

Form No. \_\_\_\_\_



## **BHARAT SANCHAR NIGAM LIMITED.**

O/o The General Manager Telecom District, Dhanbad

### Tender for Printing And Supply of Departmental Forms for Telecom District Dhanbad

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<b>ISSUED TO :</b>	<b>Receipt details for deposit of Rs. 1000/- vide ACG - 67</b>
<b>NAME :</b>	<b>Bk. No. _____</b>
<b>ADDRESS :</b>	<b>R. No. _____</b>
	<b>Date : _____</b>
	<b>Issuing Authority</b>
	<b>SDE (Admn),</b>
	<b>O/o The GMTD, Dhanbad.</b>



**BHARAT SANCHAR NIGAM LIMITED.**

O/o The General Manager Telecom District, Dhanbad

No.GMTD/G-11/Printing/Tender/2007-08/01      Date at Dhanbad the 21/06/2007

**NOTICE INVITING TENDER FOR PRINTING AND  
SUPPLY OF DEPRATMENTAL FORMS.**

On behalf of for items with BSNL, General Manager, Telecom District, Dhanbad invites WAX sealed tenders from reputed printers at an estimated cost of Rs. 10 (Ten) lakhs for supply of printing forms.

Tender will be opened in two parts namely Technical bid & Financial bid. Financial bid will be opened only for those bidders who will qualify for technical bid. Forms can be obtained from SDE (Admn), o/o the GMTD, Dhanbad on any working days as scheduled date and time given below:-

1. Cost of form : Rs. 1000/- (Rs. one thousands) only. To be paid either in cash or in the form of DD of any scheduled bank drawn in favour of Accounts Officer (Cash), BSNL, o/o the GMTD, Dhanbad.
2. EMD : Rs. Rs.20, 000 (Rs. Twenty Thousand) only. To be paid either in cash or in the form of DD of any scheduled bank drawn in favour of Accounts Officer (Cash), BSNL, o/o the GMTD, Dhanbad.
3. Sale of Tender form : From **25.06.2007** to **17.07.2007** between 11:00 hrs to 15:00 hrs on all working days.
4. Dropping of completed : up to 15:00 hrs of **18.07.2007**  
tender form.
5. Opening of technical : 16:00 hrs of **18.07.2007**  
bid.

Form can be downloaded form [www. Jharkhand.bsnl.co. in](http://www.Jharkhand.bsnl.co.in) and can be used. In those cases cost of tender document will be included in EMD.

The General Manager Telecom District, Dhanbad reserves the right to accept/reject any or all the tender(s) without assigning any reason. The GMTD, Dhanbad is also not bound to accept the lowest tender.

Sub Divisional Engineer (Admin)  
O/O The GMTD, Dhanbad  
Ph : 0326 - 2220006



# BHARAT SANCHAR NIGAM LIMITED.

O/o The General Manager Telecom District, Dhanbad

## TENDER FORM

### ANNEXURE - B

To,

**General Manager,**  
Telecom District,  
Dhanbad

I/We..... have carefully read the tender instructions and conditions of the contract for printing and supplying of the Departmental Forms/Pad, Registers/Envelopes mentioned in the Annexure - D.

In forms of these conditions I/We..... Offer rates for paper (sample supplied) and cost of printing, stitching and binding etc. where ever required indicated against the items in the schedule for execution of aforesaid jobs. The Department will have liberty to take any action as per terms and conditions mentioned in the tender papers against My/Our lapses and breach of contract.

The receipt granted by A. O. (Cash), O/o the G.M.T.D., Dhanbad against the Draft payable or cash in the favour of A. O. (Cash), O/o the G.M.T.D., Dhanbad Rs.....as Earnest Money bearing No..... dated..... and other documents as required as per Annexure – C No (I) to (VI)] of 01 are enclosed herewith.

