



BHARAT SANCHAR NIGAM LIMITED
[A Govt of India Enterprise]
OFFICE OF THE GENERAL MANAGER TELECOM
DISTRICT, VISAKHAPATNAM-530 020

E-TENDER SCHEDULE FOR CLEANING & SWEEPING
of Telecom Exchange Buildings and Urinals
and Toilets IN VISAKHAPATNAM URBAN AREAS

Certified that this tender schedule contains 32 sheets serially numbered including cover pages.

General Manager Telecom District
BSNL Visakhapatnam – 530 020



BHARAT SANCHAR NIGAM LIMITED
[A Govt of India Enterprise]
OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT, VISAKHAPTNAM-20

I N D E X

01. Notice Inviting Tenders	Page No. 03
02. Tender Application	Page No. 06
03. Tender schedule	Page No. 08
04. Terms and Conditions	Page No. 12
05. Specification & Requirement (Annexure - A)	Page No. 18
06. Black-Listing Declaration Form (Annexure-B)	Page No. 20
07. Agreement (Annexure-C)	Page No. 21
08. TENDER QUOTATION FORM (Financial Bid) (Annexure-D)	Page No. 26



BHARAT SANCHAR NIGAM LIMITED
[A Govt of India Enterprise]
O/o General Manager Telecom District, Visakhapatnam-530020

No:BSNL/GMTD-VM/W-5/SDE(MM)/II/Tender for cleaning and sweeping/2020-21/ , dt. 08/06/2020

NOTICE INVITING E-TENDER

On behalf of Bharat Sanchar Nigam Limited, **online tenders** are invited by General Manager Telecom District, Visakhapatnam for the work of **CLEANING & SWEEPING of Telecom Exchange Buildings including Urinals and Toilets IN VISAKHAPATNAM Uraban** for one year from the date of entering into agreement, which can be extended up to one year in steps of 3 months as per performance and mutually agreeable terms and conditions. Tenders are invited from experienced firms, companies and persons with suitable capacity to handle such maintenance jobs.

Tender document containing 32 pages can be downloaded from website <https://etenders.gov.in> or <http://ap.bsnl.co.in>. and It is to be submitted along with the cost of document i.e Rs. 590/- EMD Rs. seperately drawn in favour of A.O. (Cash) O/o GMTD VISAKHAPATNAM payable at VISAKHAPATNAM.

Cost of the tender schedule: Rs.590/- (Rupees five hundred & ninety only) .

Earnest Money Deposit : Rs.28,500/- (Rupees Twenty eight thousand and five hundred only)

Estimated cost : Rs.11,40,000/-

Tender available on online from : 10.00 hours of 09-06-2020

Last date and time for the submission of tenders on online : 11.00 hours of 01-07-2020

Date and time of opening of the received tenders on online : 11.00 hours of 02-07-2020

The General Manager, Telecom District, Visakhapatnam will be at liberty to accept or reject any tender or all at any stage without

assigning any reason, and will not be bound to accept the lowest tender.

1. Accessibility of e-Tender Document: Tender document can be obtained by downloading it from the website www.ap.bsnl.co.in OR <https://etenders.gov.in> The tender document for participating in E-tender shall be available at <https://etenders.gov.in> from **09-06-2020** at 15.00 hrs onwards.

Bidders must register on the e-tender portal (at [https:// etenders.gov.in](https://etenders.gov.in)), if not already registered earlier and follow all instructions for participating in bidding for the tender. **Please note that the bidders cannot participate in the tender without downloading official copy of the tender document.**

Note 1: The Tender document shall not be available for download after the date / time of closure of procurement of tender document.

2. DD / Bankers cheque of an amount of Rs 590/- shall have to be submitted towards tender fee, failing which the tender bid will be rejected.

2.1. BSNL, GMTD,VM has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.

3. Sale of physical tender Document: Not applicable.

Tender shall be invited in two bid system consisting of (1) Technical/Pre-selective Bid & (2) Financial/Price Bid,

Technical Bid and Financial Bid shall be opened separately on online. No indication of the prices will be marked in the Technical Bid.

Tender will be opened online in the presence of Bidders or authorized representatives of the bidders, present on the due date of opening i.e. 11.00 hrs on 02-07-2020 . The Time, Date and opening of FINANCIAL BIDS will be intimated only to those Bidders, whose Technical Bid is accepted after evaluation of details and documents furnished. No correspondence in this regard will be entertained. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found on online is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank.

The Bidder should submit BID cost and EMD fee DDs in originals/ NSIC or MSME if applicable along with power of attorney if applicable in a wax sealed cover. Envelope shall be:

a) Addressed to tendering Authority at the following address:

AGM (NWP) %GMTD ,Visakhapatnam
2ND Floor, BSNL Bhawan,
Daba Gardens
VISAKHAPATNAM –530020.

The envelope shall bear “Tender for Cleaning &Sweeping of Telecom Exchange Buildings including Urinals and Toilets IN VISAKHAPATNAM Uraban “
the words **‘DO NOT OPEN BEFORE 11.00 hrs of 02-07-2020**

b. The envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

c. The tenders shall either be sent by Registered Post or delivered in person. The responsibility for ensuring that tenders are delivered in time would vest with the Bidder to the following address.

