



**भारत संचार निगम लिमिटेड**  
(भारत सरकार का उपक्रम)

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

**Office of the General Manager Telecom., Ranchi – 834001**

No. RTD / S-18 / Data Entry Pay Module

Dated at Ranchi the 04<sup>th</sup> July 2007

**LIMITED TENDER FOR “DATA ENTRY” IN PAY MODULE Integrated  
with H.R.PACKAGE in THE  
O/O THE G.M.TELECOM., R.T.D. RANCHI**

Date of sale of tender Documents : From 1100 hours to 1400 hours  
w.e.f. **04.07.2007 to 11.07.2007**  
on all working days,  
Last date of submission of Tender : Up to 14.00 Hrs of 12.07.2007  
Date of Opening of Tender : At 16.00 Hrs of 12.07.2007

**Issued to :.....**

**M/s .....**

.....

**Signature of Issuing Officer**



**भारत संचार निगम लिमिटेड**  
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**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

**Office of the General Manager Telecom., Ranchi – 834001**

No. RTD / S-18 / Data Entry Pay Package

Dated at Ranchi the 4<sup>th</sup> July 2007

**NOTICE INVITING TENDER**

For and on behalf of Bharat Sanchar Nigam Limited., the General Manager Telecom District, Ranchi invites sealed limited Tender for the following items of work from reputed and experienced firms for the period of 2007-08.

<b>Item of work</b>	<b>Estimated cost</b>	<b>Earnest Money</b>	<b>Last date of submission</b>	<b>Date of opening</b>
<b>Data entries in Pay Module integrated with H.R.Package in Ranchi Telecom District .</b>	<b>Rs 40,000.00</b>	<b>Rs 1000.00</b>	<b>Up to 1400 hours of 12.07.2007</b>	<b>1600 hours of 12.07.2007</b>

1. Firms having proper labour license with turn over of at least Rs.50,000.00 each during the last 2 financial year and having experience in data entry work in BSNL CCN Node of cellular service or in BSNL TRA Billing package / pay package, issued by JAG Level officer in BSNL need only apply.
2. Tender documents containing terms and conditions and other details may be obtained from DE(Plg), O/o the GMTD, BSNL, Ranchi on application with the following documents on all working day from 1100 hours to 1400 hrs w.e.f. 04.07.2007 to 11.07.2007
  - (I) PAN No.
  - (II) Copy of Registration
  - (III) Labour license and **work experience certificate.**
3. Earnest money amounting to Rs1000/- (Rupees One Thousand only) in the form of Demand Draft of any Nationalized Bank issued in favour of AO(Cash), BSNL, O/o the GMTD, Ranchi must be submitted with the tender.
4. Sealed tender papers complete in all respect and super-scribed "Tender for Data Entry in Pay Package" must be dropped in the tender Box kept in the chamber of DE(Plg), BSNL, O/o the GMTD, Ranchi up to 14.00 Hrs of 12.07.2007 & will be opened on 12.07.2007 at 16.00 Hrs on the same day in presence of tenderers or their authorized representatives.
5. The General Manager Telecom District, Ranchi reserves the right to accept / reject any / all the tender / tenders without assigning any reason.

**For more details please log on to our website : [www.jharkhandi.bsnl.co.in](http://www.jharkhandi.bsnl.co.in)**

Divisional Engineer (Plg)  
O/o the GMTD, BSNL, Ranchi

**Information related to Tenderer and his eligibility**

1. Name of Firm
2. Firm address
3. Telephone  
No.....(.office).....(Residence).....(Mobile) ..
4. Is the firm proprietary / Partnership / Ltd / Pvt. Ltd.
5. Financial statement for the year 2003-04, 2004-05
6. Name of Proprietor or Partners / Directors.
7. Firms Registration Particulars
8. Labour License
9. Work experience in data entry work in in BSNL TRA Billing package / pay package, issued by JAG Level officer in BSNL :-.

