



# Bharat Sanchar Nigam Ltd.

(A Govt. of India Enterprise)

Office of the General Manager Telecom District, Ranchi-834001

Tender No. RTD/G-1/Stationery Tender/07-08 Dated at Ranchi the 11<sup>th</sup> June'2007.

## TENDER DOCUMENT

**For Supply of Stationery listed in the document/items in the office of the General Manager Telecom District, RANCHI.**

RANCHI – SSA

### Annexure- A

### Table of Contents

From page no. 01 to 17.

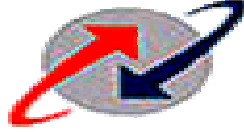
<u>ANNEXURE</u>	<u>SUBJECT</u>	<u>Page No.</u>
ANNEXURE – 'A'	Press Notification	
ANNEXURE – 'B'	Notice inviting Tender.	1-2
ANNEXURE – 'C'	Scope of Supply of Computer Stationery items.	3
ANNEXURE – 'D'	General Terms and Conditions.	4-8
ANNEXURE – 'E'	Eligibility Criteria/Technical Bid Form.	9
ANNEXURE – 'F'	Financial bid (Schedule of rates).	10 - 13
ANNEXURE – 'G'	Agreement Deed Form.	14
ANNEXURE – 'H'	Authorization letter.	15
ANNEXURE – 'I'	Family declaration form	16

**Note:** - This entire tender document after being filled up should be submitted. No part of this document should be retained by the tenderer.

<b>Issued to:</b> Name :  Address :   Tel. No :	<b>Receipt details for deposit of Rs1123/-</b> Bk. No. _____ R. No. _____ Date : _____
	Seal & Signature of Issuing authority.....

**Signature of the bidder & Co. seal.**

**ANNEXURE – ‘B’**



**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

**O/o THE GENERAL MANAGER TELECOM DISTRICT, Ranchi 834001**

**NOTICE INVITING TENDER**

**Tender No. RTD/G-1/Stationery Tender/07-08 Dated the 11<sup>th</sup> June 2007.**

Wax sealed tender is invited by the General Manager Telecom District, Ranchi on behalf of BHARAT SANCHAR NIGAM LIMITED (A Govt. Of India Enterprise) from reputed supplier for “Supply of Stationery and other items”.

Sl.No	Tender Number	Name of the Work	Estimated cost of work in Rs.	Cost of bid document (non-refundable) in Rs.	EMD (in Rs.)
1	RTD / G-1/ Stationery Tender/07-08	Supply of Stationery & other item.	9,00,000/ -	1000/- + 123/- as Service Tax	22500/=

**The document must be accompanied with:**

- (i) Experience Certificate from Central/State Govt./PSU by an officer not below the rank of JAG, if JAG is not there then by STS. The certificate will also contain turn over of minimum Rs. 2 lakh (Rs. Two) Lacs during the year 2005-06 and 2006-07 with satisfactory completion of work.
- (ii) Registration of the firm.
- (iii) Partnership Deed in case of partnership firm
- (iv) Copy of PAN No
- (v) Family/relatives declaration on Rs. 10.00 non-judicial stamp paper duly filled as Annexure –‘I’ in original. However, the issue of tender document cannot be taken as acceptance of eligibility of tender.

There will not be any responsibility of BSNL for delay/non-receipt of the application or tender document in time.

**ISSUE OF TENDER PAPER:** The paper will be issued from **11-06-2007 to 02-07-2007** from 11:00 hours to 14:00 hours on all working days after depositing the required cost of Tender document in cash, through ACG-67 issued by AO (Cash), O/o the GMTD, Ranchi or in the shape of DD in favour of A.O (Cash), O/o the GMTD, Ranchi or it can be downloaded from the website [www.jharkhand.bsnl.co.in](http://www.jharkhand.bsnl.co.in).

**SUBMISSION OF TENDER:** The Tender addressed to D.E.(Admn.), O/o the GMTD, Ranchi must be submitted on or before **03-07-2007** up to **14:00** hours in the Tender box available in the Chamber of the D.E.( Admn.) O/o the GMTD, Ranchi.