Address :-

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

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the tenderers

Dated:\_\_\_\_\_



# **BHARAT SANCHAR NIGAM LIMITED.**

O/o The General Manager Telecom District, Dhanbad

## **ANNEXURE - C**

No.GMTD/G-11/Printing/Tender/2007-08/01      Date at Dhanbad the 21.06.2007

### **TERMS AND CONDITIONS :-**

- 0.1 Each tender must be accompanied by the following documents; otherwise it is liable to be rejected summarily.
- (i) Each page of the tender form should be duly filled and signed by the tenderer with his official seal.
  - (ii) A sum of Rs20,000.00 (Twenty thousand) is required to be deposited as earnest money, with each tender in the shape of Bank draft in favour of A. O. (Cash) O/o the G.M.T.D., Dhanbad. The D.D must be enclosed along with Tender paper of Technical Bid.
  - (iii) Registration of the firm
  - (iv) Up-to-date Income-tax clearance certificate.
  - (v) Up-to-date Sales-tax clearance certificate.
  - (vi) Sales Tax (VAT) Registration certificates.
  - (vii) Working experience for printing of forms in central/ state /PSU with the amount of work completed. The tenderer must have its own printing press with at least three Lacs turn over during 2006-07.
- 0.2 The rates quoted by the tenderer should be separately in words and figures for cost of paper inclusive of all taxes & printing charges comprising, printing, stapling-binding, covering and delivery to the destination as per supply order. The forms & forms Pads/Books should be binded as per specification given.
- 0.3 The Annexure-D consists of the names of all the forms to be printed. All of them may be printed or may not be printed as per requirement.
- 0.4 The tender should be written clearly in English or Hindi.

- 0.5 The tender shall be operative for a period of one year from the date of entering of the contract but may be extended for further one year if the performance of the tenderer observed satisfactory .
- 0.6 The bid must be submitted as per Annexure-A. The Bid should be submitted in sealed cover and material as under: -**'Tender for printing and supplying departmental forms:'** addressed to the D. E. (Admin), O/o the G.M.T.D., Dhanbad giving the address of the Tender. The tender documents must be signed in ink on each page with the official seal by the tenderer.
- 0.7 The requirements indicated in the NIT are for the purpose of tender evaluation only. After acceptance of the tender, the tenderer will be awarded as per the actual requirement.
- 0.8 The work may be awarded to one or more than one tenderer on L1 approved rate as per departmental norms.
- 10 The tenderer whose tender is accepted will supply the printed materials against issue of requirement/printing order after approval of sample of printing materials.
- 11 The tenderer of those firms which do not confirm exactly to the specifications will be rejected.
- 12 The tenders should attest all the corrections if any in the tender and non-compliance with this instruction will render the tender rejections.
- 13 No adjustment will be made for the earnest money of the tender for earlier tenders lying with this office. Separate earnest money should be made for this tender.

**PENALTY :-**

- 14 If the tenderer is unable to complete the work in time specified in work order, a penalty @ 0.5% of the total value of work order will be charged per day of delay. The delay penalty be applicable in both cases for delaying in giving interim supply as well as final supply, maximum upto 10% .
- 15 The Earnest Money deposit will be forfeited in case the tenderer does not abide by his offer.
- 16 In case of unsuccessful tenders, the earnest money will be refunded within a month of the finalisation of the tender submission of pre-receipt.

**SECURITY DEPOSIT :-**

- 17 The Earnest money deposit of the successful tenders will be converted into security deposit. The deposit will be kept till the end of the contract period. The same will be forfeited in case failure to comply with the work order. No interest will be paid on Security deposit.

