

**EXPRESSION OF INTEREST FOR
VENDOR REGISTRATION
AS
“SUPPLIER/SERVICE PROVIDER”
IN
BSNL CHHATTISGARH CIRCLE**



Applications to be submitted for registration

FEE : ₹500+18% GST,

Please visit us at our website : <http://chhattisgarh.bsnl.co.in>

No. : CGCO-MM/5/2024-MM BSNL CG CO Date 07/02/2025

1	Date of Start for tender downloading:	At 18:00 Hrs on 07/02/2025
2	Last Date and time for downloading:	UP TO 11:30 Hrs of 21/02/2025
3	Last Date & Time for Submission	UP TO 11:30 Hrs of 21/02//2025
4	Date of Opening :	At 12:00 Hrs on 22/02/2025

EMPANELMENT NOTICE

Sub: Request for Empanelment for New Registration Suppliers / Contractors list towards execution of supplies/ services at BSNL Chhattisgarh Circle.

No. : CGCO-MM/5/2024-MM BSNL CG CO

Date 07/02/2025

Bharat Sanchar Nigam Limited Chhattisgarh Circle is in the process of inducting new competent Suppliers/Service Providers through a Vendor Registration process with an aim to identify and register quality, reliable and cost effective Suppliers/ Service Providers. We are maintaining a list of registered suppliers/services for the different materials being sourced and their performance is also monitored on regular basis. The vendor registration programme shall be open 07.02.2025.and prospective contractors can apply for registration to enable them execute the supplies/ services.

It may please be noted that the registered vendors shall be eligible for participation in the LIMITED TENDERS for the supplies/services against which they have been found to be suitable and confirmed by IREL(India) Ltd as a registered Supplier/ Service Provider. Further, for items valuing below Rs 2.00 Lakhs, sealed tenders shall be invited from the eligible parties and beyond Rs 2.00 Lakhs, vendors shall have to use e-procurement portal as notified by us for submission of their offer therein.

Special attention is hereby drawn on Micro & Small Enterprises(MSE's) & MSE's owned by SC/ST, Women Entrepreneurs and Start-up's for active participation in the Vendor Registration programme in view of our commitment to adherence of Public Procurement Policy for MSEs Order,2012.

Interested parties are requested to visit our website <http://chhattisgarh.bsnl.co.in> or downloadable Vendors Registration Form. Application complete in all respects is to be submitted in a sealed envelope clearly superscribed as **"APPLICATION FOR VENDOR REGISTRATION AS A SUPPLIER/ SERVICE PROVIDER"** and it is to be sent vide Post/ Courier addressed to **AGM (MM), First Floor, Room No: 109, O/o CGMT CG CIRCLE BSNL Khamardih, Vidhan Sabha Road.**

Rules and criteria for qualification may be changed or added to as necessary for the qualification assessment for a particular purchase/works/project group. BSNL keeps the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list. Registration shall be accorded for **a period of one year**. Thereafter registration shall be regularly "Revalidated" before the expiry of validity period.

BSNL CG Circle reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of BSNL CG Circle, in respect of registration of parties for various categories of supplies/ works shall be final & binding on all concerned. Incomplete applications/applications without support of documentary evidences are likely to be rejected.

**AGM(MM),
O/o CGMT, CG Circle Raipur**

GUIDELINES, TERMS & CONDITIONS FOR REGISTRATION AS A SUPPLIER

For participating in BSNL tendering towards supply of goods or services, it is essential for the vendors to get themselves registered. The Notice Inviting Tender (NIT) documents shall be issued only to the vendors registered for the category for which NIT is issued. Mere registering as a vendor does not entitle the registered entity towards any claim for award of work/purchase order.