	<b><u>Details of work Place</u></b>	<b><u>Unit</u></b>	<b><u>Period</u></b>	<b><u>Amount</u></b>
I				
II.				
III.				

I hereby solemnly a firm that declaration furnished above is true to the best of my knowledge and belief.

Signature of Tenderer.

## Terms and Condition

1. Experienced individual or reputed firms satisfying the eligibility as per the NIT only may take Part in the tender.
2. Attested copies of the following documents must be submitted with the tender ;
  - (I) PAN NO.
  - (II) Copy of Registration / Dealership certificate of the firm.
  - (III) Labour license for the related work.
3. Copy of the work experience of Data Entry in BSNL TRA Billing package / pay package, issued by JAG Level officer in BSNL need only apply.
4. Earnest money amounting Rs. 1000/- (Rupees One Thousand only) in term of Demand Draft Drawn in favour of AO(Cash), BSNL, O/o the GMTD, Ranchi must be submitted with the tender **otherwise tender will be rejected.**
5. Rates must be quoted both in words and figures inclusive of all taxes, duties, levies etc. In case of any discrepancy, the rate quoted in words will be considered. **Conditional offer will summarily be rejected.**
6. Rates must be quoted after assessing the work value and no excuse will be entertained later on for any faults/defects/missing of spares etc. after agreement is signed.
7. No participation is permissible by BSNL near relatives of all BSNL employees (Non executive employees working in the office of the GMTD, BSNL, Ranchi & executive employees ( also called Group A & Group B officer working in the O/o the GMTD, Ranchi ) either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :-
  - (a) Members of a Hindu Undivided family
  - (b) They are husband & wife.
  - (c) The one is related to the other in the manner as father, mother son(s), Son's wife (daughter-in law), Daughter(s) & daughter's husband (Son-in-law) brother(I) & brother's wife, Sister(s) & husband(brother-in-law).
8. The General Manager Telecom District, BSNL, Ranchi reserves the right to accept / reject any / all the tender / tenders without assigning any reason.
9. The successful tenderer will have to deposit 10% of estimated cost towards security deposit prior to execution of agreement within the given period. 10% of the bill issued will deducted from the bills failing which offer will be rejected and E/M will be forfeited.\
10. Sealed tender complete in all respect duly super-scribed "Tender for Data Entry in Pay Package" must be dropped in the tender Box kept in the chamber of the DE(Plg), O/o the GMTD, BSNL, Ranchi up to 14.00 Hrs of 12.07.2007 and will be opened on the same day at 16.00 Hrs in presence of tenderers or their authorized representative if they so desire.
11. At present, the estimated cost is Rs 40,000.00 which may be exceeded by 25%.
12. Tender will be valid for one year and may be further extended up to one year or within the limit of estimated cost with mutual consent & satisfactory performance during period of contract.
13. The work during period is noted in price schedule.

14. The GMTD, BSNL, Ranchi on feedback of in-charge thereof can impose a penalty of Rs. 100/- per 24 Hrs or part if the Data Entry is prolonged for more than 8 hrs.
15. All statutory taxes leviable as per rule will be deducted from the bill of the contractor.
16. Security deposit will be taken @ 10% of the approved tender amount prior to execution of agreement. Earnest Money will be adjusted as the part of SD for the successful bidder.
17. No interest will be payable on EMD / Security Deposit ( i.e. SD ).
18. SD will be refundable after expiry of agreement after observing departmental formalities and on submission of "No Dues" certificate by the contractor.
19. During the performance of the contract, the tenderer will be responsible for doing the work as per instruction of part or his subordinate officers.
20. Based on the requisition for work from concerned unit, DE(P) will issue the definite work order and the work is to be carried strictly according to that. The payment will be made on monthly basis. The contractor will submit the bill in accordance to the w/o to the in charge of the concerned unit who will forward the bill to the DE(P) office of the GMTD, BSNL, Ranchi after furnishing the following certificate duly signed by the AO in-charge and counter signed by the CAO.
  - (I) Certified that work has been done satisfactorily during the month of .....To..... as per the detailed below.
  - (II) There has been no lapses from .....to ..... During the quarter.
  - (III) No expenditure has been incurred by the BSNL during the Month in pay package and other such work done by agency.
21. The tender will be decided on the basis of item wise cost. Total cost will be calculated and L1 will be based on total cost.
22. In the event of breach of any condition of the agreement including the delayed execution of work/bad performance loss or damage of equipment misbehaviors by the staff of the contractor the BSNL shall have the power to adopt any or all the following best suited in the interest of the BSNL.
  - (a) To resign the agreement and in such case the SD of the contractor will stand forfeited to the BSNL.
  - (b) For loss or damage of the equipment, the contractor will have to make good the loss as decided by the BSNL
  - (c) In case of delay in execution / taking over of work the BSNL may impose penalty @ 1% per week subject to maximum of 10% of value of work along with recovery of amount incurred by the BSNL for the work being got done by other agency or otherwise.
23. The General Manager Telecom District reserves the rights to terminate the agreement by giving one month's notice without assigning any reason.
- 24. Tender paper can be down loaded from the website. Down loaded tender can also be submitted .**