- 18 In case of violation of any of the terms of agreement/security deposit of the contractor is liable to be forfeited by GMTD, Dhanbad. Any sum of money due to the contractor including the security deposit refund under the contract can be appropriated by the GMTD, DNB.
- 19 The rates should be quoted in figures as well as words. In case of discrepancy, the rates in words will prevail. In case of illiterate persons, the rates/amounts should be attested by a witness.
- 20 Contract agreement should be made within two weeks from the date of receipt of the contract order (Approval letters) placed by GMTD, Dhanbad on behalf of The president of India.
- 21 GMTD, Dhanbad may terminate the contract at any time without giving any notice if the work carried out is not satisfactory.
- 22 If the approved tenderer fails to accept the order and abotails to carry out the work as ordered as per tender condition, tender will be cancelled and the security deposit will be forfeited.
- 23 The approved contractor shall in no circumstances should be in breach of contract. If however, the approved contractor shall become insolvent. The GMTD, Dhanbad may therefore, issue notice in writing to intimate the contractor and the security of such contractor will be forfeited.
- 24 If any dispute, difference or rejection what so ever shall arise anyway connected with or arising out of this contract for operation of any part then of or the rights for liabilities of their party, the decision of which is other wise provided for, the decision of the GMTD, Dhanbad shall be final and binding.
- 25 The right to reject any or all the tenders received without assigning any reasons is retained by the GMTD, Dhanbad.
- 26 The tender will be valid for a period or one year..
- 27 All the conditional tenders will be rejected.
- 28 The tenders may be summarily rejected in the following also:
  - (i) The earnest money is not paid.
  - (ii) The rates are not quoted in words alongwith in figures.
  - (iii) The corrections are not initialed.
  - (iv) The over writing is done.
  - (v) The tender form is not filled up and signed by the tenderer on each page with his official seal.
- 29 The works which involved employment of labour by the contractor, the contractor shall be responsibility for getting registration of labour commissioner under appropriate act and its implemented as per act.
- 30 The GMTD, Dhanbad reserves the right to give a part or full of the tender work to one or more tenderer.

- 31 The tenderer will have to furnish a documentary proof of their competency to execute the works satisfactorily.
- 32 The dates of purchase of tender form from 25/06/07 to 17/07/07 on all working days.
- 33 Due date of submission of bid documents 18/07/07 up to 15:00 hrs.
- 34 Date of opening of tenders 18/07/07 at 16:00 hrs.
- 35 Work orders under the contract will be issued by the authority, periodically. A time limit not exceeding 10 days will be allowed for delivery from the date of print-order.
- 36 The paper to be used for printing will be the same as per specimen approved.
- 37 The printing should be neat & clean and free from any mistake.
- 38 The sample of the specimen of form and paper mentioned to annexure-D may be seen in the O/o the undersigned during office hours at the time of taking tender form.
- 39 The income-tax @2.24% or as applicable at the time of payment will be deducted from the total payments.
- 40 The supply order/payments will be made on the availability of funds in the department.

For and on behalf of President of India.

D. E. (Admin.)  
O/o the GMTD, Dhanbad

## ANNEXURE – D

### List of BSNL Forms

Sl. No.	Description of Item	Annual Requirement		
		Number of pages in Book	Type of Book	No. of Books
1.	NTC Form (Numbered)	100		600
2.	Demand for NTC	100		500
3.	Application for local shifting of Tele.	100		100
4.	Name transfer of Telephone	100		10
5.	Application for STD facility	100		50
6.	Application for ISD facility	100		20
7.	Advice note Book	300	Triplicate	500
8.	Advice note for Restoration of Tel.	300	Triplicate	100
9.	Advice note for Subs. Facilities	200	Duplicate	200
10.	Application for Excel connection with agreement and form 60 & 61	100		400
11.	Application for Cell one connection with agreement and form 60 & 61	100		50
12.	Application for ISDN Connection	100	Numbered	50
13.	Application for Leased Line	100	Numbered	50
14.	Application for Internet with Envelope & Account password	100	Numbered	50
15.	Application for Data One	100	Numbered	300
16.	Application for GPRS	100	Numbered	50
17.	Demand note for Subs. facilities (Mobile)	100		100
18.	Advice note for Cell one/Data one/Data Cct. etc	300	Triplicate	300
19.	TI 117 Telegram delivery slip	100	Numbered	50
20.	TI 95 Local number slip	100	Numbered	50
21.	Sanction Memo. for refund of ID/SD	100		200
22.	Daily restoration memo. Of Telephone	100		100
23.	Sanction memo. For restoration of Telephone disconnected beyond 03 month.	200	Duplicate	100
24.	Acknowledgement of EMC complaint	100		100
25.	Demand note for Basic Telephone bill	100		500
26.	Demand note for Cell one Tele. bill	100		300
27.	Corr. – 22	100		500
28.	Corr. - 07	100		500
29.	ACE - 2 Book	100		300
30.	Application for LTC advance	100		100
31.	Application for Medical advance	100		100
32.	Application for festival advance	100		100
33.	SR – 1	100		100
34.	Sanction memo. for tempy. advance	100		200
35.	TA bill form	100		25
36.	LTC bill form	100		25
37.	OTA bill for Administrative offices	100		50
38.	EST-95 (MC/FC)	100		50
39.	ACG-24 (A roll)	100		25
40.	Eng. – 9 Book (Numbered)	100	Duplicate	200
41.	Cash Book (Numbered)	100		100
42.	LPC form	100		50
43.	GPF ledger (Numbered)	100		4
44.	A – 2 cheque refund	100		100
45.	Works register	100		50
46.	Sanction memo. of project estimate	100		25
47.	Sanction memo. of details estimate	100		30
48.	LDO Form	100		100
49.	Sanction memo. of leave	100		100
50.	APP 9	100		100
51.	APP 10	100		30
52.	Eng. 6	100		50
53.	Eng. 11	100		50
54.	Allotment of Stores	100		50
55.	ACG- 20 A (Innersheet)	100		100
56.	Notice to Defaulter subscriber	100		50