AGM (NWP), %GMTD, Visakhapatnam
2ND Floor, BSNL Bhawan,
Dabagardens,
VISA KHAPATNAM –530020.

On or before 10:55 Hrs of 01-07-2020.

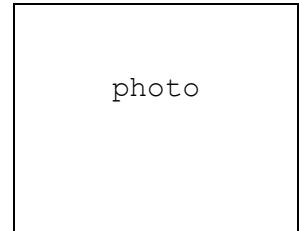
The tendering Authority shall not be responsible if the bids are delivered elsewhere.

4. The bidder shall furnish a declaration under his digital signature that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on E-tender Portal <https://etenders.gov.in>

**General Manager, Telecom District,
Visakhapatnam-530 020.**

APPLICATION OF THE TENDERER FOR SUBMISSION OF e-TENDER SCHEDULE

From:



To
Asst.General Manager (NWP),
%G.M.Telecom District,
2nd Floor, BSNL Bhavan,
DABAGARDENS, Visakhapatnam-530020.

Sub: Submission of online tender as per the advertisement in _____ dated _____ **for CLEANING & SWEEPING of Telecom Exchange Buildings including Urinals and Toilets IN VISAKHAPATNAM Urban Areas.**

As per the above referred advertisement, I/We herewith submit my/our tender.

01.i).Name & full address of the tenderer :

ii).Address at Visakhapatnam :

iii).Telephone No. and Fax No.at :
(Other than Visakhapatnam)

iv).Telephone No.&Fax No.at Visakhapatnam:

02. Status of the tenderer whether Proprietary, partnership, HUF and Limited company etc. :

03. Name of authorized signatory who is empowered to sign the agreement other documents and correspondence with the Department. :

04. Details of past experience :

05. EMD particulars, D.D.No, date and name of the branch and amount :

6. Proof of Registration of firm (documentary proof). :

07. GST Registration No. and date _____ issued by _____ from _____ to _____ :

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

08. License under Labour Contract :
(Registration & abolition) act of 1970

09. E.P.F.coverage intimation :

10. E.S.I.coverage intimation :

"I _____ S/o _____ r/o _____
_____ hereby certifies that none of my relative(s) as defined in the tender document is/are employed in BSNL unit as per details given 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".

I/we have gone through all the contents of the tender document and understood the terms & conditions of the tender application and undertake to abide by the provisions contained therein. I/We signed at the bottom of all pages of the tender document.

Date:

Place: Signature & Seal of the company

List of duly signed scanned copies to be submitted on online :

01. BID cost DD/Cash receipt
02. EMD DD/Cash receipt
03. Proof of registration & Partnership Deed (for firms & Companies, self-declaration in case of individual)
04. Latest solvency certificate from the revenue authorities/ Nationalized Banks for Rs.1,00,000/-
05. Labour Registration Certificate (mandatory)
06. Experience Certificate from any state/central Govt./PSUs for at least one year in similar works.
07. (Optional) List of works on hand with details,
08. Self attested Xerox copy of PAN Card.
09. GST Registration Certificate.
10. Tender document duly signed by the tenderer at the end of each page. The uploaded NIT should be appear with digital signature at the first page or last page of NIT.
11. EPF/ESI registration certificate (mandatory)
12. No near relative certificate
13. Bank details.
14. Blacklist declaration certificate
15. No Addition/ Deletion certificate
16. If the firm is registered with National small industries corporation or Micro, small & medium enterprises i.e NSIC/MSME, contractor should enclose the latest & valid enlistment certificate of NSIC/MSME for the tendered item.

Date:

Place:

Signature
Seal of the company



**BHARAT SANCHAR NIGAM LIMITED,
[A Govt of India Enterprise]
OFFICE OF THE GENERAL MANAGER, TELECOM DISTRICT, VISAKHAPATNAM-20.**

No: BSNL/GMTD-VM/W-5/SDE(MM)/II/Tender for cleaning and sweeping/2020-21/, dt.08.06.2020

TENDER SCHEDULE

On behalf of Bharat Sanchar Nigam Limited, online e-tenders are invited by General Manager Telecom District, Visakhapatnam SSA for **CLEANING & SWEEPING of Telecom Exchange Buildings including Urinals and Toilets and open areas IN VISAKHAPATNAM URBAN for a period of** one year from the date of entering into agreement which can be extended up to one year insteps of 3 months as per performance and on same terms and conditions. Tenders are invited from experienced firms, companies & persons with suitable capacity to handle such maintenance jobs.

The following are the tender schedule clauses which required to be followed and all pages are to be signed by each tenderer before submitting the tender documents to the undersigned. The requirement of the Scavenging/Cleaning indicated in the **tender document may be varied by 25% more or less than those indicated.**

Specified locations & Requirement :- As per Annexure-A

NATURE OF WORK:- The contractor before participating in the tender requested to visit the Telephone Exchanges/Buildings/ Offices and the Building in charges to know the quantum of work. Each building complex measures Indoor/outdoor space including common areas, stair cases etc., The contract includes the Cleaning & Sweeping works General Maintenance/ sanitation of the toilets Sweeping and moping of Carpet area and Sweeping of open area in the following Telecom Buildings at Visakhapatnam, for one year from the date of agreement with the approved Tenderers with the provision for extension up to one year insteps of 3 months as per performance and on the same terms and conditions.

