



भारत संचार निगम लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

% PGM (BW)

BSNL Corporate Office

10th Floor, Chandra Lok Building

36 Janpath, New Delhi -110001

Tel:011-23711172 Fax:23716036

No: - 14-8/2009/W (T)-2/3 Envelope System/317 Dt. 10.11.2009

To

The Principal Chief Engineers (C)/ Chief Engineers (C),
All BSNL Civil Zones/ Districts

Sub: Adoption of 'Two/Three Envelope System' in BSNL-reg.

As per approval of the competent authority, the Civil Wing of BSNL has adopted 'Two/Three Envelope System of tendering for works costing more than Rs. 5 crore' instead of 'Prequalification of tenderers'. For works estimating to cost from Rs.2.5 crore to Rs.5 crore also, this system may be resorted to but with prior approval of PGM (BW).

List of contractors, satisfying the eligibility criteria & technical bid, shall be got approved from PGM (BW). Financial bid shall be got approved from the authority competent for acceptance of tenders as per Delegation of Financial powers.

The aforesaid 'Two/Three Envelope System' will come into force with immediate effect.

I am, therefore, directed to request you to give wide publicity to these rules through your websites etc. etc.. Complete details of these rules (pg 1 to 42) (copy enclosed) can also be obtained from the website www.intranet.bsnl.co.in.

Enclo. as above

Abham
10/11/09
IFA to PGM (BW)

Procedure for calling tenders in Two/Three envelope system

Procedure for calling tenders in Two/Three Envelope system

A. Tenders with two/three envelope system

This system involves prequalifying the parties before opening their financial bids.

- (1) Tenders for all works estimated to cost more than **Rs. 5 crores** shall be called on two/three envelope system.
- (2) For works estimating to cost from **Rs. 2.5 crores to Rs. 5 crores** also, this system may be resorted to but with prior approval of PGM(BW).
- (3) List of contractors satisfying the eligibility criteria and technical bid shall be got approved from PGM(BW). Financial bid shall be got approved from the authority for acceptance of tenders as per delegation of power.

A.1 Procedure for call of tenders under two/three envelope system.

A.1.1 Two envelope system

Works for which technical specification is finalized and defined clearly in NIT, tenderers shall be required to submit the bids in two envelopes.

Envelope 1 : -Documents related to eligibility criteria.

Envelope 2 : -Financial bid.

Envelope 1 of all tenders shall be opened first. Eligibility related documents shall be evaluated and parties qualified/disqualified by the competent authority. Financial bids of qualified tenderers shall then be opened at notified time, date and place in presence of eligible tenderers or their representatives.

A.1.2 Three envelope system.

The three envelope system shall be adopted for the works for which technical specifications have not been finalized and the same are to be finalized on receipt of the details from the tenderers. The tenderers shall be required to submit the bids in three envelopes.

Envelope 1 : -Documents related to eligibility criteria.

Envelope 2 : -Technical bid.

Envelope 3 : -Financial bid.

Envelope 1 of all tenderers shall be opened first. Technical bids of tenderers who satisfy the eligibility criteria shall then be opened at notified time, date and place in presence of tenderers or their representatives. If required, a conference in respect of technical bids shall be held on notified date, time and place. After finalization of technical bid, if required, tenderers may be given chance to modify their financial bids and thereafter the financial bids shall be opened. The validity of the tenders shall be reckoned from the date of opening of the financial bids. The financial bids shall be opened within 30 days of the date of receipt of tenders.

A.1.3 There shall be a pre-bid conference in which the doubts of the intending tenderers shall be clarified, besides discussions on any additional suggestion proposed by the tenderers. If found necessary, a corrigendum to the tender documents would be issued to all the intending tenderers, and thereafter no further query/condition shall be entertained. There would be no bar to hold the pre-bid conference more than once especially in more complex types of works.

A.1.4 The Chief Engineer-in-charge of the work shall finalize the eligibility as well as bid evaluation criteria in accordance with the guidelines given in **APPENDIX-A**.

In case any deviation from guidelines are considered necessary, same should be got approved from the PGM (BW).

For all works under the system, criteria shall be based on above guidelines. However, for recorded reasons, CE may insert experience of particular categories of items like stone work, Metal, False ceiling from works etc. as an additional condition.

NOTICE INVITING TENDER

BSNL

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

TENDER DOCUMENT

Name of work : Construction of

**O/o Executive Engineer(C),
BSNL, Civil Division,**

.....

Name of Contractor

INDEX

Name of work : _____

| Sl. No. | Details | Pages | |
|---------|--|-------|----|
| | | From | To |
| 1 | Index | | |
| 2 | Brief press notice | | |
| 3 | Press notice(Notice Inviting Tender) | | |
| 4* | Details of eligibility criteria / documents | | |
| 4(i) | SECTION-1 : Brief particulars of the work | | |
| 4(ii) | SECTION-2: Information & Instruction for the bidders | | |
| 4(iii) | SECTION-3 : Specimen forms for the eligibility documents to be submitted in separate Envelop-1as per NIT. (i) Letter of Transmittal (ii) FORM-"A" (financial information) (iii) FORM-"B" (solvency certificate) (iv) FORM-"C" (Details of works completed) (v) FORM-"D" (Projects under execution) (vi) FORM-"E" (performance report) (vii) FORM-"F" (Structure and organization) (viii) FORM-"G" (Technical and administrative personnel to be employed for the work) (ix) FORM-"H" (Details of plant and equipment) | | |
| 4(iv) | ANNEXURE-I : Evaluation Criteria | | |
| 4(v) | ANNEXURE-II :Declaration for downloaded tenders | | |
| 4(vi) | ANNEXURE-III: Certificate for near relatives | | |
| 4(vii) | ANNEXURE-IV : Important instructions to tenderers who have downloaded the tender document from website | | |

| | | | |
|----|--|---|------|
| 5 | ANNEXURE –A :Guidelines for fixing eligibility criteria for two/three envelope system and filling up the blanks in DRAFT NIT | | |
| 6 | BSNL W – 6. | | |
| 7 | BSNL W-8(Abridged version) | | |
| 8 | Proforma of Schedules | | |
| 9 | Additional Conditions of Contract. | | |
| 10 | Special Conditions for Steel having seismic Zone V. | | |
| 11 | Special condition for specialized work | | |
| 12 | Schedule of Quantities | | |
| 13 | BSNL-8 General Conditions of Contract for Civil Works (With Additional Conditions & Specifications). (Contains 139 printed pages excluding cover pages) | Refer Web sites www._____.bsnl.co.in & www.civil.bsnl.co.in | |

*All the Forms & Annexures as per above specimens at Sl. No.4 are to be kept in Envelope-1

marked "Earnest money plus cost of Tender and eligibility documents".

