

“E- Tender for Supply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”



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BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)



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O/o the General Manager, Telecom Dist., BSNL Bhavan, Sunkesula Road, Kurnool-518 004.

TENDER SCHEDULE

**“E-Tender for Supply of Branded Starting Batteries
[EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine
Alternators in Kurnool SSA for the year 2020-21”**

“Certified that this Tender Schedule No. PGMTD-KNL/MM/E-Tender/ Supply of Batteries /2020-21/2 dated 21.05.2020 contains 18 pages serially numbered including Technical Bid and Financial Bid.”

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BSNL, O/o PGMTD, Kurnool.

“E- Tender forSupply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”



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O/o the General Manager, Telecom Dist., BSNL Bhavan, Sunkesula Road, Kurnool-518 004.

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BSNL, O/o PGMTD, Kurnool.



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“E- Tender for Supply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”

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BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

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O/o the General Manager, Telecom Dist., BSNL Bhavan, Sunkesula Road, Kurnool-518 004.

Lr.No: PGM TD-KNL/MM// E-Tender/Supply of Starting Batteries/2020-21/ 2 Dated at KNL the 21.05.2020

On behalf of the Bharat Sanchar Nigam Limited, the Pricipal General Manager, Bharat Sanchar Nigam Limited, Telecom District, Kurnool invites Wax/PVC Tape Sealed **“E-Tender for Supply of Branded Starting Batteries for the use of Engine Alternators [EXIDE/AMRON/HBL] with inbuilt charger in Kurnool SSA for the year 2020-21”** from capable, experienced, reliable suppliers/Contractors. The tender is single Bid System. Tender Schedules can be **download start from 10.11.2020** through www.ap.bsnl.co.in / <https://etenders.gov.in/eprocure/app>

The cost of Tender schedule **Rs.590/-(with GST)** and EMD **Rs.21,125/-** in the shape of DD/Bankers cheque in favor of **Accounts Officer (Cash) O/o PGM TD,Kurnool** or remittance at AO(cash), BSNL Kurnool are to be placed in 1st cover and sealed with wax/pvc tape and super scribed accordingly without fail.

- 1.)The Technical bid is to be placed in 2nd cover and sealed with wax/pvc tape and super scribed accordingly without fail.
- 2.)The Financial bid is to be placed in 3rd cover and sealed with wax/pvc tape and super scribed accordingly without fail.
- 3.)The above (1),(2) and (3) covers should be placed in main cover and sealed with pvc/wax and super scribed as **“E-Tender for Supply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”**
- 4.)If not sealed with wax /pvc tape and above are not complied with, the tender will be summarily rejected.

The covers may be addressed to **Asst.General Manager (Plg), BSNL.,%PGM TD., IIIrd Floor BSNL Bhavan, Sunkesula Road,Kurnool** and shall be sent either by Registered Post or deposited in the tender box available in 3rd floor,BSNL Bhavan,chamber of AGM (Plg.) O/o PGM TD,Kurnool; so as to reach him on or before **13.00 hrs. on 23.11.2020**. **Tenders received without cost of Tender Schedule will be rejected.**

The PGM TD,Kurnool reserves the right to reject any or all the tenders or cancel the tender process at any stage without assigning any reason what so ever and PGM TD,Kurnool is not bound to accept the lowest tender.PGM TD,Kurnool also reserves the right to select one or more tenderers.

GENERAL:Requirement of Branded Starting Batteries[EXIDE/AMRON/HBL] with inbuilt charger for the use of E/As in KNL SSA for 2020-21

Sl. No	Name of the item	Capacity of the battery(with inbuilt charger)	Required Quantity
1	Branded Starting Batteries with inbuilt chargers [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators	80AH, + 120AH	70Nos + 20Nos
	Total		90 No.s

The details & Specifications have been enclosed in Annexures

GENERAL

1. Estimated Cost : Rs.8,45,000/-
2. Earnest Money Deposit : Rs. 21,125/- (2.5% on estimated cost of the Tender)
3. Last Date of receipt of the Tender : 13:00 Hrs of 23.11.2020
4. Time Date of opening : 14:30 Hrs of 24.11.2020
5. Contract period : 1 Year.
6. Place of the opening Tender : O/oPrincipalGeneral Manager, Telecom Dist.,Kurnool.
7. Security Deposit : 10% of the Estimated cost.
8. Type of Tender : E- Tender- single Bid System

Note : 1.Tender estimated cost is of Rs.8,45,000/-

2. In case the proposed tender opening day happens to be holiday, the tender shall be opened on the next working day, same time.