1. Vendors must submit all necessary information / documents in support of their qualification for registration as per the "Vendor Registration Form" specified in the Annexure-A.
2. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self attested supporting documents. Any vendor provides false information or grossly inaccurate or forged documents will be disqualified for consideration of registration.
3. The applicant should make sure before applying for a particular type of Category, that he meets the prescribed criteria for that type of supply / service.
4. Certificates such as "Registration of firms", GST & Income tax clearance, partnership deed, etc. should be in standard format only and it should be issued by the appropriate authority. Dealership certificate should be valid during the period of scrutiny.
5. The registration only qualifies a particular vendor for consideration of participating in the case of limited tender for the particular category for which the vendor is registered. However, this will not give any claim to the party for award of for supply of material/ carrying out contract works.
6. A team of officials representing Purchase, Finance, and Indenting Department of BSNLL may visit your facility, if required before your enlistment.
7. Once selected as vendor, you shall promptly reply to our enquires, execute order as per the order terms and keep us informed of new product / developments / innovative ideas that shall help reduce cost and improve quality, reliability etc.
8. Tendering system is adopted for procurement of goods / services. The types of tendering done are Global Tender /Public tender / Limited Tender / Single Tender. E- Tendering is presently being done through www.gem.gov.in or etenders.gov.in .
10. Any failure by the vendor to execute the contract as per order may result in black listing of vendors name from approved list of vendors. Vendor's failure to participate in bids shall be viewed seriously and three consecutive failures may lead to their disqualification form the vendor list.
11. The Vendor must have experience of executed supplies as stated against the respective Categories..

UNDERTAKING TO BE FILLED IN BY VENDOR APPLYING FOR VENDOR REGISTRATION

Ref No.: _____

Dated: _____

To

**AGM (MM),
O/o CGMT, CG Circle, Raipur**

Sir,

We are very much interested in registering ourselves with you as "Service Provider"/ "Contractor". We have gone through all the conditions/ details in your prescribed format for the purpose. We agree to all your terms & conditions in this regard.

We have filled in all the data /particulars in the format and have submitted necessary copies of documents. We also certify that the all the information furnished are true and correct to the best of our knowledge. We also agree that if on verification, any data/information are found to be false, IREL reserves the right not to consider our offer for registration or blacklist us if already registered. We, also undertake to produce the document/certificates in "original" for verification as and when required by BSNL Chhattisgarh circl.

We, now, request your good self to kindly consider us for the above registration.

**Thanking you,
Yours sincerely,**

(Signature of the Party with name and office seal)

VENDOR REGISTRATION FORM

File No. Dated:

APPLICATION FOR SUPPLIERS/VENDORS REGISTRATION**Registration / Empanelment of Vendors**

BSNL, Chhattisgarh Telecom Circle invites applications for the registration/empanelment of firms, companies, suppliers, or vendors engaged in the manufacturing, stocking, or marketing of products and services in specified categories as per the provisions of *GFR 2017 Rule 150*. The primary objective of this registration is to establish a reliable base of technically proficient, financially sound, and dependable suppliers for various procurements.

Eligible suppliers/vendors are invited to visit the BSNL website at www.chhattisgarh.bsnl.co.in to participate in tenders floated from time to time. Vendors may apply for registration under specific categories with relevant experience as listed in **Annexure-I**. Applications must reach the designated office by

Eligibility & Benefits of Registration

All eligible firms actively engaged in manufacturing, stocking, or providing the required goods/services may apply, subject to fulfilling the criteria mentioned in **Annexure-II** this document.

Registered firms will benefit from:

1. Priority invitations to participate in Limited Tender Enquiries.
2. Waivers or reductions in Earnest Money Deposits (EMD), as applicable.
3. Direct communication of tender opportunities for registered categories.
4. Inclusion in BSNL's database for immediate sourcing needs.

Procedure for Registration/Empanelment

1. Ensure all parts of this document are read and understood.
2. Provide accurate and complete information in the application form.
3. Verify that your firm meets the eligibility criteria for the category applied for.
4. Submit the completed application form with a non-refundable registration fee of **₹1,000+18% GST**, via a Demand Draft in favor of "Bharat Sanchar Nigam Limited," payable at your nearest BSNL circle office.
5. Include required supporting documents, such as GST Registration, PAN, past IT returns, and financial statements.
6. Applications should be addressed to the **Assitt. General Manager (MM), BSNL, Chhattisgarh Telecom Circle, Khamardih, Raipur**

Terms of Registration

- Registration is valid for **Three years**, and shall be renewed every year upon satisfactory performance and validity of the documents.
- Vendors are expected to adhere to BSNL's and GOI procurement policies and timelines.