**Signature of the bidder & Co. seal.**

The tender will be submitted in Two-In-One Wax sealed Envelope: -

**TECHNICAL BID** : Technical bid with all certificates/documents attested by Gazetted officer will be put in a wax sealed envelope superscribed as "TECHNICAL BID". This will contain:

- (i) Technical bid form with all information duly filled therein.
- (ii) Bank Demand Draft against E.M.D. from any Nationalized Bank payable at Ranch in favour of Accounts Officer (Cash), O/o the GMTD, Ranchi . If tender document downloaded from website, D.D. for required cost of tender document may also be attached with the tender document.
- (iii) Latest Income Tax Clearance Certificate.
- (iv) Firm Registration Certificate.
- (v) Partnership/Proprietorship Deed, if applicable.

The tender documents including Annexures must be duly filled in and signed on each page and also at corrections & over writings.

**FINANCIAL BID** : The financial bid will be put in another wax sealed envelope superscribed as "FINANCIAL BID". It will include (i) Complete set of tender document except TECHNICAL BID FORM which is included in TECHNICAL BID. The tender document must be duly filled in and signed on each page and also at corrections & over writings.

The two envelopes containing TECHNICAL BID & FINANCIAL BID will be put together in a THIRD WAX SEALED ENVELOPE superscribed as "Tender for **Supply of Stationery & other Items in the office of the GMTD, Ranchi**".

Envelope containing financial bid will be opened only after TECHNICAL BID is found to be PERFECT in all respects and after approval of competent authority. Date of opening of Financial bid will be communicated separately.

Tender received without E.M.D. will be SUMMARILY REJECTED.

**OPENING OF TENDER:** The Tender will be opened at **15:00 hours on 03-07-2007** in the Chamber of D.E.(Admn.), O/o the GMTD, Ranchi in the presence of tenderers or their authorized representative who may wish to be present at their own cost.

Detailed Terms & Condition are available in Tender document.

The tender document is also available on our website [www.jhrkhand.bsnl.co.in](http://www.jhrkhand.bsnl.co.in) and in case the tender document is downloaded from website a demand draft for Rs.1123.00 must be submitted alongwith the Technical Bid, failing which the bid shall be rejected.

The General Manager Telecom District, Ranchi reserves every right to accept/reject any or all the tender/tenders, even partially or in full, or cancel the Tender as a whole without assigning any reason.

**D.E.( Admn.)  
Ranchi Telecom District, Ranchi.**

**Signature of the bidder & Co. seal.**

## **ANNESURE – ‘C’**

### **SCOPE OF SUPPLY OF STATIONERY ITEMS**

1. The Items of requisite quality must be supplied within a week of placing order.

### **SPECIFICATION FOR SUPPLY**

1. All the items must be of STANDARD QUALITY.
2. Any change in size, make, quantity and quality of the items can be done under specific order/ approval of the competent authority.

**Signature of the bidder & Co. seal.**

**ANNESURE –‘D’**

**GENERAL TERMS AND CONDITIONS**

**1. EARNEST MONEY DEPOSIT :**

- 1.1 Each tenderer must attach with his bid a Demand Draft for prescribed Earnest Money as mentioned in **ANNESURE – B.**
- 1.2 Any tender not accompanied with above-prescribed Earnest Money Deposit **SHALL BE SUMMARILY REJECTED.**
- 1.3 No interest will be paid on the earnest money deposit while it is in the custody of General Manager Telecom District, Ranchi.
- 1.4 The Earnest Money Deposit of unsuccessful tenderer shall be refunded after final acceptance of the tender (and within reasonable time).
- 1.5 The Earnest Money Deposit of successful tenderer will be converted towards security Deposit.
- 1.6 The Earnest Money Deposit will be forfeited by General Manager Telecom District, Ranchi under any one or all of the following circumstances.
  - (a) Any case of false statement and/or submission of false document by the tenderer are detected.
  - (b) The Tenderer withdraws his tender offer at any time after its submission of the Tender.
  - (c) The successful Tenderer fails to execute the Agreement. (As detailed in ANNEXURE – ‘G’) within the stipulated time.
  - (d) If the tenderer is found to do or have done anything with deliberate intention to foil the process of tender.
- 1.7 EMD of unsuccessful bidder will be refunded after finalization of Tender.