UNIT WISE DETAILS

Sl.No.	NAME OF THE OFFICE
1	GMTD office and Dabagardens TE deptl bldg (whole complex)and womens club behind BSNL Bhavan,CSC,Cash counter DG cell(For common area of the building, Toilets and urinals)
2	Madhurawada, Kommadi T/E bldg
3	Akkayya palem exge
4	Lalithanagar Exchange
5	Mindi Telecom complex
6	Madhavadhara TE bldg
7	NAD Kotha Road TE bldg
8	SDE(MVP Old) Exge/ TE bldg
9	SPTS TE building
10	Malkapuram Exge TE bldg whole complex
11	Seethammadhara TE bldg whole complex
12	Narasimhanagar Tele exge
13	GPNM TE building complex
14	PUY TE building complex
15	Balacheruvu TE building
16	OCB bldg velampeta including OCB compound and offices in the staff quarters and E10B exchange bldg including offices in quarters complex, including offices of electrical & civil wing(entire velampeta TE buildings complex) (For common area of the building, Toilets and urinals)
17	Kirlampudi exchange new rented bldg
18	CRR bldg complex
19	Teleshoppe Gajuwaka
20	JTO OD D sec at D.Bazaar qrts
21	Industrial Estate TE bldg. and I/E Stores
22	MVP new Exge / CSC TE bldg
23	CSC santhipuram
24	Pandurangapuram TE complex
25	Sagar nagar TE
26	Arilova TE
27	SDE(MVP) & JTO O/D MVP at STR Qrts
28	Pedagantyada TE
29	Kurmanapalem TE
30	ADIVIVARAM TE

SCOPE OF WORK :-

The tenderers are requested to visit the telephone exchange/ Complexes / offices before participating in the tender to ascertain the quantum of work.

1. The Tenderer should provide their own labour, material and implements. The BSNL will pay the approved quoted rate only. The accepted amount shall be paid after completion of the every month proportionately subject to satisfactory certification of the work by the in-charge officer.

2. The broomsticks, cleaning tools, detergents, phenyl, naphthalene balls, Glass cleaning liquids, buckets, mugs, Torch Lights, Sticks, moping cloths etc. are to be procured by the Tenderers, and no payment shall be made (by the BSNL) towards these purchases to the approved Tenderer. The consumables to be used should be adhering to BIS specifications and ISI marked.

3. The opening hours of the Locations/ offices are between 0800 hours to 1000 hours. Cleaning & Sweeping works should be completed at least one hour prior to the opening of the offices. However in specific cases this may vary.

4. Every day the office Toilets and bathrooms are to be Scaven- ged/ cleaned twice in a day. Water & electricity necessary for the maintenance works, shall be made available by the Department free of cost.

4a). The following sanitary materials are to be used for every 5 toilets/urinals per month cleaning (Twice a day).

- | | |
|----------------------------|--------------|
| (a).Phenol (Bengal) | - 1 bottle. |
| (b).Acid (good quality) | - 2 bottles. |
| (c).Bleaching Powder | - 250 gms. |
| (d).Naphthalene balls | - 250 gms. |
| (e).Boom Sticks | - 2 nos. |
| (f).Latrine cleaning brush | - 1 no. |

5.Labour engaged for the cleaning and sweeping works, should possess good conduct, character, integrity, and without any cases pending either with police or judiciary. Labour so engaged for cleaning works, if not turned up, on any grounds, the approved tenderer should make alternate arrangements, and with an intimation to the in-charge officer.

6. Any loss or damage to BSNL property caused while performing the duties by the personnel employed by the contractor, has to be made good to the BSNL by the contractor. Similarly any loss or damage occurring to the BSNL property by negligence or willful acts of the personnel employed by the contractor or thefts by whatever cause has to be made good by the contractor.

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

7. The labour so engaged is to be given special badges or Photo Identity cards, or distinctive uniform, for their proper identification .

8. The duty chart & the details of the labour so engaged for cleaning works are to be intimated to the in-charge officers of the concerned Telecom buildings.

9. A log book towards the cleaning works of Urinals/ Toilets of the Telecom Buildings as suggested by the In-charge Officers is to be maintained by the authorized tenderers and the entries are to be got attested by the In-charge Officers regularly.

10. The labour so engaged should be obedient and implement the instructions of the In-charge Officers or any authorized officers, without any delay. Any delay in this regard or denial shall amount to the unsatisfactory performance of the maintenance contract and proportionate amount is liable for deduction in the bill amount.

11. There should not be any engagement of child labour and the contractor should fulfil the conditions under the Contract Labour Act, 1970.

