



BHARAT SANCHAR NIGAM LIMITED

(A Govt. Of India Enterprise)

O/o THE CHIEF GENERAL MANAGER, CG CIRCLE RAIPUR

BID DOCUMENT

निविदा दस्तावेज

E-TENDER FOR SUPPLY OF OFFICE STATIONERY ITEMS IN BSNL
CIRCLE OFFICE CG CIRCLE, RAIPUR

NIT NO: - GEM/2024/B/5680315 Dated: 07.01.2025

Read this tender document thoroughly

कृपया टेंडर डॉक्यूमेंट को ध्यान से पढ़ें

Tender submitted through online will be accepted

Website: www.gem.gov.in

Note: Kindly see all clarification / Corrigendum on website & Read carefully before submission of bid & ensure that all documents submitted are fully authenticated by the authorized signatory

O/o the CHIEF GENERAL MANAGER CG CIRCLE RAIPUR
DOOR SANCHAR BHAVAN, VIDHANSABHA ROAD KHAMARDIH RAIPUR
CHHATTISGARH-492007

Contact no.: 0771-2281440

Email: agmmmcoryp@gmail.com

Website: <http://chhattisgarh.bsnl.co.in>

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Bharat Sanchar Nigam Limited

(A Govt. of India Enterprise)

OFFICE OF THE CHIEF GENERAL MANAGER, CG CIRCLE RAIPUR

SECTION-I

DETAILED NOTICE INVITING TENDER

E- Tender is invited for and on behalf of BSNL by THE CHIEF GENERAL MANAGER, Chhattisgarh Circle RAIPUR from the eligible and experienced contractors for the following works:

1	Name of Work	E-TENDER FOR SUPPLY OF OFFICE STATIONERY ITEMS IN BSNL CIRCLE OFFICE CG CIRCLE, RAIPUR.	
2	Tender No.	NIT NO: - GEM/2024/B/5680315 Dated: 07.01.2025	
3	Validity of tender offer	180 days from opening date.	
4	Area of work /Business Area (BA)	OFFICE OF THE CGMT CG CIRCLE RAIPUR	
5	Type of Bid	Two Packet Bid System through GeM Portal	
6	Tender Details		
S.No	Estimated Cost (in Rs) inclusive GST	Price of Bid Document Inclusive of GST (in Rs)	Period
1	Rs 4,09,831.00	Rs 590.00	One Year
7	Total Required quantity	Attached at section VI of bid document	
8	Experience	Bidders should have experience of having successfully completed orders in single/multiple contracts in Central / State Govt. Organization / PSU during the last 3 (three) financial years ending last day of month previous to the one in which application are invited, and should be of the min of 40% of estimated cost . Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.	
9	Bid Security / EMD:	Not Applicable as per GeM SOP as the estimated tender cost is less than Rs 5 Lah	
10	Tender document are available on the portal mentioned in form of DNIT (Detailed Notice Inviting Tender) only. Physical copy of the tender document would not be available for sale.		
11	The Tender document shall not be available for download on its submission/ closing date.		
12	CGMT CG CIRCLE, BSNL, RAIPUR reserves the right to accept or reject any or all the tender bids without assigning any reason. He is not bound to accept the lowest tender. BSNL also reserves the right to pre-pone or postpones the tender without assigning any reason whatsoever and without any notice to anyone.		
13	Not Readable, Incomplete, ambiguous, conditional tender bids are liable to be rejected.		
14	(a)All documents submitted in the bid offer should be preferably in English. In case the certificate		

	<p>viz. experience, registration etc. is issued in any other language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.</p> <p>(b)All online documents should be submitted Original (Scanned) or self attested, Bid will be rejected if online documents are not submitted as mentioned above.</p>	
15	The quantities stipulated in the tender are estimated and BSNL reserves the right to vary the quantity to the extent of -25% to + 25% of specified contract quantity.	
16	Tender will not be accepted/received after expiry of date and time.	
17	The CGMT CG CIRCLE RAIPUR reserves the right to award the works to more than one participated bidder as per BSNL procurement policy and CVC guidelines also, if required in the interest of the department.	
18	The CGMT CG CIRCLE BSNL RAIPUR reserves the right to black list or Debar the contractor with cancellation the tender / termination of running contract and forfeiture the EMD/SD; if contractor submitted documents (certificates) found false /Bogus/Invalid during the tender opening period and later date and found in any illegal activity or any such activity which is, in contravention to the general policy, statutory provision, rules, regulation as announced or declared or published by any competent authority.	
19	Contract period is for one year with provision of extension for further three month or part thereof on same terms and conditions.	
20	Rates to be quoted by the tenderer in the prescribed format.	
21	MSE/NSIC./ UDYAM Vendors	<p><i>(Micro & Small Enterprise) bidders are exempted from payment of Tender Fee/Bid Security provided they submit current and valid Udyam Registration Certificate (URC) issued from the Ministry of MSME. Udyam Registration Certificate (URC), submitted by MSE bidder in their online bid for claiming exemption from Tender Fee & Bid Security, must be current & valid on the date of opening of Technical bid part. Micro and Small Enterprises (MSEs) registered under Udyam Registration are eligible to avail the benefits under the policy. In case of upgradation of Micro / Small enterprise, the exemptions or relaxation shall be as per directives issued by MSME for non-tax benefits in such cases.</i></p>