**2. PERFORMANCE SECURITY :**

- 2.1 The successful tenderer will have to deposit a security of an amount equal to 10% of tender value less Earnest Money converted into Security deposit in form of Bank Guarantee from any Nationalized Bank payable at Ranchi in favour of Accounts Officer (Cash), BSNL, O/o the GMTD, Ranchi before agreement.
- 2.2 Security Deposit will be refunded or released to the tenderer within reasonable time after successful completion of the work on submission of **“NO OBJECTION/DEMAND CERTIFICATE”** issued by SDE & Countersigned by D.E. concerned.

**Signature of the bidder & Co. seal.**

- 2.3 No interest will be paid on security deposit while it is in the custody of Accounts Officer (Cash), BSNL, O/o the GMTD, Ranchi.

**3. SINGNING OF AGREEMENT :**

- 3.1 Agreement deed as per Annexure "G" is to be signed after depositing Security Deposit.
- 3.2 The successful bidder will have to sign the Agreement within 15 days after issue of acceptance letter from D.E.(Admn.) O/o the GMTD, Ranchi.
- 3.3 The SUPPLIER will have to bear all relevant expenses in connection with signing of the Agreement including the purchase of Stamp papers.

**4. PURCHASE ORDER :**

- 4.1 The items will be supplied on issue of PURCHASE ORDER within a week from the date of issue of purchase order.
- 4.2 The Supply order will be issued by D.E.(Admn.) BSNL, O/o the GMTD, Ranchi or any other officer authorized by the GMTD, Ranchi not below the rank of Divisional Engineer.
- 4.3 Any item supplied without purchase order or beyond the scope of purchase order will be summarily rejected.
- 4.4 The estimated quantities of items of supply and the cost of the tender as a whole may vary. BSNL will not be responsible for any loss to the contractor in the event or order not being awarded up to the tune of estimated value of the tender.
- 4.5 The CONTRACTOR will be responsible to pay for damage, if any, to BSNL.
- 4.6 The GMTD, Ranchi reserves the right to suspend any of the scheduled items of supply temporarily or permanently.

**5. TIME FRAME & PROVISION FOR PENALTY :**

- 5.1 The CONTRACTOR shall have to commence and complete the supply of items within the time as specified in the Purchase order.
- 5.2 **In case the contractor refuses to undertake the supply or fails to complete the supply within specified period, the GMTD, Ranchi will be free to get the supply from another agency at the cost of the contractor even at the higher rate.**
- 5.3 The General Manager Telecom District, Ranchi also reserves the right to rescind the contract, **BLACK LIST** the contractor and forfeit his security deposit.

**Signature of the bidder & Co. seal.**

- 5.4 In case the contractor fails to supply within stipulated time **a penalty of 1% (one percent) per day** will be charged on order value for that very purchase order.

## **6. PAYMENT OF CONTRACTOR'S BILLS :**

- 6.1 Payment of contractor bill submitted in triplicate will be made on the complete supply of the items. The bill will be duly certified by the S.D.E. (Genl.)/ D.E.(Admn.)
- 6.2 While making payment of **SUPPLIER'S** bill(s) deduction will be made on account of Income Tax, surcharge thereon at the rate of two point two four (2.24%) percent or as may be fixed from time to time by the Government of India on the gross amount of each bill passed for payment in accordance with the provision of clause **194-C of Income Tax Act'1973**. All other statutory taxes/duties imposed by the Government from time to time shall be deducted from the **CONTRACTOR'S**, bill.

## **7. CONTRACTUAL PERIOD AND RATES VALIDITY :**

- 7.1 The Contractual period will commence from the day of signing Agreement and will expire after one year, may be extended upto one year on satisfactory work on mutual agreement.
- 7.2 Rates Validity: Rates quoted shall remain firm and valid for the period of the Contract.

