause notice.

46. FORCE MAJEURE:

a) If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, 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 such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the Contractor as to whether the works have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

b) PROVIDED also that if the contract is terminated under this clause, BSNL shall be at liberty to take over from the contractor at a price to be fixed by BSNL, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in the course of execution of contract in possession of the contractor at the time of such termination of such portion thereof as BSNL may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of BSNL elect to retain.

47. ARBITRATION:

a) In the event of any question, dispute or difference arising under this agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the General Manager, Telecom District, BSNL, Durg or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the Officer for the time being entrusted whether in addition to the functions of the General Manager, Telecom District, BSNL, Durg or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the General Manager, Telecom District, BSNL, Durg or the said officer is unable or unwilling to act as such the sole arbitration or some other person appointed by the General Manager, Telecom District, BSNL, Durg or the said officer.

The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act.

There will be no objection to any such appointment 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 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 General Manager, Telecom District, BSNL, Durg 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.

b. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid 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.

c. The venue of the arbitration proceeding shall be the Office of the General Manager, Telecom District, Durg or such other places as the arbitrator may decide.

48.0 GENERAL POLICY OF DISTRIBUTION =

(a) Number of Bidders on whom proposed quantity of Distribution the order is proposed to be placed is 1 (One) with 100% quantity.

(b) However, the GMTD BSNL Durg reserves the right for the placement of order of entire tendered quantity in 60% & 40% ratio with L1 & L2 respectively at L1 rate. If L1 bidder fails at any stage of contract, the entire quantities of L1 (remaining balance) can be given to L2 @ L1 rate & vice versa.

(C) In addition to above Work will be allotted to successful MSE bidder(s) as per extant ruling of Govt of India.

SECTION-III-(B) E-tendering Instructions to Bidders

Note :-The instructions given below are TCIL e-tender portal. E Portal address and the according references/clauses may be suitably modified in this section as applicable from time to time.

General : These Special Instructions (for e-Tendering) supplement 'Instruction to Bidders'. Submission of Bids only through online process is mandatory for this Tender. For conducting electronic tendering, AGM (NWP), BSNL Room No-104, First floor, Door Sanchar Bhawan Durg O/o GMTD DURG -491001 is using the portal <https://www.tcil-india-electronictender.com> through TCIL, a Government of India Undertaking.

1. Tender Bidding Methodology: Sealed Bid System – 'Single Stage, using two Envelopes called techno commercial and financial bids'

Financial & Techno-commercial bids shall be submitted by the bidder at the same time.

2. Broad outline of activities from Bidders prospective:

1. Procure a Digital Signing Certificate (DSC) from CCA
2. Register on TCIL Portal
3. Create Users and assign roles on TCIL
4. View Notice Inviting Tender (NIT) on TCIL
5. Download Official Copy of Tender Documents from TCIL
6. Bid-Submission on TCIL: Prepare & arrange all document/paper for submission of bid online and offline.
7. Submission of offline documents in sealed envelope at AGM (NWP), BSNL Room No-104, First floor, Door Sanchar Bhawan Durg O/o GMTD DURG -491001 size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
- 8 Utmost care may be taken to name the files/documents to be uploaded on TCIL.
- 9 It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. Financial bid may be downloaded and rates may be filled appropriately.

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the TCIL.

3. Digital Certificates

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. Method for submission of bid documents

In this tender the bidder has to participate in TCIL e-tender portal online. Some documents are to be submitted physically offline.

4.1. Offline submission:

The bidder shall submit the following documents offline AGM (NWP), BSNL Room No-104, First floor, Door Sanchar Bhawan Durg O/o GMTD DURG -

491001 on or before the date & time of submission of bids specified in NIT, in a Sealed Envelope. The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

1. Tender Fee as per NIT (Original copy).
2. EMD-Bid Security (Original copy).
3. Original Power of Attorney (If applicable)
4. PASS PHRASE for both part (Technical and Financial) in sealed envelope.

NOTE: The Bidder has to upload the Scanned copy of all above said documents during Online Bid-Submission also.

4.2 Online submission:

Contents of 1st Envelope (Techno-Commercial Bid) & 2nd Envelope (Financial Bid/ BoQ):- As per clause 11 & 12.1, 12.2 section –II(A)

Note:

(i) If some document is not applicable for the bidder then he has to upload scanned copy of paper mentioning 'The document <name> called vide clause _____ is not applicable on us.