22	Power of Attorney	<p>(a)The power of attorney in original, in case, person other than the sole proprietor/ authorized signatory has signed the tender document, shall be on a non-judicial stamp paper of Rs. 50/- in case same has been executed in between blood relations and in other cases, it should be on a non-judicial stamp paper of Rs.100/- and should be attested by the Notary Public or same should be registered before the sub registrar. The power of attorney in original should be submitted.</p> <p>(b)The power of Attorney in original is executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the company/ institution/ Body corporate.</p> <p>(c) In case of the bidder being a partnership firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.</p> <p>The power of attorney should be for specific work (mentioning the NIT no.) in non-judicial stamp paper and not general power of attorney or self declaration of not applicability of the firm should be submitted. Tender is liable to be rejected if power of attorney/declaration is not submitted accordingly</p>
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23	ELIGIBILITY CONDITIONS	
	<p>i. Bid form duly filled in as per Section-II and Bidders profile as per Section-III of tender document should be uploaded online separately.</p> <p>ii. Valid proof of office Address in Chhattisgarh State. If Office at Chhattisgarh is not there at the time of bidding, successful bidder shall have to establish one within 30 days of award of Contract. Declaration may be submitted in this regards along with the bid</p> <p>iii. Registration of Firm : Scanned copy of the documents, as applicable, in support of registration of the Company/Firm/Proprietorship:</p> <ul style="list-style-type: none"> ➤ The registration of the firm, authenticated copy of partnership deed in cases of partnership firm. ➤ Attested copy of Memorandum& Articles of Association duly registered with Registrar of Company affairs, in case of Company. ➤ Duly executed Affidavit, stating that tenderer is the sole proprietor of the firm or any document issued by the taxation authorities stating that tenderer is the sole proprietor of the firm, in case of proprietorship firm. <p>iv. Original “Power of Attorney”. The power of attorney should be for specific work (mentioning the NIT no.) in non-judicial stamp paper and not general power of attorney or self declaration of not applicability of the firm should be submitted. Tender is liable to be rejected if power of attorney/declaration is not submitted accordingly.</p> <p>v. NEAR-RELATIONSHIP CERTIFICATE, as mentioned in SECTION V Clause 5 and as per format given in bid document separately.</p> <p>vi. Experience Certificate as mentioned in Clause 8 of Section-I (NIT).</p> <p>vii. Copy of PAN No (in case of Sole Proprietorship, PAN No of proprietor required , In case of Partnership firm/company, PAN No of firm /company is required)</p> <p>viii. Income-tax Return filed copy of last 3(three) financial years i.e. for AY 2022-23, 2023-24, 2024-25</p> <p>ix. Attested copy of Valid Turn over Certificate from Chartered Accountant. Average Annual Financial</p>	

Turn Over during the last 3 Financial Years i.e. for F.Y. 2020-21, 2021-22 & 2022-23 should be at **least 40%** of estimated Tender cost.

- x. Valid GST Registration Certificate (PAN Based).
- xi. The Bidder must not be black-listed for Telecom business by any Central/State Governments/ PSUs/ GST authority in India at the time of submission of bid. An undertaking must be submitted in this regard.
- xii. Signed tender document on each & every page should be uploaded online through E-tender portal: www.gem.gov.in without any corrections, deletion and overwriting in original (Digitally Signed/Ink signed), Tender is liable to be rejected if Filled Tender Documents are not submitted accordingly.
- xiii. Documentary proof in respect of valid registration certificate from MSME/NSIC/UDYAM for tendered item/work (if applicable).
- xiv. Clause by clause compliance: A clause- by – clause compliance of service to be provided and special condition shall be given as per section IX of bid document. In case of deviation a statement of deviation shall be given.

Note:-

1. All online documents should be submitted Original (Scanned) or self-attested (Digitally sign/ink signed with seal) in case of Xerox copy, Bid will be rejected if online documents are not submitted as mentioned above.
2. Bidders who have been rescinded /debarred by tendering authority/Higher BSNL Unit as the case may be including for reasons for failing to sign necessary agreement with the concerned tendering authority in stipulated time on earlier occasions, will not be eligible to participate in the tender for the same work.
3. The bidder shall complete the **Financial Bid Form** as per Section-XI along with appropriate price schedule as per requirement furnished in Section –XI of the bid document.

SECTION-II
BID FORM

Ref: Your Tender Enquiry (Tender) No.....Date.....

1. Having examined the above mentioned tender enquiry document including amendment/ clarification/ addenda Nos. datedthe receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices.
2. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. We agree to abide by this Bid for a period of days from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by us. This bid shall remain binding upon us up to the aforesaid period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive.
5. If our Bid is accepted, we will provide you with a performance guarantee from a Scheduled Bank for a **sum @5% of the contract value plus 18% GST** for the due performance of the contract.
6. If our Bid is accepted, we undertake to complete delivery of all the items and perform all the services specified in the contract in accordance with the delivery schedule specified.
7. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance (LOI) thereof in your notification of award shall constitute a binding contract between us.
8. We have read and understood all technical, general & commercial conditions of this bid document and accept to comply them unconditionally.
9. We are not under any penal action of black listing and / or barred from participating in TENDER by any BSNL unit or any other Govt. /Semi Govt. /Autonomous body/PSU.

Dated: day of 20...

Signature

WitnessName

Signature..... In the capacity of

Name Duly authorized to sign the bid for and on
Address..... behalf of

SECTION-III

BIDDER'S PROFILE

Attested photograph
of the bidder/
Authorized Signatory
holding power of
Attorney

1. Name of the person submitting the tender whose Photograph is affixed

Shri/Smt. _____

(In case of sole Proprietary the tender has to be signed by Proprietor and in the case of Partnership firms/company, the tender has to be signed by **authorized signatory holding power of attorney/Partner /director** only, as the case may be)

2. Address _____ of _____ the
firm.....
.....

3. Office Address.....

4. Tel no. (with STD code) (O)..... (Fax).....[R].....

5. Mobile no and E-mail Id:- _____(M) _____(e-mail ID) -----

6. Registration & incorporation particulars of the firm :

- (i) Proprietorship
- (ii) Partnership
- (iii) Private Limited

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)

8. Name of sole Proprietor/ Partners/ Directors.....
.....

9. Name of the person authorized to enter into and execute contract/Agreement and the capacity in which he is authorized (in case of Partnership/ private Ltd company):
.....
.....

10. Details of the Bidder's Bank for effecting e-payments:

Bidder's bank name, -----

Branch, address,-----

Bank account number,-----

MICR code,-----

IFSC code-----

11. Permanent Income Tax number (Please attach a copy of PAN card.)
.....

12 If the firm is black listed by any organization, so details may be submitted.

I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of bidder/Authorized

Signatory.....

Name of the bidder.....

Seal of the bidder.....

