



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

CHENNAI TELEPHONES

O/o PR. GENERAL MANAGER (Central)
10, DAMS Road, Chennai – 600 002

BID DOCUMENT

e- Tender document

**For Maintenance and upkeep of parts of its telecom infrastructure
at selected Telecom Sites
in the area of Deputy General Manager (NWO) CEN, Chennai
through E -tendering**

Tender No: DGM (NWO)CEN/Infrastructure Mtce/2021-22/01 Dated 12/04/2021

DATE OF OPENING: 15/05/2021/ at 11:30 HRS

**O/o DGM (NWO)CEN, BSNL, Chennai Telephones,
No.10, Dams Road,
Chennai – 600 002.**

Telephone No. 044-28591227 / 044-28591210

(Certified that the tender document contains 95 Pages only)

TWO STAGES TENDER - (TECHNICAL BID & FINANCIAL BID)

Signature of the bidder with seal



BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

CHENNAI TELEPHONES

From

**DGM (NWO)CEN (NWO) (Central),
BSNL, Chennai Telephones, NO.10 Dams Road,
Anna Road Telephone Exchange Building, Chennai 600 002.**

E-TENDER No. DGM (NWO)CEN /Infrastructure Mtce/2021-22/01 Dated 12/04/2021

Sub: Tender document for maintenance and upkeep of parts of its telecom infrastructure at selected Telecom Sites in the area of Deputy General Manager (C) of Chennai Telephones - reg.

Please find enclosed the tender document in respect of above mentioned tender which contains the following.

| Section no | Item | Page no |
|--------------------------------|--|----------------|
| 1 Part A | Detailed Notice Inviting Tender (DNIT) | 3-5 |
| 1 Part B | Notice Inviting tender (NIT) | 6 |
| 2 | Tender information | 7-8 |
| 3 | Scope of Work and jurisdiction of Contract | 9 |
| 4 Part A | General Instructions to Bidders (GIB) | 10-24 |
| 4 Part B | Special Instructions to Bidders (SIB) | 25-31 |
| 4 Part C | e-Tendering Instructions to Bidders | 32-37 |
| 5 Part A | General (commercial) conditions of the Contract (GCC) | 38-43 |
| 5 Part B | Special (commercial) conditions of the Contract (SCC) | 44-50 |
| 6 Part A | Undertaking & Declaration | 51 |
| 6 Part B | No Near Relationship Certificate | 52 |
| 6 Part C | Declaration Regarding Never Barred/Blacklisted | 53 |
| 6 Part D | Undertaking | 54 |
| 6 Part E | Letter of Authorization for attending Bid Opening Event. | 55 |
| 6 Part F | Clause By Clause Compliance | 56 |
| 6 Part G | Bid Security Declaration Form | 57 |
| 7 Part A | Proforma of the Performance Bank Guarantee | 58-59 |
| 7 Part B | Agreement Format | 60-78 |
| Annexure A | Services to be provided by the contractor | 79 |
| Annexure B | Proposed Shift Timings | 80 |
| Annexure C | Site Details | 81 |
| Annexure D | Vendor Master Form | 82-83 |
| 8 | Bidder's Profile & Questionnaire | 84-85 |
| 9 Part A | Bid Form | 86 |
| 9 Part B | Price Schedule (Financial Bid) | 87 |
| Appendix-I to Section 4 Part A | Standard Tender Enquiry Document | 88-95 |

If interested, kindly submit your bid offers online/physically on or before date & time specified in Clause 5 of Detailed NIT.

**DGM (NWO)CEN
BSNL, Chennai Telephones.**

Signature of the bidder with seal



Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)
O/O PR. GENERAL MANAGER (Central)
10, Dams Road, Chennai – 600 002.

SECTION -1 Part - A

DETAILED NOTICE INVITING TENDER (DNIT)

Tender No: DGM (NWO)CEN/Infrastructure Mtce/2021-22/01 Dated 12/04/2021

Digitally sealed tenders are invited through e-tendering process on behalf of Pr. General Manager (NWO-CENTRAL), Chennai Telephones from interested parties with valid GST registration for maintenance and upkeep of parts of its telecom infrastructure at selected Telecom Sites in the area of Deputy General Manager, (NWO)CEN, Chennai through e - tendering. The prescribed e-tender document may be obtained from <https://www.tenderwizard.com/BSNL>. Cost of e-tender document shall be drawn as DD from any of the Nationalised Bank in favour of BSNL, Chennai Telephones payable at Chennai. The payment of Cost of e-tender document shall be exempted to NSIC/MSME registered bidders on production of requisite proof in respect of valid certification from NSIC/MSME for the tendered item/work.

| | |
|---|--|
| Estimated Cost of this tender | : Rs. 1.6 Crores. |
| Cost of Tender form | : Rs. 2,360/- inclusive of 18% GST |
| EMD | : Bid Security/EMD Declaration form to be submitted |
| Last date/time of Receipt of BID (Offline) | : 11:00 HRS of 15/05/2021 |
| Date/time of opening of BID | : 11:30 HRS of 15/05/2021 |

On-line Submissions :

The entire bid-submission would be online on the portal of M/s ITI Limited <https://www.tenderwizard.com/BSNL>. Broad outline of submissions are as follows:

- (i) Digitally signed copy of Tender Documents and Addendums, Corrigendums, if any.
- (ii) Submission of Eligibility documents – Scanned copies of Bid Security/ Earnest Money Deposit (EMD) Declaration form, Tender Document fee, Tender Processing Fee of M/s ITI Limited.
- (iii) Proof of experience for having done Infra maintenance works during the last one year in the form of experience certificate.
- (iv) Two Electronic Envelopes containing
 1. Technical Bid – Check List as per Para 12 Section 4 Part-B (“Special Instructions to Bidders ”).
 2. Financial Bid (Price Bid).

Signature of the bidder with seal

1. Offline Submissions (physical document submission) :

The bidder is requested to submit the following documents (in original)

- (i) EMD/Bid Security Declaration form
- (ii) Tender Document Fee,
- (iii) Power of Attorney in accordance with Clause No. 13.3 of Section 4 Part C for authorization for executing the Tender, if required.
- (iv) Duly signed “Declaration under his digital signature that no addition / deletion / corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal”.
- (v) Request for claiming exemption of Bid security & tender document fee and Proof in respect of valid certification from NSIC/MSME for the tendered item/work.

in separate cover to DGM (NWO)CEN, BSNL CHENNAI TELEPHONES, 10, Dams Road, CHENNAI 600002 on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (Name of the Work), the tender number and the words ‘**DO NOT OPEN BEFORE**’ (due date & time) .

Note: The Bidder has to upload the Scanned copies of all above said original documents as one of the Eligibility documents/Bid-Annexure during Online Bid-Submission.

2. The Pr. General Manager (NWO-Central), Chennai Telephones reserves the right to reject any or all of the tender without assigning any reason whatsoever. He is not bound to accept the lowest tender.

3. The bidders downloading the e-tender document are required to submit the tender fee amount through DD / Bankers cheque of an amount of **Rs. 2,360/-** along with the tender bid, failing which the tender bid shall be left unopened/rejected. The DD/banker’s cheque shall be drawn from any Nationalized/Scheduled bank in favour of BSNL, Chennai Telephones and payable at Chennai.

4. BSNL, Chennai Telephone District has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

5. Availability of tender document:- The e-tender document shall be available for downloading from **16:00 HRS of 23/04/2021 to 16:00 HRS of 14/05/2021.**

Last Date/Time of submission of e-Bid Online: up to 1600 HRS of 14/05/2021.
Last Date/Time of submission of documents in hard copy: up to 1100 HRS of 15/05/2021

Note:- In case the date of submission (opening) of bid is declared to be a holiday, or unforeseen internet failure at the opening venue on the scheduled opening date, 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.

Signature of the bidder with seal

6. **Online opening of Tender e-Bids: At 1130 HRS of 15/05/2021.**
7. **Place of opening of Tender e-bids:** BSNL has adopted e-tendering process which offers a unique facility for 'Public Online Tender Opening Event (TOE). BSNL's Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices.
8. However, if required, authorized representatives of bidders (i.e. Supplier organization) can attend the TOE at the **O/o Deputy General Manager (NWO) CEN, 5th Floor, No.10, Dams Road, Chennai – 600 002**, where BSNL's Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).
9. Tender bids received after due time & date will not be accepted.
10. Incomplete, ambiguous, Conditional tender bids are liable to be rejected.
11. The bidder shall furnish a declaration under his digital signature that no addition / deletion / corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal (<https://www.tenderwizard.com/BSNL>).
12. **In case of any correction/ addition/ alteration/ omission in the e-tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.**
13. For further instructions regarding submission of bids online the bidder shall visit the homepage of the portal (<https://www.tenderwizard.com/BSNL>).
14. All computer generated documents should be duly signed/attested by bidder/Tender organisation.

Note: - All documents submitted in the e-bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in any language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate. Please take care to scan documents that total size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150dpi. However, it shall be sole responsibility of bidder that the uploaded documents remain legible.

Signature of the bidder with seal



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

CHENNAI TELEPHONES

Section -1 Part-B

NOTICE INVITING TENDER

Tender No: DGM (NWO)CEN/Infrastructure Mtce/2021-22/01 Dated 12/04/2021

Sealed Tenders are invited by PGM(NWO-Central), BSNL Chennai Telephones
for Maintenance and upkeep of parts of its telecom infrastructure
at selected Telecom Sites
in the area of Deputy General Manager (NWO) CEN, Chennai
through E -tendering

This e-Tender is being conducted through e-procurement Portal
<https://www.tenderwizard.com/BSNL>. For further detailed information, kindly visit
Chennai website “www.chennai.bsnl.co.in” following “Link for Tenders by Chennai
Telephones” or refer the details given below in this e-tender document.

DEPUTY GENERAL MANAGER (NWO-C),
BSNL, Chennai Telephones

Signature of the bidder with seal



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

Section- 2
TENDER INFORMATION

**For Maintenance and
upkeep of parts of its telecom infrastructure at selected Telecom Sites
in the area of Deputy General Manager (NWO) CEN, Chennai
through E -tendering**

Tender No: DGM (NWO)CEN/Infrastructure Mtce/2021-22/01 Dated 12/04/2021

Estimated Cost of this tender : Rs. 1.6 crores.

Cost of the Tender Form: Rs. 2,360/-(Rs.2,000 +GST 18 %)

Bid security: Declaration form to be submitted

**Tender forms available @ www.tenderwizard.com/BSNL following
“Link for E-tenders by Bharat Sanchar Nigam Limited
and Tenders free view”.**

DUE DATE /TIME OF RECEIPT OF HARD COPY : 1100 HRS OF 15/05/2021

DUE DATE /TIME OF OPENING : 1130 HRS OF 15/05/2021

Visit us at: www.chennai.bsnl.co.in

Signature of the bidder with seal

1) Type of tender: - Single Stage bidding- Two stage opening

Note: The eligibility cum Techno-commercial Bid will be opened in the presence of the representatives of the bidders at **11.30** hours on **15-05-2021**.

Financial bids of technically and commercially compliant bidders shall be opened at a later date.

2) Bid Validity Period: 180 days from the date of opening of tender.

3) In case of Tender invited under two envelopes system, the first envelope will be named as **techno commercial and will contain documents of bidders satisfying the eligibility/Technical & commercial conditions. The 2nd envelope will be named as **financial envelope** containing financial quote. These envelopes shall contain one set of the following documents.**

4) On-line Submissions (Technical Bid envelope and Financial Bid/Price Bid envelope) :

The entire bid-submission would be online on the portal of M/s ITI Limited

<https://www.tenderwizard.com/BSNL>.

5) The **MSE bidders are exempted from payment of tender document fee.**

- a. A proof regarding valid registration with body specified by Ministry of Micro, Small & Medium Enterprise for the tendered items will have to be attached along with the bid.
- b. The enlistment certificate issued by MSE should be valid on the date of opening of tender.
- c. If a vender registered with body specified by Ministry of Micro, Small and Medium Enterprise claiming concessional benefits is awarded work by BSNL and subsequently fails to obey any of the contractual obligations, he will be debarred from any further work/ contract by BSNL for one year from the date of issue of such order.

Signature of the bidder with seal

SECTION – 3

SCOPE OF WORK AND JURISDICTION OF CONTRACT

1. SCOPE OF WORK :

For maintenance and upkeep of parts of its telecom infrastructure at selected Telecom Sites in the area of Deputy General Manager (NWO) CEN of Chennai Telephones. BSNL reserves right to offer either all the works or only a few items depending upon the circumstances. Schedule of requirements (the detail of works to be carried out, proposed shift timings & sites) are specified in Annexure-A, B & C.

2. VALUE OF WORK: The estimated cost of work is as mentioned in the Notice Inviting Tenders which has been worked out based on minimum wages act mentioned in this tender document. The actual value of work may vary based on the actual requirement.

3. JURISDICTION OF CONTRACT: The jurisdiction of the contract shall be DGM (NWO)CEN area, Chennai Telephones, comprising areas of Anna Road and Haddows Road Divisions. If any additional telephone exchange is planned, the same shall be included in the Chennai Telephones Central area in the vicinity of concerned exchange keeping in view the logistics of carrying out the work.

Signature of the bidder with seal

SECTION-4 Part A

GENERAL INSTRUCTIONS TO BIDDERS (GIB)

1. DEFINITIONS

- a) **The BSNL means BHARAT SANCHAR NIGAM LIMITED, the Company with Board of Directors and Chairman & Managing Director, with Headquarters at New Delhi.**
- b) **BSNL Chennai Telephones means Bharat Sanchar Nigam Limited, Chennai Telephones headed by the Chief General Manager.**
- c) All references of :
 - Chief General Manager
 - Principal General Manager
 - General Manager
 - Additional General Manager
 - Deputy General Manager
 - Asst. General Manager
 - Sub Divisional Engineer
 - Junior Telecom Officer
 - Chief Accounts Officer
 - Sr. Accounts Officer
 - Accounts Officer
 - Assistant Accounts Officer
 - Junior Accounts Officer

Including other officers in the BSNL, whatever Designations Assigned to them from time to time, who may be the in-charge of Direction, Supervision, Testing, Acceptance and Maintenance including their successor(s) in the office appearing in various clauses shall be taken to mean the BSNL, an Enterprise under the Ministry of Communications and IT, Govt. of India.

- d) **Sr. General Manager/General Manager mean all Area Sr.GM/GMs of Chennai Telephones and their successors.**
- e) **Additional General Manager/Deputy General Manager means all Addl.GMs/DGM (NWO)CEN s of Chennai Telephones District and their successors.**
- f) **Assistant General Manager/Divisional Engineer means all AGM/DEs External/Construction of Chennai Telephones District in-charge of laying, rehabilitation and maintenance of cable works and their successors.**

Signature of the bidder with seal

- g) Jurisdiction means present Telecom Network serving area by Chennai Telephones and expansions of Telecom Network in future.
- h) Site Engineer: Site Engineer shall mean SDE/JTO of BSNL who may be placed by the AGM/Divisional Engineer as in-charge of the work at site at any particular period of time.
- i) A/T Unit: A/T Unit shall mean Acceptance and Testing unit of BSNL.
- j) A/T Officer : An officer authorized by BSNL to conduct A/T.
- k) Contract : The term contract means, the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of PGM(C)Sr.GM (C)/GM(C), BSNL-CHENNAI TELEPHONES and the contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time, by the engineer in-charge and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.

In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them. The expression works or work shall unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.

- l) **Contractor** : The Contractor shall mean the individual, firm or company, undertaking the works and shall include the legal heirs of such individual or the persons constituting such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
- m) **Work** : The expression “**works**” shall unless there be something either in the subject or context repugnant to such construction be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional.
- n) **Schedule(s)** : Schedule(s) referred to in these conditions shall mean the relevant schedule(s) or the standard schedule of rates mentioned in the document.
- o) **Site** : The site shall mean the land / or other places on, into or through which work is to be executed under the contract or any adjacent land, path or street through which, the work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.
- p) **Normal time or Stipulated time**: Normal time or Stipulated time means time specified in the work order to complete the work.

Signature of the bidder with seal

- q) **Extension of time:** Extension of Time means the time granted by the Addl.GM/DGM (NWO)CEN concerned to complete the work beyond the normal time or stipulated time.
- r) **Date of Commencement of work:** Date of Commencement of Work means the date of actual commencement of work **or** the date of issue of work order, whichever is earlier.
- s) **Due date of completion:** Due date of completion shall be the date by which the work shall be completed at site including clearance of site.
- t) **Duration of completion of work:** The duration of completion of work or completion time shall be time specified in the work order plus extension of time granted, if any.
- u) **Excepted risk :** Excepted risk are risks due to war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any acts of Government damages from aircraft, acts of God, such as earthquake, lightning and unprecedented floods and other causes over which, the contractor has no control and the same having been accepted as such by the Accepting Authority or causes solely due to use or occupation by the Government of the part of the work, in respect of which a certificate of completion has been issued.

2. ELIGIBILITY OF BIDDERS

The contractor /bidder must have minimum one year experience in the same field and have a turnover of not less than Rupees Forty Four Lakhs during each of the preceding two financial years.

3. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. DOCUMENTS REQUIRED

- 4.1 Bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The contents of the Bid documents are specified in the covering letter.
- 4.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents and clarifications/ amendments/addenda, if any. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

Signature of the bidder with seal

5. CLARIFICATION OF BID DOCUMENTS

- 5.1 A prospective bidder, requiring any clarification on the Bid Documents shall submit his queries through e-Tender Portal and also notify the purchaser in writing or by FAX to the Purchaser's mailing address indicated in the invitation of Bid. The Purchaser shall respond in writing to any request for the clarification of the Bid Documents, which it receives 15 days prior to the date of opening of the Tenders. Copies of the query (without identifying the source) and clarifications by the Purchaser shall be uploaded as clarification to the concerned tenderer on <https://www.tenderwizard.com/BSNL>, as addenda, for all the prospective bidders who have downloaded the official copy of tender documents from <https://www.tenderwizard.com/BSNL> portal.
- 5.2 Any clarification issued by BSNL in response to query raised by prospective bidders shall form an integral part of bid documents and it shall amount to an amendment of relevant clauses of the bid documents.
- 5.3 The format in which the clarifications are to be sent via E-mail or FAX

| Sl.No. | Section | Clause | Brief description of the clause | Ref page No. in Bid | Comments of Bidder |
|--------|---------|--------|---------------------------------|---------------------|--------------------|
| | | | | | |

6. AMENDMENT OF BID DOCUMENTS

- 6.1 The Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify bid documents by amendments prior to the date of submission of Bids with due notification to the prospective bidders. Amendments, if any, to the tender document will be notified in the <https://www.tenderwizard.com/BSNL> website. It is the responsibility of the vendors who download the tender document to note these amendments and submit tenders accordingly.
- 6.2 The amendments shall be notified in writing through E-tender portal to all prospective bidders to the address intimated at the time of purchase of the bid document from the purchaser and these amendments will be binding on them.
- In order to afford prospective bidders a reasonable time (min 7 days) to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids suitably.
- 6.3 **Bidders to note that scanned copy of all the relevant documents as listed below are required to be uploaded on the <https://www.tenderwizard.com/BSNL> Portal and offline documents attested/authorized are to be submitted to DGM (NWO)CEN, BSNL Chennai Telephones, No.10 , Dams Road, Chennai-600 002 offline in a sealed cover.**

Signature of the bidder with seal

7. DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall ensure availability of the following components:

- (a) Documentary evidence establishing that the bidder is eligible to bid and is qualified to perform the contract if its bid is accepted in accordance with the Clause 2 & 10.
- (b) Bid Security declaration furnished in accordance with Clause 11.
- (c) A Bid form and price schedule completed in accordance with clause 9 of this Section.