12. Any damage, loss or **injury to the contractors property/personnel while performing duties is fully the responsibility of the contractor.** BSNL cannot be held responsible for any such eventuality. Accordingly contractor should make appropriate **insurance arrangements and take all required safety /precautionary measures**

Terms & Conditions

1. Online e-tenders are to be submitted by clearly furnishing the rates including sanitation and cost of all relevant materials, implements and labour charges. The rates should be quoted on online only as per Annexure-D "Schedule of Rates"(financial bid).

The tender cover with BID cost and EMD fee DDs along with power of attorney if applicable is to be superscribed "**Tender for CLEANING & SWEEPING of Telecom Offices/CSCs/Exchange Buildings including Urinals and Toilets IN VISAKHAPATNAM**" and sent to "The Asst.General Manager(NWP), % G.M.Telecom District, 2nd Floor, BSNL Bhavan, Dabagardens, Visakhapatnam-530020" either by post or can be deposited in the tender box kept for this purpose near the chambers of the SDE(MM), on or before the **11:00 Hrs. of 01-06-2020**. If sent by post BSNL is not responsible for any possible loss or delay in transit.

EVALUATION OF TENDER

Tender shall be invited in two bid system consisting of the **(1) Technical/Pre-selective bid and (2) Financial /Price bid**. Prices shall be quoted by the tenderer on online only. **Prices quoted in any other place will not be considered.**

a. The "bids" shall be evaluated by a tender opening committee which will give recorded reasons for acceptance or rejection of an offer.

b. If the last date for receipt and opening of tenders happens to be a holiday, the same will be extended to the next working day to to the respective timings.

c. Bid validity period shall be minimum of 90 days or till finalization of tender whichever is later. Rates quoted should be firm and valid for a period of 1 year from the date of agreement.

2. The Tenderer should pay a sum of **Rs.28,500/- (Rupees Twenty eight thousand and five hundred only)** towards the **Earnest Money Deposit**, either in the form of cash in cash counter of this office or in the form of Demand Draft drawn on any nationalized Bank and **in favour of A.O(Cash), BSNL, % GM Telecom District, Visakhapatnam** for the same amount. The Demand Draft in original should be enclosed to the tender application. Tenders received without EMD and after due date are liable for rejection. No further correspondence shall be entertained in this regard. The EMD does not carry any interest.

3.a. The sealed cover containing the tender application should reach the addressee, or deposited in the tender box **on or before 11.00 Hrs of 01-06-2020 and will be opened at 11:00 Hrs on 02-06-2020 by the Asst General Manager (NWP)** or any authorized Officer in the presence of a such tenderers or their representatives who may like to attend.

b. Telex/telegraph/Fax/E Mail quotations will not be accepted.

4. Any conditional clauses in the tender if specified by the tenderer while submitting is not acceptable and such tenders are liable for rejection.

5. Any attempt to negotiate directly or indirectly on the part of the tenderer with competent authority or Endeavour to influence by any reasons for acceptance of the tender will not be entertained. No further correspondence shall be entertained in this regard.

5a. Evaluation of L1 tenderer will be done on net cost to BSNL i.e., sum of all the locations.

6. The successful Tenderer should pay **an amount equal to 10% of quoted approved rate (Yearly amount)** as worked out in the letter of intent towards the "Security Deposit" in the same manner as EMD is paid. The Security Deposit can also be given in the form of Bank Guarantee, which should be valid for the period of **18 Months from the letter of communication from this office. Also the B.G. should be sent by the Bank authorities directly by registered post or Speed post to the SDE-MM, II Floor, BSNL Bhavan, Dabagardens, Visakhapatnam-530020 not by the tenderer.**

6a. The bidder registered under Single Point Registration Scheme of MSME/NSIC are eligible for exception from cost of the tender document and earnest money deposit subject to the production of requisite proof of latest MSME/NSIC registration certificate for the tendered item valid on the date of opening of tender. However the successful bidder has to submit 10% of the estimate cost as security deposit at the time of making agreement.

6b. Security Deposit will not carry any interest.

7. If the tenderer withdraws his tender after opening of tender or fails to remit the "Security Deposit" within seven (7) days of receipt of communication, the EMD paid by such tenderer shall be forfeited in favour of BSNL. The EMD of unsuccessful tenderers shall be refunded after finalization of tender.

The GMTD reserves the right to select two or more tenderers or may reject all without assigning any reasons thereof.

8. The tender document is to be duly signed on each page with seal in token of their acceptance of the terms and conditions of the tender along with the following certificates are to be submitted on online without fail.

List of duly signed scanned copies to be submitted on online :

- 01. BID cost DD/Cash receipt**
- 02. EMD DD/Cash receipt**
- 03. Proof of registration & Partnership Deed (for firms & Companies, self-declaration in case of individual)**
- 04. Latest solvency certificate from the revenue authorities/ Nationalized Banks for Rs.1,00,000/- (taken not before the date of 01-04-2020)**
- 05. Labour Registration Certificate (mandatory)**

06. Experience Certificate from any state/central Govt./PSUs for at least one year in similar works.
07. (Optional) List of works on hand with details,
08. Self attested Xerox copy of PAN Card.
09. GST Registration Certificate.
10. Tender document duly signed by the tenderer at the end of each page. The uploaded NIT should be appear with digital signature at first page of NIT.
11. EPF/ESI registration certificate (mandatory)
12. No near relative certificate
13. Bank details.
14. Blacklist declaration certificate
15. No Addition/ Deletion certificate
16. If the firm is registered with National small industries corporation or Micro, small & medium enterprises i.e NSIC/MSME, contractor should enclose the latest& valid enlistment certificate of NSIC/MSME for the tendered item.