SECTION IV

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. **APPLICATION:** Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by BSNL.
2. **PERFORMANCE SECURITY DEPOSIT**
 - a. The successful bidder shall deposit security deposit equivalent to **5% of approved tender cost plus 18% GST** (In the form of BG /crossed DD/ FDR (with sign in receipt) placed to AO(A&B) O/o CGMT CG CIRCLE Raipur of BSNL/ Bank Guarantee, valid for **18 months** of approved tender cost of work put to tender. If the work is awarded to more than one contractor the security amount as mentioned above will be divided among the number of contractors, on prorata basis.
 - b. The Security Deposit shall be released/refunded after completion of Service Provider's performance obligations under the contract Further the release of security deposit will be subjected to recoveries to be made arising out of poor quality of work, incomplete work and/or violation of any terms and conditions of the contract as stipulated in the bid document and on production of "no dues certificate" from "Engineer-in-charge" regarding satisfactory completion of work.
 - c. If the Service Provider fails or neglects any of his obligations under the contract it shall be lawful for BSNL to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.
 - d. SD will be a non interest bearing deposit, for any period what so ever
 - e. SD deposit shall be refunded after the successful completion of the contract period and satisfactory report and NOC for release of SD received from the concerned Unit duly certified by concerned vesicle. The BA may exercise necessary checks and obtain any documents before ensuring the release of SD
 - f. The bank guarantee furnished as security deposit should be valid for a period of 18months from the date of agreement. In case the contract period is extended, the BG period shall also be extended accordingly.
 - g. In the event of any breach of any terms and conditions of the contract, the contract will be terminated and security deposit will be forfeited to the BSNL.
 - h. In the event of failure of the tenderer to supply as stipulated, the amount of Earnest Money and / The security deposit (SD) is required to protect the BSNL against the risk of bidders conduct and will be forfeited in part/ whole in case of -:
 1. Unsatisfactory goods / service.
 2. Damage caused to BSNL assets and damage/loss to store issued
 3. Withdrawal of the successful tenderer from the contract before its expiry without giving proper notice as specified in the terms & conditions of this tender document.
 4. Or all or some of the above.
3. **EXECUTION TIME LIMIT**
 - 3.1 The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.
4. **PAYMENT TERMS:** The bidder will be required to submit tax invoice in triplicate with work order copy.
 - 4.1.1 95% payment will be released after successful delivery and installation of the items. Rest 5% payment will be released on NOC.
 - 4.1.2 Payment will be released after deduction of all taxes as per laws by AO (A&B) of circle office. For this deduction a TDS certificate will be issued by circle office.
 - 4.1.3 No payment will be made for the goods received in damaged / faulty condition.
 - 4.1.4 Any recovery pointed out by audit will be directly deducted from bills/ Security deposit
 - 4.2 The balance 5% payment shall be released within 6 months from the date of supply of the last consignment of equipment in case there are no damage/shortages. In those cases where such

shortages/damages are intimated to the supplier in writing, the balance payment shall be released only after the cases are settled in accordance with the provision of the P.O.

4.3 100% Payment (in place of 95%) may be made on delivery, provided that an additional Bank Guarantee for an amount equivalent to 5% of the value of supplies valid for a minimum period of 7 (seven) months is furnished by the supplier along with an undertaking that the equipment/stores supplied shall be free from damages/shortages. In those cases, where, such shortages/damages are intimated to the supplier in writing, the Bank Guarantee shall be extended without fail by the supplier for a suitable period at the request of the Purchaser in writing. Failure to do so shall result in forfeiture of the Bank Guarantee. The Bank Guarantee will be released only after the cases are settled in accordance with the provisions available in the Bid Documents/purchase Order. In case where the additional Bank Guarantee for 5% is not provided, then the payment will be settled as per clauses 4.1.& 4.2 mentioned above.

4.4 **GST No 22AABCB5576G2ZU & HSN/SAC should be compulsory mentioned on the invoice. Bill should be submitted by name of “Bharat Sanchar Nigam Limited Chhattisgarh Telecom Circle Raipur (C.G.)”**

4.5 No interest will be claimed on the delay payment on any ground of dispute or delayed payment.

4.6 Any recovery pointed out by audit at any stage and even after the contract period is complete shall be deducted from bills/ Security deposit or any other claim/Tender of the contractor.

4.7 **BSNL Reserve Right to recover any penalty from the invoices already passed/Paid to the vendor,** and even if the bills are already paid and also from other contracts of the contractor as well.

5 **CLAUSE BY CLAUSE COMPLIANCE.** A clause- by – clause compliance of service to be provided shall be given as per format attached. In case of deviation a statement of deviation shall be given.

6 PRICES

- i) Rates charged by the contractor for the services given under the contract shall not be higher than the rates quoted by the contractor in his bid.
- ii) The rates should be quoted with the specific make of the material /equipment including all taxes / charges and it should be valid for a period of minimum one year from the date of acceptance of the tender. In case of reduction of sales tax/ excise duty, it should be passed to the purchaser but no compensation for the increase in the same shall be paid to the supplier.
- iii) In case of any reduction of taxes and statutory levies (if any) during the contractual period, BSNL shall take the benefit of decrease in such taxes/ duties for the services to be availed from the date of enactment of revised duties/ taxes.
- iii) In case of increase in taxes/ duties during the contractual period, BSNL shall be liable to revise the rates as per new taxes/ duties for the services to be availed for the remaining period of the contract.

7 TERMINATION OF CONTRACT

7.1 BSNL may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.

- a) If the contractor fails to arrange the supply of any or all items specified in the contract or any extension thereof granted by BSNL.
- b) If the contractor fails to perform any other obligation (s) under the General Commercial Conditions of the contract.

7.2 In case of death of contractor during the period of contract, CGMT CG CIRCLE RAIPUR may at his opinion either immediately terminate the agreement or may require the surviving partner/legal heir of the contractor to complete the contract as per the original agreement.

7.3 The CGMT Raipur will not be responsible for any loss damage etc. to the contractor as a result of termination of contract. BSNL will be free to take action to appoint new contractor during the period under notice.

8 TERMINATION FOR INSOLVENCY:

BSNL may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

9 FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason 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 on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of BSNL as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

10 LEGAL JURISDICTION :-

It is also a condition of this contract that the court, which has territorial jurisdiction upon the place from which the acceptance of tender is issued, shall have absolute jurisdiction for adjudicating any difference or dispute arising of this contract.

11 GST REGISTRATION

The contractor has to submit the registration of the GST. Otherwise no bill will be initiated for payment till submission of GST registration.

12 RECOVERY OF OVER PAYMENT

During audit or internal check, if any over payment is noticed, the same can be recovered from the contractor, any of the bills, even if the bills are passed/ paid. BSNL reserve rights to recover the same from other contracts of the vendor also.

13 COURT OF JURISDICTION:

13.1 Any dispute arising out of the tender/bid document/evaluation of bids/issue of WO shall be subjected to the jurisdiction of the competent court of Raipur (C.G).

13.2 Where a contractor has not agreed to arbitration, the dispute/claims arising out of the contract/PO entered with him shall be subject to the jurisdiction of the competent court at Raipur (C.G.).

14 The bidder should be compliance to Make in India clause according to circular No. P-45021/2/2017-PP(BE-II)-Part(4) Vol.II issued by Ministry of Commerce and Industry Department for Promotion of Industry and Internal Trade (Public Procurement Section) Dated 19.07.2024.

15 **The signing of agreement shall constitute the award of contract on the bidder. The agreement with the successful bidder shall be signed by the BSNL within a week and submit along with Security Deposit.**

SECTION V

SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in section IV and general (commercial) conditions of the contract as contained in section V and wherever there is a conflict, the provisions herein shall prevail over those in section IV and section V.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL.
4. BSNL reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.