Executive Engineer (C),

BSNL Civil Division,

.....

FOR PRESS RELEASE ONLY

BRIEF PRESS NOTICE



BHARAT SANCHAR NIGAM LIMITED (A Government of India Enterprise)

TENDER NOTICE NO(.....)

The Executive Engineer, BSNL Civil Division, (Phone No.) invites on behalf of Bharat Sanchar Nigam Limited Sealed (Stapled/Stitched & Taped / Wax sealed) Item Rate Tenders from eligible Contractors in two/three envelope system for the work of **Construction** **of**

.....
Estimated cost put to tender : Rs/--

Earnest Money Deposit : Rs/- /-

The last date of receipt of application for issue of Tender documents shall be upto 4.00 P.M.

For detailed Press Notice and full NIT please log on to web site

www.....bsnl.co.in or contact the Executive Engineer .

NOT TO BE PUBLISHED

Executive Engineer
BSNL Civil Division

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NOTE:- All blanks to be filled up by the Executive Engineer before issue to press.

PRESS NOTICE

Bharat Sanchar Nigam Limited
(A Government of India Enterprise)

INVITATION FOR TENDER

1.The Executive Engineer(Civil), BSNL Civil Division , on behalf of BHARAT SANCHAR NIGAM LIMITED (A GOVERNMENT OF INDIA ENTERPRISE), invites the Sealed (Stapled/Stitched & Taped / Wax sealed) Item Rate Tenders from eligible Contractors (to be evaluated as per the eligibility criteria specified here under) in two/three envelope system for the following work:-

| Sl. No. | Name of work | Estimated cost | Period of completion |
|---------|--------------|----------------|----------------------|
| 01. | | Rs. | (.....). |

2.**Eligibility Criteria** :Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

(a) (i) Should have satisfactorily completed

Three similar works each costing not less than Rs...../- **or**

Two similar works each costing not less than Rs...../- **or**

One similar work costing not less than Rs..... /-

during the last seven years ending the last day of the month previous to the one in which the application is invited.

And

(ii) One completed work of any nature(either part of (i) above or a separate one) costing not less than the amount equal to Rs./- with some Central / State Government Organization/Central Autonomous Body/Central Public Sector Undertaking.

Similar work means '**Building work with RCC Framed Structure** *'.The value of executed works shall be brought to current costing level by enhancing the actual value of executed work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.

***NIT approving authority may modify the definition of similar work suitably**

Special condition for execution of specialized work, if any (To be specified by NIT approving authority in case of specialized work)

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

.....
.....
(b) Should have average annual financial turnover of Rs. /- on civil construction works during the immediate last three years ending

(c) Should not have incurred any loss in more than two years during the immediate last five consecutive years ending 31st March of previous financial year.

(d) Should have a solvency of Rs./-

(e) The Bidder should have valid EPF registration as on the date of opening of tender.

3.1 The last date of receipt of applications for issue of tender forms in prescribed format (can also be download from BSNL website www.bsni.co.in) and date of issue of tender forms from Division Office will be as follows:

i) Last date of receipt of applicationupto 16.00 hours.

ii) Last date of issue of tender forms upto 16.00 hours.

3.2 Tender documents consisting of plans, specifications, the schedule of quantities of the various classes of work to be done and set of terms and conditions of the contract to be complied with by the Contractor whose tender may be accepted and other necessary documents, can either be down loaded from the BSNL website www.bsni.co.in or be seen in the office of the Executive Engineer, BSNL Civil Division, between 11.00 hours & 16.00 hours from to every day except on Sundays and Public Holidays. Tender documents, excluding standard form, will be issued from his office, during the hours specified above on payment of the following:-

(i) Rs.....+ Sales & Service Tax (as applicable) (Rs.....+ Sales & Service Tax as applicable) in cash as cost of tender (Non refundable) and

(ii) Earnest money of Rs. /- (Rupees only) in the form of deposit at Call receipt of a scheduled bank / fixed deposit receipt of a scheduled bank / demand draft of a scheduled bank issued in favour of **Accounts Officer, BSNL Civil Division,** A part of earnest money is acceptable in the form of Bank Guarantee also. In such case, 50% of earnest money or Rs.20 lakh whichever is less will have to be deposited in shape prescribed above and balance in shape of Bank Guarantee.

(iii) The tender shall be accompanied by Earnest Money along with cost of tender, if not paid earlier as in the case of down loaded tender from Website in the form as detailed at sub para (ii) above.

4. Submission of tender:- Tender shall be submitted in following manner:

4.1 In case the tender document is down loaded from BSNL website

4.1.1 "Earnest money plus cost of tender and eligibility documents as prescribed in the tender " shall be placed in sealed envelope-1 marked "**Earnest money plus cost of Tender and eligibility documents**".

4.1.1.1 *The eligibility documents are to be submitted as per the information / instructions/specimen forms given under Sl. No. (4) in the Index Page of Tender Document given therein from 4(i) to 4(vi) and is to be kept in Envelope-1.*

4.1.2 The "Financial Bid" shall be placed in sealed Envelope-2 and should be superscripted as "Financial Bid".

4.1.2.1 *The whole Tender documents after doing the needful including filling the rates in Schedule of Quantities will form financial bid and is to be kept in Envelope-2*

4.2 In case tender document is purchased from Division office

4.2.1 Proof /receipt of paying the cost of tender , Earnest money and eligibility documents as prescribed in the tender to be placed in sealed Envelope – 1.

4.2.1.1 *The eligibility documents are to be submitted as per the information / instructions/specimen forms given under Sl. No. (4) in the Index Page of Tender Document given therein from 4(i) to 4(vi) and is to be kept in Envelop-1.*

4.2.2 Envelope no. 2 will be as per Para 4.1.2 & 4.1.2.1

4.3 The sealed envelope no. 1 & 2 as above containing "Earnest money plus cost of Tender, Eligibility Documents", and the "Financial bid" shall be placed in another sealed envelope-3.