## **25. FORCE MAJEURE**

(A) If anytime 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, act of the public enemy, civil commotion, sabotage, fires, flood, explosions, epidemics, quarantine, restrictions, strikes, lockout, or act of God ( here in after 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 events be entitled to terminate this contract nor shall either party have any such claim for damage against the other in respect of such non-performance or delay in performance and deliveries under the contract shall be resume as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive 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 this option terminate the contract.

(B) Provided also that if the contract terminated under this clause, the purchaser shall be at liberty to take over from the supplier at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials bought out components and stores in the course of manufacture in possession of the supplier at the time of such termination of such portion thereof as the purchaser may deem fir excepting such materials bought out components and stores as the supplier may with the concurrence of the purchaser may elect to retain.

## **25. ARBITRATION :**

(A) In the event of any question, dispute or arising under this agreement or in connection there with except as to matter the decision of which specifically provided under this agreement the same shall be referred to sole arbitration of the Chief General Manager Telecom., JKD Circle, Ranchi 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 function of the CGMT, JKD Circle, Ranchi or whatever designation such officer may be called ( hereinafter referred to as the said officer) and if the CGMT, JKD Circle, Ranchi of the said officer is unable or unwilling to act as such to the sole arbitration or some other person appointed by the CGMT, JKD Circle, Ranchi or the said officer.

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 related or that in he course of his duties as Government Servant he has expressed views on all or any of the mater 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 officer or being unable to act for any reasons whatsoever such CGMT, JKD Circle, Ranchi 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 Indian Arbitration Act, 1940 and the Rules made thereunder, 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 proceedings shall be the office of the CGMT, JKD Circle, Ranchi or such other places as the arbitrator may decide.

**26. SET OFF :**

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

**27. WORKMEN'S COMPENSATION :**

In every case which by virtue of the provision of Section 12 and sub section (I) of the workmen's compensation Act 1923, BSNL is obliged to pay compensation to workmen employed by the contractor in execution of work. BSNL will recover from the contractor the amount of compensation as paid and without prejudice to the right of the BSNL.

Under Section 12 Sub Section (11) of the said Act, the BSNL will have liberty to recover such amount or any part thereof by deducting it from the SD or any sum due by the BSNL to the contractor whether by this contract or otherwise. The BSNL shall not be bound to contest any claim made against it under Section 12 Sub Section (1) of the said Act, except on written request of the contractor and upon his / her giving to the BSNL might become liable in consequence of contesting such claim.