**AGM(Plg), O/o G.M. Telecom District,BSNL,KNL
Technical Bid**

“E- Tender for Supply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”

GENERAL PROCEDURE & CONDITIONS FOR TENDER

1.0 Tender should be submitted in wax /pvc tape sealed envelope superscribed as “E-Tender for Supply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21” should be sent to AGM (Plg), O/o PGMTD, Kurnool.

1.1 Only one tender should be included in one cover.

1.2 Tender will not be accepted after the prescribed time / date

1.3 No acknowledgment will be issued by O/o PGMTD, BSNL, KNL towards the deposit of Tender.

1.4 In case, closing date of the tender happens to be a holiday the next working day will be taken as closing date..

1.5 At present the requirement is **Supply of total 90Nos of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21**, PGMTD-Kurnool has power to vary quantity by + or – 25%.

1.6 Purchase shall be made as per the quantity mentioned in this tender. If any additional quantity is required by the department to meet any urgent requirement of future, tenderer shall supply additional quantity at the same tender rates.

1.7 If the (1), & (2)) in page number 3 of Tender Schedule are not complied with, such Tenders will not be considered for opening and rejected as well with out any reason.

2.0 OPENING OF TENDER

2.1 Tender must be deposited in the tender box kept & meant for this purpose in the O/o Principal General Manager, Telecom District, IIIrd Floor, BSNL Bhavan, Sunkesula road, Kurnool-518050 during the office hours not later than **13.00 Hrs of 23.11.2020** Tenders received later than **13.00 Hrs** will not be considered.

2.2 Tender will be opened by **14.30 Hrs of 24.11.2020** i.e. on the same day in presence of those Tenderers / representative who would be present at the time of opening.

2.3 In case, opening date of tender is declared as holiday for O/o PGMTD, BSNL, Kurnool then opening date of tender will be automatically shifted to next working day.

3.0 FILLING OF TENDER

3.1 The tender should be filled up in prescribed form only and must be written legibly in English or in Hindi only.

3.2 Over writing in the tender shall render the same invalid.

3.3 The corrections should be made after scrapping out the old entry. All corrections should be duly attested with full signatures and date by the tenderer.

3.4 The rates wherever quoted must be in figures as well as in words. If the rate quoted in figures varies with that of quoted in words, the rate quoted in words will be taken as final for tender purpose.

3.5 Tenderer must sign on all pages of tender documents.

3.6 Tender without EMD will be rejected summarily.

3.7 Each firm is expected to submit only one tender offer in the tender. In case more than one offer is received from the same firm then all such additional offers other than lowest offer shall be rejected summarily.

3.8 Tenderer should note that different firm having common partner(s) is not permitted to quote for more than one tender offer from any of such firms. In case if more than one offer is received then all such additional offers other than the lowest offer shall be rejected summarily.

3.9 Tenderer must state the complete address & telephone numbers on tender form.

3.10 The tenderer s should submit tender documents, in full intact without detaching any page or pages and duly filled in completely and signed on each page of tender form.

Tenderers should fill-up the relevant columns of tender questionnaire and sign the same. The following documents must be submitted along with the tender.

“E- Tender for Supply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”

3.11 DOCUMENTS TO BE ATTACHED WITH TENDER

1. Certificate of work experience relating to supply, installation, commissioning and maintenance of item now tendered, shall be produced giving details as per clause.
2. Attested copies of current registration from the Registrar of firms and power of Attorney in case of partnership Firms. OR
In case of proprietorship concern / firm, attested copy of declaration to this effect on Rs100/- non-judicial stamp paper duly attested by public notary.
3. Bid Cost for Rs.590/- &EMD for Rs. 21,125/- (in the shape of DD or Bankers cheque drawn in favour of Accounts Officer (Cash), O/o Principal General Manager Telecom District, BSNL, Kurnool.
4. GST registration certificate.
5. PAN No. &
6. Sales Tax registration certificate.
7. A proof regarding valid registration with body specified by Ministry of Micro, Small & Medium Enterprise for the tendered items will have to be attached along with the bid.

Note: Non-submission / Incomplete submission of any of the above shall disqualify the Tender.