(ii) If document asked for contains more than one page then all those pages may be uploaded in one PDF file.

5. Registration

To use the Central Public Procurement Portal <https://www.tcil-indiaelectronicstender.com> , Vendor need to register on the portal. The vendor should visit the home-page of the portal (<https://www.tcil-india-electronicstender.com>) and go to the link then select Bidders Manual Kit.

Note: Please contact TCIL Helpdesk (as given below), to get your registration accepted/activated.
TCIL Helpdesk/ ETS
Helpdesk

The Helpdesk numbers are as follows:

i) Helpdesk numbers: 011-26241790 (Multiple Lines) operational only Monday to Friday 10:00 AM to 06:00 PM except on Government Holidays.

ii) Emergency Mobile Numbers: 9868393775 (Please contact only in emergency during non - working hours of the Helpdesk0.

E-mail ID *ets_support@tcil-india.com*

BSNL Contact-1

BSNL's Contact Person Gopeshwar Sahu SDE (PLG)

Telephone/ Mobile 0788-2334411, 9425268855

E-mail ID- sdeplgdr@gmail.com

BSNL Contact-2

BSNL's Contact Person Smt. N. Nema AGM(NWP)

Telephone/ Mobile 0788-2324000, 9425201209.

E-mail ID- agmnwpdurg@gmail.com

[between 10:30 hrs to 17:30 hrs on working days]

Note : Any support related mail problem should be sent to *ets_support@tcil-india.com* and mark copy to *support@electronicstender.com*.

6. Price schedule / BOQ

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price schedule / BOQ file shall render it unfit for bidding. Following steps may be followed:

1. Download price schedule / BOQ part A in XLS format and price schedule / BOQ part B in PDF Format.
2. Fill rates in downloaded price schedule / BOQ as specified in XLS format only in white background cells. Don't fill in grey background cells.
3. BOQ file part A is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
Save filled copy of downloaded price schedule / BOQ file in your computer and remember its name & location for uploading correct file (duly filled in) when required.
5. Download price schedule / BOQ part B in PDF format. Get it printed, fill up required information. Scan it and save in your computer for uploading it while submitting the bid.

7. Other Instructions

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronicstender.com>, and go to the Bidders Manual Kit. The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from TCIL Portal.

The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

- a) Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS
- b) Register your organization on ETS well in advance of your first tender submission deadline on ETS
- c) Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS
- d) Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

8. Minimum Requirements at Bidders end

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP)
- 2 Mbps Broadband connectivity with UPS.
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s) for users.

Note: For Participating in this Tender the bidder must be registered with TCIL.

SECTION-III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. APPLICATION

The general conditions shall apply in contracts made by the user for the procurement of works.

2. PERFORMANCE SECURITY IN SHAPE OF BANK GUARANTEE

- 2.1. The supplier shall furnish performance security to the user for an amount equal to 10% of the estimated cost within 15 days after the receipt of the LOI by the bidder for a period of 18 months.

The terms and conditions for the contract are given below:-

1. The nature of work is the operating office work/data entry in CDR Accounting & Commercial package of BSNL/for data entry in CCN (Terminal for mobile service), HR Package and other software package of BSNL as per Annexure – I. The operator must have basic knowledge on office work/data entry in CDR Accounting & Commercial package of BSNL/data entry in CCN (Terminal for mobile service). The detailed work, section wise is mentioned in Annexure-I.
2. The agency has to furnish the biodata of the operator engaged by him as follows.
 - i) Educational qualification must be 10+2.
 - ii) Must have a certificate of having computer basic knowledge, for data entry operator and for other work it may not be mandatory.
 - iii) Good speaking ability.
 - iv) Having a minimum typing speed.Before award of work agency has to send its persons for a screening test before the screening committee nominated by GMTD. GMTD reserves every right to remove the operator through contractor if he is dissatisfied in his work, conduct & behavior etc.
3. The data will be provided on as per either in raw form or in the shape of different Input forms.
4. The software program as well as the data entry will be made on P.Cs/terminals supplied by BSNL. The data entry shall have to be done at the premises of the office of BSNL. No entry shall be carried out at the premises of the contractor.
5. The contractor has to ensure 100% error-free input/entry. If at any stage, any error is noted, it will be the discretion of GMTD to impose any amount of financial penalty on the contractor. The decision of GMTD, Durg shall be final and binding in this regard.
6. **The quantum of work has not been indicated in the tender. The work will be required to be done as and when required by the concerned controlling officer. Hence the successful bidders should be ready with its manpower to do the job requested by the authority within 24 Hrs. The total cost of the tender is arrived in a tentative way which may vary as per actual job done. The monthly billing shall also work out accordingly. The bidders are therefore required to quote accordingly, while quoting the price all aspects like the EPF, ESIC, agency profit etc. should be taken into account. If in a month the volume of work has to increase, there shall be specific order for that extra work and accordingly additional data entry operators, if required, may be engaged and bill accordingly rose.**