## **8. GENERAL GUIDELINES :**

- 8.1 The Tender Document is not transferable. The contract can not be subletted either in full or in part.
- 8.2 SUPPLIERS are synonymous and shall include his/their legal successors or assignees.
- 8.3 Executive officer means SDE or D.E. supervising the job. Name/Designation of executive officer shall be mentioned in the work order.
- 8.4 Competent Authority means General Manager Telecom District, Ranchi.
- 8.5 Submission of a Tender will bind the Tenderer to the acceptance of all the Terms and Conditions specified in the tender document. Nevertheless, each Tenderer must certify explicitly and unambiguously that he has studied & understood all the terms and conditions and supply descriptions given in the Tender documents and agrees to abide by the same.

**Signature of the bidder & Co. seal.**

- 8.6 Each page of the tender bid, accompanying documents submitted must be signed and stamped by the Tenderer. Copies/photo copies of all the certificates/documents should be attested by Gazetted officer as required.
- 8.7 Any Tender not conforming to the Terms and conditions and specifications mentioned in the tender documents is liable to be rejected. In this case, only the Earnest Money Deposit will be refunded.
- 8.8 No amendment to the tender in any form by the Tenderer will be permitted after the opening of tender. Canvassing in any form is forbidden and will be a disqualification.
- 8.9 **The tender can awarded to both L-1 and L-2 bidders, if L-2 bidder will be agreed to supply all the items on L-1 rates. In such case, the ratio of award will be 70:30.**

**9. Unsealed and incomplete Tender Bid. :**

- 9.1 Any tender bid submitted in unsealed cover and/or rates have not been quoted/or have not been properly quoted in ANNEXURE – ‘E’ will not be considered. In such cases only the Half Earnest Money Deposit will be returned. Any cutting in Annexure ‘E’ must be initialed by Tenderer.
- 9.2 In case of firm, the tenderer signing the tender include clearly whether is signing as Proprietor/Partner.
10. The General Manager Telecom District, Ranchi reserves the right to reject any or all the tender bids without assigning any reason and is not bound to accept the lowest tender.
11. The General Manager Telecom District, Ranchi also reserves the right to suspend any of the scheduled items of work temporarily or permanently.
12. The General Manager Telecom District, Ranchi also reserves the right to interpret any clause or provision of the tender and his decision will be final.
13. **SET-OFF**

Any sum of money due and payable to the SUPPLIER (Including S.D. be refunded to him) under this contract may be appropriated by the Telecom District or the BSNL and set off the same against any claim of the GMTD, Ranchi or BSNL for payment of sum of Money arising out of contract or under any contract made the SUPPLIER with the GMTD, Ranchi or BSNL.

**Signature of the bidder & Co. seal.**



14. **ARBITRATION CLAUSE :**

- 14.1 In case of any dispute the matter will be referred to the Chief General Manager Telecom, BSNL, Jharkhand Circle, Ranchi for ARBITRATION. He or any person appointed by him shall be the SOLE ARBITRATOR.



**Signature of the bidder & Co. seal.**

**ANNEXURE - 'E'**

**TECHNICAL BID FORM**

**Details of the bidder/Eligibility criteria :**

1. Name :
2. Postal Address a) Permanent:  
  
b) Present :
3. Tele./Mobile No./Fax No.
4. E-mail Address (if any) :
5. Earnest money : Details of Bank Draft :
6. Details of Registration :  
(a) Firm (b) CST, BST & (c) (VAT)  
Photo copy must be attached.
7. Experience as per N.I.T : **Yes/No**  
(Attach Certificate)
8. Latest Income Tax Clearance Certificate Attached: **Yes/No**
9. Is any family member working in BSNL : **Yes/No**  
**If Yes.** Name & place of family members :  
  
Relationship
10. Proprietorship/Partnership deed if Applicable :

Please Affix the current P.P. size photograph.

Attested by the Gazetted officer.

I hereby solemnly affirm that I have read and under stood entire tender documents for Supply of Stationery in Ranchi Telecom District issued in the month of '2007 and agree to abide by all the terms and conditions contained therein. The details furnished above from 1 to 10 are true to the best of my knowledge and belief.