4.4 All the three envelopes shall be superscripted with following data on it.

- (i) Name of work.
- (ii) Name of tenderer.
- (iii) Last date of receipt of tender.

5. Tenders, which should always be placed in sealed envelope, in the manner detailed at **para 4** above will be received by the Executive Engineer, BSNL Civil Division, _____ up to 15.00 Hrs. on and will be opened by him or his authorized representative in his office on the same day at 15.30 Hrs. After opening the main envelope 3, the envelope 1 containing the eligibility documents shall be opened first.

The envelope 2 containing financial bid shall be opened only for those tenderers whose eligibility documents are found in order as per evaluation criteria given in **Annexure-I** of Financial Bid document. The date and time of opening the financial bids shall be communicated at a later date.

6. The tender in which rates are to be quoted should be properly bound and Sealed (Stapled/Stitched & Taped / Wax sealed). Loose / spiral bound submission (in case the tender is down loaded from website) shall be liable to be rejected out rightly. In case of any correction / addition / alteration / omission in tender document vis-à-vis tender document available on website shall be treated as non-responsive and shall be summarily rejected.

The unopened financial bids shall be returned to the tenderers after the final decision on the tender is reached.

(i) Pre Bid conference shall be held _____ atHrs..... on to clear the doubt of intending tenderers, if any (on a day after the date of sale of tenders and 5 days before receipt /opening of tenders).

(ii) BSNL 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 criterion.

7. The company or firm or any other person shall not be permitted to tender for work in BSNL Civil Zone in which his near relative(s) (directly recruited or on deputation in BSNL) is/are posted in any capacity either non-executive or executive employee. Near relative(s) for this purpose is/are defined as:-

(i) Member of Hindu Undivided family (HUF).

(ii) They are Husband and Wife.

(iii) The one is related to other in the manner as Father, Mother, Son(s), & Son's wife (daughter-in-law), Daughter(s), Daughter's husband (son-in-law) Brother(s), Brother's wife, Sister(s), Sister's husband (brother-in-law).

The contractor shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any executive employee / gazetted officer in the BSNL or Department of Telecom or in the Ministry of Communications.

All the intending tenderers will have to give a certificate as per **Annexure-III** of Financial Bid Document, that none of his / her such near relative(s) as defined above is/are working in the BSNL _____ Civil Zone where he is going to apply for tender / work.

8. No Engineer of Gazetted /Executive rank or other Gazetted Officer/Executive employed in engineering or administrative duties in an Engineering Department of the Government of India/State Government or BSNL is allowed to work as a contractor for a period of two years after his retirement from Govt. service, without previous permission of the Govt. of India or BSNL in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of India/ State Government or BSNL as aforesaid before submission of the tender or engagement in the contractor's service.

9. The certificate in case of Proprietorship Firm shall be given by the proprietor, for Partnership Firm certificate shall be given by all partners and in case of Limited Company, by all Directors of the company. However, Government of India / Financial Institutions nominees and independent non-official part-time Directors appointed by Govt. of India or the Governor of the State are excluded from the purview of submission of this certificate while submitting tenders by Limited Companies.

Any breach of these conditions by the Company or Firm or any other person, the Tender / work will be cancelled and Earnest Money / Security Deposit will be forfeited at any stage, whenever it is so noticed. BSNL will not pay any damages to the Company or Firm or the concerned person but damages arising on account of such cancellation to be born by the contractor. The Company or Firm or the person will also be debarred for further participation in the tender in the concerned BSNL Civil Zone. Further, any breach of this condition by the tenderer would also render him liable to be removed from the approved list of contractors of BSNL. If however the contractor is registered in any other Department he shall also be debarred from tendering in BSNL for any breach of this condition.

10. General conditions of contract for works in BHARAT SANCHAR NIGAM LIMITED are available on website www._____.bsnl.co.in as well as in the Divisional office.

11. The tenderer shall furnish a declaration as per **Annexure- II** of Financial Bid Document, to the effect (In case of downloaded tender) that no addition / deletion / correction have been made in the tender document submitted and it is identical to the tender document appearing on website. Every page of downloaded tender shall be signed by the tenderer with stamp (seal) of his firm / organization.
12. Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in BSNL. If such bidder happens to be enlisted contractor of any class in BSNL, his name shall also be removed from the approved list of contractors.

Executive Engineer (Civil),
BSNL Civil Division

.....

SECTION - 1

BRIEF PARTICULARS OF THE WORK.

1. Salient details of the work for which bids are invited are as under :

| Sl. No. | Name of work | Estimated cost | Period of completion |
|---------|-----------------------|----------------|----------------------|
| 01. | Construction Of | Rs./- | (.....). |

2. All drawings (architectural/structural/services) for the work shall be made available by the Department.
3. The work is situated at
4. General features and major components of the work are as under :
- (i) RCC framed structure building with Ground + _____ stories(____ Floors) with about ____mtrs. height above ground level.
- (ii) The type of foundation of the building shall be _____
- (iii) Water supply & Sanitary Installation and External Services are also included/ not included (EE to strike out one option Suitable modifications may be done by the NIT approving authority to suit specific work).
5. Work shall be executed according to General conditions of contract for works in BHARAT SANCHAR NIGAM LIMITED which are available on website www.bsnl.co.in as well as in the Division office.

SECTION – 2

INFORMATION & INSTRUCTIONS FOR BIDDERS

1.0 General

- 1.1 Model Letter of transmittal and other forms for deciding eligibility are given in Section-III.
- 1.2 All information called for in the model forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “No such case” entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or marking any change in the prescribed forms or deliberately suppressing the information may result in the bid being summarily disqualified. Bids made by telegram or telex and those received late will not be entertained.
- 1.3 The bid should be type-written. The bidder should sign on each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an Officer not below the rank of Executive Engineer or equivalent.
- 1.6 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.
- 1.7 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in BSNL. If such bidder happens to be enlisted contractor of any class in BSNL, his name shall also be removed from the approved list of contractors.
- 1.8 The Tender document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover superscribed “Eligibility Documents” and “Financial Bid” separately as prescribed in the NIT (detailed Press Notice and BSNL W- 6) for

Construction Of

shall be received by Executive Engineer(Civil) or his authorized representative up to 3.00 P.M. on_____. Document submitted in connection with eligibility document be treated confidential and will not be returned.