7. The General Manager, Telecom District, Durg shall supervise the work through his representatives.
8. The payment for the work done shall be made once in a month. **THE CONTRACTOR/BIDDER SHOULD PAY MINIMUM WAGES TO THE DATA ENTRY OPERATOR UNDER SEMI SKILLED WORKER CATEGORY.**
9. Telephone Bill, NTC registration, Advice note release are continuous jobs and requires data to be entered continuously without delay. Deduction from the payment shall be made for delayed work. For delayed entries 0.5% per day of the bill amount will be deducted as penalty. If the delay will continue then the work will be stopped and may be awarded to any other agency.
10. (a)The data entry operator, supplied by the bidder, if at any point of time found to be doing any alterations, deletions, additions to the official records given to him for data entry without the permission of the supervising authority, will be viewed seriously and the following action will be taken.
(b) GMTD, Durg, will examine such cases as mentioned at (a) above to assess the loss, if any, incurred by BSNL for such mishandling of records and the data entry operator, if found guilty, the amount of loss will be made good by the contractor. The data entry operator will forthwith be removed from such job.
(c) If the bidder or the data entry operator supplied by the bidder, violates any of the conditions of this tender, the Contract agreement will be liable to be terminated and the Bank Guarantee will en-cashed in full or in part. In this regard, the decision of GMTD, Durg, shall be final.

d)It shall be responsibility of the contractor to ensure utmost confidentiality of information/data of BSNL and if any time, any such information to the contrary is brought to notice, the contract shall be terminated and the Bank Guarantee will be en-cashed in full, apart from taking suitable action.
(e) In case, the data entry operators are found / proved to have damaged Hardware & Software system, penalty will be imposed on actual basis on the contractor.
11. If the day of opening of tender is a holiday the tender will be opened on next working day.

Assistant General Manager (NWP)
O/o General Manage Telecom
BSNL, Durg (C.G.)

SECTION – IV

PART-I

BID FORM

Tender No. GMTD/DRG/T/W-61-22/Data Entry Works/17-18/07

Dated- 09/01/2018

A : (Name & Address of the Purchaser)

Dear Sir,

1. Having examined the conditions of contract and specifications including addenda Nos the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with the said conditions of contract and specifications for the works shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted the data entry shall commence immediately on placement of work order.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.
4. We agree to abide by this Bid for a period of **one year** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until a formal work order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2018

Name and Signature -----

In the capacity of -----

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

SECTION – V

PERFORMANCE SECURITY GUARANTEE (Bond Form)

1. In consideration of the Bharat Sanchar Nigam Limited (hereinafter called "the bidder") having agreed to exempt _____ (hereinafter called "the said contractor (s)') from the demand, under the terms and conditions of an agreement/ (purchase order) No _____ dated _____ made between _____ and _____ for _____ for the supply of _____ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor(s) of the term and conditions contained in the said Agreement, of production of the bank guarantee for _____ we,(name of the bank) _____ (hereinafter refer to as "the Bank") at the request of _____ (contractor (s)) do here by undertake to pay to the beneficiary an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Government/BSNL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the BSNL by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the Bank under this guarantee where the decision of the BSNL in these count shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We undertake to, pay the BSNL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being obsolete and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee therein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____

(Office / Department) Ministry of _____ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE AND HALF YEAR (as stipulated in P.O) from the date thereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated the _____ day of _____

for _____

(Indicate the name of the bank)

SECTION – VI

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach AGM(NWP), O/o GMTD,DURG, before the date of bid opening)

**The Assistant General Manager (NWP)
Bharat Sanchar Nigam Limited,
% G.M.T.D. Durg,
Door Sanchar Bhawan, Durg – 491001**

Sub : 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
<u>Specimen Signatures</u>	

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.