5. NEAR-RELATIONSHIP CERTIFICATE:-

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).

The format of the certificate is given in Bid document

6. The tenderer(s) should give a certificate to the effect that none of his/her such relative is working in the units of BSNL as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is noticed. The BSNL will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
7. BSNL reserves right to counter offer price against price quoted by the bidder.









8. The bidder should be capable to make the supply for every supply order within specified period in the tender.
9. Supply period- Supply period of the material against P O is 30 days for all. On delay of supply, he contractor has to pay the penalty as per penalty clause.
10. Once the items are not supplied within the originally allotted time excluding the extension. The CGMT Raipur can reduce the amount of the balance supply to any extent without changing other conditions of the contract. The reduced supply can be ordered to the other contractor even on higher rates and the contractor will have to bear the extra expenditure as fixed by CGMT Raipur.
 - a. Delivery Schedule – The delivery of the tendered items & services interrelated services shall be completed within 30 days or from the date of issue of purchase order to designated consignees anywhere in C.G. Circle.
 - b. The delivery period of each specific purchase order will be dependent on the quantity order & the monthly delivery schedule as quoted by the bidders. If quantity lesser than the offered quantity is ordered on a bidder, the delivery period shall be suitably reduced. In case a bidder indicates monthly delivery schedule as fraction of the total offered quantity, the purchaser may allow lesser period for delivery for an order for smaller quantity.
 - c. The date of delivery will be the date of receipt of the goods by ultimate consignee
 - d. Supply order will be placed by circle office. Supply Order will be given in different phases & the designs may differ in each phase.
 - e. BSNL will not be responsible for any loss suffered due to increase or decrease in quantity mentioned.
11. In case of delay or poor quality of supplied material the CGMT Raipur will have the right to cancel the contract and forfeit the security deposit.
12. Prices: -The rates should be quoted with the specific make of the material /equipment including all taxes / charges and it should be valid for a period of minimum one year from the date of acceptance of the tender.
13. Penalty:- As per General Terms & Conditions of GeM.
14. If the contractor refuses to accept the work order for supply of the items, the CGMT Raipur reserves the right to purchase the items from other agencies even on higher rates and the difference of cost will be recovered from the contractor's pending bills or security deposit.
15. Parties agree that neither party shall be entitled for any pre-reference or pendent lite interest on its claims,. Parties agree that any claim for such interest made by any party shall be void.
16. Evaluation Criteria :-The tender will be evaluated on overall total value wise evaluation
17. **The bidder should agree to provide an advance sample before the commencement of supply.**

SECTION-VI

BILL OF QUANTITY (BOQ) & TECHNICAL SPECIFICATIONS

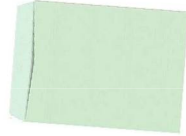



S. No.	Item Title	Item Description	Unit of Measure	Item Quantity Required - Annually	Indicative Image
1	Ball Pen Blue	Butter Flow or Equivalent Pen	Per Piece	449	
2	Ball Pen Blue	Reynolds 045 Pen (0.7 mm) or Equivalent	Per Piece	510	
3	Ball Pen Refill Blue	Butter Flow or Equivalent	Per Piece	150	
4	Ball Pen Refill Blue	Reynolds 045 (0.7 mm) or Equivalent	Per Piece	130	
5	Rubber	DOMS or Equivalent Non Toxic Dust Free Eraser	Per Piece	139	
6	Sharpener	Manual Pencil Sharpener DOMS or Equivalent	Per Piece	119	
7	Pencil HB	Black Lead Pencils DOMS or Equivalent, 10 Pencil per packet	Per Packet	30	
8	Scale	Plastic 12" Camlin equivalent or Equivalent	Per Piece	75	
9	Tag	Long cotton Tag-Green	Per Packet	54	
10	Tag	Small cotton Tag-White	Per Packet	50	
11	Calculator	Casio or Equivalent LCD Desktop Calculator- Electronics of 12.0Digit	Per Piece	53	

S. No.	Item Title	Item Description	Unit of Measure	Item Quantity Required - Annually	Indicative Image
12	Canvas register	Hard Cover Cloth bound 200 Pages Good Qlty Size :340 mm X 220 mm (LxW)	Per Piece	95	
13	Canvas register	Hard Cover Cloth bound 400 Pages Good Qlty Size :340 mm X 220 mm (LxW)	Per Piece	48	
14	Canvas register	Hard Cover Cloth bound 500 Pages Good Qlty Size :340 mm X 220 mm (LxW)	Per Piece	32	
15	Register Ruled	Register Ruled 1 Qr. 96 Pages 60 GSM Size :320 mm X 195 mm (LxW)	Per Piece	84	
16	Register Ruled	Register Ruled 2 Qr. 184 Pages 60 GSM Size :320 mm X 195 mm (LxW)	Per Piece	84	
17	Register Ruled	Register Ruled 3 Qr. 276 Pages 60 GSM Size :320 mm X 195 mm (LxW)	Per Piece	56	
18	Whitener	Correcting Fluid	Per Piece	101	
19	Dak Pad	Dak Pad 25 X 36 cm. Good Qlty	Per Piece	193	
20	Dustbin	Plastic 7 liter without lid	Per Piece	79	
21	Transparent tape 1 inch	1"x45 M Good qlty each	Per Piece	80	


S. No.	Item Title	Item Description	Unit of Measure	Item Quantity Required - Annually	Indicative Image
22	Transparent tape 2 inch	2"x45 M Good qlty each	Per Piece	63	
23	Brown tape 2 inch	2"x45 M Good qlty each	Per Piece	90	
24	Fevi-Sticks	Fevi-Sticks 08 Gm - pedilite or equivalent	Per Piece	145	
25	File Cover (Thick)	Printed (as per given format) with cloth stick inside ,Two Eyelets, The File shall be made from a Single Piece of Paperboard ,(Folding Along a primary score line) Pasted calico strip inside the folder over the centre fold ,Size :355 mm X 255 mm (LxW)	Per Piece	1444	
26	File Pad Thick	File Pad Thick 360 mm X 260 mm (LxW) (28 mm) with binding cloth at left side of board on both side on foldable flaps and the corners of the file board	Per Piece	1402	
27	Flag / Stickers	Flag / Stickers Small 25x75mm Good qlty Rectangular Shape	Per Packet	274	
28	Paper weight	Glass Good qlty each square shape	Per Piece	66	
29	Gum bottle	Small 150 ml Camel/Koresh equivalent	Per Piece	70	