2.0 Definitions:

- 2.1 In this document, the following words and expressions have the meaning hereby assigned to them.
- 2.2 Employer: Means the BHARAT SANCHAR NIGAM LIMITED (A Government of India Enterprise), acting through the Executive Engineer(Civil), BSNL Civil Division _____.
- 2.3 Bidder: Means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.
- 2.4 "Year" means "Financial year" unless stated otherwise.

3.0 Method of application:

- 3.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 3.2 If the bidder is proprietary firm, the application shall be signed by the proprietor above his full typewritten name and full name of his firm with its current address.
- 3.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the later case, a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 3.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

4.0 Final decision making authority:

BSNL reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

5.0 Particulars provisional:

The particulars of the work given in Section-I are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

6.0 Site visit:

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to familiarize himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

7.0 Initial criteria for eligibility:

7.1 Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

(i) Should have satisfactorily completed

Three similar works each costing not less than Rs...../- **or**

Two similar works each costing not less than Rs...../- **or**

One similar work costing not less than Rs..... /-

during the last seven years ending the last day of the month previous to the one in which the application is invited.

And

(ii) One completed work of any nature (either part of (i) above or a separate one) costing not less than the amount equal to Rs./- with some Central / State Government Organization/Central Autonomous Body/central Public sector Undertaking.

Similar work means ' **RCC Framed Structure building work** *'. The value of executed works shall be brought to current costing level by enhancing the actual value of executed work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.

***NIT approving authority may modify the definition of similar work suitably**

Special condition for execution of specialised work(To be specified by NIT approving authority in case of specialized work))

7.2 The bidder should have had average annual financial turn over (gross) of Rs. /- on civil construction works during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

7.3 The bidder should not have incurred any loss in more than two years during the immediate last five consecutive financial years, duly certified by the Chartered Accountant.

7.4 The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = [A \times N \times 2] - B.$$

Where,

A = Maximum value of construction works executed in any year during the last seven years taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of work for which bids has been invited.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

7.5 The bidder should have a solvency of Rs./- certified by his Bankers.

7.6 The bidder should own construction equipment required for the proper and timely execution of the work.

7.7 The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder should submit a list of these employees stating clearly how these would be involved in this work.

7.8 The bidder's performance for each work completed in the last seven years and in hand should be certified by an Officer not below the rank of Executive Engineer or equivalent and should be obtained in sealed cover.

8.0 Evaluation criteria:

Evaluation of the performance of contractors for eligibility shall be done by Chief Engineer (Civil) or a committee constituted by him. If required, the works executed by the bidders who otherwise qualify may be got inspected by a Committee or any other authority as decided by Chief Engineer (Civil).

8.1 The details submitted by the bidders will be evaluated in the following manner:

8.1.1 The initial criteria prescribed in para 7.1 to 7.8 above in respect of experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinized and the bidder's eligibility for the work determined.

8.1.2 The bidders qualifying the initial criteria as set out in para 7.1 to 7.8 above will be evaluated for following criteria by scoring method on the basis of details furnished by them:

| | |
|---|-------------------|
| (a) Financial strength (Form "A" & "B") | Maximum 20 marks. |
| (b) Experience in similar nature of work during last seven years (Form – "C") | Maximum 20 marks. |
| (c) Performance on works (Form – "E") – time over run | Maximum 20 marks. |
| (d) Performance on works (Form – "E") – quality | Maximum 15 marks. |

| | |
|---|----------------------------------|
| (e) Personal and Establishment (Form – “F” & “G”) | Maximum 10 marks. |
| (f) Plant & Equipment (Form – “H”) | Maximum <u>15 marks.</u> |
| | Total - <u>100 marks.</u> |

The scoring for evaluation shall be done as per ANNEXURE- I

To become eligible for short listing, the bidder must secure at least fifty percent marks in each and sixty percent marks in aggregate.

BSNL , however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.

8.2 Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
- (b) record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

9.0 Financial information:

Bidder should furnish the following financial information:

Annual financial statement for the last five years in (Form – “A”) & solvency certificate in (Form – “B”).

10.0 Experience in works highlighting experience in similar works.

10.1 Bidder should furnish the following in the eligibility document :

- (a) List of all works of similar nature successfully completed during the last seven years in (Form – “C”).
- (b) List of the projects under execution or awarded in (Form – “D”).

10.2 Particulars of completed works and performance of the bidder duly authenticated/certified by an Officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in (Form – “E”).

10.3 Information in (Form – “D”) should be complete and no work should be left out.

11.0 Organization information:

Bidder should furnish the following in the eligibility document:

a) Structure and organization in Form – “F”

b) Details of Technical and administrative personnel to be employed for the work in Form-“G”.

12.0 Construction plant and equipment:

Bidder should furnish the following in the eligibility document:

a) List of construction plant and equipment likely to be used in carrying out the work in Form – “H”.

13.0 Letter of transmittal:

The bidder should submit the Letter of Transmittal in the eligibility document along with above forms.

13.1 The Bidder should submit EPF registration Certificate valid as on date of opening of tender.

14.0 Opening of price bid (financial bid) & its validity:

After evaluation of applications, a list of short listed agencies will be prepared. Thereafter the financial bids of only the qualified and technically acceptable bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representatives. The bids shall remain valid for 90 days from the last date of its submission.

15.0 Award criteria:

15.1 The employer reserves the right, without being liable for any damages or obligation to inform the bidder, to:

(a) Amend the scope and value of contract to the bidder.

(b) Reject any or all the applications without assigning any reason.

15.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

SECTION -3

Specimen Letter of Transmittal & Forms

for

The eligibility documents to be submitted in separate Envelope-1 marked "**Earnest money plus cost of Tender and eligibility documents**" as per NIT.

SPECIMEN LETTER OF TRANSMITTAL

From:

To :

The Executive Engineer (Civil),

BSNL Civil Division ,

.....

.....

Subject:-Submission of bids for the work of

Sir,

Having examined the details given in press notice and tender document for the above work, I/we hereby submit the relevant information in Envelop-1 marked "Earnest money plus cost of Tender and eligibility documents".

1. I/we hereby certify that all the statement made and information supplied in the enclosed FORM "A" to "H" , Annexure- I to III and accompanying statements are true and correct.
2. Besides FORM "A "to "H "& Annexure-I to III , we also submit herewith the copies/ copy of the
(i) PAN Card in respect of the Firm/ Individual.
3. (i) We also submit herewith the attested copy of the valid EPF Registration.
(ii) A declaration is also hereby submitted which will become part of the Agreement.