8. BID FORM

- 8.1 The bidder shall complete the bid form and appropriate Price Schedule furnished in the Bid Documents, indicating the works to be carried out, brief description of the works, quantity and prices as per Section- 9 Part A & B, Annexure A, B & C of Tender Document.

9. BID PRICES

- 9.1 The offer shall be firm in Indian Rupees.
- 9.2 Prices must be quoted by the Bidder in Price Schedule/Financial Bid. Prices quoted at any other place shall not be considered.
- 9.3 The price quoted by the Bidder shall remain fixed during the entire period of contract and shall not be subjected to variation on any account. A Bid submitted with an adjustable Price Quotation will be treated as non-responsive and rejected.

10. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS

On-line Submissions (Technical Bid envelope and Financial Bid/Price Bid envelope)

The entire bid-submission would be online on the portal of M/s ITI Limited <https://www.tenderwizard.com/BSNL>. Broad outline of submissions are as follows:

A. Technical Bid envelope

(i) Submission of Mandatory documents:

- (a) Proof for GST registration Certificate.
- (b) Digitally signed copy of Tender Document, Corrigendum and Addendums, if any.
- (c) Proof of experience for having done Infra maintenance works during the last one year in the form of experience certificate may be enclosed.
- (d) EMD/Bid security Declaration Form
- (e) Proof for payment of Tender processing fee of M/s ITI Limited.
- (f) Request for claiming exemption of tender document fee and Proof in respect of valid certification from MSME/NSIC for the tendered item/work.

(ii) Submission of Eligibility documents:

- (a) Scanned copy of the Registration in the case of proprietorship concern, Scanned copy of Certificate of incorporation, Articles of Association and Memorandum of Association in the case of Company. Authenticated copy of partnership Deed in case of Partnership Firm.

Signature of the bidder with seal

- (b) Duly signed “Declaration under the digital signature that no additions/ deletions /corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal”
- (c) Duly filled in Bidders profile, as per Section 8 of the Tender Document.
- (d) Scanned Copy of Original “Power of Attorney” in case of a person other than the Tenderer has signed the Tender Document.
- (e) Duly filled in “No near relative certificate from all partners”
- (f) Duly filled in “Declaration regarding not blacklisting /not debarring from taking in Govt. Tender by any BSNL Unit”.
- (g) Scanned copy EPF Registration Certificate.
- (h) Scanned copy ESI Registration Certificate.
- (i) Scanned copy Labour licence/ Declaration to obtain labour licence if the tender is awarded.
- (j) Scanned copy of Income Tax return of **FY 2018-19 & FY 2019-20** and copy of PAN Card.
- (k) The Bidder shall have to furnish the audited Annual Report of **FY 2018-19 & FY 2019-20** and /or a Certificate from its bankers to assess the solvency/financial capability of the bidder.
- (l) Letter of Authorisation for attending Bid opening Event (6E)
- (m) Scanned copy of Registration of Firm.
- (n) Scanned copy of Registered office/branch in Chennai.
- (o) Bid Form.
- (p) Clause by Clause compliance duly filled up and signed.
- (q) Duly filled up Undertaking/Declaration.
- (r) Vendor Master Form (Annexure D) in case of new vendor to BSNL.

B. Financial Bid (Price Bid) as per the format in Section 9 Part B.

All the above said documents mentioned at A (i), A (ii) and B are to be uploaded online.

Offline Submissions (physical document submission) :

The bidder is requested to submit the following documents (in original) one set of

- (i) GST registration Certificate.
- (vi) EMD/Bid Security declaration form– in original,
- (ii) Tender Document Fee,
- (iii) Power of Attorney in accordance with Clause No. 13.3 of Section 4 Part C for authorization for executing the power of attorney, if required.
- (iv) Duly signed “Declaration under his digital signature that no addition / deletion/corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal” in separate cover to DGM (NWO)CEN at O/o DGM (NWO)CEN, BSNL, Chennai Telephones, No.10, Dams Road, Chennai-600 002, on or before the date & time of submission of bids in a Sealed Envelope. The envelope shall bear (Name of the Work), the tender number and the words ‘DO NOT OPEN BEFORE’ (due date & time).

Signature of the bidder with seal

11. BID SECURITY / EMD

- 11.1 Bidders (including MSME bidder) shall submit a signed “BID Security Declaration Form (Section 6 G) accepting that if withdrew/modify their bids during the period of validity, etc., they will be suspended/debarred/banned from being eligible for bidding / award of all future contract (s) of BSNL for a period of one year from the date of committing such breach.
- 11.2 The bid security is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security pursuant to clause 11.4.
- 11.3 A bid not secured in accordance with clause 12.1 & 12.2 shall be rejected by the Purchaser being non-responsive at the bid opening stage and archived unopened on e-tender portal for e-tenders.
- 11.4 The bid security may be forfeited:
- a) If the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder in the bid form or extended subsequently; or
 - b) If the bidder does not accept the APO/ AWO and/ or does not submit PBG
 - c) In case of a successful bidder, if the bidder fails
 - (i) to sign the contract/ agreement in accordance with Clause 28.
 - (ii) Deleted

Note: - The bidder shall mean individual company/ firm or the front bidder and its technology/ consortium partner, as applicable.

12. PERIOD OF VALIDITY OF BIDS

- 12.1 Bid shall remain valid for period specified in clause 2 of Tender Information. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.
- 12.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The validity period of bid security declaration form provided under Clause 12 of this Section shall also be suitably extended. A bidder accepting the request and granting extension will not be permitted to modify its bid.

13. FORMAT AND SIGNING OF BID

- 13.1 The bidder shall submit his bid, online, complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, using Digital Signature by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.

Signature of the bidder with seal

13.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, except for un-amended printed literatures, shall be digitally signed by the person or persons signing the bid.

13.3 Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
- (b) The power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/ institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's/ firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

14. SEALING AND MARKING OF BIDS

14.1 The bid should be submitted as per Clause 3 of tender information.

14.1.1 The bids are called under **Single Stage Bidding & Two Envelope System**.

14.1.2 The bid should be submitted on line using two envelope methodology.

The First envelope will be named as **Techno-commercial bid**. This envelope will contain documents of bidder's satisfying the eligibility / Technical & commercial conditions as per clause 2 & 10 with Bid Security as per Clause 11. Second envelope will be named as **Financial bid** containing Price Schedule as per Section 9 Part B.

On line: Bid sealing is done electronically by encrypting each bid part with a symmetric pass phrase, if applicable in the portal, by the bidders himself. Please refer Section 4 Part C for further instructions.

Offline : Offline documents may be submitted in a single main envelope under the personal seal of the bidder.

Signature of the bidder with seal

14.2 a) The envelope shall be addressed to the purchaser inviting the tender as given below:

**DGM (NWO)CEN
BSNL, Chennai Telephones,
No.10,Dams Road,
Chennai 600 002
Telephone No. 044-28591206/28591216**

- b) The envelope shall bear the name of the tender, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
- c) The envelope shall indicate the name and complete postal address of the bidder to enable the purchaser to return the bid unopened in case it is declared to be received 'late'.
- d) Tender should be deposited in the tender box provided by tendering authority or sent by registered post or delivered in person on above mentioned address (address is given in Clause 14.2 (a) above). The responsibility for ensuring that the tenders are delivered in time would vest with the bidder.
- e) Bids delivered in person on the day of tender opening shall be delivered upto specified time & date as stated in NIT at the venue given in clause 14.2 (a) above. The purchaser shall not be responsible if the bids are delivered elsewhere.

Venue of Tender Opening: Tender will be opened in the **Chamber of DGM (NWO)CEN, BSNL ,Chennai Telephones, No.10, Dams Road, Chennai-600 002 at 11.30 hours on the due date**. If due to administrative reasons the venue of the bid opening is changed, it will be displayed prominently on notice board.

14.3 If the envelope is not sealed and marked as required at para 14.1 and 14.2, the bid shall be rejected.

15. SUBMISSION OF BIDS

- 15.1 Bids must be submitted by the bidders on or before the specified date & time indicated in Section-1. i.e. DNIT.
- 15.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with Section-1 in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the extended deadline.
- 15.3 The bidder shall submit its bid offer against a set of bid documents purchased by him for all works as per requirement of the Bid Documents.

Signature of the bidder with seal

16. LATE BIDS

16.1 No bid shall be accepted online by E-Tender after the specified deadline for submission of bids prescribed by the purchaser.

17. MODIFICATION AND WITHDRAWAL OF BIDS

17.1 The bidder may modify, revise or withdraw his bid after submission prior to deadline prescribed for submission of bid.

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

17.3 Subject to clause 19, no bid shall be modified subsequent to the deadline for submission of bids.

18. OPENING OF BIDS BY PURCHASER

18.1 The purchaser shall open bids online, in the presence of the authorized representatives of bidders online who chose to attend, at time & date specified in D NIT (Section-1) on due date.

The bidder's representatives, who are present, shall sign in an attendance register. Authority letter to this effect shall be submitted by the authorized representatives of bidders before they are allowed to participate in bid opening (as per the Format enclosed in Section-6 E).

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

18.3 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. CLARIFICATION OF BIDS

19.1 To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

19.2 If any of the documents, required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However the purchaser at its discretion may call for any clarification regarding the bid document within a stipulated time period. In case of non-compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

Signature of the bidder with seal

20. PRELIMINARY EVALUATION

- 20.1 Purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 20.2 If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, the bid shall be rejected.
- 20.3 Prior to the detailed evaluation pursuant to clause 21, the Purchaser will determine the substantial responsiveness of each bid to the Bid Document.
- For purposes of these clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bid Documents without material deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 20.4 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.
- 20.5 The Purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

21. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

- 21.1 The Purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to clause 20.
- 21.2 BSNL-CHENNAI TELEPHONES shall evaluate in detail and compare the Bids previously determined to be substantially responsive pursuant to Clause-20. The Tender will be evaluated with reference to of all items given in the Financial Bid.
- 21.3 The evaluation and comparison of responsive Bids shall be based on the service charge indicated in Financial Bid (Price Schedule).

22. CONTACTING THE PURCHASER

- 22.1 Subject to Clause 19, no bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- 22.2 Any effort by a bidder to modify its bid or influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

Signature of the bidder with seal

23. PLACEMENT OF ORDER (AWARD OF CONTRACT)

23.1 BSNL-CHENNAI TELEPHONES shall consider award of contract only to those eligible Bidders whose offers have been found technically, commercially and financially acceptable.

23.2 The work against the Tender is for one year's requirement and Terms and Conditions of this Tender shall be operative for a period of one year from the date of signing of agreement between BSNL and the contractor, extendable to further **Six months** on same terms & conditions but subject to observation of limit in Clause 24. While extending the tender period, Security Deposit in the form of Performance Guarantee is to be furnished by the contractor to commensurate with the period and value of the extension.

24. PURCHASER'S RIGHT TO VARY QUANTITIES

- (a) BSNL reserves the right to increase or decrease up to 50 % of the quantity of services specified in the schedule of requirements without any change in the unit price or other terms and conditions at the time of award of contract or during the operation of agreement.
- (b) BSNL also reserves the right for placement of additional order or up to 50% of the additional quantities of services contained in this running tender/contract within a period of twelve months from the date of acceptance of Letter of Intent in the tender at the same rate or a rate negotiated (downwardly) with the existing contractors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.
- (c) In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order up to 100% of the quantities of goods and services contained in the running tender/contract within a period of twelve months from the date of acceptance of Letter of Intent in the tender at the same rate or a rate negotiated (downwardly) with the existing contractors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc. Exceptional situation and emergent nature should be spelt out clearly detailing the justification as well as benefits accrued out of it and loss incurred in case this provision is not invoked and approved by the authority competent to accord administrative and financial approval for the quantum of work calculated on the basis of total quantum of work i.e. initial and proposed add on quantity.

25. BSNL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

BSNL-CHENNAI TELEPHONES reserves the right to accept or reject any Bid and to annul the bidding process and reject all Bids, at any time prior to award of contract

Signature of the bidder with seal

without assigning any reason whatsoever and without thereby incurring any liability to the affected Bidder or Bidders on the grounds for BSNL's action.

26. ISSUE OF LETTER OF INTENT

26.1 The issue of letter of intent shall constitute the intention of BSNL to enter in to the contract with the Bidder. Letter of Intent will be issued as offer to the successful Bidder.

26.2 The Bidder shall within 14 days of issue of letter of intent, give his acceptance along with performance bank guarantee, provided with the Bid Documents.

27. SIGNING OF AGREEMENT

27.1 The signing of Agreement shall constitute the award of contract on the Bidder. The Agreement with the successful Bidder shall be signed by **BSNL-CHENNAI TELEPHONES** within a week of submission of performance bank guarantee as per Clause-26.2 above.

27.2 The successful tenderer, after depositing the required Security Deposit will have to enter into an agreement with BSNL for execution of the tender work, in non judicial stamp paper of Rs.100/- (Rupees One Hundred only)

28. ANNULMENT OF AWARD

Failure of the successful Bidder to comply with the requirement of Clause-26.2 & 27 shall constitute sufficient ground for the annulment of the award and forfeiture of the Bid Security, in which event, **BSNL-CHENNAI TELEPHONES** may make the award to any other Bidder at the discretion or call for new Bids.

29. REJECTION OF BIDS

29.1 While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one of these shall result in outright rejection of the bid.

- a) Clauses 11 & 12 of this section: The bids will be rejected at opening stage if Bid security declaration form is not submitted as per Clause 11 and bid validity is less than the period prescribed in Clause 12 mentioned above.
- b) Clause 2 & 10 of Section-4 Part A: If the eligibility condition as per clause 2 of Section 4 Part A is not met and/ or documents prescribed to establish the eligibility as per Clause 10 of section 4 Part A are not enclosed, the bids will be rejected without further evaluation.
- c) If tender terms and conditions compliance as well as deviation statements as prescribed are not given, i.e. digitally signing, the bid will be rejected at the stage of primary evaluation.

Signature of the bidder with seal

- d) While giving compliance to Section-5 Part A, General Commercial conditions, Section-4 Part B, Special Instructions to Bidders, and Section-5 Part B, Special (Commercial)

Conditions of Contract ambiguous words like "Noted", "Understood", "Noted & Understood" shall not be accepted as complied. Mere "Complied" will also be not sufficient, reference to the enclosed documents showing compliances must be given.

- e) Section-9 Price Schedule: Prices are not filled in as prescribed in price schedule.

- 29.2 Before outright rejection of the Bid by Bid-opening team for non-compliance of any of the provisions mentioned in clause 29.1(a), 29.1(b) of Section-4 Part A, the bidder company is given opportunity to explain their position, however if the person representing the company is not satisfied with the decision of the Bid opening team, he/they can submit the representation to the Bid opening team immediately but in no case after closing of the tender process with full justification quoting specifically the violation of tender condition if any.
- 29.3 Bid opening team will not return the bids submitted by the bidders on the date of tender opening even if it is liable for rejection and will preserve the bids in sealed cover as submitted by taking the signatures of some of the desirous representatives of the participating bidder/companies present on the occasion.
- 29.4 The in-charge of Bid opening team will mention the number of bids with the name of the company found unsuitable for further processing on the date of tender opening and number of representations received in Bid opening Minutes and if Bid opening team is satisfied with the argument of the bidder/company mentioned in their representation and feel that there is prima-facie fact for consideration, the in-charge of the bid opening team will submit the case for review to Officer competent to approve the tender as early as possible preferably on next working day and decision to this effect should be communicated to the bidder company within a week positively. Bids found liable for rejection and kept preserved on the date of tender opening will be returned to the bidders after issue of P.O. against the instant tender.
- 29.5 If the reviewing officer finds it fit to open the bid of the petitioner, this should be done by giving three (working) days notice to all the participating bidders to give opportunity to participants desirous to be present on the occasion.
- 30. The authenticity of all the documents enclosed with the tender bid of the responsive/approved bidders can be verified by the BSNL at any time from the date of opening of the Technical Bid and till the completion of work. At any stage, if the document on verification is found to be forged, the bid will be cancelled/terminated at bidder's risk and cost and the EMD/Security by the bidder will be forfeited. All the documents submitted should be valid on the date of submission of bid.**

Signature of the bidder with seal

31. NEAR-RELATIONSHIP CERTIFICATE

- 31.1 The bidder should give a certificate that none of his/ her near relative, as defined below, is working in the units where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state and full time Directors of PSUs both state and central. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and BSNL will not pay any damage to the company or firm or the concerned person.
- 31.2 The Company or firm or the person will also be debarred for further participation in the concerned unit.
- 31.3 The near relatives for this purpose are defined as:-
- (a) Members of a 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), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- 31.4 The format of the certificate is given in Section 6 (B).

31.5 VERIFICATION OF DOCUMENTS AND CERTIFICATES

The bidder will ensure that all the documents and certificates, including experience/ performance and self-certificates submitted by him are correct and genuine before enclosing them in the bid. The onus of proving genuineness of the submitted documents would rest with the bidder.

If any document/ paper/ certificate submitted by the participant bidder is found / discovered to be false / fabricated / tampered / manipulated either during bid evaluation or during award of contract or thereafter, then the Purchaser will take action as per Clause-30.

Signature of the bidder with seal

SECTION-4 Part B

Special Instructions to Bidders (SIB)

1. Introduction

- 1.1. Bharat Sanchar Nigam Limited (BSNL), 100% owned by Government of India, with the dominant market share in the Wire line Telephony, Wireless Telephony, Broadband & Internet services besides other data services like MPLS- VPN, Leased circuits etc. BSNL is the largest Internet Service Provider (ISP) of India. As a leading telecom player, BSNL controls a wide range of telecom infrastructure such as Main Exchange Buildings, RSU Exchange Buildings, Transmission Centre Buildings, BTS sites, billing centers, customer care centers etc.