S. No.	Item Title	Item Description	Unit of Measure	Item Quantity Required - Annually	Indicative Image
30	High Lighter	Flair/Kores or equivalent Chisel Point , Per set (4 Pieces) in case of individual colour - Florescent Green-124 nos.,Pink-62 nos.,and Orange-62 nos.	Per Set	62	
31	Note Sheet	Azure laid/Ladger Green paper Printed (as per given format) Foolscap. 80 Gsm (500 Sheets per packet)	Per Packet	8	
32	Stamp Pad	Camel or Equivalent	Per Piece	77	
33	Stamp Pad Ink	100 ml. -Violet	Per Piece	51	
34	Permanent marker	Black colour- Reynolds or equivalent Line width 2mm Thin Tip	Per Piece	87	
35	Permanent marker pen	Permanent marker fine Tip, pen set of 4 (four) per packet Reynolds or equivalent (21 nos. of each colour-Black, Green, Red, Blue)	Per Packet	21	
36	T-Pin Pointed	35 gm. Box good quality	Per Packet	37	
37	Battery-AA	Ever ready or equivalent	Per Piece	159	
38	Battery-AAA	Ever ready or equivalent	Per Piece	153	

S. No.	Item Title	Item Description	Unit of Measure	Item Quantity Required - Annually	Indicative Image
39	Poker	Plastic Handle Poker or AWL Good qlty	Per Piece	68	
40	Punching Machine	Punching Machine double hole Kores/Kangaroo equivalent (Paper Or Eyelet Punches Two hole)	Per Piece	47	
41	Stapler Small	Kangaro 10 or equivalent	Per Piece	90	
42	Stapler Big	Kangaro 24/6 or equivalent	Per Piece	48	
43	Stapler Pin Small	Kangaro or equivalent Staples Pins No 10 Staples {per strip (minimum 50) & Strips per box 20 }	Per Packet	195	
44	Stapler Pin Big	Kangaro or equivalent Staples Pins No 24/6 {per strip (minimum 50) & Strips per box 20 }	Per Packet	91	
45	U-Pins	Paper Clips 28 Gm Good qlty	Per Packet	48	
46	Paper FS Size	Xerox paper FS size 75 Gsm J.K. Copier or equivalent	Per Ream	25	
47	Paper A4 Size	Xerox paper A-4 size 75 Gsm J.K. Copier or equivalent	Per Ream	397	
48	L-Folder	10 piece per packet good quality (L-Shapeplastic Folder)	Per Packet	108	

S. No.	Item Title	Item Description	Unit of Measure	Item Quantity Required - Annually	Indicative Image
49	Envelop	Envelop Plastic coated printed Printed (as per format)10"x 12" Good qlty each	Per Piece.	536	
50	Envelop	Envelop Plastic coated printed Printed (as per format)Small 5"x 11" Good qlty each	Per Piece	500	
51	Envelop	Envelop Polynette with printed Printed (as per format)12"x 16"Good Qlty	Per Piece	442	
52	Index Box File (Thick)	Index Box File (Thick) with Clip Fix Big Box File / Index fileF/S Size Lever ArchFile ,340 mm X 270 mmX80mm (LxWxD)	Per Piece	188	

1. File Cover (Thick) Specimen


भारत संचार निगम लिमिटेड
(भारत सरकार का एक उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A GOVERNMENT OF INDIA ENTERPRISES)


अधीनस्थ
मुख्य महादेशीयक सूत्राधार (अन्तर्देशीय सूत्राधार परिमलगत)
राजपुर - 492004

OFFICE OF THE
CHIEF GENERAL MANAGER TELECOMMUNICATION CHHATTISGARH TELECOM CIRCLE
RAIPUR-492004

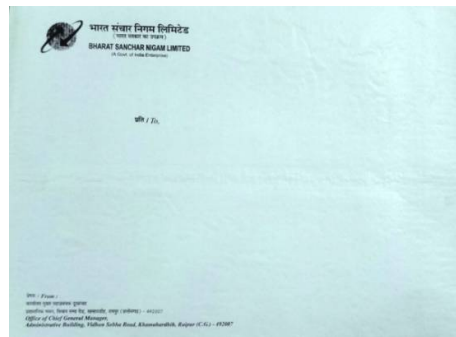
क्रमांक :- _____
File No: _____
पूर्व संदर्भ/Previous Reference _____
खण्ड :- _____
Section - _____
दिनांक :- _____
Subject _____

क्रमांक बंद किए जाते हैं दिनांक _____ क्रमांक बंद किए जाते हैं दिनांक _____
FILE OPENED ON _____ FILE CLOSED ON _____

2. Note Sheet Specimen

	 भारत संचार निगम लिमिटेड OFFICE OF THE CHIEF GENERAL MANAGER TELECOMMUNICATION CHHATTISGARH TELECOM CIRCLE RAIPUR (अधीनस्थ) _____

3. Envelope Specimen



Note:-

1. The material should of superior quality and reputed brand.
2. The bidder should be capable to make the supply for every supply order within specified period in the tender.
3. The quantity of material/cost of work, given in tender may vary and the order will be in part as per requirement.
4. Supply period of the material against P O is 30 days after issue date of purchase order. On delay of supply the contractor has to pay the penalty as per penalty clause.
5. Once the items are not supplied within the originally allotted time excluding the extension. The CGMT Raipur can reduce the amount of the balance supply to any extent without changing other conditions of the contract. The reduced supply can be ordered to the other contractor even on higher rates and the contractor will have to bear the extra expenditure as fixed by CGMT Raipur.
6. **The bidder should agree to provide an advance sample before the commencement of supply.**

SECTION -VII
PERFORMANCE SECURITY BOND

BGNo.-----

Date-----

Rs. _____ Valid up to:-----

In consideration of Bharat Sanchar Nigam Ltd., New Delhi (here in after called the BSNL, New Delhi) having agreed to exempt _____

_____ (here in after called the said Service Provider(S) from the demand of security deposit / earnest money of Rs. _____ on production of Bank Guarantee for Rs. _____ For the due fulfillment by the said Service Providers of the terms & conditions to be contained in an Agreement in connection with the contract for supply of _____ we, (name of the bank) _____ (here in after referred to as "the Bank") at the request of _____ Service Provider's do hereby undertake to pay to the BSNL, _____ an amount of not exceeding _____, against any loss or damage caused to or suffered or would be caused to or suffered by the BSNL, _____ by reason of any breach by the said Service Provider's of any of the terms & conditions contained in the said agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL, _____ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the BSNL, _____ reason of breach by the said Service Provider's of any of the terms & conditions contained in the said agreement or by reason of the Service Providers failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL, _____ in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. We undertake to pay to the BSNL, _____ any money so demanded notwithstanding any disputes raised by the Service Provider(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s)/ supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the BSNL, _____ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BSNL, _____ certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said Service Provider(s) and accordingly discharges this guarantee.