" I / We ----- do hereby solemnly declare that I shall abide by all the rules/conditions/provisions of EPF and Miscellaneous Provision Act 1952. In case of default by the undersigned, the sole responsibility shall be mine / us".

4. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
5. I/we submit the requisite certified solvency certificate and authorize the Executive Engineer (Civil), BSNL, Civil Division , to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Executive Engineer (Civil), BSNL, Civil Division to approach individuals, employers, firms and corporation to verify our competence and general reputation.
6. I/We furnish a declaration in prescribed form as per **Annexure-II**, to the effect that in the downloaded tender that no addition / deletion / correction have been made in the tender document submitted and it is identical to the tender document appearing on website. Every page of downloaded tender has been signed and stamped with seal of his firm / organization.
7. We also enclose the necessary certificate as per **Annexure-III**, that no near relatives are working in BSNL Civil _____ Zone as per prescribed form.

Enclosures: As above.

Seal of Bidder

Date of submission

Signature(s) of Bidder(s)

FORM – “A”

FINANCIAL INFORMATION

- I. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last FIVE years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Years

| a) | Gross annual turn over | | | | | |
|----|-------------------------------|--|--|--|--|--|
| b) | Profit/ Loss | | | | | |

- II. Financial arrangements for carrying out the proposed work.
- III. Solvency Certificate from Bankers of the bidder in the prescribed Form-“B”

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

FORM – “B”

FORM OF BANKERS’ SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s. / Sh
..... having marginally noted address, a customer of our Bank are/is
respectable and can be treated as good for any engagement upto a limit of Rs. (Rupees
.....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the Officers.

(Signature)
For the Bank

- Note: (1) Bankers certificate should be on letter head of the Bank, sealed in cover addressed to tendering authority.
- (2) In case of partnership firm, the certificate should include names of all partners as recorded with the Bank.

FORM – “C”

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH.....

| Sl. No. | Name of work/ project and location | Owner of sponsoring organization | Cost of work in Crores of rupees | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation / arbitration cases pending in progress with details** | Name and address / telephone of officer to whom reference may be made | Remarks |
|---------|------------------------------------|----------------------------------|----------------------------------|--------------------------------------|-------------------------------|---------------------------|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

**Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

FORM-"D"

PROJECTS UNDER EXECUTION OR AWARDED

| Sl. No. | Name of work/ project and location | Owner of sponsoring organization | Cost of work in Crores of rupees | Date of commencement as per contract | Stipulated date of completion | Up to date percentage progress of work | Slow progress if any and reasons thereof | Name and address / telephone of officer to whom reference may be made | Remarks |
|---------|------------------------------------|----------------------------------|----------------------------------|--------------------------------------|-------------------------------|--|--|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Bidder(s)

FORM – “E”

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS-“C” & “D”(WORK WISE)

1. Name of work / project & location
2. Agreement No.
3. Estimated Cost
4. Tendered cost
5. Date of start
6. Date of completion:-
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any.
8. Amount of reduced rate items, if any.
9. Performance Report:-

| | | |
|-----|-----------------------|--------------------------------|
| (1) | Quality of work | Very Good / Good / Fair / Poor |
| (2) | Financial soundness | Very Good / Good / Fair / Poor |
| (3) | Technical proficiency | Very Good / Good / Fair / Poor |
| (4) | Resourcefulness | Very Good / Good / Fair / Poor |
| (5) | General behaviour | Very Good / Good / Fair / Poor |

Dated:

Executive Engineer or Equivalent.

FORM – "F"

STRUCTURE AND ORGANISATION

1. Name and address of bidder:
2. Telephone No. / Telex / Fax No.:
3. Legal status of the Bidder (attach copies of original document defining the legal status)
 - (a) An individual
 - (b) A proprietary
 - (c) A firm in partnership
 - (d) A limited company or corporation
4. a) Particulars of registration with various Government Bodies (attach attested photocopy).

| Organisation / Place of registration | Registration No. |
|---|-------------------------|
| (I) | |
| (II) | |
| (III) | |

 - b) Particulars of PAN Card of the bidder (attach attested photocopy).
 - c) Particulars of EPF Registration valid on the date. (attach attested photocopy).
5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the Bidder ever required to suspend construction for a period of more than six months continuously after he commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the Bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the Bidder, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
10. Has the Bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
11. In which field of Civil Engineering construction the Bidder has specialization and interest.
12. Any other information considered necessary but not included above.

Signature of Bidder(s)

FORM – “G”

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

| SI No. | Designation | Total number | Number available for this work | Name | Qualifications | Professional experience and details of work carried out | How these would be involved in this work | Whether related to any BSNL Employee(Ref – Clause 14 of BSNL W-6) \$ | Remarks. |
|--------|-------------|--------------|--------------------------------|------|----------------|---|--|---|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Signature of Bidder(s)

\$- A certificate is to be submitted by bidder in this respect as per the prescribed form.

FORM – "H"

DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED

IN CARRYING OUT THE WORK

| Sl. No. | Name of equipment | Nos. | Capacity or type | Age | Condition | Ownership status | | | Current location | Remarks |
|---------|--|------|------------------|-----|-----------|------------------|--------|-----------------|------------------|---------|
| | | | | | | Presently owned | Leased | To be purchased | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Equipment for Concrete work 1. Concrete Batching Plant 2. Concrete Hopper Mixer 3. Needle/Plate Vibrator (electrical/Petrol) | | | | | | | | | |
| | Equipment for Building work 1. Bar bending Machine. 2. Welding Machine 3. Steel centring & Shuttering. 4. Steel scaffolding 5. Grinding/ Polishing Machine | | | | | | | | | |
| | De-watering Equipment 1. water Pump | | | | | | | | | |
| | Power equipment 1. Diesel generators | | | | | | | | | |

Signature of Bidder(s)

**Note: To be modified as per the needs of a particular work by the NIT approving authority.
Above details are for a typical 3 storied building work.**

(DECLARATION TO BE GIVEN BY THE TENDERERS WHO HAVE DOWNLOADED THE TENDER DOCUMENT FROM THE WEB)

It is to certify that

1. I / We have submitted the tenders in the Proforma as downloaded **directly from the website**.
2. I / We have submitted tender documents **which are same / identical** as available in the website.
3. I / We have **not made any modification / corrections / additions etc.** in the tender documents downloaded from web by me / us.
4. I / We have checked **no page is missing** and all pages as per the index are available & that all pages of tender document submitted by us are **clear and legible**.
5. I / We have **signed (with stamp) all the pages** of the tender document before submitting the same.
6. I / We have sealed the tender documents properly before submitting the same.
7. I / We have submitted the **cost of tender** along with the EMD and all Credentials.
8. I / We have read carefully and understood the important instructions to the all tenderers who have downloaded the tenders from the web.
9. In case at any stage later, it is found there is difference in our downloaded tender documents from the original, BSNL shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.
10. In case at any stage later, it is found that there is difference in our downloaded tender documents from the original, the tender / work will be cancelled and Earnest Money / Security Deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to me / us on this account.
11. In case at any stage later, it is found that there is difference in our downloaded tender documents from the original, I / We may also be debarred for further participation in the tender in the concerned BSNL Civil Zone and would render me / us liable to be removed from the approved list of contractors of the Department.