4 ELIGIBILITY CONDITION

- 4.1 The Tenderer shall have experience in dealing with supply of Starting Batteries for the use of Engine Alternators during the last 1 year to organizations of Government, Public sector Units, Banks etc.
- 4.2 The Tenderer shall have a registered office and maintenance set up.
- 4.3 The Tenderer shall submit documentary evidence towards the work experience giving details of “ **Supply of Branded Starting Batteries with inbuilt charger for the use of Engine Alternators**” and the details of user etc. clearly

5 CONDITIONS OF THE TENDER

- 7.1 Conditional or part tenders will not be considered.
- 7.2 In case terms and conditions of this tender are not acceptable to Tenderers, they should clearly specify deviations in the Tender.
- 7.3 The offers should be valid for acceptance for one year from the date of opening of the Tender. If the tenderer is unable to keep their offer open for this period they should specifically state the period for which their offers are open.
- 7.4 Quotations qualified by vague and indefinite expressions such as subject to immediate acceptance, subject to prior sale etc. will not be considered.
- 7.5 The Tenders which do not fulfill any of these conditions or incomplete in any respect are liable to be rejected summarily.
- 7.6 Jurisdiction will be area of the O/o PGMTD, BSNL, Kurnool.

6. SIGNING OF TENDER

- 6.1 The tenderer signing tender paper and or other documents must specify.
- 6.2 Whether signing as a sole proprietor of the firm or his attorney.
- 6.3 Whether signing as registered active partner of the firm or his attorney.
- 6.4 In case of companies and firm registered under Indian Partnership Act, the capacity in which signing i.e. Partner, Secretary, Manager etc. or their attorney.

7. ACCEPTANCE / REJECTION:

- 7.1 PGMTD, BSNL, Kurnool reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
- 7.2 Acceptance of the tender will be communicated by a letter of acceptance
- 7.3 Non- acceptance of tender will be advised by non-acceptance letter or refund of the Earnest money deposit without interest after contract is awarded finally.
- 7.4 The earnest money if not forfeited will be refunded to the tenderers immediately after Finalization of tender.
- 7.5 The security deposit will be released after one year from the date of satisfactory

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completion of contract without interest.

8. TIME FRAME

The contract shall come in to force from the date of signing of agreement..

9. AGREEMENT AND OTHER TERMS & CONDITIONS

The successful bidder has to furnish Security Deposit for an amount of 10% of the Estimated cost either in the form of DD or Bank guarantee valid for 18 months from any nationalized Bank .The successful bidder has to make and sign the agreement and other terms and conditions on non- Judicial stamp paper of Rs 100/- (Agreement and other terms & conditions with the representative of O/o PGMTD BSNL, Kurnool who is in-charge.)

a. Tender Evaluation

The Lowest rate (Net rate as per financial Bid for Coloumn No.7) tendered capacity wise shall be arrived at. In other words L1 finalization shall be made separately for 80Ah, 120Ah Batteries.

10. PAYMENTS:

- a) 100% of cost will be paid on satisfactory installation, Testing and commissioning of the equipment.
- b). Payment of the bills through **e-payment** only. MANDATE form is to be enclosed duly filled in MANDATE form is attached this schedule.
- c). The amount paid will be recovered later if the material supplied is found subsequently to be substandard quality and not as per specification. The rejected material will be taken back by the tenderer at his own cost and risk.

11. PENALTY

The material is to be supplied within fifteen days from the date of receipt of order from this Office, failing which a penalty at Max. 5% on the ordered value for a week of delay or part thereof will be levied.. If the tenderer fails to comply with the order even after the expiry of this period (with penalty), the order will be deemed to be cancelled and the S.D paid by the tenderer will be forfeited to BSNL and the tenderer will be black-listed.

12. EARNEST MONEY

12.1 Earnest Money deposit of **Rs.21,125/- (Rupees Twenty one thousand one hundred and twenty five Only)** is payable with this tender in the form of Demand Draft or Bank pay order drawn in favour of Accounts Officer (Cash), O/o Principal General Manager Telecom District, BSNL, Kurnool.

The MSE units shall be exempted from submission of Bid Security deposit on production of requisite proof in respect of valid certification from MSME for the tendered item.