**Signature of the bidder & Co. seal.**

Signature of the Tenderer :

Name of the Tenderer :

Seal of the firm :

**ANNEXURE - 'F'**  
**FINANCIAL BID**

<b>Financial Bid for Stationeries Tender ( To be submitted in a separate sealed envelop)</b>				
<b>Sl. No.</b>	<b>Items</b>	<b>Unit</b>	<b>Rate for one item</b>	
			<b>In Figures (in Rs.)</b>	<b>In words (in rupees)</b>
1	Attendance Register	Per Pc.		
2	Carbon Blue (Kores)	Per Pkt.		
3	Carbon Black(Kores)	Per Pkt.		
4	Cotton Tag (spl) Small	Per bunch		
5	Cotton Tag (spl) Big	Per bunch		
6	Candle (Big size)	Per Pkt.		
7	Cloth Duster (White) 70 Cm x 70 Cm	Per Pc.		
8	cloth Duster (Yellow) 70 cm x 70 Cm	Per Pc.		
9	Dettol 100 ml	Per Pc.		
10	Dettol 50 ml	per doz.		
11	File Folder Plastic	Per Pc.		
12	Fly Leaf with BSNL Logo & other details( File Cover)on the cover (288 Pcs. In 22 Kg)	Per Pc.		
13	File Board	Per Pc.		
14	Gum Tube 30 ml	Per tube		
15	Gum 150 ml (Camel)	Per Botl		
16	Gum 700 ml (Camel)	Per Botl.		
17	Letter pad 1/4	Per Pc.		
18	Letter pad 1/6	Per Pc.		
19	Letter pad 1/8	per Pc.		
20	Note sheets pad	Per Pc.		
21	Plastic File cover as per sample	Per Pc.		
22	Magnetic Pin Holder (Small Size)	Per Pc.		
23	Paper weight (Glass)	Per Pc.		
24	Poker (Small)	Per Pc.		
25	Poker ( Big)	Per Pc.		
26	Short Hand Note Book	Per pc.		
27	Sealing Wax	Per Pkt.		
28	Waste Paper Basket (Dustbin) Plastic	Per pc.		

**Signature of the bidder & Co. seal.**

29	Dak File	per Pc.		
30	Fax Roll 30 Mtr Mithubishi	Per Pc.		
31	Thin Paper	Per Pkt.		
32	Stamp Pad (M) 20 mmx111mm	Per pc.		
33	Stamp Pad(Black)	Per Pc.		
34	Scale Plastic 12"	Per Pc.		
35	Scale Plastic 18"	Per Pc.		
36	U-Pin	Per Pc.		
37	Rubber Band (1/2 Kg)	Per Pkt.		
38	Erasing Fuild (Eraz-ex)	Per Pc.		
39	Auto Clip File	Per Pc.		
40	Pencil (Apsara HB)	Per Pc.		
41	Stapler Machine MAX 24/6	per Pc.		
42	Stapler Machine MAX No16	Per Pc.		
43	Pen stand (M)	Per Pc.		
44	Pen stand (B)	Per Pc.		
45	Add Gel Pen (B/G/B/R)	Per Pc.		
46	Add Gel Refill	Per Pc.		
47	Calulator (!2 digit) Orpat	per Pc.		
48	Envelop 6"x4"	per doz.		
49	Envelop 10"x4"	per doz.		
50	Envelop 12" x 16" Plastic	per doz.		
51	Envelop 10"x14"	per doz.		
52	Envelop Cloth pasted(Big)	per doz.		
53	Envelop Cloth pasted(M)	per doz.		
54	Envelop Cloth pasted(Small)	per doz.		
55	Envelop 10"x4 1/2" printed with BSNL Logos & other details as per sample	per doz.		
56	Stock Register ( 200 page)	per pc.		
57	Room Freshener (Premium)	Per Botl.		
58	Colin Liquid Liter	Per Botl.		
59	Bleaching Powder	Per Sack		
60	Plastic Jug (Small)	per Pc.		
61	Plastic Jug (Big )	Per Pc.		
62	Glass Jug	Per pc.		
63	Toner Cartridge(Modi Xerox/ 5816)	Per Pc.		
64	A-4 size xerox paper (Century)	Per Pkt.		
65	size Full scape xerox paper (Century)	Per Pkt.		
66	A-3 size xerox paper (Century)	Per Pkt.		
67	Ruled Register 2 Qr.(Ord) Ledger	Per Pc.		
68	Ruled Register 3 Qr.(Ord) Ledger	Per Pc.		
69	Ruled Register 4 Qr. (Ord) Ledger	Per Pc.		