Dated.....

(CONTRACTOR)

(SIGN WITH SEAL)

ADDRESS:

PHONE NOS.:

Mobile No:

E-MAIL

CERTIFICATE FOR NEAR RELATIVES

"I.....S/o Shri.....Resident of.....
hereby certify that none of my relative(s) as defined above is/are employed in concerned BSNL Civil Zone. In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit without any prior intimation to me."

SIGNATURE OF CONTRACTOR

IMPORTANT INSTRUCTIONS TO TENDERERS WHO HAVE DOWNLOADED THE TENDER DOCUMENT FROM WEBSITE

The tenderers who have downloaded the tenders from the web, should read the following important instructions carefully before actually quoting the rates & submitting the tender document:

1. The tenderer should see carefully & ensure that the complete tender document including schedule of quantity as per the index given on page '___' has been downloaded properly & there are _____ pages only in all in the tender document excluding blank pages, if any.
2. The printout of tender document should be taken on A-4 size paper only & the printer settings etc are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
3. The tenderer should ensure that no page in the downloaded tender document is missing.
4. The tenderer should ensure that all pages in the downloaded tender document are legible & clear & are printed on a good quality paper.
5. The tenderer should ensure that every page of the downloaded tender document is signed by tenderer with stamp (seal).
6. On page '___' of the downloaded tender document, the name of the tenderer should be filled by the tenderer.
7. The tenderer should ensure that the downloaded tender document is **properly bound and sealed** (Staped/Stitched & Taped / Wax sealed) before submitting the same.
- 8. The loose / spiral bound tenders shall be rejected out-rightly.**
9. In case of any correction/addition/alteration/omission in the tender document, it shall be treated as non-responsive and shall be rejected.
10. The tenderer shall furnish a declaration to this effect that no addition/ deletion/corrections have been made in the tender document submitted and it is identical to the tender document appearing on Website.
11. The tenderer should read carefully & sign the declaration given on page no. 5 before submitting the tender.
12. The cost of tender should be submitted separately in the envelope containing the EMD as detailed in NIT.
13. In case of any doubt in the downloaded tender, the same should be got clarified from the o/o EXECUTIVE ENGINEER (C), BSNL CIVIL DIVISION, _____ before submitting the tender.

GUIDELINES FOR FIXING ELIGIBILITY CRITERIA FOR TWO/THREE ENVELOPE SYSTEM AND FILLING UP THE BLANKS IN DRAFT NIT

The eligibility criteria to be inserted in **Section – 2** of **APPENDIX- A** (information and Instructions for Bidders) and **Section – 3 of APPENDIX- A** (Information regarding eligibility of the document) and in the Press Notice shall be decided on the following lines :

(A) Para 2 (a) (i) of the Invitation for tender(Press Notice), 7.1 of Section – 2 and Form ‘C’ of Section – 3.

The ‘month’ shall be the month previous to the one in which the applications are invited.

(B) Para 2 (a)(i) of the Invitation for tender and 7.1 of Section – 2

(i) Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender,

or

Two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender.

or

One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.

And

One completed work of any nature (either part of (i) above or a separate one) costing not less than the amount equal to 40% of the estimated cost put to tender with some Central / State Government Organization/Central Autonomous Body/Central Public Sector Undertaking.

Similar work means ‘ **RCC Framed Structure building work** *’.

***NIT approving authority may modify the definition of similar work suitably**

(C) Para 2 (b) of the Invitation for tender and 7.2 of Section – 2

Turnover : Average annual financial turn over on construction works should be at least 30% of the estimated cost during the immediate last 3 consecutive financial year.

(D) Para 2 (c) of the Invitation for tender to pre-qualify and 7.3 of Section – 2

Profit/loss : The date to be filled in this column should be 31st March of the previous financial year.

(E) Para 2 (d) of the Invitation for tender and 7.5 of Section – 2

Solvency certificate : Solvency of the amount equal to 40% of the estimated cost of the work.

(F) Para 7.8 of Section – 2

Performance reports: The performance report of the contractor, to be obtained by him from client/Executive Engineer in sealed cover and enclosed with the eligibility criteria document, should be on Form 'E'. Before taking a final decision in the matter, the authority competent for approval of technical bid or the evaluation committee constituted by him or any other representative of his, shall inspect the works of those bidders who otherwise pre-qualify, or confidentially obtain reports from their client/Executive Engineer.

(G) Para 8.1.2 of Section – 2

1. Scoring Method of Evaluation: The scoring for evaluation mentioned in this column shall be done as given in **ANNEXURE-I**. This should be made part of the tender documents.
2. For all works eligibility criteria shall be based on above guidelines. However, the Chief Engineer may insert experience of particular categories of items like stone work, metal false ceiling, basements, form works etc., as additional condition.
3. The above criteria shall be applicable for normal Civil and Electrical Works in BSNL.

BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

NOTICE INVITING TENDER

1.0 Item rate tenders are invited on behalf of BHARAT SANCHAR NIGAM LIMITED (A Government of India Enterprise) from eligible contractors(to be evaluated as per the eligibility criterion specified hereunder) for the work of “.....”

1.1 The work is estimated to Cost Rs/(Rupeesonly).

1.2 Tender will be issued to all intending tenderers on payment of requisite tender cost.

1.2.1 Eligibility criteria:

Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

(i) Should have satisfactorily completed

Three similar works each costing not less than Rs...../- **or**

Two similar works each costing not less than Rs...../- **or**

One similar work costing not less than Rs..... /-

during the last seven years ending the last day of the month previous to the one in which the application is invited.