- Non-compliance, substandard supplies, or any misconduct will lead to de-registration or blacklisting.

Declaration by Vendor

All applicants must submit a signed declaration (**Annexure III**) affirming compliance with BSNL's and GOI policies and terms. Misrepresentation or false information will result in immediate disqualification and legal consequences.

For detailed information on categories and submission requirements, refer to **Annexures I, II, and III** attached herewith.



**BHARAT SANCHAR NIGAM LIMITED (BSNL)
Vendor Registration Form**

File No.:

Date: [Insert Date]

SECTION 1: GENERAL INFORMATION

1. **Name of the Firm/Company:**

2. **Type of Firm** (Tick as applicable):

Proprietorship Partnership Private Ltd. Public Ltd.

3. **Registered Office Address:**

PIN Code: _____ **State:** _____

4. **Contact Details:**

○ **Phone:** _____

○ **Mobile:** _____

○ **Email:** _____

○ **Website:** _____

5. **Category of Registration**

SECTION 2: STATUTORY & FINANCIAL INFORMATION

1. **PAN:** _____

(Attach self-attested copy)

2. **GST Registration Number:** _____

(Attach self-attested copy)

3. **MSME/Udyam Registration Number** (if applicable):

4. **Income Tax Returns** (for the last two years):

(Attach copies)

- o Year 1: _____
- o Year 2: _____

5. **Bank Details:**

- o **Bank Name:** _____
- o **Account Number:** _____
- o **Branch:** _____
- o **IFSC Code:** _____

(Attach cancelled cheque and statement for the last year)

SECTION 3: OPERATIONAL INFORMATION

1. **Manufacturing/Supply/Service Category:**

- Manufacturer Supplier Service Provider

2. **Authorization Letter from Manufacturer** (if applicable):

(Attach copy for suppliers)

3. **Details of Similar Work Executed in Last Two Years:**

(Attach work orders/certificates)

4. **Turnover for Last Two Financial Years:**

- o Year 1: _____
- o Year 2: _____

(Attach CA-certified turnover certificate or audited financial statements)

SECTION 4: DECLARATION

I/We hereby declare that:

1. No employee or direct relation of any BSNL employee is associated with my/our firm.
2. The information provided in this application is accurate and true. Any false or misleading information will result in disqualification or cancellation of registration.
3. My/Our firm is not blacklisted by any Government, PSU, or Autonomous Body.
4. I/We agree to abide by the rules, regulations, and terms of BSNL Vendor Registration Policy and General Financial Rules (GFR).

Signature of Proprietor/Partner/Authorized Signatory:

Name: _____

Designation: _____

Place: _____

Date: _____

(Firm's Seal/Stamp)

CHECKLIST OF DOCUMENTS TO BE ATTACHED

1. Firm registration certificate
 2. PAN Card copy.
 3. GST Registration Certificate.
 4. Income Tax Returns for the last two years.
 5. Experience Certificates as per service/product category .
 6. MSME Certificate (if applicable).
 7. Notarized Affidavit for Non-Blacklisting by Any central/state Government/PSU/Autonomous for telecom services.
 8. ERP certificate
 9. ESI certificate
 10. Near relationship certificate as format attached in Annexure IV.
-

FOR OFFICE USE ONLY

- **Registration Number:** _____
- **Category Code(s):** _____
- **Date of Registration:** _____
- **Validity Period:** _____

Approved by:

Designation: _____

Date: _____

Annexure I

List of BSNL Service/Product categories:

S. no.	Service Name	Submit application for (tick for which service(s) applied
1.	SLA based OFC Maintenance	
2.	OFC Rehabilitation work cum Construction work	
3.	SLA Non Core activity Telecom O&M	
4.	Supply of Hired vehicles	
5.	BTS Maintenance (CM Cluster)	
6.	DC Earthing work	
7.	Sweeping and cleaning services	
8.	Watch and ward services	
9.	Installation & dismantling of Battery & Power Plant	
10.	Transportation of telecom store	

Eligibility Criteria

1. **Registration of Firm** : The Bidder shall be a company registered in India under the companies Act. or a partnership firm/proprietorship firm registered in India.