Section-VII

Profile of the Bidder

1. Full Name of the bidder
2. Address

3. Telephone numbers
 - a. Office
 - b. FAX
 - c. Residence
4. Whether proprietary/partnership
5. Name(s) of proprietor/partners

6. Name(s) and particulars of collaborators, if any, and type of collaboration with documentary evidence

7. Address of works

8. Registration particulars
9. Income Tax Account (PAN) No. (ITCC for Latest year to be enclosed)
10. Service Network with details of type of office
 - a. Address
 - b. Telephone numbers
 - c. Staff particulars for data entry work.
11. Any other relevant information

Signature of _____

in capacity of _____

Duly authorized to sign the bid for and on behalf of _____

Section-VII-B

DECLARATION

I _____ S/o / Daughter of
Shri _____ here by declare that none of my
relative is/are employed in BSNL unit. In case at any stage, it is found that the
information given by me is false/incorrect, BSNL shall have the absolute right to take
any action as deemed fit without any prior intimation to me.

Signature of the Bidder

ANNEXURE – I

(SPECIFICATION OF DATA ENTRY AND ALLIED WORK)

1. Data entry in computer using MS-word, MS-excel, MS-Access, Power Point and in other standard application software.
2. Data entry means driver application software specifically designed for Telecom operations and implemented which are in BSNL for various purposes billing, fault repair services, directory enquiry, processing customer requests of various types and providing services etc.
3. Data processing by sorting, searching, rearranging, linking database etc.
4. Report generation and printing.
5. Scanning documents, preserving data, moving & copying data on different media.
6. Sending information using e-mail.
7. Other general data entry and allied jobs.

Annexure-E**Details of services to be provided for each site (for Data Entry work)**

Sl. No.	Name of site / section	Complete address	Category of site	Shifts in which services are required
1	Telecom Bldg. Durg	AGM (Mktg & Sales) Durg	B	I
2	Telecom Bldg. Durg	SDE (Admin) Durg	B	I
3	Telecom Bldg. Durg	AO (CA) Durg	B	I
4	Telecom Bldg. Durg	SDOT Durg	B	I
5	Telecom Bldg. Durg	SDE(Planning) Durg	B	I
6	Telecom Bldg. Durg	SDE(VPT & MIS) Durg	B	I
7	Telecom Bldg. Durg	CSC -Durg-I	B	I
8	Telecom Bldg. Durg	CSC -Durg-II	B	I
9	Telecom Bldg. Durg	SDE (IT & EB) Durg.	B	I
10	Telecom Bldg. Durg	SDE(Store) Durg	B	I
11	Telecom Bldg. Sector -1, Bhilai	CSC Bhilai-I(Commercial)	B	I
12	Telecom Bldg. Sector -1, Bhilai	CSC Bhilai-II (TR)	B	I
13	Telecom Bldg. Sector -1, Bhilai	CSC BHILAI-III	B	I
14	Telecom Bldg. Sector -1, Bhilai	CSC BHILAI-IV	B	I
15	Telecom Bldg. Durg	AO-TR- I Durg	B	I
16	Telecom Bldg. Durg	AO-TR-II Durg	B	I
17	Telecom Bldg. Durg	AO(Cash) -I	B	I
18	Telecom Bldg. Durg	JAO (Claim) Durg	B	I
19	Telecom Bldg. Sector -1, Bhilai	SDE(LL)Bhilai	B	I
20	Telecom Bldg. Durg	SDE(Building) Durg II	B	I
21	Telecom Bldg. Shanti Nagar, Bhilai	SDOP Nehru Nagar	B	I
22	Telecom Bldg. Sector -5, Bhilai	SDOP Bhilai	B	I
23	Telecom Bldg. Rajnandgaon	CSC Rajnandgaon	C	I
24	Telecom Bldg. Durg	SDE(HR) Durg-I	B	I
25	Telecom Bldg. Durg	JTO (NOFN &TX) Durg	B	I
26	Telecom Bldg. Khairagarh	SDOT Khairagarh	C	I
27	Telecom Bldg. Durg	SDE (HR) Durg -II	B	I

Note : Category B means urban & C means Rural area & pure office duty.

Proposed Shift timings:-

1. Shift I- 10 am to 18 pm

Note: The service timing of shift can be modified if needed by SSA depending upon local condition I here by agree to provide services at all the above sites and have accordingly quoted the rates of all in the Financial Bid in Annexure F.