And

(ii) One completed work of any nature (either part of (i) above or a separate one) costing not less than the amount equal to Rs./- with some Central /State Government Organization/Central Autonomous Body/central Public sector Undertaking.

Similar work means “ **RCC Framed Structure building work** *’. The value of executed works shall be brought to current costing level by enhancing the actual value of executed work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.

***NIT approving authority may modify the definition of similar work suitably**

Special condition for execution of specialised work (To be specified by NIT approving authority in case of specialized work)

Should have average annual financial turn over of Rs...../- on civil construction works during the immediate last three years ending 31st March of previous financial year.

Should not have incurred any loss in more than two years during the immediate last five consecutive years ending 31st March of previous financial year.

Should have a solvency of Rs.-/-

The Bidder should have valid EPF registration as on the date of opening of tender.

- 2.0 Agreement shall be drawn with the successful Tenderer on prescribed Form No. BSNL W-8 with up to date Correction Slips, which is available as a BSNL Publication in the office of the Executive Engineer, BSNL Civil Division, / BSNL Web site www.bsnl.co.in. Tenderer shall quote his rates as per various terms and conditions of the said form, (In case "Tender Documents" are downloaded from the BSNL Website in which rates are to be quoted, should be properly bound and Sealed (Staped/Stitched & Taped / Wax sealed)) which will form part of the agreement.
- 3.0 The time allowed for carrying out the work will be ... months (..... months) from the 15th (Fifteenth) day after the date of issue of letter of award of work, or, from the first day of handing over of the site, whichever is later, in accordance with phasing, if any, indicated in the Tender Document.
- 4.0 The site for the work is available.
- 5.0 The last date of receipt of applications for issue of tender forms in prescribed format (can also be download from BSNL website www.bsnl.co.in) and date of issue of tender forms from Division Office will be as follows:
- i) Last date of receipt of applicationupto 16.00 hours.
 - ii) Last date of issue of tender forms/..... upto 16.00 hours.
- 6.0 Tender documents consisting of plans, specifications, the schedule of quantities of the various classes of work to be done and set of terms and conditions of the contract to be complied with by the Contractor whose tender may be accepted and other necessary documents, can either be down loaded from the BSNL website www.bsnl.co.in or be seen in the office of the Executive Engineer, BSNL Civil Division, _____ between 11.00 hours & 16.00 hours from toeveryday except on Sundays and Public Holidays. Tender documents, excluding standard form, will be issued from his office, during the hours specified above on payment of the following:-
- (i) Rs..... + Sales & Service Tax (as applicable) (Rupees + Sales & Service Tax as applicable) in cash as cost of tender (Non refundable) and
 - (ii) Earnest money of Rs./- (Rupees only) in the form of deposit at Call receipt of a scheduled bank / fixed deposit receipt of a scheduled bank / demand draft of a scheduled bank issued in favour of Accounts Officer, BSNL Civil Division, A part of earnest money is acceptable in the form of Bank Guarantee also. In such case, 50% of earnest money or Rs.20 lakh whichever is less will have to be deposited in shape prescribed above and balance in shape of Bank Guarantee.
 - (iii) The tender shall be accompanied by Earnest Money along with cost of tender, if not paid earlier as in the case of down loaded tender from Website in the form as detailed at sub para (ii) above.

7.0 Tenders, which should always be placed in sealed envelope, in the manner detailed at **para 9** below will be received by the Executive Engineer, BSNL Civil Division, upto 15.00 Hrs. on and will be opened by him or his authorized representative in his office on the same day at 15.30 Hrs. After opening the main envelope 3, the envelope 1 containing the eligibility documents shall be opened first.

The envelope 2 containing financial bid shall be opened only for those tenderers whose eligibility documents are found in order. The date and time of opening the financial bids shall be communicated at a later date.

8.0 The description of the work is as follows:-

.....

9.0 Submission of tender:- Tender shall be submitted in following manner:

9.1 In case the tender document is down loaded from BSNL website

9.1.1 "Earnest money plus cost of tender and eligibility documents as prescribed in the tender " shall be placed in sealed envelope-1 marked "Earnest money plus cost of Tender and eligibility documents".

9.1.1.1 The eligibility documents are to be submitted as per the information / instructions/specimen forms given under Sl. No. (4) in the Index Page of Financial Bid given therein from 4(i) to 4(vi) and is to be kept in Envelope-1.

9.1.2 The "Financial Bid" shall be placed in sealed Envelope-2 and should be superscripted as "Financial Bid".

9.1.2.1 The whole documents after doing the needful including filling the rates in Schedule of Quantities will form financial bid and is to be kept in Envelope-2

9.2 In case tender document is purchased from Division office

9.2.1 Proof /receipt of paying the cost of tender , Earnest money and eligibility documents as prescribed in the tender to be placed in sealed Envelope- 1.

9.2.1.1 The eligibility documents are to be submitted as per the information / instructions/specimen forms given under Sl. No. (4) in the Index Page of Financial Bid given therein from 4(i) to 4(vi) and is to be kept in Envelop-1.

9.2.2 Envelope no. 2 will be as per Para 9.1.2 & 9.1.2.1

9.3 The sealed envelope no. 1 & 2 as above containing "Earnest money plus cost of Tender, Eligibility Documents", and the "Financial bid" shall be placed in another sealed envelope-3.

9.4 All the three envelopes shall be superscripted with following data on it.

- (i) Name of work.
- (ii) Name of tenderer.
- (iii) Last date of receipt of tender.

10.0 Tenders, which should always be placed in sealed envelope, in the manner detailed at **para 9** above will be received by the Executive Engineer, BSNL Civil Division, _____ upto 15.00 Hrs. on and will be opened by him or his authorized representative in his office on the same day at 15.30 Hrs. After opening the main envelope 3, the envelope 1 containing the eligibility documents shall be opened first.

The envelope 2 containing financial bid shall be opened only for those tenderers whose eligibility documents are found in order as per evaluation criteria given in Annexure-I. The date and time of opening the financial bids shall be communicated at a later date.

Note: In case any of the eligibility credentials are not found in order before award of work, the tender shall be summarily rejected. In case any of the eligibility credentials are not found in order during execution of the work or after completion of the work, the contractor will be debarred from tendering in BSNL for three years including any other action under the contract or existing law.