2. Purpose of the Infrastructure Maintenance

- 2.1. BSNL Chennai Telephones (from here on BSNL means Competent Authority floating the tender) intends to invite tender from interested parties for maintenance and upkeep of parts of its telecom infrastructure. After evaluation of tender, agreements will be entered with the successful party **for a period of one year, which can be extended suo moto further up to a period of six months as per performance.**

3. General requirement

- 3.1. BSNL CHENNAI TELEPHONES intends to contract infrastructure maintenance services Annexure (A) at selected Telecom Sites Annexure (C) in the area of Deputy General Manager (NWO)CEN, Chennai Central area. These may be required for different time frames at different installations as per requirement. Contractors need to bid for the provision of services at all sites in a unit.

4. Eligibility Requirements

- 4.1 The contractor /bidder must have minimum one year experience in the field and have a turnover of not less than Rupees Forty Four Lakhs during each of the preceding two financial years.**
- 4.2 The Persons deployed should be physically fit to handle all the services mentioned in Annexure-A.
- 4.3 List of Documents for eligibility requirement as mentioned in Para 13 of this document.

5. Financial Requirement

- 5.1 The contractors/suppliers (including MSMEs) shall furnish performance security (Performance bank Guarantee) to BSNL CHENNAI TELEPHONES for an amount equal to 3% of value of contract awarded within 14 days from the date of issue of Advance Work order by BSNL, CHENNAI TELEPHONES.

Signature of the bidder with seal

5.2 Contractor shall submit the aforesaid Performance Bank Guarantee of the said amount or as BSNL CHENNAI TELEPHONES may recommend from time to time. **The performance Bank Guarantee shall be valid for contract period (Including extension period, if any) + 6 months from the date of award of contract.** Without prejudice to other rights and remedies available to BSNL CHENNAI TELEPHONES, BSNL CHENNAI TELEPHONES reserves the right to forfeit/adjust the said Performance Bank Guarantee in full or part or any sum due from the contractor to BSNL CHENNAI TELEPHONES at any time. Contractor shall continue to be liable for balance if any. BSNL CHENNAI TELEPHONES reserves the right to increase the amount of Performance Bank Guarantee at any time in its own discretion with respect to any/some/all such contractors.

5.3 BID Security: Bidders (including MSME bidder) shall submit a signed “BID Security Declaration Form (Section 6 G) accepting that if withdrew/modify their bids during the period of validity, etc., they will be suspended/debarred/banned from being eligible for bidding / award of all future contract (s) of BSNL for a period of one year from the date of committing such breach.

5.4 The bid security may be forfeited –

5.4.1 If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.

5.4.2 If the successful bidder fails

(i)To sign the contract in accordance with clause 5.1

(ii)To furnish performance bank guarantee in accordance with clause 5.1.

6. Evaluation Criteria

6.1 The Evaluation will be based on the service charges per shift per month (Rs./month) (exclusive of GST) of Price Schedule (Financial Bid).

6.2.1 BSNL is not bound to award contract at the lowest quoted rate received in the BID offer and reserves the right to decide on fair and reasonable rate of the work tendered and counter offer the same to the eligible bidders. In such a case, the final negotiated and approved L1 rate as declared by BSNL shall be the rate at which contract will be awarded on such of the tenderers who accept the final approved L1 rate. **However, maximum of 3 tenderers/bidders shall be considered for award of contract/work.**

6.2.2 All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidder.

6.2.3 In case of counter offer BSNL shall be entitled to distribute the quantum of work to the eligible bidders (minimum 2 & maximum 3) in the following ratio.

Signature of the bidder with seal

TABLE 1(A) (Without provisions for MSE Units)

| No. of bidders (Col 1) | Distribution of work (Col 2) |
|------------------------|-------------------------------|
| 2 | L1: 60% and L2: 40% |
| 3 | L1: 50% ; L2: 30% and L3: 20% |

TABLE 1(B) (With provisions for MSE Units)

| No. of bidders (Col 1) | Quantity allotted to the respective bidder (Col 2) | | | Qty earmarked for MSE bidder(s) (Col 3) |
|---------------------------|--|-------|-----|---|
| | L1 | L2 | L3 | |
| 2 | 45% | 30% | NIL | 25% |
| 3 | 37.5% | 22.5% | 15% | 25% |

Note :

- The allocation of quantity shall be made as per table A when all L-1, L-2, L-3 are happen to be non-MSE bidders and there is no qualified MSE bidder.
- The allocation of quantity shall be made as per table A when all L-1, L-2, L-3 are happen to be MSE bidders.
- The allocation of quantity shall be made as per table B when qualified bidders are from both MSE & non-MSE group.

In case of one MSE registered bidder get qualified in the tender then, **Table - B** shall be followed. In case, there are more than one MSE bidders get qualified whose quoted rate is within + 15% of L-1 rate, then 25% (5 % for Women/SC/ST) reserved quantity shall be distributed amongst such MSE bidders.

- The MSE bidders become entitled to get the concession of allocation of quantity when the quoted rate is within + 15% of L-1 rate.
- 25% earmarked for MSE bidder includes sub target of
 - Minimum 3% reservation for Women owned MSE bidder and
 - 5% procurement from the MSE'S owned by SC/ST entrepreneurs.
- The approved rates of L1 shall be applicable to all bidders when the work is awarded under the above said conditions, at which award letter shall be issued to all the other bidders, as per the quantities mentioned above.

- After award of contract to the approved bidders, the officer designated by the competent authority shall issue the work orders for commencement of the work.

7. Agreement period

- The agreement shall be valid for a period of one year and will be extended suo-moto on same terms and conditions not more than six months subject to satisfactory performance during the previous period by the contractor. This is subject to extension of the Performance Bank Guarantee of same amount or enhanced amount as per the discretion of BSNL CHENNAI TELEPHONES, one month prior to the end of the agreement.

Signature of the bidder with seal

8. Right

- 8.1. BSNL CHENNAI TELEPHONES reserves the right to reject any application for any reason, without assigning any reason and liability, the information provided by the contractor and gathered by BSNL CHENNAI TELEPHONES shall become BSNL CHENNAI TELEPHONES's property even if application is rejected and can be used by BSNL CHENNAI TELEPHONES in any manner, it deem fit.
- 8.2. The tender can be modified/ withdrawn at any time without any information or notice to anyone.
- 8.3. The decision of BSNL CHENNAI TELEPHONES will be final and binding on all the bidders.
- 8.4. PGM(Central),BSNL,Chennai Telephones reserves the right to cancel this tender at any point of time i.e. before/during/after the processing without assigning any reason.”

9. Responsibilities of Contractor

- 9.1. The contractor shall be responsible for provision of the services as per Annexure A. The sites will be classified by BSNL CHENNAI TELEPHONES into three categories (A) (B) (C). Annexure A lays out the services required at each type of site. At each site, the services may be required in one to six standard (08) eight hour shifts and the proposed shift timings are provided in Annexure B. **However the Competent Authority can decide to change these timings as per local conditions.**
 - (i) **On Sundays/Holidays the manpower services are to be maintained for 24 hours in respect of offices/Telephone Exchanges where 2 persons are employed.**
 - (ii) **On Sundays/Holidays the manpower services are not required for DLC sites at Sl.No.18 of Annexure-C. In case of exigencies, man power services for DLC sites on Sundays/Holidays may be extended as per the requirement of field unit.**
- 9.2. The contractor's representatives shall be responsible for calling the concerned Officer-in-Charge for the telecom site both at the time of the starting as well as end of duty from the site. At any point if the contractor's representatives fail to do so, 5% of the monthly contract amount of that site will be deducted from their payment for every instance of such negligence on their part. In addition, if during any visit, the contractor's representatives are not found to be present at the time of duty, 10% of the monthly contract amount will be deducted from their payment for every instance of such negligence on the part of the contractor.

Signature of the bidder with seal

- 9.3. For all telecom sites for which the contract has been given to the contractor, BSNL CHENNAI TELEPHONES reserves the right to monitor the provision of services at any time through visits to the site. In case the service provided by the contractor is not found satisfactory, 25% of the monthly contract amount for that site will be deducted from their payment for every instance of such negligence on the part of the contractor.**

10. Inspection

- 10.1. BSNL CHENNAI TELEPHONES shall have the right to cause an examination of the work and the final bills of the contractor including all supporting vouchers, abstract etc. to be made after payment of the final bill and if as a result of such audit and technical examination any sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed by him to have been done by him under the contract and found not to have been executed, the contractor shall be liable to refund the amount of over payment and it shall be lawful for BSNL CHENNAI TELEPHONES to recover the same from him through the PBG or future bills.**

11. BID submission

The BID (offline/physical documents) may be submitted by the contractor at the following address:

**O/o DGM (NWO)CENTRAL
BSNL, Chennai Telephones,
No.10, Dams Road,
Chennai – 600 002.**

12. PROCEDURE FOR SUBMISSION OF BID : (ON-LINE)

A. Technical Bid Envelope

(i) Submission of Mandatory Documents:

- a) Proof for GST registration Certificate.
- b) Digitally signed copy of Tender Document, Corrigendum and Addendums, if any.
- c) Proof of experience for having done Infra maintenance works during the last one year in the form of experience certificate.
- d) EMD/Bid security Declaration Form
- e) Proof for payment of Tender processing fee of M/s ITI Limited.
- f) Request for claiming exemption of tender document fee and Proof in respect of valid certification from MSME/NSIC for the tendered item/work.

(ii) Submission of Eligibility documents:

- a) Scanned copy of the Registration in the case of proprietorship concern, Scanned copy of Certificate of incorporation, Articles of Association and Memorandum of Association in the case of Company. Authenticated copy of partnership Deed in case of Partnership Firm.

Signature of the bidder with seal

- b) Duly signed “Declaration under the digital signature that no additions/ deletions /corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal”
- c) Duly filled in Bidders profile, as per Section 8 of the Tender Document.
- d) Scanned Copy of Original “Power of Attorney” in case of a person other than the Tenderer has signed the Tender Document.
- e) Duly filled in “No near relative certificate from all partners”
- f) Duly filled in “Declaration regarding not blacklisting /not debarring from taking in Govt. Tender by any BSNL Unit”.
- g) Scanned copy EPF Registration Certificate.
- h) Scanned copy ESI Registration Certificate.
- i) Scanned copy Labour licence/ Declaration to obtain labour licence if the tender is awarded.
- j) Scanned copy of Income Tax return of **FY 2018-19 & FY 2019-20** and copy of PAN Card.
- k) The Bidder shall have to furnish the audited Annual Report of **FY 2018-19 & FY 2019-20** and /or a Certificate from its bankers to assess the solvency/financial capability of the bidder.
- l) Letter of Authorisation for attending Bid opening Event (6E)
- m) Scanned copy of Registration of Firm.
- n) Scanned copy of Registered office/branch in Chennai.
- o) Bid Form.
- p) Clause by Clause compliance duly filled up and signed.
- q) Duly filled up Undertaking/Declaration.
- r) Vendor Master Form (Annexure D) in case of new vendor to BSNL.

B. Financial Bid(price Bid) (online only)

All the above said documents mentioned at A(i), A(ii) and B are to be uploaded online.

13. PROCEDURE FOR SUBMISSION OF BID: (OFF-LINE)

A. Offline Submission (physical document submission):

The Bidder is requested to submit the following documents (in original) one set of

- a) GST registration Certificate.
- b) Bid Security declaration form – in original.
- c) Tender document fee - DD/Banker’s Cheque.
- d) Attested Copy of “Power of Attorney” in case of a person other than the Tenderer has signed the Tender Document.
- e) Duly signed “Declaration under the digital signature that no additions/ deletions /corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal”

in separate cover to DGM (NWO)CEN (NWO) C BSNL Chennai Telephones,10 Dams Road, Chennai 600002 on or before the date & time of submission of bids in a sealed envelope. The envelope shall bear (name of the work) the tender number and the words “DO NOT OPEN BEFORE” due date & time.

14. Evaluation Criterion

14.1. The contractor has to quote rates for Contractor ‘service charges’ including bonus, establishment charges etc. per personnel per shift per month (Quote without GST) at serial No.5 of Section 9 Part-B-PRICE BID/FINANCIAL BID-SCHEDULE. The

Signature of the bidder with seal

evaluation will be based on the service charges per shift per month (Rupees/month) of at serial No.5 of Section 9 Part-B-PRICE BID/FINANCIAL BID-SCHEDULE.

- 14.2.** After awarding of the contract, BSNL CHENNAI TELEPHONES reserves the right to add/delete sites where the services are required. It also reserves the right to increase/decrease the number of shifts where the services are required. In case of any changes the rates quoted in Section -9 Part B will be used to determine the payments made to the contractor, post changes in sites, shifts etc.

15. RIGHT TO VARY QUANTUM OF WORK:-

15.1 BSNL reserves the right to increase or decrease up to 50 % of the quantity of services specified in the schedule of requirements without any change in the unit price or other terms and conditions at the time of award of contract or during the operation of agreement.

- (b) BSNL also reserves the right for placement of additional order or up to 50% of the additional quantities of services contained in this running tender/contract within a period of twelve months from the date of acceptance of Letter of Intent in the tender at the same rate or a rate negotiated (downwardly) with the existing contractors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.
- (c) In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order up to 100% of the quantities of goods and services contained in the running tender/contract within a period of twelve months from the date of acceptance of Letter of Intent in the tender at the same rate or a rate negotiated (downwardly) with the existing contractors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc. Exceptional situation and emergent nature should be spelt out clearly detailing the justification as well as benefits accrued out of it and loss incurred in case this provision is not invoked and approved by the authority competent to accord administrative and financial approval for the quantum of work calculated on the basis of total quantum of work i.e. initial and proposed add on quantity.

15. Issue of Uniforms :-

Uniforms to the Personnel are to be supplied by the contractor only.

Signature of the bidder with seal

Section- 4 Part C

e-TENDERING INSTRUCTIONS TO BIDDERS

I. GENERAL

Submission of Online Bids is mandatory for this tender. e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic e-Tendering, BSNL, CHENNAI TELEPHONES Central Business Area (CBA), has decided to use the portal (<https://www.tenderwizard.com/BSNL>) of M/s ITI a Government of India Undertaking. Benefits to suppliers/service providers are outlined on the Homepage of the portal. Those suppliers/service providers not registered on the website mentioned above, are required to get registered beforehand. The intending bidder must read the terms and conditions of this tender carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criteria.

II. INSTRUCTIONS

- 1. Information and instructions for bidders posted on website www.tenderwizard.com/BSNL shall form part of bid document. If not registered, the intending tenderers should get themselves registered with M/s ITI Limited, as per instructions on their web site, by paying applicable fee as per Govt. of India ruling.**
- 2. Online Bidding Methodology:**
Sealed Bid System – Two Stage
Financial bids & Technical bids shall be submitted by the bidder at the same time.
E-Reverse Auction/negotiation (if required by BSNL CHENNAI TELEPHONES CBA) after opening of Financial bids. In case of two envelope system Financial & Techno-commercial bids shall be submitted by the bidder at the same time.
- 3. Broad outline of activities from Bidders prospective:**
 - (i) Procure a Digital Signing Certificate (Class III) (DSC).
 - (ii) Register on Electronic E-Tendering (<https://www.tenderwizard.com/BSNL>).
 - (iii) Create Users and assign roles on <https://www.tenderwizard.com/BSNL>.
 - (iv) View Notice Inviting E-Tender (NIT) on <https://www.tenderwizard.com/BSNL>.
 - (v) Download Official Copy of E-Tender Documents from <https://www.tenderwizard.com/BSNL>.

Signature of the bidder with seal

- (vi) Clarification to E-Tender Documents on <https://www.tenderwizard.com/BSNL> – Query to BSNL (Optional) – View response to queries posted by BSNL, through addenda.
- (vii) Bid-Submission on <https://www.tenderwizard.com/BSNL> : Prepare & arrange all document/paper for submission of bid online and offline.
- (viii) Attend Public Online E-Tender Opening Event (TOE) on <https://www.tenderwizard.com/BSNL> – Opening of Technical Part.
- (ix) Post-TOE Clarification on <https://www.tenderwizard.com/BSNL> (Optional) – Respond to BSNL's Post-TOE queries.
- (x) Attend Public Online E-Tender Opening Event (TOE) on <https://www.tenderwizard.com/BSNL> – Opening of Financial Part (only for Technical Responsive Bidders).

4. Contractor must ensure to quote the Service Charges @ appropriate column in Price Bid. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). Conditional tender shall be rejected.

5. For participating in this E-Tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the <https://www.tenderwizard.com/BSNL>.

Note 1: It is advised that all the documents to be submitted are kept scanned and converted to PDF format in a separate folder on your computer before starting online submission. The Price bid (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.

Note 2: While uploading the documents, it should be ensured that the file name should be the Name of the document itself.

6. Digital Certificates:

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

7. REGISTRATION:

- (i) The E-Tender document can be downloaded from the website: www.tenderwizard.com/BSNL and to be submitted in the e-format. Cost of the E-Tender Document (in the form of DD) and Bid Security (in the form of DD – in original) have to be submitted to concern SSA as per address given in Bid document before the scheduled date and time of submission of the E-Tender otherwise the Bid will not be considered.

Signature of the bidder with seal

- (ii) Amendments, if any, to the E-Tender documents will be notified in the above website as and when such amendments are notified. It is the responsibility of the bidders who have downloaded the E-Tender document from the website to keep themselves abreast of such amendments before submitting the E-Tender document. Intending bidders are requested to register themselves with M/s ITI through www.tenderwizard.com/BSNL for obtaining user-id, Digital Signature etc. by paying Vendor registration fee and processing fee for participating in the above mentioned E-Tender. The Pr. General Manager (Central) BSNL CHENNAI TELEPHONES, has decided to use process of e-E-Tendering for inviting this E-Tender and thus the physical copy of the E-Tender would not be sold.
- (iii) The Tenderers are required to pay “ 0.05 % of Total Estimated cost of Tender or as decided by the Application Service Provider ” { ASP (i.e.,) To be paid to the E - Portal vendor - M/s ITI Limited }

Note: After successful submission of Registration details and Vendor Registration fee and processing fee (as applicable), please contact ITI.

8. Special Note on Security of Bids

- (i) Security related functionality has been rigorously implemented in www.tenderwizard.com/BSNL in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Security related aspects as regard Bid Submission are outlined below:
- (ii) As part of the Electronic Encrypted™ functionality, the contents of bid are securely encrypted using Public-Key of the specified officer of a Buyer organization. Bid-encryption in www.tenderwizard.com/BSNL is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.
- (iii) There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal

9. Public Online Tender Opening Event (TOE)

- (i) www.tenderwizard.com/BSNL offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders

Signature of the bidder with seal

(i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

- (ii) Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on www.tenderwizard.com/BSNL. www.tenderwizard.com/BSNL has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/ or Financial Comparison Chart enhance Transparency.
- (iii) There are many more facilities and features on www.tenderwizard.com/BSNL. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

10. Important Note:

In case of internet related problem at a bidder's/BSNL end, especially during 'critical events' such as a short period before bid-submission deadline, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the eProcurement/e-Auction service provider's end(in the server, leased line etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of BSNL by the bidders in time, then BSNL will promptly re-schedule the affected event(s).