**Signature of the bidder & Co. seal.**

70	Ruled Register 5 Qr.(Ord) Ledger	Per Pc.		
71	Ruled Register 6 Qr. (Ord) Ledger	Per Pc.		
72	Ruled Register 8 Qr. (Ord) Ledger	Per Pc.		
73	Duplicating Book 1/4	Per Pc.		
74	Duplication Book 1/6	Per Pc.		
75	Duplication Book 1/8	Per Pc.		
76	Phenyl (Eagle)	Per Litre		
77	Naphthalene Ball	Per Kg.		
78	Harpic( Big size)	Per Pc.		
79	Broom Stick (Coconut)	Per Pc.		
80	Broom Stick (Phool)	Per Pc.		
81	Commode cleaning Brush (Plastic Handle)	Per Pc.		
82	Homocol Liquid Soap(Per Liter)	Per Liter		
83	Vim Powder	Per Kg.		
84	All Out	100 ml Pkt.		
85	HIT	per Pc.		
86	Plain Paper, Standard quality 60 GSM	1 rim of 20 Zista		
87	Ruled Paper , Standard quality 60 GSM	1 rim of 20 Zista		
88	Paper Pin (Steel, Standard Quality)King Brand	Per Pkt.		
89	Stapler Pin (Big) MAX 24/6	Per Pkt.		
90	Stapler Pin (Small)MAX N010	Per Pkt.		
91	Bar code Printer Cartridge	Per Pc.		
92	Computer Cartridge HP 9000 DMP	Per Pc.		
93	Computer Cartridge Tally 6300/ 6218	Per Pc.		
94	Dot Matrix Ribbon Cartridge No. HD / 7XX / 9XX	Per Pc.		
95	Computer Cartridge Tally 6180-Lipi	Per Pc.		
96	Xerox Toner 1025	Per Pc.		
97	Xerox toner 5816	Per Pc.		
98	C.D. Sony (Re-write-able 80 M 700 MB)	Per Pc.		
99	C.D. Sony	Per Pc.		
100	Floppy 3 1/2" 1.44 MB	Per Pc.		
101	Computer Cartridge No - 15	Per Pc.		
102	Computer Cartridge No. 17	Per Pc.		
103	Computer Cartridge No. 27	Per Pc.		
104	Computer Cartridge No. 28	Per Pc.		
105	Computer Cartridge No. 9000	Per Pc.		

**Signature of the bidder & Co. seal.**

106	Computer Cartridge No. 6128	Per Pc.		
107	Computer Cartridge No. 6050	Per Pc.		
108	Computer Cartridge No. 6045	Per Pc.		
109	Computer Cartridge No. 6140	Per Pc.		
110	Computer Cartridge No. 6100	Per Pc.		
111	Printer Ribbon Epson LX 800 x 300	Per Pc.		
112	Printer Ribbon Epson LX 800	Per Pc.		
113	Printer Ribbon Epson LX 105	Per Pc.		
114	Nylon Printer Ribbon	Per Pc.		
		Total :		

**Signature of bidder with seal**

**Signature of the bidder & Co. seal.**

**ANNEXURE – ‘G’**  
**AGREEMENT DEED**

**(To be executed on a non-judicial stamp paper of Rs. 50.00)**

Agreement No. \_\_\_\_\_ Dated at Ranchi the \_\_\_\_\_ ‘2007.

This agreement is made between the General Manager Telecom District, RANCHI having his office at Ranchi (hereafter called BSNL) on the one part and M/s

\_\_\_\_\_ having their Office at \_\_\_\_\_ (hereafter called Contractor on the other part.

The General Manager Telecom District, Ranchi had invited tender for Supply of Stationery Items vide NIT No. \_\_\_\_\_ dated at Ranchi the \_\_\_\_\_’2007.

The General Manager Telecom District, Ranchi has accepted the offer of the SUPPLIER on the terms and conditions mentioned under above Tender. The SUPPLIER has submitted the Security Deposit Money of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only (vide \_\_\_\_\_ No. \_\_\_\_ dated \_\_\_\_\_).