MSME Bidder – Exemption : (As per Letter No. CA/MMT/10-10/2017 DT 24.05.2018, of Corporate Office New Delhi, Registration of Udyog Aadhar Memorandum Number by Ministry of Micro Small and Medium Enterprises (MSME) Vendors on Central Public Procurement Portal (CPPP) is mandatory from 01-04-2018 and shall submit the declaration by the vendors. The bidders who fails to register UAM number shall not be able to eligible the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order, 2012 issued by MSME).

- a) A proof regarding valid registration with body specified by Ministry of Micro, Small & Medium Enterprise for the tendered items will have to be attached along with the bid.
- b) The enlistment certificate issued by MSE should be valid on the date of opening of tender.
- c) If a vendor registered with body specified by Ministry of Micro, Small & Medium Enterprise claiming concessional benefits is awarded work by BSNL and subsequently fails to obey any of the contractual obligations, he will be debarred from any further work/ contract by BSNL for one year from the date of issue of such order.
- d) No other bidder's are exempted from furnishing Bid Security mentioned above

12.2 Tenders without “Earnest money ”will be rejected summarily.

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12.3 No interest is payable on E.M.D. amount

12.4 EMD can also paid in cash at Cash counter O/o P.G.M.T.D. Kurnool.

13 FORFEITURE

13.1 The EMD shall be forfeited if the L1 tenderer fails to pay the security deposit/ performance guarantee.

13.2 Forfeiture of security deposit will be done if L1 bidder/contractor fails to fulfill the Performance obligation in accordance with the terms and conditions of tender viz Supplies which are not as per specifications/ quality agreed upon, or failure to comply With any of the conditions of the tender.

14 ARBITRATION

a. In the event of any question, dispute or difference arising under this agreement or in connection therewith(except as to matters the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the CGMT, A.P. Circle, Vijayawada or in case his designation is changed or his office is abolished, then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to his own duties or otherwise with the function of the CGMT, A.P. Circle, Vijayawada or by whatever designation such an officer may be called (here in after referred to as the said officer) and if the CGMT, A.P. Circle, Vijayawada or the said officer is unable or unwilling to act as such then to the sole arbitration of some other person appointed by the CGMT, A.P. Circle, Vijayawada .

There will be no objection to any such appointment that the arbitrator is Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, the CGMT, A. P. Circle, Vijayawada or the said officer shall appoint another person to act as arbitrator in accordance with the terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

b. The Arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to the aforesaid, Arbitration and Conciliation Act 1996 and the Rule made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

c. The venue of the arbitration proceeding shall be the office of CGMT, A.P. Circle, Vijayawada or such other place as arbitrator may decide.

15 All legal disputes are subject to the jurisdiction of Kurnool Courts only..

16. Any attempt to negotiate directly or indirectly on the part of the tenderer with authority competent to finally accept the tender or influence the acceptance of the tender by any means will render his tender liable to exclusion from consideration.

17. All communication dispatched from O/o PGMTD, BSNL, Kurnool addressed to the known postal address of the tenderer would be deemed to be delivered to him. If there is any change in address of the contractor, he must communicate the same to the AGM (Plg), Kurnool. In case of non-response to communication dispatched to tenderer necessary action will be taken against him. No benefit will be given to supplier/ contractor on account his absence of being out of station or place shifted without due intimation to this office.

18 FORCE MAJEURE

“E- Tender forSupply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”

If at any time during the continuance of this Agreement, the performance in whole or in part by either party, of any obligation under this agreement shall be prevented or delayed by the reason beyond control / force majeure, neither party shall by reasons of such events, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance.

Force majeure shall mean and be limited to the following

- a. War / hostilities
- b. Riot or Civil Commotion.
- c. Earth quake, fire, flood, tempest, lightning, or other natural physical disaster.
- d. Restrictions imposed by the Government (Central & State) or other statutory bodies which prevent or delays the execution of the order, The contractor shall advise purchaser, by registered letter duly certified by the local chamber of commerce statutory authorities, the beginning and the end of the above cause of delay within 7(Seven) days of the occurrence and cessation of such force majeure condition. In the event of delay lasting over one month, if arising out of causes of force majeure purchaser reserves the right to cancel the order without any obligation.

18. TERMINATION OF CONTRACT

- 18.1 The PGMTD, BSNL, Kurnool reserves the right to terminate the contract without assigning any reason with a 30 days notice.
- 18.2 If the tenderer wishes to terminate the contract during the contract period he can do so by giving 30 days notice to O/o PGMTD, BSNL, Kurnool in which case his security deposit shall be forfeited.