11. **Other Instructions**

- (i) For further instructions, the vendor should visit the home-page of the portal (<https://www.tenderwizard.com/BSNL>), and go to the Vendor-Help Manual.
- (ii) 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 <https://www.tenderwizard.com/BSNL>.

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

- (i) Obtain individual Digital Signing Certificate (Class III) (DSC or DC) well in advance of your first tender submission deadline on <https://www.tenderwizard.com/BSNL>

Signature of the bidder with seal

- (ii) Register your organization on <https://www.tenderwizard.com/BSNL> well in advance of your first tender submission deadline on <https://www.tenderwizard.com/BSNL>.
- (iii) Get your organization's concerned executives trained on <https://www.tenderwizard.com/BSNL> well in advance of your first tender submission deadline on <https://www.tenderwizard.com/BSNL>.
- (iv) Submit your bids well in advance of tender submission deadline on <https://www.tenderwizard.com/BSNL> (At least one day before the deadline) (There could be last minute problems due to internet timeout, breakdown, etc.).

While the first three instructions mentioned above are especially relevant to first-time users of <https://www.tenderwizard.com/BSNL>, the fifth instruction is relevant at all times.

13. FORMAT AND SIGNING OF BID

- 13.3 The bidder shall submit his bid, online, complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, using Digital Signature by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.
- 13.4 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, except for un-amended printed literatures, shall be digitally signed by the person or persons signing the bid.

13.3 Power of Attorney

- (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
- (b) The power of Attorney be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/ institution/ Body corporate.
- (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
- (d) Attestation of the specimen signatures of authorized signatory by the Company's/ firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

Signature of the bidder with seal

14 Minimum Requirements at Bidders end

- (i) **Computer System with good configuration (Min P IV, 1 GB RAM, Windows 7)**
- (ii) **Broadband connectivity.**
- (iii) **Microsoft Internet Explorer 6.0 or above**
- (iv) **Digital Certificate (Class III)(s)**

15. Helpdesk (as given below) to get your registration accepted/activated.

Helpdesk – M/s ITI Limited

Telephone/ Mobile No. -

9894191904 – Shri. S. Dinesh

9962676264 / 8098469169- Shri. Kirubakaran

E-mail ID

twhelpdesk438@gmail.com,

twhelpdesk680@gmail.com,

twhelpdesk444@gmail.com,

twhelpdesk699@gmail.com,

twhelpdesk811@gmail.com,

bsnltwhelpdesk@gmail.com

16. BSNL Contact:

BSNL Contact-1

DGM(NWO-Central)

Telephone 044-28591206

E-mail ID : dgmnwcn@gmail.com

BSNL Contact-2

AGM (HQ) Central

Telephone 044-28591210

E-mail ID : agmhqcen@gmail.com

Signature of the bidder with seal

SECTION – 5 Part-A

GENERAL (COMMERCIAL) CONDITIONS OF THE CONTRACT (GCC)

1 APPLICATION

The General conditions shall apply in contracts made by BSNL for the for maintenance and upkeep of parts of its telecom infrastructure at selected Telecom Sites in the area of Deputy General Manager (NWO) Central of Chennai Telephones.

2 STANDARDS

The works to be executed under the contract shall conform to the standards prescribed.

3 SECURITY

(i) PERFORMANCE SECURITY

- a. The successful bidder shall have to pay a Security Deposit equal to 3% of the total amount of work allotted to him as the Security Deposit within 14 days of issue of letter of intent. The Security deposit can be submitted in the form of crossed demand draft drawn in favour of BSNL-CHENNAI TELEPHONES issued by a schedule bank and payable at Chennai.
- b. The proceeds of the performance security shall be payable to BSNL as compensation for any loss resulting from the contractor's failure to complete its obligations under the contract.
- c. The performance security deposit shall be refunded after expiry of contract period as noted above provided there are no recoveries to be made arising out of poor quality of work, incomplete work and/or violation of any terms and conditions of the contract as stipulated in the bid document after obtaining "No Dues Certificate" from the "Engineer-in-Charge".
- d. No interest will be paid to the contractor on the security deposit.

4. Payment Terms :-

4.1.

- a) The Contractor shall prepare the tax invoice for each Division, for the month in duplicate as per GST Rules 2017. The Division-wise 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 Division-wise bill. The counter signing authority shall check that all the documents mentioned below are invariably attached to the Division-wise bill before countersigning.

Signature of the bidder with seal

- b) Attested copy of attendance sheet/Register of personnel for the month
- c) Payment of wages to his Personnel should be made through NEFT/ECS and the details there of are to be produced.
- d) Attested copy of the muster roll/wages paid indicating receipt of payments by each worker in his bank account, duly countersigned by the unit officer for having disbursed the said amount.
- e) A list of workers (attested copies) engaged against the work order each month.
- f) The attested copy of receipt towards payment of GST pertaining to the previous month.
- g) Attested copies of authenticated documents of payments of such contribution to EPF / ESI along with list of personal indicating the EPF /ESI Code, amount etc., against each beneficiary engaged for the previous month / quarters
- h) Copy of work order issued by the competent authority
- i) Attested copies amount of EPF contribution (Both employees and employer's) for the duration of engagement of question paid to EPF authority
- j) Attested copies Declaration regarding compliance of the EPF ACT 1952 /ESI Act.
- k) Working satisfactory report

4.2 Appropriate % of Income Tax will be deducted from the Division-wise bill depending upon the statutory requirement.

4.3 Payment will be made through **ECS/NEFT/RTGS**.

4.4 Late Submission of Bills and Forfeiture of Bills Claim

- (a) In case of submission of bills beyond the stipulated time of one month by the contractor and if the reason for the delay is found to be satisfactory , PGM/GM NWO-(C) reserves to allow additional period of another two months. A penalty of minimum 2% of the value of work per month on total amount of bill shall be levied subject to maximum of 10% of monthly bill and shall be deducted on settlement.
- (b) Bills submitted after 3 months, after work completion is liable for rejection and claim will be forfeited.

4.4.1 Payments shall be made THROUGH ECS/NEFT/RTGS only, for which the Contractor shall be required to provide the mandate, bank details etc. to the paying authority.

4.4.2 The Assistant General Manager/Divisional Engineer shall exercise the prescribed checks on the bills and accord necessary certificates on the bills. The Assistant General Manager/Divisional Engineer shall retain the third copy in record and record

Signature of the bidder with seal

it in the estimate file/register maintained in his office and send first and second copies with all documents to IFA/DGM (NWO)CEN for processing of bills and release of payment.

4.4.3 The Works-section of IFA / DGM (NWO)CEN shall process the bills in the file with a copy of the sanctioned estimate of the concerned work in IMS/ERP package and scrutinize the bills vis-à-vis work order issued, sanctioned provisions in the estimate etc. The bill shall be passed, after necessary scrutiny by Works Section, by the officer competent to pass the bills. ECS payment for the amount passed in the bill will be issued only after the Contractor gives a stamped pre-receipt for the amount. Details of payment of all the bills shall be entered in to Contractor's ledger by the Paying Authority.

4.4.4 BSNL shall take all necessary steps to ensure that the bills complete in all respects, are settled within reasonable period subject to availability of funds.

4.4 Timely uploading of correct and necessary information on GSTN portal is mandatory as prescribed in GST compliances.

Note :-

- (i) If the supplier fails to furnish necessary supporting documents i.e. GST invoice / Customs invoices etc. and also fails to upload the information on GSTN in respect of the Duties/taxes for which input tax credit is available, the amount pertaining to such Duties/Taxes will be deducted from the payment due to the supplier.
- (ii) Tax amount will be paid to the supplier only after supplier declares the details of the invoices in its return in GSTR 1 and GSTR-3 uploaded by the supplier and the same is reflected in GSTR-2A of BSNL on GSTN portal.
- (iii) TDS/ TCS shall be deducted at the prescribed rate, if any (as the case may be).
- (iv) BSNL can adjust/ forfeit Bank Guarantee obtained from the supplier against any loss of input tax credit to BSNL on account of supplier's default.
- (v) In case BSNL has to pay GST on reverse charge basis, the supplier would not charge GST on its invoices. Further, the supplier undertakes to comply with the provisions of GST law as may be applicable.

5. PRICES

- 5.1 Prices charged by the Contractor for the works performed under the Contract shall not be higher from the prices quoted by the Contractor in his Bid.
- 5.2 Price once fixed will remain valid for the period of contract. Increase and decrease of Taxes / Duties will not affect the price during this period.

Signature of the bidder with seal

6. CHANGES IN PURCHASE ORDERS:-

- 6.1** BSNL reserves the right to increase or decrease up to 50 % of the quantity of services specified in the schedule of requirements without any change in the unit price or other terms and conditions at the time of award of contract or during the operation of agreement.
- 6.2** BSNL also reserves the right for placement of additional order or up to 50% of the additional quantities of services contained in this running tender/contract within a period of twelve months from the date of acceptance of Letter of Intent in the tender at the same rate or a rate negotiated (downwardly) with the existing contractors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.
- 6.3** In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order up to 100% of the quantities of goods and services contained in the running tender/contract within a period of twelve months from the date of acceptance of Letter of Intent in the tender at the same rate or a rate negotiated (downwardly) with the existing contractors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc. Exceptional situation and emergent nature should be spelt out clearly detailing the justification as well as benefits accrued out of it and loss incurred in case this provision is not invoked and approved by the authority competent to accord administrative and financial approval for the quantum of work calculated on the basis of total quantum of work i.e. initial and proposed add on quantity.

7. SUB CONTRACTS

The Contractor shall not assign, sub contract or sublet the whole or any part of the works covered by the contract, under any circumstances, unless and until permitted by BSNL to specific PSUs under DOT.

8. FORCE MAJEURE

- 8.1** If any time, during the continuance of this contract, the performance in whole or in part by either party or 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 (herein 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 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 and work under the

Signature of the bidder with seal

contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of BSNL as to whether the work 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.

- 8.2 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 the contract, in possession of the Contractor at the time of such termination of such portions 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.

9. ARBITRATION:

- 9.1 Except as otherwise provided elsewhere in the contract, in the event of any disputes/ controversy or differences arising out of or relating to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and the parties shall thereupon make every effort to settle the same amicably.
- 9.2 Where the parties are unable to settle the disputes through conciliation, the same shall be referred to sole arbitration of the Principal General Manager (Central) / Chief General Manager, BSNL, Chennai Telephones for referral of such disputes to a sole arbitrator (chosen from the names(s) provided by BSNL), to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof and any notification issued or rules made thereunder from time to time. 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 Principal General Manager (Central) / Chief General Manager, BSNL, Chennai Telephones or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the PGM(Central)/CGM, BSNL, Chennai Telephones, or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the PGM(Central)/CGM, BSNL, Chennai Telephones or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- 9.3 The arbitrator may from time to time with the consent of both the parties enlarge the time frame 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.

Signature of the bidder with seal

9.4 The venue of the arbitration proceeding shall be the Office of Principal General Manager (Central) / Chief General Manager, BSNL, Chennai Telephones at Chennai or such other place as the arbitrator may decide

10. SET OFF:

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

11. Court Jurisdiction

This contract is subject to the jurisdiction of courts at Chennai only.

Signature of the bidder with seal

SECTION-5 Part-B

Special (commercial) conditions of Contract (SCC)

1.1. Commercial Terms & Conditions

1.1.1. BSNL CHENNAI TELEPHONES reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the BSNL.

1.1.2. The BSNL CHENNAI TELEPHONES reserves the right to black list a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

1.1.3. Any clarification issued by BSNL CHENNAI TELEPHONES, in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.

1.1.4. The BSNL CHENNAI TELEPHONES reserves the right to change the terms of trade from time to time with notice period of 30 days.

1.1.5. The BSNL CHENNAI TELEPHONES reserves the right to withhold or delay the payment for the contractor in case of any pending disputes.

1.1.6. ARBITRATION (Applicable in case of supply orders/Contracts with firms, other than Public Sector Enterprise) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties unable to settle mutually, the same shall be referred to Arbitration as provided hereunder:

(1) A party wishing to commence arbitration proceeding shall revoke Arbitration Clause by giving 60 days' notice to the designated officer of the other party. The notice invoking arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

(2) The number of the arbitrators and the appointing authority will be as under:

| Claim amount (excluding claim for counter claim, if any) | No. of Arbitrator | Appointing Authority |
|--|---|----------------------|
| Upto Rs.5 crores | Sole Arbitrator to be appointed from a panel of Arbitrators of BSNL | BSNL |

Signature of the bidder with seal

| | | |
|-------------------|---------------|--|
| Above Rs.5 crores | 3 Arbitrators | One Arbitrator by each party and the 3rd arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators. BSNL will appoint its arbitrator from its panel. |
|-------------------|---------------|--|

- (3) Neither party shall appoint its serving employee as arbitrator.
If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left it both parties consent for the same; otherwise, he shall proceed de novo.
- (4) Parties agree that neither party shall be entitled for any pre-reference or pendentelite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
- (5) Unless otherwise decided by the parties, Fast Track procedure as prescribed in Section 29 B of the Arbitration Conciliation Act, 1996 for resolution of all disputes shall be followed, where the claim amount is upto Rs. 5 crores.

1.1.7 Fast track procedure :

- (1) Notwithstanding anything contained in this Act, the parties to an arbitration agreement, may, at any stage either before or at the time of appointment of the arbitral tribunal, agree in writing to have their dispute resolved by fast track procedure specified in sub-section (3).
- (2) The parties to the arbitration agreement, while agreeing for resolution of dispute by fast track procedure, may agree that the arbitral tribunal shall consist of a sole arbitrator who shall be chosen by the parties.
- (3) The arbitral tribunal shall follow the following procedure while conducting arbitration proceedings under sub-section (1):-
(a) The arbitral tribunal shall decide the dispute on the basis of written pleadings, documents and submissions filed by the parties without oral hearing.
(b) The arbitral tribunal shall have power to call for any further information or clarification from the parties in addition to the pleadings and documents filed by them;

Signature of the bidder with seal

- (c) An oral hearing may be held only, if, all the parties make a request or if the arbitral tribunal considers it necessary to have oral hearing for clarifying certain issues;
- (d) The arbitral tribunal may dispense with any technical formalities, if an oral hearing is held, and adopt such procedure as deemed appropriate for expeditious disposal of the case.
- (4) The award under this section shall be made within a period of six months from the date the arbitral tribunal enters upon the reference.
- (5) If the award is not made within the period specified in sub-section (4), the provisions of sub- sections (3) to (9) of Section 29 A shall apply to the proceedings.
- (6) The fees payable to the arbitrator and the manner of payment of the fees shall be such as may be agreed between the arbitrator and the parties.
- (7) The arbitral tribunal shall make and publish the award within time stipulated as under:

| | |
|-------------------------------------|--|
| Amount of claims and counter claims | Period for making and publishing of award (counted from the date the tribunal enters upon the reference) |
| Upto Rs.5 crores | Within 6 months(Fast Track procedure) |
| Above Rs.5 crores | Within 12 months |

- However, the above time limit can be extended by the Arbitrator for reasons to be recorded in writing with the consent of parties and in terms of provisions of the Act.
- (8) In case of arbitral tribunal of 3 arbitrators, each party shall be responsible to make arrangements for the travel and stay, etc. of the arbitrator appointed by it. Claimant shall also be responsible for making arrangements for travel/stay arrangements for the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.
- In case of sole arbitrator, BSNL shall make all necessary arrangements for his travel/stay and the expenses incurred shall be shared equally by the parties.
- (9) The Arbitration proceeding shall be held at New Delhi or Circle or SSA Headquarter (as the case may be).
- (10) Subject to the aforesaid conditions, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.
- 1.1.8** Following Arbitration Clause may be incorporated in Contracts POs, APOs, Tenders, Eols, etc. between BSNL and Central/State Government (s) as the case may be in terms of DPE guidelines for settlement of commercial disputes between Public

Signature of the bidder with seal

Sector Enterprises inter-se and Public Sector Enterprise(s) and Government Department(s) through Permanent Machinery of Arbitrators (PMA) in the Department of Public Enterprises.

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

Further, with regard to already signed/existing contracts, existing Arbitration clause for sole arbitrator can be invoked in case the parties waive, subsequent to disputes having arisen between them, the applicability of sub-section (5) of section 12 by an express agreement in writing.

- 1.1.9. PGM(Central),BSNL,Chennai Telephones reserves the right to cancel this tender at any point of time i.e.before/during/after the processing without assigning any reason.BSNL Chennai Telephones' decision will be final on all matters relating to the business and will be binding on the contractor.
- 1.1.10. It will be BSNL CHENNAI TELEPHONES's endeavour to make the payment to the contractors as per the schedule, however this may stretch beyond the scheduled time only in case of delays in getting claims from the contractors or in case of incorrect claims.
- 1.1.11. The payment to the contractors will be made through **NEFT** after deducting applicable taxes including GST.
- 1.1.12. All contractor's representatives will report to Competent Authority through the nodal officer/building-in-charge/Telephone exchange-in-charge appointed by Competent Authority.
- 1.1.13.All present, future & additional taxes /levies/ duties etc. that may be levied by the Govt. /Local authorities etc. will be borne by the contractor.

Signature of the bidder with seal

- 1.1.14. The contractor's representatives shall comply with all applicable laws, by- Laws, rules, regulations, orders, directions, notifications etc of the Govt./ Court/Tribunals and shall also comply with all directions issued by BSNL CHENNAI TELEPHONES and provide BSNL CHENNAI TELEPHONES with all information and cooperation that BSNL CHENNAI TELEPHONES may reasonably require from time to time.
- 1.1.15. The contractor's representatives have to fully cooperate with BSNL CHENNAI TELEPHONES to investigate any complaint from the public/staff.
- 1.1.16. The contractor shall ensure provision of necessary safety devices tools/ kits etc required for discharge of services as mentioned in Annexure A at his own cost and shall recoup the same from time to time.
- 1.1.17. Contractor shall be liable for all payments of wages, to his employees & shall comply with all statutory Laws, rules, relating to employment, wages, PF, Bonus, Industrial Disputes Act etc.
- 1.1.18. The Contractor shall be liable for any theft, sabotage etc. of BSNL CHENNAI TELEPHONES property and the damages/losses if any will be recovered from the contractor. The contractor shall report any such incident to the site in charge immediately.
- 1.1.19. The Contractor agrees to protect, defend, indemnify and hold harmless BSNL CHENNAI TELEPHONES and its employees, officers, directors, agents or representatives from and against any and all liabilities, damages, fines, penalties and costs (including legal costs and disbursements) arising from or relating to:
- (a) Any breach of any statute, regulation, direction, orders or standards from any Governmental body, Agency, Telecommunications Operator or Regulator applicable to such party; or
- (b) Any breach of the terms and conditions in this agreement by Contractor This clause shall survive even on the termination or expiry of this agreement.
- 1.1.20. BSNL CHENNAI TELEPHONES shall not be liable for any act of commission or omission of any third party.
- 1.1.21. The Contractor's representatives will have to abide by the policy rules, regulations & instructions of BSNL CHENNAI TELEPHONES as revised/modified from time to time, without any prior notice to the Contractor in respect of all matters including security deposit / PBG, payment to the contractor etc.
- 1.1.22. The Contractor will be bound by all the aspects and legal issues relating to the labour laws.

