

**NOTICE INVITING e-TENDER**

The Executive Engineer (Elect.), BSNL Electrical Division, CTTC Complex, Sundernagar-175002 on behalf of Bharat Sanchar Nigam Limited, invites online item rate e-tenders in Two Bid system from eligible contractors for the work and details given below:

GENERAL DETAILS		
1	NIT No.	<b>14/EE/E/BSNL/ED/SNR/ E-TENDER /2016-17</b>
2	Name of work	Comprehensive Maintenance and Operation of Electromechanical Services in TE Building PALAMPUR (MBM).
3	Estimated cost of the work Inclusive of all taxes	<b>Rs. 17,37,170/-</b>
4	Completion period	<b>24 Months</b>
5	Earnest Money Deposit (EMD) - @2% of estimated Cost	<b>Rs. 34,743/-</b>
6	Mode of submission of EMD	DD/FDR/TDR/BG of a Nationalized/Scheduled Bank in favour of <b>"Accounts Officer (Cash), BSNL, Dharamshala.</b>
7	Bid Cost (Non Refundable)	Rs 569/-
8	Mode of submission of Bid Cost	DD / Pay Order/ Bankers Cheque of a Nationalized / Scheduled Bank in favour of <b>"Accounts Officer (Cash), BSNL, Dharamshala.</b>
9	Tender processing fees including taxes (Non Refundable)	Online payment as per details given on website <a href="http://www.tenderwizard.com/BSNL">www.tenderwizard.com/BSNL</a>
10	Availability of tender Documents	<a href="http://www.tenderwizard.com/BSNL">www.tenderwizard.com/BSNL</a> , and <a href="http://www.hp.bsnl.co.in">www.hp.bsnl.co.in</a> (The bidder can only participate in e-tender on <a href="http://www.tenderwizard.com/BSNL">www.tenderwizard.com/BSNL</a> )
11	Date & time of availability of tender documents in the portal for downloading	<b>From 06-06-2016</b>
12	Last date and time of closing of online submission of tenders	<b>25-06-2016 (up to 17:00 Hrs.)</b>
13	Period during which EMD & Bid cost instrument and other documents shall be submitted.	After the date and time of submission of online bid and up to 15.00hrs. dated <b>30-06-2016</b> All documents shall be submitted by dropping in the box available in office of Executive Engineer (E) or shall be sent by Regd. Post/Speed. BSNL will not be responsible for any postal delay.
14	Date and time of online opening of technical bid.	On <b>01-07-2016</b> at 15:00 hours
15	Date and time for online opening of financial bids	<b>01-07-2016</b> at 15.30 hrs
16	Competent authority inviting tender	Executive Engineer (E), BSNL Electrical Division, CTTC Complex, Sundernagar-175002.
17	Help desk	011-49424365, 0172-39537537, Email- <a href="mailto:twhelpdesk691@gmail.com">twhelpdesk691@gmail.com</a>

## 1. ELIGIBILITY CRITERIA

### The Contractors satisfying the following conditions: -

- ❖ Average annual turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least **Rs. 2,60,576/-**.  
**AND**
- ❖ BSNL enlisted contractors in Electrical category of Class-III or above.  
**OR**
- ❖ Experience of having successfully completed similar works (Comprehensive Maintenance and Operation of Electro - mechanical services) in BSNL comprising of either substation or air conditioning service as part of scope of work during last 7 years ending last day of month previous to the one in which applications are invited, should be either of the following :-
  - Three similar successfully completed works costing not less than the amount equal to **Rs. 3,47,434/-**.  
**OR**
  - Two similar successfully completed works costing not less than the amount equal to **Rs. 5,21,151/-**.  
**OR**
  - One similar successfully completed work costing not less than the amount equal to **Rs. 6,94,868/-**.
- ❖ The Contractor shall have to possess a valid ELECTRICAL LICENCE of appropriate Voltage Issued by any State Govt. Under Clause 45 of compilation of Indian Electricity Rules 1956 or as amended from time to time, provided notification in official Gazette, exempt, on such condition.

The contractor shall also submit and confirm:

- Documentary proof of satisfying the eligibility criteria as per “1” above , copy of PAN card, copy of CA certificate for turnover, Original authorization of person quoting the tender from Directors/ Proprietor of the company, Near relative certificate from or on behalf of Directors/ Proprietor of the company.  
(All the documents shall be self attested / certified by any BSNL Executive /Notary /Gazetted Officer of Central Govt.)
- The firm should be registered under the Himachal Pradesh Value Added Tax Act 2005 and should further have EPF and ESI registration certificates from appropriate Govt. authorities.
- The firms who claim to be exempted from the ESI & EPF registration need to submit an affidavit on Non-judicial stamp paper for the same as per performa at **p.no.78** (Annexure–IV).
- If the firms do not have ESI & EPF registration, they will though be allowed to participate in the bid process, but they will have to get the ESI & EPF registration within 15 days from the date of issue of intimation from BSNL regarding intent to accept the tender, else their EMD shall be forfeited absolutely and the firm shall not be allowed to participate in the next tender for the same work. If the firm fails to produce ESI & EPF registration certificate on more than one occasion, the firm shall be barred from participating in all future tenders.
- The contractor who are not registered under Himachal Pradesh Value Added Tax Act 2005 may bid for the contract however such contractors will have to get himself registered within 15 days from the date of issue of intimation from BSNL regarding intent to accept the tender, else their EMD shall be forfeited absolutely and the firm shall not be allowed to participate in the next tender for the same work. The firm shall give an affidavit as per performa at **page no.79** (Annexure-V) in this regard.
- The Firm should have valid service tax registration.