10.1 The tender in which rates are to be quoted should be properly bound and Sealed (Stapled/Stitched & Taped / Wax sealed). Loose / spiral bound submission (in case the tender is down loaded from website) shall be rejected out rightly. In case of any correction / addition / alteration / omission in tender document vis-à-vis tender document available on website shall be treated as non-responsive and shall be summarily rejected..

11.0 Copies of other drawings and documents pertaining to the work will be open for inspection by the tenderers at the office of the Executive Engineer, BSNL Civil Division,

11.1 Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general, shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity, access facilities for workers and on all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plants, etc. will be issued to him by the BSNL and local conditions and other factors having a bearing on the execution of the work.

12. The competent authority on behalf of Bharat Sanchar Nigam Limited does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

13. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
14. The competent authority on behalf of the Bharat Sanchar Nigam Limited reserves with himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
15. The company or firm or any other person shall not be permitted to tender for work in BSNL Civil Zone in which his near relative(s) (directly recruited or on deputation in BSNL) is/are posted in any capacity either non-executive or executive employee. Near relative(s) for this purpose is/are defined as:-
 - (i) Member of Hindu Undivided family (HUF).
 - (ii) They are Husband and Wife.
 - (iii) The one is related to other in the manner as Father, Mother, Son(s), & Son's wife (daughter-in-law), Daughter(s), Daughter's husband (son-in-law) Brother(s), Brother's wife, Sister(s), Sister's husband (brother-in-law).

The contractor shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relative to any executive employee / gazetted officer in the BSNL or Department of Telecom or in the Ministry of Communications.

All the intending tenderers will have to give a certificate that none of his / her such near relative(s) as defined above is/are working in the concerned BSNL Civil Zone where he is going to apply for tender / work. The format of the certificate is as under (Also available at Annexure-III) :

"I.....S/oShri.....Resident of hereby certify that none of my relative(s) as defined above is/are employed in concerned BSNL Civil Zone. 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."

The certificate in case of Proprietorship Firm shall be given by the proprietor, for Partnership Firm certificate shall be given by all partners and in case of Limited Company, by all Directors of the company. However, Government of India / Financial Institutions nominees and independent non-official part-time Directors appointed by Govt. of India or the Governor of the State are excluded from the purview of submission of this certificate while submitting tenders by Limited Companies.

Any breach of these conditions by the Company or Firm or any other person, the Tender / work will be cancelled and Earnest Money / Security Deposit will be forfeited at any stage, whenever it is so noticed. BSNL will not pay any damages to the Company or Firm or the concerned person but damages arising on account of such cancellation to be borne by the contractor. The

Company or Firm or the person will also be debarred for further participation in the tender in the concerned BSNL Civil Zone. Further, any breach of this condition by the tenderer would also render him liable to be removed from the approved list of contractors of BSNL. If however the contractor is registered in any other Department he shall also be debarred from tendering in BSNL for any breach of this condition.

16. No Engineer of Gazetted /Executive rank or other Gazetted Officer/Executive employed in engineering or administrative duties in an Engineering Department of the Government of India/State Government or BSNL is allowed to work as a contractor for a period of two years after his retirement from Govt. service, without previous permission of the Govt. of India or BSNL in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of India/ State Government or BSNL as aforesaid before submission of the tender or engagement in the contractor's service.
17. The tender for the work shall remain open for acceptance for a period of 90 (Ninety) days from the last date of its submission. If any tenderer withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to the BSNL, then the BSNL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.
18. The successful tenderer shall, upon issue of letter of acceptance of tender, shall be required to furnish Performance Guarantee @5% of the tender value in the form of irrevocable Bank Guarantee of requisite amount to the Engineer-in-charge in the performa annexed to the tender document, with in 15 days of the issue of letter of acceptance of tender by the BSNL. In the event of failure on the part of the successful tenderer to furnish the Bank Guarantee within 15 days, the earnest money will be forfeited and tender cancelled.
19. This Notice Inviting Tender (BSNL W-6) shall form a part of the Contract Document. In accordance with Clause-1 of the contract, the letter of acceptance shall be issued first in favour of the successful Tenderer / Contractor. After submission of the performance guarantee, the letter of award shall be issued. The Contract shall be deemed to have come in to effect on issue of letter of acceptance of the tender. On issue of letter of award, the successful Tenderer / Contractor shall, with in 30 days from such date, formally sign the agreement consisting of :-
 - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender, and, as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Standard BSNL W-8 with up to date Correction Slips as on website www.bsnl.co.in. and also www.civil.bsnl.co.in.
 - c) Agreement signed on non-judicial stamp paper as per Performa annexed to the tender document.
20. Payment to the contractors shall be made through e-payment system like ECS & EFT as detailed below:-

- (a) In cities / areas where ECS / EFT facility is provided by Banks, the tenderer must have Account in such ECS / EFT facility providing Bank and that Bank A/C No shall be quoted in the tender by the tenderer.
 - (b) The cost of ECS / EFT will be borne by BSNL in all cases where the payment to contractor is made in a local branch i.e. tenderer is having bank account in the same place from where the payment is made by BSNL unit.
 - (c) In case payment is made to outside branch i.e. tenderer is having bank account not in the same place from where the payment is made by BSNL unit, the crediting cost will have to be borne by the tenderer only.
 - (d) The payments to contractors will compulsorily be made through ECS / EFT in respect of all contracts where the value of the contract is more than Rs. 10 lakhs.
21. First running account bill shall be paid only after
- (a) signing of the Agreement / Contract by both the parties, and
 - (b) progress chart has been prepared as required under Clause 5 and approved by the competent authority.
22. Pre Bid conference shall be held in the Conference Hall at at on to clear the doubt of intending tenderers, if any on a day after the date of sale of tenders and 5 days before receipt /opening of tenders.
23. General conditions of contract 2006 with upto date Correction Slips for works in BHARAT SANCHAR NIGAM LIMITED are available on website [www.....bsnl.co.in](http://www.bsnl.co.in) as well as in the Divisional office.
24. The tenderer shall furnish a declaration in to this effect (In case of downloaded tender) that no addition / deletion / correction have been made in the tender document submitted and it is identical to the tender document appearing on website. Every page of downloaded tender shall be signed by the tenderer with stamp (seal) of his firm / organization.

Signature and Name of Divisional Officer

For & on behalf of the

Bharat Sanchar Nigam Limited