Signature of the bidder with seal

- 1.1.23 All conditions relating to & specified in the Contract Labour (Regulation & Abolition) Act, 1970 including wages & payment of wages, Welfare & Health of Contract Labourers, Labour records (Register for workers, Wage Register etc.), Licensing of Contractor, Penalties & Procedures, Miscellaneous items etc. shall be strictly adhered to by the contractor
- 1.1.24 The Personnel deployed by the contractors are to be paid by the contractor applicable fair wages for their working hours in accordance with the minimum Wages Act orders issued from time to time by the Government. The payment of applicable fair wages to the workers as per the Act along with other benefits to the workers like Bonus, ESI, Gratuity, EPF etc., are complete responsibility of contractor. No child labour should be deployed
- 1.1.25 The contractor shall take care of the remittances of ESI, EPF etc. as required by law & undertake to indemnify & keep indemnified the BSNL from & against all manners of claims and demands & losses and damages & cost charges and expenses that may arise in regard the same or that the BSNL may suffer or incur with respect to and/or incidental to the same.
- 1.1.26 The Contractor is governed by the Workman's Compensation Act in case of any claim by the workers engaged by him/her/firm. The Contractor shall indemnify the BSNL of all claims made by the workers of contractor.
- 1.1.27. The contractor shall pay Bonus as per the Bonus Act and as per statutory provisions in vogue to its employees each year from his / her / their profits. BSNL will not make any payment in this regard. Also, the contractor shall be responsible for maintaining of the following register / records required to be maintained under various labour laws.
- 1) Register of Attendance / Muster Roll
 - 2) Register of Wages
 - 3) Register of Fines
 - 4) Register of Wage slips
 - 5) Register of leaves / Absentees
- 1.1.28. The persons deployed should be physically fit having good vision without colour blindness who shall not be more than 58 years (Fifty Eight years) of age to handle all the services mentioned in Annexure A.
- 1.1.29. Payment of Minimum Wages to the Contract workers:

Signature of the bidder with seal

- a. The wages will be at the prevailing minimum rates of wages for Watch & Ward without arms under skilled workers as fixed by Ministry of Labour and Employment and communicated by the Deputy Chief Labour Commissioner (Central), Shastri Bhavan, Chennai-600 006 from time to time shall be applied for wages and have to be paid to the contract labourers for the actually worked days where the contract labour is engaged and the contract workman shall not be paid any wages on the weekly days of rest and on non-deployment due to personal reasons of the contract workmen and the minimum rate of wages shall be paid as per the orders of the Deputy Chief Labour Commissioner, Chennai in this regard and hence there is no payment separately for weekly off days. The minimum wages to be paid by the contractor will be communicated by BSNL CHENNAI TELEPHONES to the contractors in writing. As and when there is any change in the minimum wages, consequent to the revised orders from the concerned authorities or consequent to reclassification of any of the areas, the revised rates applicable will be communicated in writing by BSNL, Chennai Telephones to the contractors, mentioning the date from which the revised rates will be applicable.
- b. The contractor should immediately implement the payment of the revised rates as instructed by BSNL and claim the difference amount from BSNL in the subsequent bill. There will be no change in the service charges consequent to any change in minimum wages that may arise during the contract period.
- c. **“The contractor shall pay the Bonus as per the Bonus Act for the labourers each year from his/her/their profits. The Bonus has to be paid by the contractor and BSNL CHENNAI TELEPHONES will not make any payment towards Bonus”.**
- d. **This contract is subject to the jurisdiction of courts at Chennai only.**

Signature of the bidder with seal

SECTION-6 Part A

UNDERTAKING & DECLARATION

6 (A) - For understanding the terms & condition of Tender & Spec. of work.

a) Certified that:

- 1** I/ We have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
- 2** If I/ We fail to enter into the agreement & commence the work in time, the EMD/ SD deposited by us will stand forfeited to the BSNL.

b) The tenderer hereby covenants and declares that:

- 1** All the information, Documents, Photo copies of the Documents/Certificates enclosed along with the Tender offer are correct.
- 2** If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, BSNL reserves the right to debar our tender offer/ cancel the LOA/ Purchase/ work order if issued and forfeit the EMD/ SD/ Bill amount pending with BSNL. In addition, BSNL may debar the contractor from participation in its future tenders.

Date:

.....
Signature of Tenderer

Place:

.....
Name of Tenderer
Along with date & Seal

Signature of the bidder with seal

SECTION-6 Part B

6(B) – NO NEAR RELATIONSHIP CERTIFICATE:

(Format of the certificate to be given by the bidder in respect of status of employment of his/her near relation in BSNL)

Tender. No :

Due to open on :

To
The Principal General Manager (NWO-Central)
BSNL Chennai Telephones
10,Dams road ,
Chennai-600002.

I S/o
..... r/o hereby certify that 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.

Dated this..... Day of.....

.....
.....
Signature of the tenderer
With date and seal

.....
(Name in Block Letters of the SIGNATORY)
In the Capacity of

Note:

In the case of proprietorship Firm, Certificate will be given by the proprietor. For partnership firm the certificate will be given by all the partners and in case of Limited Company by all the Directors of the Company. "Government of India / Financial Institution Nominees and Independent Non official directors appointed by Government of India or the Governor of the state are excluded from the purview of submission of Certificate"

Signature of the bidder with seal

SECTION-6 Part C

6 (C) DECLARATION REGARDING NEVER BARRED/BLACKLISTED

I _____ Son of / Wife of Shri. _____ and
Proprietor / Director / Partner of M/S _____ do hereby solemnly affirm

1. That I am the sole Prop//Partner/director of M/s

2. That I state & declared that the above firm m/s -----

has been never ever been debarred and / or blacklisted by any department of Central Govt. / State Govt. / PSU. / Public bodies / Municipalities.

In case the above declaration is found to be incorrect or wrong, the contract if awarded to the firm shall be terminated immediately and the firm shall be liable to blacklisted / debarred for future works / contract with BSNL / DOT. Any such action shall however be without prejudice to BSNL's right under the law.

Signature of the Prop/Partner/Director

(Shri./Smt./Miss)

Note: The signatory should not affect any variation in the text of declaration. Declaration in any other form shall not be acceptable and render the bidder for penal action as decided By BSNL.

Signature of the bidder with seal

SECTION-6 Part D

6 (D) UNDERTAKING

(1) Have you obtained Labour Licence ? Yes/No

(i) If Yes, give licence N. and enclose a copy

(ii) If No, do you agree to get the licence as soon as the contract is agreed ?

(2) Are you employing child labour ? Yes/No

(3) Are ensuring payment of Minimum wages to the work Force ? Yes/No

(4) Are you paying EPF & ESI contribution to your employees regularly ? Yes/No

(i) If Yes, registration particulars under EPF & ESI may be furnished and enclose a copy.

(ii) If No, are you exempted from EPF & ESI as per provision of the EPF & ESI Act ?

(iii) Do you agree to pay the EPF & ESI contribution regularly ?

(5) Are you ensuring to pay bonus to the work Force Yes/No

I/We declare the above information is correct and
I/We undertake to abide by all labour laws in force.

(6) Quote the GST IN :

Date :

Signature of Authorized Signatory.....

In capacity of

Duly authorized to sign the bid for and on behalf of

Signature of the bidder with seal

SECTION-6 Part E

6 (E) Letter of Authorization for attending Bid Opening Event.

(To be typed preferably on letter head of the company)

Subject: Authorization for attending Bid opening

I/ We Mr. /Ms. have submitted our bid for the tender
no. in respect of
..... (Item of work) which is due to
open on (date) in the Meeting Room, O/o
.....

We hereby authorize Mr. / Ms.& Mr./
Ms..... (alternative) whose signatures are attested below, to attend the
bid opening for the tender mentioned above on our behalf.

.....
Signature of the Representative

..... Signature of Bidder/ Officer authorized to sign
Name of the Representative
on behalf of the Bidder

.....
Signature of the alternative Representative

.....
Name of the alternative Representative

Above Signatures Attested

- Note 1.** Only one representative will be permitted to attend the Bid opening
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the bidder with seal

SECTION-6 Part F

6(F) CLAUSE BY CLAUSE COMPLIANCE

Name of the Contactor : **Address for correspondence :**

I ----- authorized signatory of the contractor
M/s ----- certify that I fully agree and comply with all
the Clauses and Sub-Clauses from Page 1 to 95 of this tender document.

Signature of the Bidder
(Signature of the authorized signatory)
(With seal and contact numbers)

Dated..... at.....

Note: The bidder while submitting the bid should sign all the pages of the tender document consisting of terms and conditions and draft of agreement.

Signature of the bidder with seal

SECTION-6 Part G

**6 (G) BID Security Declaration Form – from Bidders in lieu of EMD
(on Bidder's letter Head)**

I/We, the authorized signatory of M/s, participating in the Tender of Chennai Telephones to execute the work of maintenance and upkeep of parts of its telecom infrastructure at selected Telecom Sites in the area of Deputy General Manager (NWO) CENTRAL, Chennai Telephones through E-tendering vide **DGM (NWO)CEN/Infrastructure Mtce/2021-22/01 Dated 12/04/2021** do hereby declare :

1. That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and No EMD being deposited for the said Tender.
2. That in the event we withdraw / modify our bid during the period of validity Or I /We fail to execute formal contract agreement within given timeline OR I/We fail to submit a performance security within the given timeline OR I./We commit any other breach of Tender Conditions / Contract which amounts for forfeiture of EMD, I / We will be suspended / debarred / banned from being eligible for bidding / award of all future contract (s) of BSNL for a period of one year from the date of committing such breach.

Signature and seal of authorized signatory of the bidder

Name of the authorized signatory.....

Signature of the bidder with seal

SECTION- 7
PROFORMAS
Part – A

FORMAT OF THE PERFORMANCE BANK GUARANTEE

(To be typed on Rs.100/- non-judicial stamp paper)

Bank Guarantee in respect of LOI dated _____ between Pr. General Manager (Central), BSNL, Chennai Telephone District hereafter called BSNL CHENNAI TELEPHONES and M/s _____, having its Registered Office at _____ (hereinafter called CONTRACTOR) has entered into an agreement dated _____ (hereinafter referred to as “the said agreement”) with Pr. General Manager (Central), Bharat Sanchar Nigam Limited (BSNL) (A Government of India Enterprise) Chennai Telephones having Office at 10, Dams Road, Chennai 600002, whereby BSNL CHENNAI TELEPHONES has agreed to appoint CONTRACTOR for providing BSNL CHENNAI TELEPHONES services on the terms and conditions exclusively mentioned therein for the circle _____).

It has been agreed between the parties that a Bank Guarantee for Rs. _____ (Rupees _____ thousand only) shall be given by the CONTRACTOR in favour of the BSNL CHENNAI TELEPHONES for due and faithful performance of the terms and conditions of the said agreement. _____ Bank having its office at _____ has at the request of the CONTRACTOR (M/s _____), agreed to give the guarantee as hereinafter contained:

1. We, _____ (hereinafter called ‘the Bank’) do hereby undertake and assure to the BSNL CHENNAI TELEPHONES that if in the opinion of the BSNL CHENNAI TELEPHONES, the CONTRACTOR has in any way failed to observe or perform the terms and conditions of the said agreement or has committed any breach of its obligations thereunder, the Bank shall on demand and without any objection or demur pay to the BSNL CHENNAI TELEPHONES the said sum of Rs. _____/- (Rupees _____ only) or such lesser amount as BSNL may demand without requiring BSNL CHENNAI TELEPHONES to have recourse to any legal remedy that may be available to it, compel the Bank to pay the same.

2. Any such demand from the BSNL CHENNAI TELEPHONES shall be conclusive as regards the liability of CONTRACTOR to pay to BSNL CHENNAI TELEPHONES or as regards the amount payable by the Bank under this guarantee. The Bank shall not be entitled to withhold payment on the ground that the CONTRACTOR had disputed its liability to pay or has disputed the quantum of the amount or that any arbitration proceeding or legal proceeding is pending between CONTRACTOR and BSNL CHENNAI TELEPHONES regarding the claim.

3. We, the Bank further agree that the guarantee shall come into force from the date Here of and shall remain in full force and effect for the period of eighteen months from the date of

Signature of the bidder with seal

4. commencement of the agreement or the term of this guarantee whichever is later. But if the period of the said agreement is extended either pursuant to the provisions in the said Agreement or by mutual agreement between the CONTRACTOR and the BSNL CHENNAI TELEPHONES, the Bank shall automatically renew the period of the Guarantee for such period which expires 6 (six) months after the renewed period of the said agreement failing which it shall pay to the BSNL CHENNAI TELEPHONES the said sum of Rs. _____/- (Rupees _____ only) without BSNL CHENNAI TELEPHONES demanding the payment of the above sum.
5. The Bank further agrees that the BSNL CHENNAI TELEPHONES shall have the fullest liberty without the consent of the Bank and without affecting in any way the obligations hereunder to vary any of the terms and conditions of the said agreement or to extend the time for performance of the said agreement from any of the powers exercisable by BSNL CHENNAI TELEPHONES against the CONTRACTOR and to forebear to enforce any of the terms and conditions relating to the said agreement and the Bank shall not be relieved from its liability by reason of such failure or extension being granted to CONTRACTOR or through any forbearance, act or omission on the part of BSNL CHENNAI TELEPHONES or any indulgence by BSNL CHENNAI TELEPHONES to CONTRACTOR or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of relieving or discharging the guarantor.
6. The Bank further agrees that in case this Guarantee is required for a larger period and it is not extended by the Bank beyond the period specified above in Clause 3, the Bank shall pay to BSNL CHENNAI TELEPHONES without BSNL CHENNAI TELEPHONES having to demand the payment of the said sum of Rs. _____/- (Rupees _____ only) on the last day on which the Bank Guarantee is due to expire.
7. Notwithstanding anything herein contained;
- (a) The liability of the Bank under this guarantee is restricted to the PG Amount and **The performance Bank Guarantee shall be valid for contract period (Including extension period, if any) + 6 months from the date of award of contract.**
- (b) The guarantee shall stand completely discharged and all rights of the BSNL CHENNAI TELEPHONES under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before _____.
7. The Bank guarantees that the below mentioned officer who have signed it on behalf of the Bank have authority to give this guarantee under its delegated power.

Place:

Date:

(Signature of the Bank Officer)

Rubber stamp of the bank

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

Telephone Numbers

Fax numbers /email-ids

Signature of the bidder with seal

SECTION- 7
Part B
AGREEMENT FORMAT

THIS AGREEMENT IS EXECUTED ON the 2021

By and in Between BSNL, Chennai Telephones Central Business Area having office at 10, Dams Road, Chennai 600002 and represented by Pr. General Manager (Central) (hereinafter referred to as the 'Party of First Part' which expression shall include the legally constituted signatories, assigns, successors and officers duly empowered to execute such agreement) of the first part empowered to execute this agreement.

And _____ having _____ Address _____ at _____ (hereinafter referred to as the Party of Second Part' or Second Part which expression shall included the legally constituted signatories, assigns, successors and officers duly empowered to execute such agreement) of the second part through its _____ empowered to execute this agreement.

Whereas the Party of First Part i.e. Pr. General Manager (central), BSNL CHENNAI TELEPHONES (A Govt. of India Enterprise) is and

Whereas the Party of First Part has established a high brand through quality services, marketing research, publicity and public relation exercise in relation to telecommunication cellular telephony internet broadband and the said high reputation and goodwill so earned has been and continues to be unique in its area of operation.

Whereas the Party of First Part is running and operating Telecom Networks and due to increase in work pressure and increase in the scale of operations the party of first part intend to distribute non-core activities of general nature to the party of second part.

Whereas the Party of Second part desire to own responsibility of/for non-core activates and incidental activities related to proper and suitable functioning of the Telecom Network Premises.

Whereas the Parties agree to that the title / heading / label / title / name / brand / trademark / trade-name / design / logo / drawing / blueprint / sign / signal / indication / style / mode in the name and style of "BSNL" shall be exclusive property of party of first part. All compliance of the relevant and applicable law and other statutory provision attracted under such transfer of non core activities privilege, right from the party of first part to second part shall be responsibility and liability of the party of first part. And

Whereas the Parties agrees to that the title / heading / label / title / name / brand / trade-mark / trade-name / design / logo / drawing / blueprint / sign / signal / indication / style /

Signature of the bidder with seal

mode in the name and style of “BSNL” shall be exclusive property of party of party of first part, eventually and the cost of such transfer shall be bear by the party of second part. And whereas, the transfer of non-core activities as enumerated in the scheme, is not of permanent nature and for a specific period only as defined in this agreement and within the provisions of applicable law and

Whereas the party of second part has offered to enter into the present agreement with the party of first part for services to be rendered, inter alia, for _____ and other services which are as given in Annexure A on the terms and conditions herein contained and the rates approved by the party of first part _____

Whereas the party of second part has been duly accepted and necessary security deposits have been furnished in accordance with the tender document vide _____ and whereas no interest will be claimed on the security deposits

NOW THEREFORE IN CONSIDERATION OF MUTUAL COVENANTS PREMISES MADE HEREINAFTER PARTIES AGREES AS FOLLOWS:

1. Article 1: SHORT TITLE EXTENT AND COMMENCEMENT

1.1 This agreement shall be for the purpose of specify and arranging the non-core activities and operative schedule and bringing on record the duties in between the parties and also to record all the documents executed in between the parties inclusive of all the tenders, lease agreement, permits and any other document executed on this regard.

2. Article 2: DEFINITIONS

In this agreement, unless the context otherwise requires the following word means;

2.1 Agreement

The agreement executed between the parties and it includes other agreements also, in furtherance of the subject/cause of this agreement.

2.2 Parties;

The Party of first Part and the Party of Second Part

2.2.1 Party of First Part means

And include the party of first part and the body corporate, its directors, share Holders, promoters.

2.2.2 Party of Second Part means

And include the party of second part and its legally constituted signatories, assigns, successors; officers duly empowered to execute the agreement.

Signature of the bidder with seal

2.3 Expression of interest. (EOI)

The application and the document submitted by the party of the second part to the party of the first part showing his interest for entering into the agreement.

3. ARTICLE 3: PARTY OF FIRST PART PERMISSIONS

The Party of first part in order to carry out Non-core activities has given entire responsibilities and privileges subjects to terms and condition of this agreement to the party of second part.