## **2. Important Instruction to Bidders For Regarding Online Tendering (E-Tendering)**

- 2.1 Bidder is required to have class 3 digital signature certificate (DSC).  
Every bidder has to get himself registered on [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL). He has to pay online registration charges depending on his category to M/s ITI Limited ([tenderwizard.com](http://tenderwizard.com)) while having registration. The payment will be made online only.  
For Registration: open website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) >> Register Me >> Read Instruction Carefully >> Fill Form >> Upload Credential Documents >> Make Registration Charges Payment >> Save Acknowledgement >> Send request Letter on your letter pad (scanned copy) along with the documents you uploaded while having registration through email to [twhelpdesk680@gmail.com](mailto:twhelpdesk680@gmail.com) to activate your User Id.  
After sending of request letter and other documents by you, your user id will be activated within one working day and you will be intimated through email. After activation of your user id you will be able to login.  
To request for tender documents and participate in tender, bidder has to request/apply online through [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL)  
For any help, please contact on 011-49424365 or 0172-3953753. A user manual for vendor (bidder) is also available. (Home page >>Click to view latest circulars / Formats / Manuals >> General >> Vendor Manual \_New Version >> Vendor\_Detailed\_HELP\_MANUAL\_BSNL. )  
Prospective bidders or General public can see and download free of cost PDF format of the tender documents from website: **[www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) OR [www.hp.bsnl.co.in](http://www.hp.bsnl.co.in).**
- To participate in the tender, prospective bidders are requested to download the tender documents and price bid in excel formats, after login in the Home page of the website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) with User ID/Password/Class III Digital Signature Certificate.
- Prospective Bidder has to fill price bid and upload the same without renaming it. Other than this, bidders are required to upload his credential documents and/or eligibility documents required by tender inviting authority elsewhere in this document in the tender online on [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL). Please refer Help Manual for Tender submission or contact ITI Helpdesk.
- 2.2 The Intending bidder must read the terms and conditions of Notice Inviting Tender & eligibility criteria carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the supporting documents required.
- 2.3 Information and instructions for bidder posted on website shall form part of bid document.  
The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft/Pay Order/Banker's Cheque/FDR towards the cost of bid document and EMD in favour of **"Accounts Officer (Cash), BSNL, Dharamshala** and other documents as specified.
- 2.4 Those Contractors not registered on website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) mentioned above are required to get registered beforehand.
- 2.5 Contractor can upload documents in the form of JPG format and PDF format and any other format as permissible by the e-tendering portal.
- 2.6 Contractor must ensure to quote rate of each item. If any cell is left blank, the same shall be treated as "0". 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).

**LIST OF MANDATORY DOCUMENTS TO BE SCANNED AND UPLOADED ON THE LINK  
WITHIN PERIOD OF BID SUBMISSION**

Sr. no.	Description
1.	Demand Draft/Pay Order/Banker's Cheque /FDR/TDR/BG of any Nationalized/ scheduled bank towards EMD.
2.	Demand Draft/Pay Order/Banker's Cheque of any Nationalized/scheduled bank towards cost of bid.
3.	CA certificate for turnover for last 3 years
4.	Documentary proof of satisfying eligibility conditions as per "1" at <b>Page 4</b>
5.	PAN card issued by Income Tax Department,
6	Original authorization of person quoting the tender from Directors/ Proprietor of the company
6.	Certificate for "No near relatives are working in BSNL" as per format available in NIT document.
7.	Sales Tax / VAT registration no. with HP sales tax Department and EPF and ESI registration certificates from appropriate Govt. authorities.
8.	The firms who claim to be exempted from the ESI & EPF registration need to submit an affidavit on Non-judicial stamp paper for the same as per proforma given elsewhere in this document
9.	Affidavit regarding registration under Himachal Pradesh Value Added Tax Act 2005 given elsewhere in this document as per proforma
10	Service Tax Registration No.

**NOTES:**

- All the documents shall be self attested / certified by any BSNL Executive /Notary /Gazetted Officer of Central Govt.
- The bidder shall upload scanned copy of originals in JPG or PDF format. The submission of documents is deemed as undertaking by bidder that all the documents are true and genuine. If it is found, at any time during bidding or execution of work, that the information/documents submitted by the bidder are in variance/forged/bogus, they shall be legally held responsible for the same. Their offer shall be summarily rejected or termination of contract, if awarded, forfeiting of the EMD, performance guarantees, security deposit, if any. The bidder/contractor shall be blacklisted /debarred for further works in BSNL for a period of three years.

Executive Engineer (E)  
BSNL Electrical Division  
Complex, Sundernagar-175002.