9. The quoted amount for Scavenging/cleaning of Urinals/Toilets in BSNL buildings and sweeping of Indoor and Outdoor area places shall be paid after completion of the every month subject to the work being certified by the concerned controlling Officer of the building. The maintenance contract can be terminated by either party by serving one month notice, and in such event a pro-rata refund of the charges will be made by the tenderers for the un-expired period.

10. The successful Tenderer should deploy his own personnel for the works specified and any lapse on the part of such deployed personnel would effect the agreement and may result in termination or imposition of suitable penalty as per the discretion of the General Manager, Telecom District, Visakhapatnam.

10(a). The contractor shall be solely responsible for payment of compensation payable under the workmen's compensation act, 1923, should such a case arise during the execution of the contract work.

10(b). The tenderer should have valid labour license and he should abide by all the labour laws (The approved contractor should be Registered with Asst. Labour Commissioner (Central), Visakhapatnam before entering into agreement).

10(C) The Tenderer undertakes that he will ensure compliance of all labour and employment laws, rules and regulation etc. He shall also be bound to discharge obligation as provided under various statutory enactments including EPF, ESI contract labour act, minimum wage act, Bonus act ,gratuity act and other relevant acts, rules and regulations in force as amended from time to time are in force in the state when the subject work under this contract is executed.

11. The tenderer should produce PF code number within one month from the date of the entering into agreement.

12. The rates quoted by the approved Tenderers should be inclusive of all charges except GST. Any duty/tax/levy introduced subsequent to the date of submission of the tender should not be added to the quoted amount. No such change in the quoted amount shall be entertained. Cost

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

of materials, implements, detergents and allowances of labour engaged are all to be borne by the Tenderers only.

13. The General Manager Telecom District, Visakhapatnam reserves the right to reject any or all tenders without assigning any reasons at any stage and will not be bound to accept the lowest tender. The terms and conditions can be suitably changed at the time of entering into the agreement with the successful Tenderer.

14. Any delay or lapse on the part of the successful Tenderer in attending to the maintenance of Telecom buildings or unsatisfactory maintenance shall attract the imposition of penalty in the rate of twice the equivalent amount as per the contract to the extent of lapse and the amount shall be recovered from the amount due to the successful Tenderer or from the Security Deposit available with the BSNL..

15. The power for acceptance of tender rests with the GMTD-VM, and his decision in this regard is final.

16. Legal disputes if any are limited to the jurisdiction of Visakhapatnam city only.

17. While accepting, the contractor should inform the BSNL as to how the cleanliness will be monitored. The Maintenance work of Urinals/Toilets will be finalized by the controlling officer of the building in consultation with this office which shall be binding on the part of the contractor. The scope of the contract work and the method of carrying out the entrusted contract work, as outlined in the tender schedule should invariably be implemented and followed by the contractor scrupulously and any deviation/violation thereof would render the contract liable to be terminated as per the condition of the tender without assigning any reasons whatsoever. During the currency of the contract if the services provided are found to be unsatisfactory or for any other reasons the competent authority reserves the right to terminate/cancel the contract and in that event the tenderer will be held liable for payment of all monetary losses / damages that may arise or caused thereof. The tenderer is advised to make necessary preparations / arrangements immediately on the receipt of this letter and start providing services w.e.f the date specified without fail and the said date shall not be extended under any circumstances. The failure of tenderer to start providing the services on the above stipulated date will be treated as breach of contract.

18. Any damages to BSNL property during the tenure of the contract period should be made good by the tenderer at his cost. The tenderer is liable to follow the statutory laws to observe all other rules framed by the State or Central Government from time to time in respect of providing the services and Rules/laws on labour employed by the tenderer during the currency of the contract, including minimum wages, PF and ESI payable to the labour as per statutory requirement. The tenderer is also advised to submit the acquaintance of wages bills/proof of all statutory payments every month. Any taxes payable (Sales Tax, Income tax. etc.) should be paid by the tenderer.

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

19. Rates should be quoted in figures and words, where there is difference between the rates quoted in the figures and words, the rates quoted in the words will be taken as correct.

20. The contractor should ensure that all conditions as per payment of Wage Act are fulfilled. The contractor should also register himself with the labour commissioner concerned and produce proof of the same.

21. As per BSNL guidelines it has been decided that the near relative of all BSNL Employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The details are as follows.

The near relative 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) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

A certificate is required to this effect.

The format of the certificate to be given is

"I _____
S/o _____ r/o _____ hereby certifies that
none of my relative(s) as defined in the tender document is/are
employed in BSNL unit as per details given 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".