3.1 Use of premises

3.1.1 The Party of First Part permits to the Party of Second Part, to use the said premises and activities incidental thereto; the same is executed in accordance with the terms and conditions as prescribed by the Party of first part.

3.1.2 The Party of First Part also permits to the Party of Second Part the privilege to use the premises only for the execution of the work only as assigned to the Party of Second Part.

3.2 Disclaimer

3.2.1 The Party of Second Part undertakes with the Party of First Part that at no time after the execution of this agreement for whatsoever cause, shall the Party of First Part make any claim to the premises or use of the fact having been Party of First Part in any relationship with 'BSNL' in the past, for any business gains,.

3.2.2 At the end of the agreement all the equipment and infrastructure support shall remain with party of first part, in case those equipments and infrastructure are owned by the part of the first part and provided by party of the first part to the party of the second part. The party of second part shall not claim any right over the equipments and infrastructure of the party of the first part.

3.3 Scope of rights of Party of Second Part;

The agreements permit the Party of Second Part the privilege executing non-core activities and activities incidental thereto, in relation to the agreed terms and condition in furtherance of business interest and public interest is indispensable. Party of Second Part understands that they are not authorized to any illegal activity or any such activity which is, in contravention to the general policy, statutory provision, rules, regulation as announced or declared or published by any competent authority. Party of Second Part further states that they acknowledge the duty and obligations of the Party of First Part as per the general policy, statutory provision, rules, regulation as announced or declared or published by any competent authority and undertake to fully co-operate with the Party of First Part.

Signature of the bidder with seal

3.4 Appointment of sub-'Agency' by Party of Second Part;

3.4.1 The Party of Second Part shall be entitled to allow any sub-'Agency' or to enter any agreement, arrangement with any other person with a view to delegating the responsibilities, rights and duties allowed to the Party of Second Part under this agreement or in respect of any other work assigned to the Party of Second Part in terms of this agreement. All the agreement by the party of second part shall be in their name and within the knowledge of the party of first part.

3.4.2 The Party of Second Part hereby agrees that during the tenure of this agreement it shall not misuse or allow any other person to misuse the premises of BSNL CHENNAI TELEPHONES.

3.4.3 'Exclusion of Party of First Part's other premises, offices Trade name, design, copyright, goodwill etc.

3.5 Ministry of telecommunications Compliance

The Party of second part undertakes to comply with all the rules, regulations etc. as per the requirement of MTC issued from time to time in consonance with the party of first part. Failure of compliance of such statutory and mandatory compliance may give right to party of first part for redress of the grievances within the frame work of this agreement and also to initiate mechanism to settle at the cost of party of first part.

3.6 Ministry of labour Compliance

The Party of second part undertakes to comply with all the rules, regulations etc. as per the requirement of Ministry of labour issued from time to time in consonance with the party of first part. Failure of compliance of such statutory and mandatory compliance may give right to party of first part for redressal of the grievances within the frame work of this agreement and also to initiate mechanism to settle at the cost of responsible party.

4. Article 4. PARTY OF SECOND PART OBLIGATION

4.1 Equipment & infrastructure; The Party of Second Part may provide Tools and Equipments as per the requirement and need of efficient and effective execution of assigned work. And

4.2 The Party of Second Part shall not misuse or allow to be misused the premises and / or infrastructure of the premises therein through grant of lease, sub-lease, license or otherwise for doing any other business activities or work whether full time, part time or on any other basis.

Signature of the bidder with seal

4.3 It is reiterated here the commercial terms and condition of the tender document vide clause 11.1.18 page.21 wherein it states that,

“The contractor shall be liable for any theft, sabotage etc., of BSNL CHTD property and the damage/losses if any will be recovered from contractor. The contractor shall report any such incident to the site in charge immediately.”

4.4 The party of the second part shall be responsible for guarding the BSNL property in premises of duty points. Any theft occurring at any time will be reported by the security agency to the statutory bodies like Police with the knowledge of BSNL management. All the follow up action for recovery of the stolen property is to be done by the security agency.

4.5 In case of theft or any other incident, the F.I.R shall be made jointly by the sponsored security services as well as the concerned controlling officer of the BSNL on the very same day when such incident takes place.

4.6 In case of occurrence of any theft in the BSNL exchange/premises, and if in the view of BSNL management such theft occurs due to negligence of security agencies staff proportionate cost equivalent to the value of the item(s) stolen would be recovered from the running bill of the security agency as deemed fit and the decision of the Officer in charge shall be final and binding on the security agency.

4.7 ‘Maintenance of specified account/records’

4.7.1 The Party of Second Part shall maintain all specified records in the manner as per the GAAP or other relevant statutory provision, rules and regulations emanating there from. The Party of Second Part understands that the requirement to maintain all the said records in the particular specified formats is necessary for uniform and regulated function and proper calculation of revenue, cost, profit and other related derivatives to ascertain actual and factual position for various instrumentalities of the government.

4.7.2 In the event of this, if the Party of Second Part not maintains the specified records, the Party of Second Part agrees to pay / reimburse to the Party of First Part, the charges incurred by the Party of First Part in actually completing the same records or assisting the Party of Second Part in this regard. The Party of Second Part also undertakes to pay the said amount to the Party of First Part with in fifteen days of issuance of the invoice.

4.8 Staff recruitment and selection

4.8.1 The Party of Second Part shall appoint any staff at the pay scale prescribed by the various relevant statutory provisions as prescribe by the relevant competent instrumentalities of the government. The Party of Second Part unambiguously understands that the staffs appointed by the Party of Second Part shall be the employees of the Party of Second Part only and Party of First Part shall have no liabilities / obligations towards them

Signature of the bidder with seal

and the party of first part not in any manner exercises their control over the appointed staff in any manner.

4.8.2 The Party of Second Part shall be free to appoint other supporting staff on his own and shall be responsible for the any outcome of such appointment. Party of first part is not responsible for any such outcome.

4.8.3 The party of second part understands and undertakes that it will ensure compliance of all the labour and employment law rules and regulation and prepare an 'employment manual' to this effect within a reasonable time period taking care of all the laws, effective on that date and present a original copy for submission to the relevant authorities.

4.9 Scope of selection procedure, interview and training;

The Party of First Part reserves the right to decide the scope, location and dates of the selection process, final interview and training, if so required.

4.10 Reports and feed back.

The parties mutually decide to exchange such reports and feedbacks for mutual benefits and proper implementation of this agreement.

4.11 Confidentiality and protection of premises property of The Party of Second Part undertakes;

4.11.1 Not to cause or permit anything, which may damage or endanger the property of the Party of the first Part and

4.11.2 To notify the Party of First Part about / of any suspected trespass intrusion of the property of the principal immediately after such detection and

4.11.3 To take reasonable action as decided mutually by the parties in relation to such encroachment of property right. And

4.11.4 On expiry or termination of the agreement forthwith stop the use of all property of the Party of First Part. And

4.11.5 Not to lend, sell, or otherwise give away any property or information about the Party of First Part, his business secrets, plans, services, programs, materials, manuals etc. to any third party at any time during the tenure of the agreement or even after this agreement ceases to exist. And

Signature of the bidder with seal

4.11.6 Not to cause or permit to be caused any activity which may damage endanger the property rights or title of the Party of First Part.

4.11.7 Shall maintain all the records including duty roaster as per the requirement of Ministry of labour.

4.12 The Party of second part hereby undertakes to indemnify BSNL CHENNAI TELEPHONES against all actions, suits, proceedings, claims, losses, damages etc., which may arise under Minimum Wages Act, Fatal Accident Act, Workmen Compensation Act, Shops & Establishment Act, Family Pension & Deposit Linked Insurance Scheme Contract Labour (Regulation and Abolition) Act 1970 or any other Act or statutes not herein specifically mentioned but having any direct or indirect application for the person(s) engaged under this contract by him.

4.13 The Party of second part shall defend, indemnify and hold BSNL CHENNAI TELEPHONES harmless from any liability, which may be imposed by the Central, State or local authorities and also from all claims, suits arising out of or by reason of the work provided by this contract including any liability that may arise out of accident, whether brought by the employees of the Party of second part or by the third parties or by the Central or State Government authority or any sub-division thereof.

4.14 BSNL CHENNAI TELEPHONES shall not be responsible for any claim/compensation that may arise due to damages/injuries to the Party of second part's employee(s) under any circumstances while an employee(s) of the contractor is engaged in duty under the Contract.

4.15 (a) The Party of second part shall also be bound to discharge obligations as provided under various statutory enactment including the Employees Provident Fund & Miscellaneous Act, 1952, Employees Pension Scheme, 1995, ESI Act 1948, Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act 1948 by the Central Government, Payment of Wages Act 1936, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Workmen's compensation Act 1923, Works Contract Act, 1999 and other relevant Acts, Rules and Regulations in force and as amended from time to time and are in force in the State where the subject work under this Contract are executed.

(b) As per Central Government Minimum Wage Act 1949, Basic+DA should be equivalent to the minimum wages as notified by Central Government from time to time. Hence the revision of minimum wages notified by the statutory body would be accepted forthwith as and when revision occurs. The minimum wage is not at all negotiable and only the service charge is negotiable.

(c) The engagement and employment of labourers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the Party of second part and any breach of such laws or regulations shall be deemed to be

Signature of the bidder with seal

breach of this contract. BSNL CHENNAI TELEPHONES may ask the contractor to produce documents to verify that these provisions/laws are complied with by the contractor.

(d) All wages allied benefits such as leave, ESI, EPF, Gratuity, Bonus etc, shall be paid by the Party of second part and BSNL shall not incur any liability or additional expenditure whatsoever for personnel deployed.

4.16 The Party of second part shall at his own cost and initiative take out and maintain at all times until the completion of the contract/lease period, insurance policies in respect of workmen engaged by him for providing services under this contract, in order to keep himself as well as BSNL CHENNAI TELEPHONES/Lessee fully indemnified from and against all claims whatsoever including but not limited to those arising out of the provisions contained in Workmen's Compensation Act, 1923. Should the Contractor fail to take out and/or keep afoot insurance as provided for in the foregoing paragraph, BSNL/Lessee shall be entitled (but without any obligation to do so) to take out and/or keep afoot such insurance at the cost and expense of the Contractor and without prejudice to any other rights or remedies of BSNL CHENNAI TELEPHONES/Lessee in this behalf, to deduct the sum(s) incurred thereof from any amounts due to the Contractor.

4.17 Communication of the problems;

Any problem that may arise while executing this agreement must be communicated by the parties in writing by fax/e-mail/registered post immediate by the parties, respectively to their corporate head offices and any other Addresses provided by the parties.

4.18 Maintenance of records

4.18.1 The Party of Second Part shall maintain a true and accurate record of all the cost of material, salaries and direct operating expenses related to the expenses and other incidental activities.

4.19.1 The Party of Second Part shall submit audited profit and loss account and balance sheets of its business to the competent authorities to the preceding financial year of operation within 30 days from the end of financial year and the Party of Second Part in compliance may seek assistances of party of first part to this effect.

4.19.2 The Party of Second Part shall maintain any other record to ensure the interest of party of first part from time to time.

4.19.3 The Party of Second Part shall maintain any other record to ensure the compliance of guidelines from time to time.

4.20. Execution of non-core activities;

Signature of the bidder with seal

4.20.1 The Party of Second Part agrees to spend a reasonably adequate amount as per the requirement, proper functioning, for the Execution of non-core activities.

4.20.1 The Party of First Part agrees to work in tandem with the Party of second Part for Execution of non-core activities.

4.20.2 The Party of Second Part agrees that the activity at ground level shall be the sole responsibility of the Party of Second Part

4.21 Securities;

4.21.1 The Party of Second Part undertakes to abide by the rules and regulation as decided by the parties for the physical protection of information, infrastructure and other related things.

4.22 Code of conduct

Party of Second Part undertakes to ensure that the all staff and employee adhere to the standard code of conduct followed by the industry and to ensure this the party of second part appoints suitable and responsible person to supervise the proper implementation of such code, revised and amended up to date.

4.23 Membership, affiliations;

The Party of Second Part shall enrol itself as a member of such professional bodies, associations and societies as the normal standard of the requirements of the industry. The Party of Second Part understands that such enrolments are for its benefits and undertakes to pay such charges /fee may be required for such enrolments.

4.24 Additional activities

The Party of Second Part undertakes to organize such additional activities which may be decided mutually from time to time which would contribute towards improvements of work culture and agrees to accept the terms and conditions as decided by the parties .

4.25 The party of second part shall engage on his own expenses the requisite number of representatives with means & materials as well as tools, appliances, machines, implements, vehicles for transportation, cartage etc. required for the proper execution of work within the link prescribed in the work orders.

4.26 The party of second hereby declares that nobody connected with or in the employment of the Bharat Sanchar Nigam Limited/DOT/DTS is not/shall not ever be achieved as partner in the contract

Signature of the bidder with seal

4.27 The rates approved are inclusive of all taxes the payment will be subject to availability of funds after sanction of Division-wise bill by the competent authority through NEFT and deduction of Income Tax & all statutory/Govt. Taxes. The party of second part shall submit the copy of GST paid challan and EPF/ESI paid challan for the previous month along with the Division-wise bill. While preparing the bill the party of second part shall bifurcate the amount of GST in Division-wise bill submitted. The party of second part shall submit the Division-wise bills duly signed and verified by the officer's in-charge for satisfactory work execution.

5.Article 5: CONSIDERATIONS

5.1 Monthly fee

5.1.1 The Party of First Part shall pay to the Party of second Part an amount of monthly Division-wise bill submitted by him.

Any demand by the party of second Part shall not be entertained by the Party of first Part to the Party of First Part towards any other use apart from this agreement shall not be claimed and is agreed to be sufficient consideration for payments of prescribed monthly fee.

5.1.2 The monthly fee quoted by the bidder shall not be increased under any circumstances whatsoever by the party of Second Part during the period of contract.

5.2 Profit sharing

The Party of Second Part shall not pay to the Party of First Part any amount as a profit sharing. Any demand by the party of first part shall not be entertained by the Party of Second Part to the Party of First Part towards the use and earning any profit by executing the work.

5.3 Taxes duties

Any taxes or duties, imposed or assessed by the Central Government or any other authorized local bodies in respect of payment or dues paid by Party of First Part after signing this agreement, will be borne by the Party of Second Part. **GST at the prevailing rates will be paid.**

6.Article 6: SERVICE BY THE PARTY OF FIRST PART

The Party of First Part here by agrees to provide following services in accordance with the terms of this agreements.

6.1 Functional management in respect of the competent government authorities for proper execution of this agreement in letter and spirit of this agreement.

Signature of the bidder with seal

7.Article 7: DISBURSEMENT TO PARTY OF FIRST PART

7.1 Disbursement in relation to entire, unconditional, unlimited and unqualified responsibilities, Party of Second Part agrees to execute a separate agreement with the party of first part.

8.Article 8: LIMITATION OF AGREEMENT

8.1 Trademarks, trade names and trade secrets

8.1.1 The Party of Second Part shall not claim any ownership right in trade mark, trade name, design, copyright, goodwill which is not the subject matter of this agreement but property of first party. It shall derive its power to use from the provision and clauses of this agreement only.

8.1.2 The Party of second Part shall not claim any ownership right on premises as it shall be property of party of party of first part. After complying all the mandatory provisions of applicable laws and contractual obligations. It shall derive its power to use from the provision and clauses of this agreement only.

8.1.3 The party of second part shall not incorporate any word or design deceptively and confusingly similar to Party of First Part's trade-mark, trade-name, design in its trade-mark, trade-name and trade-style other then the subject matter of the agreement.

8.1.4 The Party of Second Part agrees not to divulge any trade secrets that may be made available to it, in confidence. The Party of Second Part further agrees to ensure fidelity of information imparted to or available to them.

8.1.5 All the liabilities of the party of first part related to their business prior to the date of execution of this agreement shall be liabilities of the party of first part.

8.2 No 'Agency'

8.2.1 The parties here to agree that the Party of Second Part is an independent entity. Nothing here in contain shall constitute the Party of Second Part as an agent, legal representative, partner, subsidiary/Joint venture or employee of the Party of First Part. The Party of Second Part shall have no right or power to and shall not bind or obligate the Party of First Part in any way, manner or title whatsoever, nor represent, it has any right to do so.

8.2.2 The parties here to agree that all the litigation-disputes/claims arising or taking place with the third parties after signing this agreement shall be contested/or settle by the Party of Second Part itself. The Party of First Part shall not be responsible for the same in any circumstances.

Signature of the bidder with seal

9.Article 9: INSURANCE

The Party of Second Part takes appropriate policies for new insurances w.e.f. this agreement to cover it against losses /damages and renew such policies up to the period of this agreement. Evidence of policies having being renewed shall be made available to the Party of First Part, in case it requires it, in any compliance issue.

10.Article 10: TENURE AND RENEWAL OF THE AGREEMENT

10.1 Tenure:

The tenure of this MOU shall expire_____ under circumstances until unless specifically agreed and in written form accepted by parties, though this MOU ceased to exists.

10.1.1 Both the parties shall execute a new agreement in case if it is required to achieve the purpose stipulated in this agreement as per the modified law, statutory provisions, rules and regulation issued or changes by the competent authorities.

10.1.2 The parties shall not have any automatic right of termination under any of the clause and it shall be not be at discretions of the parties to terminate the present agreement.

10.2 Disbursement of dues : Both the parties agree to initiate all the necessary activities to settle pending dues as per the scheme enumerated in other agreements, which comprehensively deals with this issue. Any such disbursement shall strictly be as per the scheme.

10.3 Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of the BSNL CHENNAI TELEPHONES under the Contract or otherwise, the BSNL CHENNAI TELEPHONES shall be entitled to terminate the Contract by written notice at any time during the currency on or after the occurrence of any one or more of the following events or contingencies, namely:

10.3.1 Default or failure by the party of second part of any of the obligations of the party of second part under the Contract, including but not limited to:

- (a) Negligence in carrying out the works or carrying out of work found to be unsatisfactory by the competent authority in BSNL CHENNAI TELEPHONES
- (b) Abandonment of the works or any part thereof;
- (c) Suspension of the entire works or any part thereof, for a period of 14 (fourteen) days or more without due authority from the BSNL CHENNAI TELEPHONES
- (d) Commission, permission or sufferance or any other breach of any of the terms, conditions or provisions of the Contract on the part of the party of second part to be paid, performed and/ or observed;

Signature of the bidder with seal

(e) Failure to deposit the Initial Security Deposit within 10 (ten) days of receipt by the party of second part of Acceptance of Tender (in case applicable).