In this agreement expression shall have the same meanings as respectively assigned to them in the General Terms and Conditions of Contract hereinafter referred to.

The Following documents shall be deemed to form and be read construed as part of this agreement viz.

- |                          |                                                      |
|--------------------------|------------------------------------------------------|
| <b>1. Annexure – ‘A’</b> | <b>Press Notification.</b>                           |
| <b>2. Annexure – ‘B’</b> | <b>Notice inviting Tender.</b>                       |
| <b>3. Annexure – ‘C’</b> | <b>Scope of Supply of Computer Stationery items.</b> |
| <b>4. Annexure – ‘D’</b> | <b>General Terms and Conditions.</b>                 |
| <b>5. Annexure – ‘E’</b> | <b>Technical bid/Particulars of Bidders.</b>         |
| <b>6. Annexure – ‘F’</b> | <b>Financial bid.</b>                                |
| <b>7. Annexure – ‘G’</b> | <b>Agreement deed form.</b>                          |
| <b>8. Annexure – ‘H’</b> | <b>Authorization letter.</b>                         |
| <b>9. Annexure – ‘I’</b> | <b>Family declaration form.</b>                      |

Certificate for acceptance of terms and conditions. In Witness whereof, the parties have set their respective signs and seals on this \_\_\_\_\_ day of \_\_\_\_\_ 2007 \_\_\_\_\_ at (place) \_\_\_\_\_.

Signature

Signature

Designation  
with stamp.  
For and behalf of the BSNL

Designation with Stamp  
of the CONTRACTOR.

**Signature of the bidder & Co. seal.**

Witness 1)

Witness 1)

2)

2)

**ANNEXURE – ‘H’**

**AUTHORIZATION TO ATTEND TENDER OPENING**

**Shri \_\_\_\_\_ S/o Shri \_\_\_\_\_**

**Resident of Vill/Moh/Town \_\_\_\_\_ P.O  
\_\_\_\_\_ Distt. \_\_\_\_\_ is hereby  
authorized to attend tender opening for supply of stationery items in the  
office of the General Manager Telecom District, Ranchi opened on  
\_\_\_\_\_ 2007 in the chamber of D.E.(Admn.), O/o the GMTD, Ranchi.**

( \_\_\_\_\_ )  
**Specimen Signature of authorized person.**

**Attested by Tenderer**

**Signature of Tenderer with date**

**Full name of Tenderer \_\_\_\_\_**

**Seal**

**Note: - 1. Only one representative will be permitted to attend tender opening.**

**2. Alternate representative may be permitted when 1<sup>st</sup> representative is not able to attend.**

**3. Permission to attend tender opening may be refused in case authorization as prescribed above is not received.**

**Signature of the bidder & Co. seal.**



## **ANNEXURE – ‘I’**

### **FAMILY/RELATIVES’ DECLARATION**

I ..... resident of ..... hereby certify the none of my relative(s) as defined in the tender document is/are employed in BSNL unit as per details given in tender document. 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 & Co. seal.**

**NOTE: The above declaration should be given on Rs. 10.00 non-judicial stamp paper.**

**\*Clarification: -**

As per Government of India’s CCS conduct Rule 4. no. Government servant shall in the discharge of his/her official duties deal with any matter of sanction any contract to any company or for any other person if any member of his/her family is employed in that company or firm or under that person if he/she or any member of his/her family is interested in such matter or contract in any other manner and the Govt. Servant shall refer very such matter or contract to his official superior. This clause is applicable to all BSNL employees and in view of this as soon as any BSNL employee becomes aware of the above subject. He must intimate this to the prescribed authority.

Therefore, it has been decided that the near relative of all BSNL Employee either directly recruited or on deputation are prohibited from participation in tender and execution of the work in the different units of BSNL. The detail guidelines in this regard are given in the following paragraphs.

The near relatives for this purpose are defined as:

- (a) Members of Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s) & son’s wife (Daughter-in-law(s)) & daughter’s husband (Son-in-law) brother(s) & brother’s wife, sister(s) & sister’s husband (brother-in-law).

**General Manager  
Telecom District, Ranchi.**

**Signature of the bidder & Co. seal.**