SECTION: VIII
CHCK LIST OF THE DOCUMENTS TO BE SUBMITTED ALONG
WITH QULIFYING BID

The tenderer will have to submit the following documents/deposits with the Technical Bid. Any bid not accompanying the below mentioned documents / deposits will be liable to be rejected:-

(Please mark check box)

Whether the following papers are enclosed and duly signed: -

Off-line documents in ENVELOPES

- A Bid security (EMD) in accordance with the tender document of NIT page of Rs..... DD No. dated.....
- B Cost of Tender Documents of Rs. 1180/- in accordance with the tender document of NIT page 4 of Rs..... DD No. dated.....(in case of down loaded of tender form)
- C PASS PHRASE for both part (Technical and Financial) in sealed envelopes.
- D Original "Power of Attorney" in case person other than the Bidder signed the documents. if applicable.

In Techno commercial on line document.

- A The experience certificate of (as per NIT) Data Entry and allied Job works of Rs..... Financial years..... Issued by
- B Latest income tax return (for Assessment year 2017-18) (with Notary or self attested)
- C Copy of PAN No. (with Notary or self attested)
- D List of qualified experienced personnel, who are working for the tenderer, who will be deployed for the work. It should be enclosed / placed separately with Signature and seal of Bidder. Total number of workers (including supervisor)
- E Firm Registration certificate or document applicable in the following:-
 - (i) Individual or proprietorship: The affidavit of the sole proprietorship in original.
 - OR**
 - (ii) Partnership: attested copies of the partnership deed.
 - OR**
 - (iii) Firm: Certificate of incorporation of the firm, documents applicable whichever is applicable as per Business Laws shall be attached.
- F Registration with EPF authorities EPF No. Date of issue
- G Attested copy of ESI Registration No. Dated
- H Bid Form, duly filled in the tender document
- I Attested copy of GST registration
- J Solvency Certificate of Rs 22.33 Lakhs issue from (Nationalized/Scheduled Bank)Date of issued(it should be issued after date of publication of NIT.
- K The Registered Office of the manpower Company/Firm/Agency should be either located in Durg/Bhilai or at least having a office in Durg/Bhilai.
- L No near relative certificate as per declaration, Section-VII-B on page no.27
- M Documents of Valid Certification from MSME for the tendered Items if applicable.

The Rates have been quoted in figures as well as in words in financial bid

GENERAL CONDITIONS of Check List

- A Whether Seal and signature of the bidder should available in every page in tender documents.
- B Whether all the columns of the tender have been filled and are completed in all respects. Bid form should be filled properly in all respect.
- C Whether the signature of the witness have been obtained and furnished. (Name, address and signature of witness should be available in **page 21**, section -IV of bid form)
- D Whether the corrections if any has been encircled and fresh entry made (no over writing is permissible)
- E Whether Tenderer's profile, duly filled in the tender document.
- F Whether Near Relative Certificate filled properly as per page No. 27, Declaration in the tender document.

Financial Bid**SCHEDULE OF RATES**

NIT-No. . GMTD/DRG/T/W-61-22/Data Entry Works/17-18/07

Dated: 09/01/2018

The Schedule of Rates to be paid to the contractor (Bidder) excluding GST (which will be paid by BSNL to the contractor extra as applicable) to provide each operator for on per day basis is as under

Sl. No	Description
1	Daily wages of one Semiskilled operator bidder in accordance with per day Minimum Wages rate fixed by Assistant Labour Commissioner, Ministry of Labour and Employment -: New Delhi as applicable for the month concerned.
2	Employer's (Contractor's) share of EPF contribution for per day per worker @12%+1.11% as administrative charges of EPF Deptt. + 0.50% as EDLI Charges of EPF Deptt. = @ 12 + 1.11+0.50 = @ 13.61% of amount against sl. No-1 of this table.
3	Employer's (Contractor's) share of ESI contribution for per day per worker @ 4.75% of amount against sl. No-1 of this table.
4	Employer's (Contractor's) service Charge for providing per day one semiskilled worker for Data entry works.

RATE SHEET

Table I: Rates of services to be provided for each category of site, for various shifts Contractor will quote rate for service charge for providing Data Entry operator on per day basis as per Schedule of rate table Serial No-4

Category of site	Rate (Rs./Per Day/Per Operator) In Figures	Rate (Rs./Per Day/Per Operator) In WORDS
	Shift I	
B		
C		

Note:- (a) No negative/Zero service charge will be accepted.