Signature of Tenderer

## ANNEXURE – I

**PRICE SCHEDULE**

<b>S. No.</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Rate Quoted</b>
1.	<b>Earning Data Entry</b> : Earning Data Entry of Basic, Bill Number, Head of Account, Bank Name, Branch , Bank A/c No., Date of next increment, Date of last increment date, Last days of pay, HRA, CCA, Transport, Adhoc, rural Incentive, Personal Pay, Special Pay, Washing Allowance, cycle Allowance, Telephone Duty Allowance, Medical total Emoluments. Medical Drawn emoluments	Per staff member	
2.	<b>Deduction Data Entry</b> : Deduction Data entry of GPF A/c No., GPF outstanding, GPF Contribution, GPF Deduction, GSLIS contribution, Prof. Tax, Income Tax, Excess pay. Excess pay outstanding, Welfare, Union, Telecom. Recreation club, Benevolent fund and other required entries.	Per staff member	
3.	<b>Loans &amp; Advance Entry</b> :	Per staff member	
	i) Data entry of sanction of loans and adhesive involves, sanction amount, sanction date, Circle Name, Division name, Loan disbursing date, Total number of installation for payment of Principal & Interest.		
	ii) Date entry of outstanding of loans & advances involves outstanding amount, installation of payment.	Per staff member	
4.	<b>Co-operative Society Entry</b> : Date entry of Society involves Circle name, Society name, Amount to be deducted.	Per staff member	
5.	<b>Bank Data Entry</b> : Creation of Master for Bank involves selection of Bank, entry of Branch, MICR No.	Per staff member	
6.	<b>Process of Provisional Paybill</b> :	Per pay bill	
	i) Processing of Provisional bill		
	ii) Matching it with the pay bill already generated by the organization.	Per pay bill	
	iii) Sorting out of difference and making correction entry.	Per entry.	
	iv) Finalising of Pay bill post verification done by the official	Per bill	
7.	Training of two Sr. TOAs	Per mandays	

Signature of Tenderer



## **CHECK LIST**

1. Whether the following papers are enclosed :
  - A. EMD Receipt in original D/Draft.
  - B. Attested Copies of ( Mandatory )
    - (I) PAN NO.
    - (II) REGISTRATION of Firm
    - (III) Experience Certificate
    - (IV) Proof of turn over
    - (V) Labour License certificate.
2. Whether each page of the tender document has been signed by the contractor ?
3. Whether the rates have been quoted in figures as well as in words ?
4. Whether the tender has been sealed with wax in one envelope ?
5. Whether the correction if any has been encircled and fresh entry made ? (No over writing is permissible).
6. Whether your tender is conditional ? All conditional tenders will be rejected.
7. Whether intimation related to Tenderer and his eligibility attached.
8. Whether you have super scribed on the envelope the name of the tender ?

**Signature of Bidder**

**BHARAT SANCHAR NIGAM LIMITED**  
( A Government of India Enterprise )  
Office of the General Manager Telecom., Ranchi – 834001

No. RTD / S-18 / Data Entry Pay Module / Dated at Ranchi the 4<sup>th</sup> July, 2007

**AGREEMENT**

1. AGREEMENT NO. : No. RTD / S-18/ Data Entry Pay Module
2. Name of work : Limited Tender for “Data Entry” in Pay Module Integrated with H.R. Package in the O/o the G.M. Telecom, R.T.D., Ranchi.
3. Name of Contractor :
4. Validity Period : One year from date of taking over charge of Data Entry in Cash Section, O/o the G.M.T., R.T.D., Ranchi.

**AGREEMENT**

This agreement is made this ..... day of two thousand and Seven between the General Manager Telecom district, Ranchi under the BSNL (herein called the first party) on one part. M/s.....,.. (Herein after called the second party).

Whereas M/s....., have liability contracted with the General Manager Telecom District, Ranchi for Data Entry in the Office of A.O.(Cash) under Telecom District, Ranchi as per specification and

approved rated shown in ANNEXURE – I and on terms and conditions mentioned in Tender.

In the witness whereof the said contractor and the said General Manager Telecom District, Ranchi acting in promises as aforesaid have set their respective hands and seal of the day first above written.

Signed & Seal by  
For General Manager Telecom District  
Ranchi.

Signed & Seal by the

.....  
.....  
.....

In the presence of

1. ....  
.....
2. ....  
.....