5. We (name of the bank) further agree with the BSNL, _____ that the BSNL, _____ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the BSNL, _____ against the said Service Provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Service Provider(s) or for any forbearance, and or any omission on the part of the BSNL, _____ or any indulgence by the BSNL, _____ to the said Service Provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider(s) / supplier(s)

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by BSNL.

Dated : _____

For _____
(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

Name of the Branch _____

Bank Contract Telephone No. ----- Mobile No.-----

E-Mail ID _____

SECTION VIII

DELETED

SECTION IX

CLAUSE BY CLAUSE COMPLIANCE CERTIFICATE

Ref: Your NIT No.....

Clause By Clause compliance

S.NO.	SECTION	CONTAINS	COMPLIANCE
(A)	(B)	(C)	(D)
1	I	DETAILED NOTICE INVITING TENDER	FULLYCOMPLIED
2	IV	GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT	FULLYCOMPLIED
3	V	SPECIAL CONDITIONS OF CONTRACT	FULLYCOMPLIED
4	VI	BOQ & TECHNICAL SPECIFICATIONS	FULLYCOMPLIED

- The bidder should mention 'FULLY COMPLIED 'in the column 'D' above, otherwise a statement of deviation may be submitted.

Signature& seal of the bidder

SECTION-X

{To be executed on non judicial stamp paper of Rs. Minimum 100/- or Rs. as per stamp Act of Finalized Tender cost (which is More)}

AGREEMENT FOR SUPPLY OF OFFICE STATIONERY ITEMS

This agreement made on this _____ day of (month) (year) **2024**

Between BSNL (A Govt. of India Enterprises) a company incorporated under the companies act 1956 vide incorporation certificate no ----- having its registered corporate office at **Bharat Sanchar Bhawan H.C. Mathurlane , Janpath New Delhi-110001** and Circle Office **Chhattisgarh Raipur (C.G.)** of the first part through(hereinafter referred to as the 'Party of First Part' which expression shall included the legally constituted signatories, assigns, successors and officers duly empowered to execute such agreement) empowered to execute this agreement through its resolution passed in the meeting of Board of directors .Its provisional acceptance tender vide number-----
----- **Dated:** _____ herein part of this agreement.

And

M/s ----- having Address at _____
(hereinafter referred to as the service provider/ Party of Second Part' or Second Part which expression shall included the legally constituted signatories, assigns, Successors and officers duly empowered to execute such agreement) of the second part through his sole proprietor Mr. _____ empowered to execute this agreement.

Whereas the Party of First Part i.e. BSNL (A Govt. of India Enterprises) is

And

Whereas the contractor has offered to enter into contract in pure labour contract: with the said BSNL for execution of work of “_____ .**Vide NIT No.** ----
----- **Dated:** / /2024(the BSNL CG Circle) on the terms and conditions herein contained and the rates approved by the BSNL (copy of Rates annexed) have been duly accepted and where as the “Service Provider” has deposited as **SD Rs.** _____ **vide** _____ **dated** _____ **from** _____
Bank.-----**Valid up to** -----

And

Whereas No interest will be claimed on the security deposits.

And

Whereas no interest will be claimed on the delay payment on any ground of dispute.

Now these presents witness and it is hereby agreed and declared by and between the parties to these presents as follows:

1. This agreement will remain in force for a period of 1 (one) year from the date of signing and may be extendable up to “3 (three) month “ thereafter.

2. Total Security deposit will be deposited (5% of total value plus 18% GST)in the form of Bank Guarantee/ FDR/DD amounting of Rs...../- BG NO./FDR/DD No. _____ dt _____ of bank _____

For period 18 month.

3. An amount equal to 5% of running bill will be deducted/ Retained as security deposit.

4. All the terms and conditions mentioned in the tender notice and tender form are binding to the contract. The accepted tenderer is bound to comply with orders placed by CGMT Raipur in full irrespective of quantities in the tender notice.
5. The contractor shall not transfer or sublet the contract without previous consent in writing of CGMT Raipur.
6. No one connected with or in the employment of BSNL in C.G. Circle shall be admitted by the contractor as a proprietor of the firm or have any interest in this contract.
7. In the event of the contractor failing to comply with any of the terms and conditions mentioned herein, the CGMT Raipur will have power to terminate the contract.
8. The BSNL shall be at liberty to terminate this agreement at any time without assigning any reasons. The BSNL shall be free to take action against the contractor for entering into agreement without written permission of CGMT Raipur with any party/parties for carrying out the contract after the tender offer is accepted or after the contract is finalized. This will invalidate the contract which can be terminated without notice on this account by the CGMT Raipur and the S.D. will be forfeited in such case.
9. If the contractor dies before or during performance of this contract, CGMT Raipur or any person authorized by him may at his options either immediately terminate this agreement or allow the surviving proprietor and heirs or legal representative of the contractor to perform and complete the contract within stipulated time.
10. In the event of termination of the agreement as mentioned in Para 5 & 6 above the contract of this heirs and legal representative shall have no claim for compensation or otherwise for any loss sustained by the contractor by reason for his having purchased or procured any accessories or entered into any agreement or made any advance on account of or view to carry out the work as per the agreement .
 1. The contractor shall not be held responsible for any delay in, supply of goods or execution of work under the terms & condition of this agreement for reasons beyond his control i.e. civil war, strike, riots and natural calamities.
11. The contractor shall not be held responsible for any delay in, supply of goods or execution of work under the terms & condition of this agreement for reasons beyond his control i.e. civil war, strike, riots and natural calamities.
12. Any sum of money due or payable to the contractor including “ security deposit “ may be appropriated by the BSNL and set of against any claim any other contract made by the contractor with BSNL.
13. The contractor shall be paid at the appropriate rates specified by him in the tender submitted and rates negotiated later on by him approved by this office which is mentioned in Annexure- A to this contract.
14. Approved rates will held good for the entire period of one year from the date of agreement as well as for three month in addition if the period is extended by CGMT Raipur.
15. For any breach of the contract including that of work and other allied work as per the requirement of CGMT Raipur, the BSNL will forfeit the amount of the security deposit.
16. All other terms & conditions of the tender form shall part of this agreement and violation of any of them may lead to termination of contract and forfeiture of the security deposit.