22. No sub-contracting is permissible by BSNL and if any such act is noticed penalty clause will be imposed upon.

23. Sales Tax/Turn over Tax or any other taxes applicable from time to time during the period of contract will be deducted at the time of settlement of bills/ SD at source.

24. Timings during which services are required as follows.

1. Toilets should be cleaned once in the morning before commencement of the office and once in the afternoon (at 2.00pm). Neatness & tidiness is to be maintained to the utmost satisfaction of unit in-charge at all times.

2. Indoor areas should be swept in the morning and cleaned with mopping cloth daily before commencement of the office. All the office Tables/racks are to be cleaned with dry cloth.

3. Outdoor areas should be cleaned and garbage is to be removed to the space specified by the building in-charge.

Electricity and water shall be supplied free of charge and

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

care should be taken that the same are not wasted. The service personnel should follow the instructions of the SDE(GENL)/Building In-charge / Building Caretaker or any other person earmarked by the BSNL. If any thing happens to the lives of the workman during the execution of their duties due to any unforeseen incident the contractor should pay compensation to the family members of the worker. The tenderer should provide uniform and identity cards to the workers and ensure that they wear uniform and identity cards. The tenderer and the staff should abide by the various acts, rules and regulations of State/Central Governments and should not violate the same.

**General Manager, Telecom District.
Visakhapatnam-20.**

ANNEXURE-A

The contractor before participating in the tender requested to visit the Telephone Exchanges/Buildings/ Offices and the Building in charges to know the quantum of work.

Sl.No.	NAME OF THE OFFICE
1	GMTD office and Dabagardens TE deptl bldg (whole complex)and womens club behind BSNL Bhavan,CSC,Cash counter DG cell(For common area of the building, Toilets and urinals)
2	Madhurawada, Kommadi T/E bldg
3	Akkayya palem exge
4	Lalithanagar Exchange
5	Mindi Telecom complex
6	Madhavadhara TE bldg
7	NAD Kotha Road TE bldg
8	SDE(MVP Old) Exge/ TE bldg
9	SPTS TE building
10	Malkapuram Exge TE bldg whole complex
11	Seethammadhara TE bldg whole complex
12	Narasimhanagar Tele exge
13	GPNM TE building complex
14	PUY TE building complex
15	Balacheruvu TE building
16	OCB bldg velampeta including OCB compound and offices in the staff quarters and E10B exchange bldg including offices in quarters complex, including offices of electrical & civil wing(entire velampeta TE buildings complex) (For common area of the building, Toilets and urinals)
17	Kirlampudi exchange new rented bldg
18	CRR bldg complex
19	Teleshoppe Gajuwaka
20	JTO OD D sec at D.Bazaar qrts
21	Industrial Estate TE bldg. and I/E Stores
22	MVP new Exge / CSC TE bldg
23	CSC santhipuram
24	Pandurangapuram TE complex
25	Sagar nagar TE
26	Arilova TE
27	SDE(MVP) & JTO O/D MVP at STR Qrts
28	Pedagantyada TE
29	Kurmanapalem TE
30	ADIVIVARAM TE

5a. Evaluation of L1 tenderer will be done on net cost to BSNL ie., sum of all the locations.

NOTE:- The above mentioned locations are provided on provisional basis. There may be a variation of +/- 25%. Other Telephone Exchanges and Complexes at various places in Visakhapatnam Telecom District may be included or excluded at any time during the execution of agreement period as per the requirement of BSNL.

ANNEXURE - B

BLACK LIST DECLARATION

TAKING PART IN GOVT.TENDERS BY DOT/ BSNL /GOVT.DEPARTMENTS / PSUs (TO BE EXECUTED & ATTESTED BY NOTARY PUBLIC/ EXECUTIVE MAGISTRATE ON Rs.100/- ON NON-JUDICIAL STAMP PAPER BY THE TENDERER)

I/WE _____ PROPRIETOR /PARTNER(S) HEREBY DECLARE THAT THE FIRM/COMPANY M/s _____ HAS NOT BEEN "BLACK-LISTED" OR DEBARRED IN THE PAST BY DOT/BSNL /ANY OTHER GOVERNMENT OR SEMI-GOVERNMENT ORGANIZATION FROM TAKING PART IN GOVERNMENT TENDERS.

*WAS BLACK-LISTED OR DEBARRED BY DOT/BSNL/GOVT.DEPT/ PSU FROM TAKING PART IN GOVERNMENT TENDERS FOR A PERIOD OF _____ YEARS W.E.F. _____ THE PERIOD IS OVER ON _____ AND NOW THE FIRM/COMPANY IS ENTITLED TO TAKE PART IN GOVERNMENT TENDERS.

INCASE THE ABOVE INFORMATION IS FOUND FALSE AT ANY TIME, I/WE ARE FULLY AWARE THAT THE TENDER / CONTRACT WILL BE REJECTED /CANCELLED BY GENERAL MANAGER, TELECOM DISTRICT, VISAKHAPATNAM AND EMD /SD SHALL BE FORFEITED.

IN ADDITION TO THE ABOVE AND THE GENERAL MANAGER, TELECOM DISTRICT, VISAKHAPATNAM WILL NOT BE RESPONSIBLE TO PAY THE BILLS FOR ANY COMPLETED/PARTIALLY COMPLETED WORK.