**Signature of tenderer  
With name ,Address & Seal**



## ANNEXURE – E

### Schedule of Rates.

Sl. No.	Description of Item	Annual Requirement			Rate per Book.	
		Number of pages in Book	Type of Book	No. of Books	In figure	In words
1.	NTC Form (Numbered)	100		600		
2.	Demand for NTC	100		500		
3.	Application for local shifting of Tele.	100		100		
4.	Name transfer of Telephone	100		10		
5.	Application for STD facility	100		50		
6.	Application for ISD facility	100		20		
7.	Advice note Book	300	Triplicate	500		
8.	Advice note for Restoration of Tel.	300	Triplicate	100		
9.	Advice note for Subs. Facilities	200	Duplicate	200		
10.	Application for Excel connection with agreement and form 60 & 61	100		400		
11.	Application for Cell one connection with agreement and form 60 & 61	100		50		
12.	Application for ISDN Connection	100	Numbered	50		
13.	Application for Leased Line	100	Numbered	50		
14.	Application for Internet with Envelope & Account password	100	Numbered	50		
15.	Application for Data One	100	Numbered	300		
16.	Application for GPRS	100	Numbered	50		
17.	Demand note for Subs. facilities (Mobile)	100		100		
18.	Advice note for Cell one/Data one/Data Cct. etc	300	Triplicate	300		
19.	TI 117 Telegram delivery slip	100	Numbered	50		
20.	TI 95 Local number slip	100	Numbered	50		
21.	Sanction Memo. for refund of ID/SD	100		200		
22.	Daily restoration memo. Of Telephone	100		100		
23.	Sanction memo. For restoration of Telephone disconnected beyond 03 month.	200	Duplicate	100		
24.	Acknowledgement of EMC complaint	100		100		
25.	Demand note for Basic Telephone bill	100		500		
26.	Demand note for Cell one Tele. bill	100		300		
27.	Corr. – 22	100		500		
28.	Corr. - 07	100		500		
29.	ACE - 2 Book	100		300		
30.	Application for LTC advance	100		100		
31.	Application for Medical advance	100		100		
32.	Application for festival advance	100		100		
33.	SR – 1	100		100		
34.	Sanction memo. for tempy. advance	100		200		
35.	TA bill form	100		25		
36.	LTC bill form	100		25		
37.	OTA bill for Administrative offices	100		50		
38.	EST-95 (MC/FC)	100		50		
39.	ACG-24 (A roll)	100		25		
40.	Eng. – 9 Book (Numbered)	100	Duplicate	200		
41.	Cash Book (Numbered)	100		100		
42.	LPC form	100		50		
43.	GPF ledger (Numbered)	100		4		
44.	A – 2 cheque refund	100		100		
45.	Works register	100		50		
46.	Sanction memo. of project estimate	100		25		
47.	Sanction memo. of details estimate	100		30		
48.	LDO Form	100		100		
49.	Sanction memo. of leave	100		100		
50.	APP 9	100		100		
51.	APP 10	100		30		
52.	Eng. 6	100		50		
53.	Eng. 11	100		50		
54.	Allotment of Stores	100		50		
55.	ACG- 20 A (Innersheet)	100		100		
56.	Notice to Defaulter subscriber	100		50		

L-1 will be decided item wise

**Signature of tenderer  
With name ,Address & Seal**