(Name of Service Provider)

Address : _____

Tel : _____ Fax : _____ E-mail : _____

And

Name of the CGM/PGM/GM
Bharat Sanchar Nigam Limited

Address : _____

Tel : _____ Fax : _____ E-mail : _____

Further, the said notice shall be deemed to have been validly given on (i) business date and time immediately after the date of transmission with confirmed answer back, if sent by facsimile transmission provided such transmission is immediately followed by a Regd. mail or (ii) five days from the date of dispatch, if transmitted by internationally recognized courier or registered air mail.

Signed _____
For and on behalf of the BSNL
Name (caps) _____
Position _____
Date _____

Signed _____
For and on behalf of the Service Provider
Name (caps) _____
Position _____
Date _____

In the presence of Witnesses

- 1.
- 2.

In the presence of Witnesses

- 1.
- 2.

Note:- The Successfully bidder are to be submitted this agreement as available in Tender documents without any corrections and overwriting in original, along with duly seal & signed by bidder on each page of the tender document at the time of agreement.

NEAR-RELATIONSHIP CERTIFICATE

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

(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

SECTION-XI
Financial BID

THIS BID SHOULD BE FILLED & SUBMITTED ONLINE ONLY

"Supply of office stationery items in Circle Office CG Circle Raipur"

SECTION-XI(A)
Price Schedule

Supply of Stationery items for O/o CGMT Circle Office Raipur							
S. No.	Item Description	Unit of Measure	Item Quantity Required -Annually	Unit rate in figure excluding GST Rs.	Total Amount Excluding GST in Rs	GST in %	Total Amount Including GST in Rs
A	B	C	D	E	F=D*E	G	H=F+F*G%
1	Ball Pen Blue - Butter Flow or Equivalent Pen	Per Piece	449				
2	Ball Pen Blue - Reynolds 045 Pen (0.7 mm) or Equivalent	Per Piece	510				
3	Ball Pen Refill Blue - Butter Flow or Equivalent	Per Piece	150				
4	Ball Pen Refill Blue - Reynolds 045 (0.7 mm) or Equivalent	Per Piece	130				
5	Rubber - DOMS or Equivalent Non Toxic Dust Free Eraser	Per Piece	139				
6	Sharpener - Manual Pencil Sharpener DOMS or Equivalent	Per Piece	119				
7	Pencil HB - Black Lead Pencils DOMS or Equivalent,10 Pencil per packet	Per Packet	30				
8	Scale - Plastic 12" Camlin equivalent or Equivalent	Per Piece	75				
9	Tag - Long cotton Tag-Green	Per Packet	54				
10	Tag - Small cotton Tag-White	Per Packet	50				
11	Calculator - Casio or Equivalent LCD Desktop Calculator-Electronics of 12.0Digit	Per Piece	53				
12	Canvas register - Hard Cover Cloth bound 200 Pages Good Qty Size :340 mm X 220 mm (LxW)	Per Piece	95				
13	Canvas register - Hard Cover Cloth bound400 Pages Good Qty Size :340 mm X 220 mm (LxW)	Per Piece	48				
14	Canvas register - Hard Cover Cloth bound 500 Pages Good Qty Size :340 mm X 220 mm (LxW)	Per Piece	32				

15	Register Rulled - Register Rulled 1 Qr. 96 Pages 60 GSM Size :320 mm X 195 mm (LxW)	Per Piece	84				
16	Register Rulled - Register Rulled 2 Qr. 184 Pages 60 GSM Size :320 mm X 195 mm (LxW)	Per Piece	84				
17	Register Rulled - Register Rulled 3 Qr. 276 Pages 60 GSM Size :320 mm X 195 mm (LxW)	Per Piece	56				
18	Whitner - Correcting Fluid	Per Piece	101				
19	Dak Pad - Dak Pad 25 X 36 cm.Good Qlty	Per Piece	193				
20	Dustbin - Plastic 7 litre without lid	Per Piece	79				
21	Transparent tape 1 inch - 1"x45 M Good qlty each	Per Piece	80				
22	Transparent tape 2 inch - 2"x45 M Good qlty each	Per Piece	63				
23	Brown tape 2 inch - 2"x45 M Good qlty each	Per Piece	90				
24	Fevi-Sticks - Fevi-Sticks 08 Gm - pedilite or equivalent	Per Piece	145				
25	File Cover (Thick) - Printed (as per given format) with cloth stick inside ,Two Eyelets, The File shall be made from a Single Piece of Paperboard ,(Folding Along a primary score line) Pasted calico strip inside the folder over the centre fold ,Size :355 mm X 255 mm (LxW)	Per Piece	1444				
26	File Pad Thick - File Pad Thick 360 mm X 260 mm (LxW) (28 mm) with binding cloth at left side of board on both side on foldable flaps and the corners of the file board	Per Piece	1402				
27	Flag / Stickers - Flag / Stickers Small 25x75mm Good qlty Rectangular Shape	Per Packet	274				
28	Paper weight - Glass Good qlty each square shape	Per Piece	66				
29	Gum bottle - Small 150 ml Camel/Koresh equivalent	Per Piece	70				

30	High Lighter - Flair/Kores or equivalent Chisel Point , Per set (4 Pieces) in case of individual colour - Florescent Green-124 nos.,Pink-62 nos.,and Orange-62 nos.	Per Set	62				
31	Note Sheet - Azure laid/Ladger Green paper Printed (as per given format) Foolscap. 80 Gsm (500 Sheets per packet)	Per Packet	8				
32	Stamp Pad - Camel or Equivalent	Per Piece	77				
33	Stamp Pad Ink - 100 ml. - Violet	Per Piece	51				
34	Permanent marker - Black colour- Reynolds or equivalent Line width 2mm	Per Piece	87				
35	Permanent marker pen - Permanent marker fine Tip,pen set of 4 (four) per packet Reynolds or equivalent (21 nos. of each colour- Black,Green,Red,Blue)	Per Packet	21				
36	T-Pin Pointed - 35 gm. Box good quality	Per Packet	37				
37	Battery-AA - Ever ready or equivalent	Per Piece	159				
38	Battery-AAA - Ever ready or equivalent	Per Piece	153				
39	Poker - Plastic Handle Poker or AWL Good qlty	Per Piece	68				
40	Punching Machine - Punching Machine double hole Kores/Kangaroo equivalent (Paper Or Eyelet Punches Two hole)	Per Piece	47				
41	Stapler Small - Kangaro 10 or equivalent	Per Piece	90				
42	Stapler Big - Kangaro 24/6 or equivalent	Per Piece	48				
43	Stapler Pin Small - Kangaro or equivalent Staples Pins No 10 Staples {per strip (minimum 50) & Strips per box 20 }	Per Packet	195				
44	Stapler Pin Big - Kangaro or equivalent Staples Pins No 24/6 {per strip (minimum 50) & Strips per box 20 }	Per Packet	91				
45	U-Pins - Paper Clips 28 Gm Good qlty	Per Packet	48				