Scanned copy of the documents, as applicable, in support of registration of the Company/Firm/Proprietorship:

- The registration of the firm, authenticated copy of partnership deed in cases of partnership firm.
- Attested copy of Memorandum of association and Articles of Association duly registered with Registrar of Company.
- Duly executed Affidavit, stating that tenderer is the sole proprietor of the firm or any document issued by the taxation authorities establishing that tenderer is the sole proprietor of the firm, in case of proprietorship firm.

with the bid to substantiate eligibility in this regard.

2. Valid PAN Number.

3. Valid Goods and Services Tax (GST) Registration Certificate No(s).

4. Income tax return filed copy for the last 2 financial years

5. **Experience in terms of Technical Eligibility Criteria:**

Experience certificate for successful completion of product/services of category mentioned in registration form.

The experience certificate should be issued by the officer not below the rank of AGM

6. Valid EPF/ESI Registration Certificate.

7. **Near Relationship Certificate**, in case of proprietorship firm, the certificate will be given by the proprietor, for partnership firm by all partners and in case of limited company by all the directors of company.

The bidder should give a certificate that none of his/her near relative, as defined below, is working in the BSNL units*

In case of bidder being proprietorship firm, this certificate will be given by the proprietor. For partnership firm, the certificate will be given by all the partners.

In case of bidder being Company/Limited Company the certificate will be given by all the Directors of the company, **but excluding following:**

- a) Government of India/Financial institution nominees and independent non-Official part time Directors, appointed by Govt. of India or the Governor of the state and
- b) Full time Directors of PSUs, both Central and State

Due to any breach of these conditions or incorrect declarations by the bidder [Company or firm or any other person], the tender /bid submitted will be cancelled and Bid Security will be forfeited at any stage, whenever it is noticed and BSNL will not pay any damage to the company or firm or the concerned person.

*Unit, shall be taken as following:

- (a) In case of any near relative of the bidder being non-executive employees, the "BSNL unit" is defined as "Business Area (BA)".
- (b) In case of any near relative of the bidder being executive (up to AGM/STS level), the "BSNL unit" is defined as "BSNL Circle".
- (c) In case of any near relative of the bidder being higher executive (DGM/JAG or

higher), "BSNL unit" is defined as "BSNL as a whole".

The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

8. The Bidder must not be black-listed for Telecom business by any Central/State Governments/ PSUs in India at the time of submission of registration.

List of Document to be submitted

1. Firm registration certificate
2. PAN Card copy.
3. GST Registration Certificate.
4. Income Tax Returns for the last two years.
5. Experience Certificates as per service/product category .
6. MSME Certificate (if applicable).
7. Notarized Affidavit for Non-Blacklisting by Any central/state Government/PSU/Autonomous for telecom services.
8. ERP certificate
9. ESI certificate
10. Near relationship certificate as format attached in Annexure IV.

ANNEXURE-IV

NEAR-RELATIONSHIP CERTIFICATE

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

* I.....s/o.....r/o..... here by certify that none of my relative(s)as defined in The tender document is/are employed in any **BSNL Unit as defined in the clause in the Tender Enquiry, on Near relationship.**

OR

* Following are the details of near relatives working with the BSNL.

S. No.	Name of the Relative	Designation	Name of the Unit(Office& section of BSNL) where working

* **Strike off whichever is not applicable.**

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 Proprietor/Partners/Directors of the tenderer entity

With date and seal