“E- Tender forSupply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”

A N N E X U R E - A

TECHNICAL SPECIFICATIONS FOR Branded [Exide/ Amron/ HBL] Starting Batteries with inbuilt charger for the use of Engine Alternators

Approximate Requirement = 90No.s

Make:Branded starting Battery 12 V and capacity from 80 AH,120AH for the use of Engine Alternator
Sealed, Maintanance free Battery with Warranty of 18 Months

ANNEXURE - B
MANDATE FORM

(1).	Full Name of the Account holder for RTGS /NEFT	
(2).	Name of the Bank	
(3).	Account type	
(4).	Full Account number	
(5).	Bank code	
(6).	NEFT (National Electronic Fund Transfer) Code	
(7).	IFSC Code (for RTGS –Real Time Gross Settlement)	
(8).	Name of the City/Town of the Bank Branch with full address.	
(9).	PAN	
(10).	GST No	
(11).	Mail ID & Mobile No.	
(12).	Vendor Code	

UNDER TAKING

I (Name of the person/firm) _____

Willing to receive all my due payments from BSNL through RTGS/NEFT. I am ready to bear the bank charges, if any levied by any bank. The payments may be continued through RTGS/NEFT till a change is requested by me / us.

Authorized signatory

“E- Tender forSupply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”

ANNEXURE -C

Certificate on Non – Participation of no-near relatives in the tender called for **“Limited Tender forSupply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”** Vide No. PGMTD-KNL/MM// Ltd.Tender/Supply of Starting Batteries/2020-21/2 Dated at KNL the 21.05.2020

CERTIFICATE

I _____

hereby certify that none of my relatives is / are employed in BSNL as per details given in tender document. In case at any stage, it is found that the information given by me is false /incorrect, BSNL shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Signed_____

For and on behalf of the Tenderer

Name (CAPS)_____

Position_____

Date_____

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ANNEXURE - D

ADVANCE STAMPED RECEIPT

Received Rs.-----/(Rupees -----
only) towards refund of Earnest Money Deposit paid in connection with tender for **“Limited Tender forSupply of Branded Starting Batteries[EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”** from Accounts Officer (Cash), BSNL, O/o PGM TD – Kurnool.

Revenue
Stamp

Place:

Dt:

Signature of Authorised Person

SEAL / Rubber Stamp.

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ANNEXURE - E

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject:

Authorization for attending Bid opening on date 16.11.2020 in the tender for **“Limited Tender forSupply of Branded Starting Batteries[EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”**

The 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

Alternate
Representative

Signatures of Bidder
or
Officer authorized to sign. The bid
Documents on behalf of the bidder.

- NOTE:**
1. Maximum of one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is 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 received.

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BHARAT SANCHAR NIGAM LIMITED
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O/o the General Manager, Telecom Dist., BSNL Bhavan, Sunkesula Road, Kurnool-518 004.

Financial Bid

For “E-Tender forSupply of Branded Starting Batteries [EXIDE/AMRON/HBL] with inbuilt charger for the use of Engine Alternators in Kurnool SSA for the year 2020-21”

Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	Excise Duty % on basic rate	GS T % on basic rate	Freight Charges (Unloading & Stacking) % on basic rate	Any Other Taxes % on basic rate	Any Other Duties/Levies % on basic rate	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	7	8	9	10	11	12	13	14	15
1	Electrical Items :												
1.01	12V, 80 AH BRANDED [Exide/AMRON/HBL] GENSET STARTING BATTERY WITH INBUILT CHARGER	item 1	7000	Nos							0.00	0.00	INR Zero Only
1.02	12V, 120 AH BRANDED [Exide/AMRON/HBL] GENSET STARTING BATTERY WITH INBUILT CHARGER	item 2	2000	Nos							0.00	0.00	INR Zero Only

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Total in Figures			0.00	0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only				

QUOTED RATES

Cost should be included supply, transportation, installation, final commissioning & maintenance during warranty period of 18 months for all the items listed below exclusive of GST.

Signature of the Tenderer

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Annexure F

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard

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documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

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- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4200 462

0120-4001 002

0120-4001 005

0120-6277 787

International Bidders are requested to prefix +91 as country code

EMail Support:

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc@nic.in

Policy Related - cppp-doe@nic.in