46	Paper FS Size - Xerox paper FS size 75 Gsm J.K. Copier or equivalent	Per Ream	25				
47	Paper A4 Size - Xerox paper A-4 size 75 Gsm J.K. Copier or equivalent	Per Ream	397				
48	L-Folder - 10 piece per packet good quality (L-Shapeplastic Folder)	Per Packet	108				
49	Envelop - Envelop Plastic coated printed Printed (as per format)10"x 12" Good qlty each	Per Piece.	536				
50	Envelop - Envelop Plastic coated printed Printed (as per format)Small 5"x 11" Good qlty each	Per Piece	500				
51	Envelop - Envelop Polynette with printed Printed (as per format)12"x 16"Good Qlty	Per Piece	442				
52	Index Box File (Thick) - Index Box File (Thick) with Clip Fix Big Box File / Index fileF/S Size Lever ArchFile ,340 mm X 270 mmX80mm (LxWxD)	Per Piece	188				
Total Quoted Price Inclusive of GST in Figure							
Total Quoted Price Inclusive of GST in words:							

Note:-

1. Tax will be paid as per actual.
2. The rate should be quoted clearly in figures and in words without correction.
3. In case of difference between the rate quoted in words and Figures the rates quoted in words will prevail.
4. The rate quoted should be inclusive of cost of all materials and all taxes.
5. Quantity ordered may vary to the extent of plus/minus up to 25% as indicated.
6. Tender will be evaluated based on the total net price arrived at, on multiplying the unit price quoted by the bidder with the required quantity.
7. L-1 bidder will be decided as per the grand total arrived.
8. Above Requirement is for the period of one year and work order will be given on Bimonthly or quarterly basis.

Signature of bidder/Authorized signatory.....

Name of the bidder.....

Seal of the bidder.....

SECTION-XII
CHECK LIST FOR THE BIDDERS

Please ensure that all documents are fully authenticated by the Authorized Signatory with his signature with official seal, as per the eligible bidder's criteria. Offer is liable to be rejected, if enclosed documents are not authenticated.

Documents forming part of the bid: -

S.N.	Document	Yes / NO / Not applicable (If Not Applicable, reason in brief)
Self Attested Documents to be submitted in E Tender portal		
1	Scanned copy of Bid form duly filled in as per Section-II and Bidders profile as per Section-III of tender document should be uploaded online separately.	
2	Scanned copy of Valid proof of office Address in Chhattisgarh State/Declaration may be submitted in this regards along with the bid.	
3	Registration of Firm: Scanned copy of the documents, as applicable, in support of registration of the Company/Firm/Proprietorship.	
4	Scanned copy of Original "Power of Attorney" as per DNIT	
5	Scanned copy of NEAR-RELATIONSHIP CERTIFICATE, as mentioned in SECTION V and BSNL format at Appendix I separately.	
6	Scanned copy of Experience Certificate as mentioned in Clause 8 of Section-I (DNIT).	
7	Scanned copy of valid PAN card	
8	Scanned copy of Income-tax Return filed copy of last three financial years i.e. for AY 2022-23, 2023-24,2024-25	
9	Attested copy of Valid Turn over Certificate from Chartered Accountant. Average Annual Financial Turn Over during the last 3 Financial Years i.e.F.Y 2020-21, 2021-22 & 2022-23.	
10	Scanned copy of Valid GST Registration Certificate (PAN Based) and	
11	The Bidder must not be black-listed for Telecom business by any Central/State Governments/ PSUs/ GST authority in India at the time of submission of bid. An undertaking must be submitted in this regard.	
12	Signed tender document on each & every page should be uploaded online through E-tender portal: www.gem.gov.in without any corrections ,deletion and overwriting in original (Digitally Signed/Ink signed)	
13	Scanned copy of Documentary proof in respect of valid registration certificate from MSME/NSIC/UDYAM for tendered item/work (if applicable).	
14	Clause by Clause Compliance Certificate	
15	Check list for the bidder duly filled	

VENDOR MASTER FORM

(The details listed will be used for making all payments against POs / WOs, refund of EMDs / SDs, intimation of payments by email, issue of TDS certificates, C Form for CST purchases etc.)

(*) Minimum Required Fields to be Filled by the Company/Vendor. Please Attach copies of the supporting documents.

Title* :

Name* :

Address * :

Town/District* :

City* :

State* :

Postal/Pin code* : Country* :

Contact Details:

Telephone Number : Fax No. :

Email_id :

(Mandatory for E-Tendering)

Name of Contact Person : Mobile No. :

Alternate Contact Person : Mobile No. :

Tax information:

PAN :

Service Tax reg. no. :

LST (Local VAT reg.No.) : CST Reg. No :

Tax Registration no. :
 (for Foreign Vendors)

Income Tax Exemption details:

IT exemption no. : IT exemption rate :

IT Exemption date :

IT exemption date from : IT exemption date to :

Excise Details:

Excise reg. no. :

Excise Range :

Excise Division :

Excise Commissionerate :

Payment Transaction/Bank Details:

Bank Country :

Bank Name :

Bank Address :

Bank A/c No :

Bank IFSC :

Account holder's Name :

Type of Account : Savings(10) Current(11)

SWIFT Code (for Foreign Vendors) :

IBAN (for Foreign Vendors) :

(Enclose a blank Cheque / a photocopy of the Cheque to verify A/c No. & Bank details)

Industry Status:

Micro/ SSI Status : Yes No

1. I/We hereby authorize BSNL to make all payments to us by cheque /direct credit to our bank account details which are specified above.
2. I/We hereby authorize BSNL to deduct bank charges applicable for such direct bank payments.

- Note:
1. If PAN is not provided, TDS @20% will be deducted wherever applicable.
 2. If Excise Registration/Service Tax Registration/VAT Registration Number is not provided, then the taxes will not be paid wherever applicable.
 3. If Bank Particulars are not provided, the payment will be made by Cheque only.
 4. If the relevant documents for Micro/SSI status are not provided, then the relevant exemptions will not be given.

Company / Vendor Authorized Signatory / Designation Date: Company Seal

(For Office Use)

Vendor Account Group : Payment Method :

TDS Type - Invoice : TDS Code - Invoice :

Checked by:	Authorized by (Finance)	SAP Vendor Master Created on	SAP Vendor Code