(f) Failure to execute the Contract in terms of the Form of Contract forming part of the Tender Documents within 10(ten) days of notice in this behalf from the BSNL CHENNAI TELEPHONES;

10.3.2 If the party of second part is incapable of carrying out the work;

10.3.3 If the party of second part misconducts himself in any manner;

10.3.4 If there is any change in the constitution of the party of second part or in the circumstances or organization of the party of second part, which is detrimental to the interests of the work or the BSNL CHENNAI TELEPHONES;

10.3.5 Dissolution of the party of second part or commencement of liquidation or winding up (whether voluntary or compulsory) of the party of second part or appointment of a receiver or manager of any of the party of second part 's assets and/ or insolvency of the party of second part or any Partner of the party of second part;

10.3.6 Distress, execution, or other legal process being levied on or upon any of the party of second part 's goods and/ or assets;

10.3.7 Death of the party of second part;

10.3.8 If upon any change in the Partnership/constitution of a party of second part 's organization (if a Partnership), the BSNL CHENNAI TELEPHONES shall refuse to continue the contract with the re-constituted firm;

10.3.9 If the party of second part or any person employed by him shall make or offer for any purpose connected with the Contract any gift, gratuity, royalty, commission, gratification or other inducement (whether money or in any other form) to any employee or agent of the BSNL CHENNAI TELEPHONES;

10.3.10 If the party of second part shall sub-contract the whole or any part of the work in contravention of the provisions of the Contract

10.3.11 The decision of the(Competent Authority), as to whether any of the events/ contingencies mentioned in above Clauses, entitling the BSNL CHENNAI TELEPHONES to terminate the Contract, has occurred or not, shall be final and binding upon the party of second part. However, before invoking action under this clause, BSNL CHENNAI TELEPHONES shall give prior written notice to the party of second part to rectify the problem areas within maximum two weeks of time.

10.4 The authority of premises shall stand terminated in the following events

10.4.1 upon the expiry of the contracted period

10.4.2 upon occurrences of instances mentioned in clause above

10.4.3 upon mutual consent of the parties before the expiry of the period.

Signature of the bidder with seal

11.Article 11: EFFECT OF NON- RENEWAL

Both the parties shall ensure and work to clear all the dues, liabilities and make such arrangements, so to avoid inconvenience to both parties. This agreement is governed by this agreement and both the parties are bound to renew this agreement by redrafting and re executing it, as prescribed in this agreement in letter and spirit.

12.Article 12: INDEMINIFICATION

12.1 Loses and damages

12.1.1 The Party of Second Part and the indemnifiers are jointly and severally responsible for all losses to damages to third person, originating in or connected with the conduct of the Party of Second Part for all claims demand for damages to properties or for injury, illness, or death of persons directly or indirectly resulting there from. The agency and indemnifier agree to defend, Indemnifies and save the Party of First Part from any harm with respect to any such claims, losses all damages resulting from the will-full negligence of the Party of First Part, its employees or agents after signing the agreement.

12.1.2 The Party of first part and the indemnifiers are jointly and severally responsible for all losses to damages to third person, originating in or connected with the conduct of the Party of first Part for all claims demand for damages to properties or for injury, illness, or death of persons directly or indirectly resulting there from.

12.1.3 The agency and indemnifier agree to defend, Indemnifies and save the Party of second Part from any harm with respect to any such claims, losses, all damages result from the will-full negligence of the Party of First Part, its employees or agents. The Party of first Part and the indemnifier shall be obliged to immediately intimate to the Party of second Part in the event of any unlawful use of either the Party of second Part's trade mark, trade name, design, copyright, patent by any third party. If it is established that such activity is the act of either the Party of Second Part itself or any of or all of its directors Party of First Part officers, Key personnel employees etc. the indemnifier here by indemnifies the Party of second Part in respect to all expenses that may be incurred by the Party of second Part in stopping such activity. The Party of Second Part agrees to assist the Party of First Part in taking appropriate action and further agrees to commence such action if legal requirement so dictate.

12.1.4 Personnel indemnification;

(a) The indemnifier here by personally indemnifies the Party of First Part in respect of every claim, which the Party of First Part may have against the Party of Second Part under this agreement and further personally guarantees payment of the same to the Party of First Part. This shall not affect any right of the Party of First Part to proceed against the Party of Second Part in respect of such claim or claims.

(b) The indemnifier here by personally indemnifies the Party of Second Part in respect of every claim, which the Party of second Part may have against the Party of first Part under this agreement and further personally guarantees payment of the same to the Party of

Signature of the bidder with seal

second Part. This shall not affect any right of the Party of second Part to proceed against the Party of first Part in respect of such claim or claims.

13.Article 13: DIRECT SUPERVISION

Both Parties agrees that in the event of Non-compliance of any clause due from the Parties
Or

For any other reason as may be mentioned in the agreement or against the law of this land, Both the Parties may in their discretion, act any or the entire procedure in following manner:

- (a) Direct to take appropriate measures with respect to all its activities.
- (b) Call arbitrator to Assume direct supervision over the operations.
- (c) The Parties reserve the right to withdraw or report to the arbitrator at its discretion during the currency of the agreement if the condition so demand.
- (d) The Parties shall further agrees that such arrangement shall continue till the Parties are fully satisfied that the things are in order in respect of the breaches and defaults mentioned above after which the Parties shall handover the operation to the arbitrator.

14.Article 14: DEFAULTS

14.1The occurrence of the following events / acts shall constitutes good and sufficient cause for the Party of First Part at its options and without prejudice to any other rights or remedies provided for hereunder or by law or equity to redressal of the issues, this agreement without any compensation by notice in writing to the Party of Second Part, such notice to redressal of the issues at such date as the Party of First Part in their discretion determine and cancel the contract.

14.1.1 In case of appointment of Sub- 'Agency' by Party of Second Part, in contravention of the spirit and intention of the MOU, it excludes the agencies appointed to carry out delegated works and tasks.

14.1.2 Using the recourses dedicated under this agreement for the purpose outside the purview of this agreement.

14.1.3 In case any of the condition and requirements mentioned in the tender document given to the party of the first part by the party of the second part is found to be misleading, false and incorrect, the party of the first part reserves the right to cancel the agreement at any time.

14.2 In case of the following non-performance by the party of the second part the penalty enumerated therein will be imposed by the party of the first part.

14.2.1 The party of the second part shall be responsible for calling the concerned officer In-charge at the work site (i.e. Telephone Exchange, BTS etc.) at the time of starting as well as end of duty. If at any of time the party of the second part fails to do

Signature of the bidder with seal

so, 5% of the monthly contract amount will be deducted from the payment of the party of the second part for every such instance of such negligence on their part.

14.2.2 The party of the first part also reserves the right to monitor the provisions of services at the work site at any time through visit to the site. In case the party of the second part is not found at the time of the duty, 10% of the monthly contract amount will be deducted from their payment for every such instance of such negligence on the part of the party of the second part.

15.Article 15: EFFECT OF REDRAFTING/RE-EXECUTION

In the event of redrafting/re-execution of this agreement by the parties, the parties shall be entitled to claim damages and injuries and the parties agrees to, in such event of termination, they shall pay amount as decided by arbitrator as liquidated damages to the injured party.

16.Article 16: MISCELLANEOUS /GENERAL CONDITION

16.1 Interpretation

The recitals incorporated herein make a part of this agreement, total of article, sections, clauses and paragraphs are used for convenience only and are part of the text. All terms used in any one gender shall be construed to include any other gender as the context may require. The singular shall be deemed to include the plural and the plural shall be deemed to refer to singular as the context may be.

16.2 Entire agreement

This agreement constitutes the entire agreement between the parties and shall prevail over any other agreements relating to the subject matter thereof. The Party of Second Part declares that it rely upon no representation, conditions or warranty on the part of the Party of First Part except herein contain. The agreement is prepared in two original copies having same effect.

16.3 Non-waiver

The failure of the Party of First Part to exercise any right, power or option given to it hereunder or non-insistence on options for strict compliance of the terms hereof, by the Party of Second Part shall constitute a waiver of the terms and conditions of this agreement with respect to any other or subsequent breach thereof, not a waiver by the Party of Second Part of its right at any time thereafter to require strict compliance with all the terms thereof. The right of remedies hereunder is cumulative to other rights on remedies which may be granted by the law.

Signature of the bidder with seal

16.4 Governing laws

The agreement shall be governed and construed in accordance with the laws of republic of India.

16.5 Applicable laws

This agreement including any matter relating thereto arising after its expiry or termination shall be governed by the laws of Indian union.

16.6 Severability

If any provision of this agreement is held invalid by the court decree the remainder of this agreement shall not be invalidated.

16.7 Registration

In case of any delay in registration of this agreement or non-registration due to any reason the effect and strength of this agreement shall have same as of a registered document and neither party shall raise any objection before any competent authority in this regard.

16.8 Notices

Any notice to be given hereunder shall be in writing and shall be deemed to have been duly served after two days of the date of dispatch if sent by the registered post at the recorded address of the parties. Notices shall be served by both parties at the addresses/fax/email mention hereunder

Of party of first part

1.

2.

3.

Of party of second part

1.

2.

3.

Or in case, to the arbitrator at his address at;

Signature of the bidder with seal

Also at,

16.9 Force majeure clause;

16.9.1 Force majeure shall mean any event or circumstances or combination of the events or events or circumstances that materially and adversely affect, prevent or delay any party in performance of its obligation in accordance with the terms of this agreement but only if and to the extent such events and circumstances are within the affected parties reasonable, control, directly or indirectly.

16.9.2 Force majeure events; the force majored events shall consist of civil war, rebellion, civil commotion, mutiny, flood, tempest, earth quack or other unforeseen forces of the nature or act of god or due to any restrained or regulation or change in the statute, policy of the state or central govt. like expropriation or compulsory acquisition, exercise of the central and / or state got executive prerogative and court stay order.

16.9.3 In the event of a force majored occurrence, the party invoking the force Majeure shall promptly notify the other party of such circumstances force majeure occurrence shall be suspend the parties' obligations with respect to circumstances affected by the force majeure

16.10 The Party of First Part shall not guarantee any success hence; the Party of First Part shall not responsible under any circumstances to pay any compensation and / or damages or losses incurred by the Party of Second Part.

17.Article 17: Arbitration and jurisdiction

17.1 Except as otherwise provided elsewhere in the contract, in the event of any disputes/ controversy or differences arising out of or relating to this agreement or the breach, termination or invalidity thereof between the parties, such party or parties shall make a request to the other party or parties to amicably settle such differences or disputes and the parties shall thereupon make every effort to settle the same amicably.

17.2 Where the parties are unable to settle the disputes through conciliation, the same shall be referred to sole arbitration of the Chief General Manager, BSNL, Chennai Telephones for referral of such disputes to a sole arbitrator (chosen from the names(s) provided by BSNL), to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof and any notification issued or rules made thereunder from time to time. 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 Chief General Manager, BSNL, Chennai Telephones or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the CGM, BSNL, Chennai Telephones, or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the CGM, BSNL, Chennai Telephones or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

17.3 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act,

Signature of the bidder with seal

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.

17.4 The venue of the arbitration proceeding shall be the Office of Pr. General Manager (Central) / Chief General Manager, BSNL, Chennai Telephones at Chennai or such other place as the arbitrator may decide

17.5 This Contract/PO is subject to Jurisdiction of Court at Chennai only.

This agreement consisting ___ articles and running into pages (excluding the copies of resolution) carefully read, and after understanding the contents, was signed by the Party of Second Part and the Party of First Part on the day _____ of 2018 at
Agreed and accepted

Signatures of Witnesses of parties are;

| | |
|------------------------------|------------------------------|
| BY Party of first part | Party of second part |
| Through authorized signatory | Through authorized signatory |
| Shri. | Shri. |

Witnesses;

| | |
|----|----|
| 1. | 3. |
| 2. | 4. |

18.TERMINATION FOR INSOLVENCY

BSNL CHENNAI TELEPHONES may at any time terminate the Contract by giving written notice to the supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to BSNL CHENNAI TELEPHONES.

19. SET OFF

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

Signature of the bidder with seal

Annexure – A

**Services to be provided by the contractor or his/ her representatives for both
Urban/Rural Sites**

1. Re-fuelling of diesel in DG sets and maintaining log book of diesel refuelling. (The contract for supply of diesel on site shall be separate and is not part of this contract)
2. Starting/ stopping of the DG set in case of power failure and auto start up failure and making entries in the log book.
3. Switching on and switching off of ACs.
4. Cleaning of power plant, DG battery, fire fighting equipment, other equipment at site.
5. Answering of telephone, noting of complaints and passing information immediately to specified competent authority.
6. Ensuring that the property of BSNL is not tampered with; Custodianship of site with control of Keys will be provided to the contractor during the time of infrastructure maintenance. Movement of any material from and to the site is to be allowed only with a written permission of Officer-in-charge.
7. Restricting access to the site for un-authorized persons and opening & closing of gate as and when required. Keeping exchange/office premises in hygienic conditions.
8. Informing BSNL officer in charge Exchange/ BTS about any alarm/ fault message immediately.
9. Help in testing of fire alarm, fire fighting equipment etc. when desired by officer in charge
10. Running water pump (if any) as and when required.
11. Watering the plants (if any) as and when required.
12. Any other works that may be incidental and related to proper up keep of the telecom site.
13. (a)Maintenance of DLCs & its Accessories (Power Plant) at various locations in PGM (C) area.
(b) FTTH related works including shifting of stores.

Classification of services required at each category of site

| Category | **Services required |
|-----------------------|--|
| A – Urban Site | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 |

****Services may be chosen depending upon site by BSNL Chennai Telephones CBA.**

Signature of the bidder with seal

Annexure – B

Details of proposed shift timings to be provided.

Name of the sites, complete address, category of sites, shifts required is attached in Annexure – C.

Proposed Shift timings:

- | | | | |
|----|-----------|---|----------------|
| 1. | Shift I | : | 06 am to 02 pm |
| 2. | Shift II | : | 02 pm to 10 pm |
| 3. | Shift III | : | 10 pm to 06 am |
| 4. | Shift IV | : | 10 am to 06 pm |
| 5. | Shift V | : | 06 pm to 02 am |
| 6. | Shift VI | : | 02 am to 10 am |

Note: I hereby agree to provide services at all the sites and have accordingly quoted the rates of all in the Financial Bid/Price Schedule.

Signature of the bidder with seal

SECTION-7 PART B**ANNEXURE – C SITE DETAILS****ANNEXURE C****Category & Address of Sites & Shifts to be provided for each site under
DGM(NWO)CEN**

| SL NO | NAME OF THE UNIT | ADDRESS | CATEGORY A/B | No. OF SHIFT REQUIRED | Shift/Personnel Count |
|--------------|-----------------------|---|--------------|-----------------------|-----------------------|
| 1 | DINROZE RSU | 87/93 Anna salai Ch 2 | A | I,II,III | 3 |
| 2 | VANIMAHAL RSU | 15 Venkatraman st T nagar Ch 17 | A | I,II,III | 3 |
| 3 | NORTH T NAGAR RSU | Kences Tower I, Ramakrishna st Ch 17 | A | I,II,III | 3 |
| 4 | THIRUMALAI RSU | 15 Bagirathiammal st T nagar Ch 17 | A | I,II,III | 3 |
| 5 | CATHEDRAL RD RSU | 78 Cathedral Rd Ch 86 | A | I,II,III | 3 |
| 6 | GOPALAPURAM RSU | 18 8 th Street Gopalapuram Ch 86 | A | V, VI | 2 |
| 7 | GREAMS RD RSU | 16 Greams Rd Ch 6 | A | I,II,III | 3 |
| 8 | GREAMS RD TELE SHOPPE | 16 Greams Rd Ch 6 | A | IV | 1 |
| 9 | CHETPET RSU | 67 Spur tank Road Chetpet Ch 31 | A | I,II,III | 3 |
| 10 | SAIT COLONY RSU | 10/23 Sait colony II St Ch 8 | A | I,II,III | 3 |
| 11 | PETERS RD RSU | 216-217 Peters Rd Ch 14 | A | I,II,III | 3 |
| 12 | ICE HOUSE RSU | 119/A Dr Besant Road Ch 14 | A | V, VI | 2 |
| 13 | TRIPLICANE RSU | 123-A Triplicane High Rd Ch 5 | A | V, VI | 2 |
| 14 | ROYAPETTAH RSU | 24 Balaji Nagar Second St Ch 14 | A | I,II,III | 3 |
| 15 | INCOME TAX RSU | 121 N H Road Nungambakkam Ch 34 | A | I,II,III | 3 |
| 16 | ANNA RD TELE XGE | 10 Dams Road Ch 2 | A | I,II,III | 3 |
| 17 | HADDOWS RD TELE XGE | 20 Haddows Rd Ch 6 | A | I,II,III | 3 |
| 18 | DLC SITES | 10, Dams Road,Ch-2 | A | IV | 1 |
| Total | | | | | 47 |

Signature of the bidder with seal

SECTION-7 PART B**ANNEXURE – D VENDOR MASTER FORM****ANNEXURE - D**

(in case of new vendor for BSNL)

**VENDOR MASTER FORM**

(The details listed will be used for making all payments against POs / WOs, refund of EMDs / SDs, intimation of payments by email, issue of TDS certificates, C Form for CST purchases etc.)

(*) Minimum Required Fields to be Filled by the Company/Vendor. Please Attach copies of the supporting documents.

Title* : Mr. Ms. M/s Dr.

Name* :

Address* :

Town/District* :

City* :

State* :

Postal/Pin code* : Country* :

Contact Details:

Telephone Number : Fax No. :

Email id :

(Mandatory for E-Tendering)

Name of Contact Person : Mobile No. :

Alternate Contact Person : Mobile No. :

Tax information:

PAN :

Service Tax reg. no. :

LST (Local VAT reg.No.) : CST Reg. No. :

Tax Registration no. :

(for Foreign Vendors)

Income Tax Exemption details:

IT exemption no. : IT exemption rate :

IT Exemption date :

IT exemption date from : IT exemption date to :

Signature of the bidder with seal

SECTION-7 PART B**ANNEXURE – D VENDOR MASTER FORM****Excise Details:**

| | | |
|------------------------|---|----------------------|
| Excise reg. no. | : | <input type="text"/> |
| Excise Range | : | <input type="text"/> |
| Excise Division | : | <input type="text"/> |
| Excise Commissionerate | : | <input type="text"/> |

Payment Transaction/ Bank Details:

| | | |
|-------------------------------------|---|---|
| Bank Country | : | <input type="text"/> |
| Bank Name | : | <input type="text"/> |
| Bank Address | : | <input type="text"/> |
| Bank A/c No | : | <input type="text"/> |
| Bank IFSC | : | <input type="text"/> |
| Account holder's Name | : | <input type="text"/> |
| Type of Account | : | Savings(10) <input type="checkbox"/> Current(11) <input type="checkbox"/> |
| SWIFT Code (for Foreign Vendors) | : | <input type="text"/> |
| IBAN (for Foreign Vendors) | : | <input type="text"/> |

(Endose a blank Cheque / a photocopy of the Cheque to verify A/c No. & Bank details)

Industry Status:Micro/ SSI Status : Yes ☐ No ☐

1. I/We hereby authorize BSNL to make all payments to us by cheque /direct credit to our bank account details which are specified above.
2. I/We hereby authorize BSNL to deduct bank charges applicable for such direct bank payments.