SIGNATURE:

SEAL OF THE FIRM:

CAPACITY IN WHICH SIGNED:

NAME & ADDRESS OF THE FIRM:

DATE:

PLACE:

ANNEXURE-C

P R O F O R M A A G R E E M E N T

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

The agreement is made on this _____ day of _____ 2020 between M/s.

herein referred to as the contractor carrying on business under the name and style of **M/s.** _____ of the one part.

and

The Bharat Sanchar Nigam Limited acting through the General Manager Telecom District, Visakhapatnam herein after referred to as the BSNL of the other part.

Whereas the said contractor has agreed with the BSNL **to undertake maintenance CLEANING & SWEEPING of Telecom Exchange Buildings and Urinals and Toilets for one year from the date of this agreement on the rates specified in the schedule of rates.**

And whereas the contractor has paid/submitted Demand Draft/ Bank guarantee for Rs. _____/- (Rupees _____ only) to the G.M. Telecom District, _____ Visakhapatnam as Security deposit, as per the terms and conditions of the tender vide _____ (payment particulars).

Now this indenture witness that in consideration of the promise, It is mutually agreed and declared between parties hereto as follows.

01. The contractor agrees to undertake to the maintenance of the Telecom Urinals/Toilets in accordance with the Terms & Conditions detailed in the tender schedule agreed in their tender and letter dated _____ at the rates quoted by him/them. The rates are inclusive of all the taxes like service tax, levies, duties etc.

In consideration of payments to be made to the Agency for the works to be executed by him the Agency hereby convenient with the BSNL that the Registered Agency shall in accordance with the agreement documents duly provide, execute and compete the said works and shall perform all other acts, deeds, matters and things in the tender schedule or described or which are to be implied there from or may reasonably necessary for the completion of the said works and at the time and in the manner and subject to the **terms & conditions** of the stipulations mentioned in the tender schedule.

02. This contract shall be effective from 00-00-2020 to 00-00-2021

03. The Security Deposit paid by the contractor shall be for due

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. The G.M. Telecom District, Visakhapatnam on behalf of the BSNL is at liberty to appropriate the said sum or any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform, fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.

04. The security deposit shall be released after six months after successful completion of the work at the end of the contract period. The security deposit does not carry any interest.

05. The Security Deposit is to be forfeited to the Bharat Sanchar Nigam Ltd. or his successors without any prejudice to any other rights and remedies of BSNL, in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract.

06. That all disputes arising out of this contract will be referred to the arbitration of the C.G.M. Telecom, A.P. Circle, Vijayawada, or some other officer appointed by him. The award of arbitrator shall be final and binding on the parties to this contract and provisions of the Indian Arbitration Act 1940 and any statutory modification/ enactments thereto and the rules made there under from time to time shall apply to such arbitration.

07. That the tender schedule and terms and conditions shall also form part of the agreement.

08. That the contractor acknowledges that he is himself fully acquainted with all the conditions of the contract and he shall not plead ignorance of any of them. In witness whereof, the contractor has set his hand and the BSNL has caused the G.M. Telecom District, Visakhapatnam for and on his behalf to set his hand, the day and the year first above written.

Signature of the contractor

**Signature of the AGM (NWP)
for General Manager, Telecom
District, Visakhapatnam.**

Witness

01. Signature _____
Name :
Address :

Witness

01. Signautre _____
Name :
Address :

02. Signature _____
Name :
Address :

02. Signautre _____
Name :
Address :

FORMAT OF THE PERFORMANCE BANK GUARANTEE

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

Re: Bank Guarantee in respect of LOI dated _____ between Bharat Sanchar Nigam Limited 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 M/s Bharat Sanchar Nigam Limited (BSNL in short) (A Government of India Enterprise) with Corporate office at Harish Chandra Mathur Lane Janpath, New Delhi - 110 001 and having Telecom Circle office at _____ through CGMT, Hyderabad whereby BSNL has agreed to appoint CONTRACTORS for providing BSNL 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 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 that if in the opinion of the BSNL, 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 there-under, the Bank shall on demand and without any objection or demur pay to the BSNL the said sum of Rs. _____ /- (Rupees _____ lakh only) or such lesser amount as BSNL may demand without requiring BSNL 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 shall be conclusive as regards the liability of CONTRACTOR to pay to BSNL 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 regarding the claim.
3. We, the Bank further agree that the guarantee shall come into force from the date hereof and shall remain in full force and effect for the period of thirty months from the date of 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, 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 the said sum of Rs. _____ /- (Rupees thousand only) without BSNL demanding the payment of the above sum.
4. The Bank further agrees that the BSNL 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 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 or any indulgence by BSNL 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.
5. 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 without BSNL having to demand the payment of the said sum of Rs. _____ /- on the last day on which the Bank Guarantee is due to expire.

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

6. Notwithstanding anything herein contained;

The liability of the Bank under this guarantee is restricted to Rs. /- _____ (Rs. -----thousand only) and it will remain in force for a period of 18 months i.e. up to _____.