Note:

1. If PAN is not provided, TDS @20% will be deducted wherever applicable.
2. If Excise Registration/Service Tax Registration/VAT Registration Number is not provided, then the taxes will not be paid wherever applicable.
3. If Bank Particulars are not provided, the payment will be made by Cheque only.
4. If the relevant documents for Micro/SSI status are not provided, then the relevant exemptions will not be given.

Company / Vendor Authorized Signatory / Designation Date: Company Seal

(For Office Use)

| | | | | | |
|----------------------|---|----------------------|--------------------|---|----------------------|
| Vendor Account Group | : | <input type="text"/> | Payment Method | : | <input type="text"/> |
| TDS Type - Invoice | : | <input type="text"/> | TDS Code - Invoice | : | <input type="text"/> |

| | | | |
|----------------------|-------------------------|------------------------------|----------------------|
| Checked by: | Authorized by (Finance) | SAP Vendor Master Created on | SAP Vendor Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Signature of the bidder with seal

SECTION -8
Bidder's profile & Questionnaire.

Tenderer / Bidder's Profile & Questionnaire

(To be filled in and submitted by the bidder)

A) Tenderer's Profile

1.Name of the Individual/ Firm:

2.Present Correspondence Address

.....

.....

.....

Telephone No. Mobile No.

FAX No.

3.Address of place of Works/

Manufacture

.....

Telephone No. Mobile No.

4.State the Type of Firm: (Tick the correct choice) Sole proprietor-ship/partnership firm/
Private limited company/

Public Limited Company

5.Name of the sole proprietor/ partners/ Director(s) of Pvt. Ltd Co.:

| S.No | Name | Father's name | Designation |
|------|------|---------------|-------------|
| 1 | | | |
| 2 | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

6.Name of the person authorized to enter into and execute contract/agreement and the capacity in which he is authorized (in case of partnership/ private Ltd Company):

.....

.....

7.(a) Permanent Account No. :

(b) GST Registration No. :

Signature of the bidder with seal

8.Details of the Bidder's Bank for effecting e-payments:

- (a) Beneficiary Bank Name:.....
- (b) Beneficiary branch Name:.....
- (c) IFSC code of beneficiary Branch.....
- (d) Beneficiary account No.:.....
- (e) Branch Serial No. (MICR No.):.....

9. Whether the firm has Office/ works (i.e. manufacture of the tendered item) in Chennai? If so state its Address

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

B) Questionnaire

1.Do you think any other detail/ material is required to complete the work specified in the specification? Yes/ No.

1.1 If Yes, Give details

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

2.Do you think any other item of work need be included in tender form to complete the work specified in the specification? Yes/ No.

2.1 If Yes, Give details

.....
.....

3.Kindly indicate the maximum Quantity of tendered material which you are capable of supplying within scheduled delivery period.

| | |
|-------------------------------|---|
| Quantity of the tendered Item | Quantity that can be supplied by the firm within scheduled delivery period. |
|-------------------------------|---|

4.Suggestion for improvement of the tender document.

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

Place.....

Date

Signature of contractor

Name of Contractor

Signature of the bidder with seal

SECTION – 9

Part A

BID FORM

eTENDER No. DGM (NWO)CEN/Infrastructure Mtce/2021-22/01 Dated 12/04/2021

To
The Principal General Manager (NWO-Central),
BSNL-Chennai Telephones,
10,Dams road,
Chennai-600002.

Dear Sir / Madam,
Having examined the conditions of contract and specifications including addenda No. the receipt of which is hereby duly acknowledged, we, undersigned, offer for maintenance and upkeep of parts of its telecom infrastructure at selected Telecom Sites in the area of Deputy General Manager, (C), Chennai through e -tendering.

We undertake, if our Bid is accepted, to execute the work in accordance with specifications, time limits & terms and conditions stipulated in the tender document and instructions from time to time during the execution of work.

If our Bid is accepted, we shall submit the securities as per the conditions mentioned in the contract.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening (Technical Bid) and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal Agreement is prepared and executed, this Bid form together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of2019

Signature of Authorized Signatory.....

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

Signature of the bidder with seal

SECTION – 9 Part B

PRICE SCHEDULE / FINANCIAL BID

e-TENDER No. **DGM (NWO)CEN/Infrastructure Mtce/2021-22/01 Dated 12/04/2021**

**Description of the work – Maintenance and upkeep
of parts of its telecom infrastructure at selected Telecom Sites
in the Area of Deputy General Manager (NWO)Central, Chennai
through E -tendering**

| Name of the Bidder | | | | |
|---------------------------|---|---|----------|---|
| Sl.No. | Description | Amount / shift / personnel / month (in Rs.) | | |
| 1 | Basic (Rs.637) + VDA(Rs.140) (/Month) | A | 23310.00 | A |
| 2 | ESI @ 3.25% | $B = A \times 3.25\%$ | 757.58 | B |
| 3 | EPF @ 13.00% for Rs.15000/- | $C = 15000 \times 13.00\%$ | 1950.00 | C |
| 4 | Total | $D = A + B + C$ | 26017.58 | D |
| 5 | Contractor Service Charges including establishment charges etc., per personnel per shift per month (Quote without GST) | E | | E |
| 6 | Rate per personnel per shift per month | $F = D + E$ | | F |

Category of DGM (NWO)CEN of PGM(Central) Sites is “A” as specified by the Labour Department and the total requirement is 47 shifts.

Evaluation will be done based on the amount quoted at ‘E’ i.e. Sl. No.5 (without GST).

***Note:**

- 1.** Contractor Service Charges including establishment charges etc., per personnel per shift per month quoted will remain fixed through the period of the tender, including the extension(s) period.
- 2.** Contractor Service Charges including establishment charges etc., is per personnel per shift per month and not as a percentage of basic rate per shift.
- 3.** Basic rate at ‘A’ (Sl. No 1) includes Basic +VDA as per current Minimum Wages act.
- 4.** Rate at ‘E’ i.e. Sl. No.5, shall include all levies and duties except GST, which will be charged separately at applicable rates.
- 5.** **The contractor shall pay the Bonus as per the Bonus Act for the labourers each year from his/her/their profits. The Bonus has to be paid by the contractor and BSNL CHENNAI TELEPHONES will not make any payment towards Bonus.**

Signature of the bidder with seal

APPENDIX-I to Section 4 Part A**Standard Tender Enquiry Document**

APPENDIX-I to Section 4 Part A
Standard Tender Enquiry Document

| S. No. | Defaults of the bidder / vendor. | Action to be taken |
|--------|--|--|
| A | B | C |
| 1(a) | Submitting fake / forged | i) Rejection of tender bid of respective Vendor. |
| | a) Bank Instruments with the bid to meet terms & condition of tender in respect of tender fee and/ or EMD; | ii) Banning of business for 3 years which implies barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by BSNL for 3 years from date of issue of banning order. |
| | b) Certificate for claiming exemption in respect of tender fee and/ or EMD; | iii) Termination/ Short Closure of PO/WO, if issued. This implies non-acceptance of further supplies / work & services except to make the already received material work/ complete work in hand. |
| | and detection of default at any stage from receipt of bids till award of APO/ issue of PO/WO. | |
| | Note 1:- However, in this case the performance guarantee if alright will not be forfeited. | |
| | Note 2:- Payment for already received supplies/ completed work shall be made as per terms & conditions of PO/ WO. | |
| 1(b) | Submitting fake / forged documents towards meeting eligibility criteria such as experience capability, supply proof, registration with Sales Tax, Income Tax departments etc and as supporting documents towards other terms & conditions with the bid to meet terms & condition of tender : | |
| | (i) If detection of default is prior to award of APO | i) Rejection of Bid & ii) Forfeiture of EMD. iii) Banning of business for three years which implies Barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by for upto three years from date of issue of banning order. |
| | (ii) If detection of default after issue of APO but before receipt of PG/ SD (DD,BG etc.) | i) Cancellation of APO, ii) Rejection of Bid & iii) Forfeiture of EMD. |

Signature of the bidder with seal

APPENDIX-I to Section 4 Part A

Standard Tender Enquiry Document

| | | |
|--|---|--|
| 1(b) cont d. | | iv) Banning of business for three years which implies Barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by for upto three years from date of issue of banning order. |
| | (iii) If detection of default after receipt of PG/ SD (DD, BG etc.) | i) Cancellation of APO ii) Rejection of Bid & iii) Forfeiture of PG/ SD. However on realization of PG/ SD amount, EMD, if not already released shall be returned. iv) Banning of business for three years which implies Barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by for upto three years from date of issue of banning order. |
| | (iv) If detection of default after issue of PO/ WO | i) Termination/ Short Closure of PO/WO and Cancellation of APO ii) Rejection of Bid & iii) Forfeiture of PG/ SD. However on realization of PG/ SD amount, EMD, if not released shall be returned. iv) Banning of business for three years which implies Barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by for upto three years from date of issue of banning order. |
| Note 3:- However, settle bills for the material received in correct quantity and quality if pending items do not affect working or use of supplied items. | | |
| Note 4:- No further supplies are to be accepted except that required to make the already supplied items work. | | |

Signature of the bidder with seal

APPENDIX-I to Section 4 Part A**Standard Tender Enquiry Document**

| S. No. | Defaults of the bidder / vendor. | Action to be taken |
|---------------|--|--|
| A | B | C |
| 2 | <p>If vendor or his representative uses violent/ coercive means viz. Physical / Verbal means to threatens BSNL Executive / employees and/ or obstruct him from functioning in discharge of his duties & responsibilities for the following :</p> <p>a) Obstructing functioning of tender opening executives of BSNL in receipt/ opening of tender bids from prospective Bidders, suppliers/ Contractors.</p> <p>b) Obstructing/ Threatening other prospective bidders i.e. suppliers/ Contractors from entering the tender venue and/ or submitting their tender bid freely.</p> | Banning of business for 3 years which implies Barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by BSNL for 3 years from date of issue of banning order. |
| 3 | Non-receipt of acceptance of APO/ AWO and SD/ PG by L-1 bidder within time period specified in APO/ AWO. | Forfeiture of EMD. |
| 4.1 | Failure to supply and/ or Commission the equipment and /or execution of the work at all even in extended delivery schedules, if granted against PO/ WO. | <p>i) Termination of PO/ WO.</p> <p>ii) Under take purchase/ work at the risk & cost of defaulting vendor.</p> <p>iii) Recover the excess charges if incurred from the PG/ SD and outstanding bills of the defaulting Vendor.</p> |
| 4.2 | Failure to supply and/ or Commission the equipment and /or execution of the Work in full even in extended delivery schedules, if granted against PO/ WO. | <p>i) Short Closure of PO/ WO to the quantity already received by and/ or commissioned in BSNL and/ or in pipeline provided the same is usable and/or the Vendor promises to make it usable.</p> <p>ii) Under take purchase/ work for balance quantity at the risk & cost of defaulting vendor.</p> <p>iii) Recover the excess charges if incurred from the PG/ SD and outstanding bills of the defaulting Vendor.</p> |

Signature of the bidder with seal

APPENDIX-I to Section 4 Part A**Standard Tender Enquiry Document**

| S. No. | Defaults of the bidder / vendor. | Action to be taken |
|--------|--|---|
| A | B | C |
| 5.1 | The supplied equipment does not perform satisfactory in the field in accordance with the specifications mentioned in the PO/ WO/Contract. | i) If the material is not at all acceptable, then return the non-acceptable material (or its part) & recover its cost, if paid, from the o/s bills/ PG/ SD. OR ii) If the material is inducted in network & it is not possible to return it and/ or material is acceptable with degraded performance, the purchaser may determine the price for degraded equipment (Financial penalty = Price – price determined for degraded equipment) himself and/ or through a committee. Undertake recovery of financial penalty from outstanding dues of vendor including PG/ SD. |
| 5.2 | Major quality problems (as established by a joint team / committee of User unit(s) and QA Circle) / performance problems and non-rectification of defects (based on reports of field units and QA circle). | i) If the material is not at all acceptable, then return the non-acceptable material (or its part) & recover its cost, if paid, from the o/s bills/BG/SD; OR ii) If the material is inducted in network & it is not possible to return it and/ or material is acceptable with degraded performance, the purchaser may determine the price for degraded equipment (Financial penalty = Price – price determined for degraded equipment) himself and/ or through a committee. Undertake recovery of financial penalty from outstanding dues of vendor including PG/ SD; and iii) Withdrawal of TSEC/ IA issued by QA Circle. |
| 6 | Submission of claims to BSNL against a contract (a) for amount already paid by BSNL | i) Recovery of over payment from the outstanding dues of Vendor including EMD/ PG & SD etc. and by invoking ‘Set off’ clause 21 of Section 5 Part A or by any other legal tenable manner. ii) Banning of Business for 3 years from date of issue of banning order or till the date of recovery of over payment in full, whichever is later. |
| | (b) for Quantity in excess of that supplied by Vendor to BSNL. | |
| | c) for unit rate and/ or amount higher than that approved by BSNL for that purchase. | |
| | Note 5:- The claims may be submitted with or without collusion of BSNL Executive/ employees. | |
| | Note 6:- This penalty will be imposed irrespective of the fact that payment is disbursed by BSNL CHENNAI TELEPHONES or not. | |

Signature of the bidder with seal

APPENDIX-I to Section 4 Part A**Standard Tender Enquiry Document**

| S. No. | Defaults of the bidder / vendor. | Action to be taken |
|---------------|--|--|
| A | B | C |
| 7 | Network Security/ Safety/ Privacy:- If the vendor tampers with the hardware, software/ firmware or in any other way that | i) Termination of PO/ WO. ii) Banning of business for 3 years which implies barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by BSNL CHENNAI TELEPHONES for 3 years from date of issue of banning order. iii) Recovery of any loss incurred on this account from the Vendor from its PG/ SD/ O/s bills etc. iv) Legal action will be initiated by BSNL against the Vendor if required. |
| | a) Adversely affects the normal working of BSNL equipment(s) and/ or any other TSP through BSNL. | |
| | b) Disrupts/ Sabotages functioning of the BSNL network equipments such as exchanges, BTS, BSC/ MSC, Control equipment including IN etc., transmission equipments but not limited to these elements and/ or any other TSP through BSNL. | |
| | c) tampers with the billing related data/ invoicing/ account of the Customer/ User(s) of BSNL and/ or any other TSP(s). | |
| | d) hacks the account of BSNL Customer for unauthorized use i.e. to threaten others/ spread improper news etc. | |
| | e) undertakes any action that affects/ endangers the security of India. | |

Signature of the bidder with seal

APPENDIX-I to Section 4 Part A**Standard Tender Enquiry Document**

| S. No. | Defaults of the bidder / vendor. | Action to be taken |
|---------------|---|--|
| A | B | C |
| 8 | If the vendor is declared bankrupt or insolvent or its financial position has become unsound and in case of a limited company, if it is wound up or it is liquidated. | i) Termination/ Short Closure of the PO/ WO ii) Settle bills for the quantity received in correct quantity and quality if pending items do not affect working or use of supplied items. iii) No further supplies are to be accepted except that required to make the already supplied items work. iv) In case of turnkey projects, If the material is commissioned and is usable without any degradation of performance, then settle bills for the acceptable equipment/ material (or its part). v) In case of turnkey projects, if the material is inducted in network & it is not possible to return it and/ or material is acceptable with degraded performance, the purchaser may determine the price for degraded equipment (Financial penalty = Price – price determined for degraded equipment) himself and/ or through a committee. Undertake recovery of financial penalty from outstanding dues of vendor including PG/ SD. |
| 9 | In the event of the vendor, its proprietor, Director(s), partner(s) is / are convicted by a Court of Law following prosecution for offences involving moral turpitude in relation to the business dealings. | i) Termination/ Short Closure of the PO/ WO ii) Settle bills for the material received in correct quantity and quality if pending items do not affect working or use of supplied items. iii) No further supplies are to be accepted except that required to make the already supplied items work. iv) In case of turnkey projects, If the material is commissioned and is usable without any degradation of performance, then settle bills for the acceptable equipment/ material (or its part). v) In case of turnkey projects, If the material is inducted in network & it is not possible to return it and/ or material is acceptable with degraded performance, the purchaser may determine the price for degraded equipment (Financial penalty = Price – price determined for degraded equipment) himself and/ or through a committee. Undertake recovery of financial penalty from outstanding dues of vendor including PG/ SD. |

Signature of the bidder with seal

| S. No. | Defaults of the bidder / vendor. | Action to be taken |
|--------|--|---|
| A | B | C |
| 10 | If the vendor does not return/ refuses to return BSNL's dues: | i) Take action to appoint Arbitrator to adjudicate the dispute. |
| | a) in spite of order of Arbitrator. | i) Termination of contract, if any. ii) Banning of business for 3 years which implies barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by BSNL CHENNAI TELEPHONES from date of issue of banning order or till the date by which vendor clears the BSNL's dues, whichever is later. iii) Take legal recourse i.e. filing recovery suite in appropriate court. |
| | b) in spite of court orders | i) Termination of contract, if any. ii) Banning of business for 3 years which implies barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by BSNL from date of issue of banning order or till the date by which vendor clears the BSNL's dues, whichever is later. |
| 11 | If the Central Bureau of Investigation/ Independent External Monitor (IEM) / Income Tax/ GST/ Excise / Custom Departments recommends such a course | Take Action as per the directions of CBI or concerned department. |
| 12 | The following cases may also be considered for Banning of business: | i) Banning of business for 3 years which implies Barring further dealing with the vendor for procurement of Goods & Services including participation in future tenders invited by BSNL CHENNAI TELEPHONES for 3 years from date of issue of banning order. |
| | (a) If there is strong justification for believing that the proprietor, manager, MD, Director, partner, employee or representative of the vendor/ supplier has been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolation, misrepresentation with respect to the contract in question. | |
| | (b) If the vendor/ supplier fails to execute a contract or fails to execute it satisfactorily beyond the provisions of Para 4.1 & 4.2. | |

Signature of the bidder with seal

| S. No. | Defaults of the bidder / vendor. | Action to be taken |
|---|---|--------------------|
| A | B | C |
| 12 | (c) If the vendor/ supplier fails to submit required documents/ information, where required. | As above |
| | (d) Any other ground which in the opinion of BSNL CHENNAI TELEPHONES is just and proper to order for banning of business dealing with a vendor/ supplier. | |
| Note 7: The above penalties will be imposed provided it does not clash with the provision of the respective tender. | | |
| Note 8: -In case of clash between these guidelines & provision of invited tender, the provision in the respective tender shall prevail over these guidelines. | | |
| Note 9: Banning of Business dealing order shall not have any effect on the existing/ ongoing works/ AMC / CAMC which will continue along with settlement of Bills. | | |

END OF THE E-TENDER DOCUMENT

Signature of the bidder with seal