(b) The guarantee shall stand completely discharged and all rights of the BSNL under this Guarantee shall be extinguished if no claim or demand is made on us in writing on or before _____.

7. The Bank guarantees under its constitutional power to give this guarantee and _____ and _____ who have signed it on behalf of the Bank have authority to do so.

(Authorized Signature of the Bank Official)

Power of Attorney General:

Dated: at



BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

Bid Document
(FINANCIAL)

**TENDER FOR CLEANING & SWEEPING OF
TIOLETS/URINALS IN VISAKHAPATNAM URBAN
AREA.**



Tender No. _____

OFFICE OF THE GENERAL MANAGER, % GMTD,BSNL,,VISAKHAPATNAM -530 020.

ANNEXURE-D
TENDER QUOTATION FORM
FINANCIAL BID

From

To
 The Asst.General Manager (NWP),
 % G.M. Telecom District,
 2nd Floor, BSNL Bhavan,
 Dabagardens
 Visakhapatnam-530020.

Sir,

I/We have gone through and understood fully all the terms & Conditions detailed in the tender notice and tender schedule. I/We, am/are agreeable to all the terms & conditions mentioned therein particularly the work specification at Sl.No:24 on Page 16 read with material specification at Sl.No:4(a) on page 10 I/We, am/are agreeable to furnish the Security Deposit as mentioned and within the stipulated time, after the receipt of letter of acceptance by me/us.

My/Our rates which include the pay & allowances of labour engaged, cost of the implements, materials & detergents purchased for the scavenging /cleaning of Urinals / toilets including all charges except GST

Sl.No	Name of the office Telephone Exchange buildings /CSCs.	Nature of work (Cleaning & Sweeping of Telecom Exchange buildings including Urinals and Toilets in VM.)	Rate quoted per building per month	
			In figures	In Words
1	GMTD office and Dabagardens TE deptl bldg (whole complex) and womens club behind BSNL Bhavan, CSC, Cash counter DG cell (For common area of the building, Toilets and urinals)			
2	Madhurawada, Kommadi T/E bldg			
3	Akkayya palem exge			
4	Lalithanagar Exchange			

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

5	Mindi Telecom complex			
6	Madhavadhara TE bldg			
7	NAD Kotha Road TE bldg			
8	SDE (MVP Old) Exge/ TE bldg			
9	SPTS TE building			
10	Malkapuram Exge TE bldg whole complex			
11	Seethammadhara TE bldg whole complex			
12	Narasimhanagar Tele exge			
13	GPNM TE building complex			
14	PUY TE building complex			
15	Balacheruvu TE building			
16	OCB bldg velampeta including OCB compound and offices in the staff quarters and E10B exchange bldg including offices in quarters complex, including offices of electrical & civil wing(entire velampeta TE buildings complex) (For common area of the building, Toilets and urinals)			
17	Kirlampudi exchange new rented bldg			
18	CRR bldg complex			
19	Teleshoppe Gajuwaka			
20	JTO OD D sec at D.Bazaar qrts			
21	Industrial Estate TE bldg. and I/E Stores			
22	MVP new Exge / CSC TE bldg			
23	CSC santhipuram			
24	Pandurangapuram TE complex			
25	Sagar nagar TE			
26	Arilova TE			
27	SDE (MVP) & JTO O/D MVP at STR Qrts			
28	Pedagantiyada TE			
29	Kurmanapalem TE			
30	Adavivaram TE Bldg			

Tender for Cleaning & Sweeping works in Visakhapatnam Urban area

The tenderers are requested to visit the telephone exchange /complexes /offices before participating in the tender to ascertain the quantum of work.

Evaluation of L1 tenderer will be done on net cost to BSNL ie., sum of all the locations.

I/We declare that the rates quoted above are inclusive of all charges except the GST and shall not be altered throughout the period.

Date:

Signature of the tenderer

Place:

ANNEXURE - E

DECLARATION FORM

I here by declare that under my DSC(Digital signature certificate) , no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on E-tender Portal <https://etenders.gov.in>

Signature of the tenderer

Annexure -F

NEAR RELATIVE NON -EMPLOYMENT CERTIFICATE

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 documents. In case at any stage, it is found that the information given by me is false/incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me.”

SIGNATURE OF THE TENDERER

Name:

Annexure – G

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Tender Number _____

Subject: Authorization for attending bid-opening on _____(date) in the tender of _____.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf

of _____(Bidder) in order of preference given below.

Order of Preference

Name

Specimen Signatures

I

II

Alternate
Representative

Signatures of bidder

or

Officer authorized to sign the bid
documents on behalf of the bidder.

No.1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

ANNEXURE-H

Mandate Form for payment through ECS / RTGS / NEFT

BANK DETAILS

1	Tenderer Name	
2	Name of the city	
3	Account Name	
4	Type of Account	
5	Bankers Name	
6	Bank Account number	
7	Branch Address	
8	Branch Name	
9	Branch phone no.	
10	MICR code	
11	IFSC code	
12	Supplier phone number	
13	Supplier email ID	
14	Pan number	
15	TIN number	

**Signature of the tenderer
name and address**