



BHARAT SANCHAR NIGAM LTD  
(A Government of India Enterprise)  
OFFICE OF THE GENERAL MANAGER TELECOM,  
CHITRADURGA TELECOM DISTRICT,  
DEVARAJ URS LAYOUT, DAVANGERE – 577 006

**NO.G-69/2006-2007/01      dated @ DVG      the      07<sup>th</sup> July 2007**

### **NOTICE INVITING TENDER**

On behalf of BSNL, Wax/Gum tape sealed tenders are invited by the GENERAL MANAGER TELECOM, DAVANGERE for job HOUSE KEEPING WORK AND OTHER MISC. WORKS, in the office of G.M.TELECOM, DAVANGERE and other Sub Divisions/Exchanges in Davangere as per the WORK SPECIFICATION AND TEMRS AND CONDITIONS of Contract contained in the Tender document.

The tender document can be obtained from the Sub-Divisional Engineer (Genl) O/o. G.M.Telecom, Davangere – 577 006 on all working days from 27.08.2007 to 11.09.2007 Between 10.00 Hrs to 13.00 Hrs on payment of Rs.563/- (which is non-refundable)

**The tender should be submitted in a sealed cover duly superscribed as TENDER FOR HOUSE KEEPING AND MISC. WORK to Sri. K.MARENNA, ASST.GENERAL MANAGER (Admn) O/o. G.M.Telecom, DAVANGERE ON OR BEFORE 15.00 Hrs of 11.09.2007. The tender bid cover should be sent through Register Post through Post Office and will be opened at 16.00 Hrs on the same day in the presence of the intending tenderers available in the office of the G.M.TELECOM, DAVANGERE.**

The tender should be accompanied by an original receipt of EMD of Rs.10,000/- (Rupees Ten Thousand Only) paid in cash or by D.D drawn in favour of BSNL Davangere G.M.Telecom, Davangere payable at Davangere only. Tender without EMD will not be considered.

## **SECTION II**

### **INSTRUCTION AND GUIDELINES TO TENDERERS**

The tenderer must carefully read all the TERMS AND CONDITIONS and work specifications before filling up the tender schedule Tenderers are requested to get well versed with the tender conditions/guidelines, written hereunder. Those tenderers who cannot read English, may get it translated at their own risk

in a language known to them and understand the conditions of the tender. The clarifications can be had from SUB DIVISIONAL ENGINEER (General), O/O. G.M.TELECOM, DAVANGERE.

## **ANNEXURE**

### **BRIEF DESCRIPTION OF THE JOB.**

**A. OFFICE OF G.M.TELECOM, P.B.ROAD, DAVANGERE-577 006 (Total Carpet Area 52142 Sq.Ft 20 Toilet)**

- a. Sweeping / cleaning of office, office premises, including removal of dust, cobwebs, garbage etc., on daily basis.
- b. Cleaning of bathrooms, toilets, wash basins twice in a day (Morning at 8 AM & Afternoon at 1.45 PM).
- c. Keeping Computers, Xerox machines, Fax machines, Roneo Machines etc., in clean good looking conditions.
- d. Operating and mtce of Engine alternator and cleaning of windows / doors/chambers etc.,
- e. Operating and mtce, of bore well and water pumps.
- f. Maintenance of garden which involving activities of watering trimming/purning plants, sweeping of garden and manuring.
- g. Cleaning of overhead water tanks and ground level tanks once in fifteen days.

**B. TELEPHONE EXCHANGE, P.B.ROAD, DAVANGERE (Total Carpet Area 26406 Sq. Ft 5 Toilets)**

- a. Sweeping and cleaning of exchange, exchange premises on daily basis.
- b. Cleaning of bath rooms, toilets, wash basins morning at 8.00 AM and after noon at 1.45 PM.
- c. Keeping engines, Battery, power plant, equipments etc., in good looking conditions.

- d. Operating and maintenance of water pumps.
- e. Maintenance of garden.
- C. TRUNK TELEPHONE EXCHANGE & U H F BUILDING & MOBILE CSC P.JEXTN, DAVANGERE (Total Carpet Areas : 12244 Sq.Ft : 2 Toilets)**
- a. Sweeping and cleaning of Exchanges, Exchange premises on daily basis.
- b. Cleaning of bath rooms, toilets, wash basins etc., twice a day (Morning at 8.00 AM & afternoon at 1.45PM).
- c. Keeping trunk boards, AC Units, etc., in good looking conditions.
- d. Maintenance of garden and keeping the exchange premises in clean conditions, maintenance of garden involves, watering trimming/pruning the plants, sweeping garden area to remove whilthrad/leaves and manuring.
- e. Operating and mtce. of water pump.
- D. OFFICE OF SDO PHONES & CSC P.J.EXTENSION, DAVANGERE (Total Carpet Area : 27528 Sq. Ft : 2 Toilet)**
- a. Sweeping and cleaning of office on daily basis.
- b. Cleaning of bath rooms, toilets, wash basins in good looking conditions, twice a day (morning at 8.00 AM and after noon at 1.45 PM).
- c. Keeping machines and other equipments in good looking conditions.
- E. D T O AND S D O TELEGRAM OFFICE, DAVANGERE (Total Carpet Area : 13890 Sq. ft : 6 toilets)**
- a. Sweeping and cleaning of D T O / SDOT, office on daily basis.
- b. Cleaning of bath rooms, toilets wash basins in good looking conditions twice a day (morning at 8.00 AM and afternoon at 1.45 PM)
- c. Keeping the machines/equipments in good looking conditions.
- d. Maintenance of garden.
- e. Operating and maintenance of water pumps which involves watering trimming/purning of plants, sweeping and manuring etc.,
- F. TELEPHONE EXCAHNGE VIDYANAGRA, EXCHANGE DAVANGERE (Total carpet Area : 7958 Sq. Ft 2 Toilets)**
- a. Sweeping and cleaning of exchange floor exchange premises daily.
- b. Keeping exchange equipments in good looking conditions.
- G. TELEPHONE EXCAHNGE M C C "B" BLOCK, DAVANGERE (Total carpet Area : 5284 Sq. Ft 1 Toilet)**

- a. Sweeping and cleaning of exchange floor exchange premises daily.
- b. Keeping exchange equipments in clean and dust free and in good looking conditions.

**H. TELEPHONE EXCAHNGE K.R.ROAD, DAVANGERE (Total carpet Area : 4024 Sq. Ft 2 Toilets)**

- a. Sweeping and cleaning of exchange premises daily.
- b. Keeping exchange equipments in clean and dust free and in good looking conditions.

**H. TELEPHONE EXCAHNGE, HADEDIBBA CIRCLE, DAVANGERE (Total carpet Area : 4840 Sq. Ft 2 Toilets)**

- a. Sweeping and cleaning of exchange premises daily.
- b. Keeping exchange equipments in clean and dust free and in good looking conditions.

**TERMS AND CONDITIONS**

1. Required water supply will be made available to carry out the above works. However, other items such as brooms, phenoyl, cleaning powder, brushes, urinal cented cake etc., required will not be supplied. Contractor should make his own arrangement to procure at his own cost the items required.
2. In-sufficient/non use of cleaning items will not be permitted.
3. Sweeping and cleaning should be done daily and washing of floors with water and detergents will be done once a week and on any other occasion if necessitated.
4. Toilets/Bath rooms/wash basins should be cleaned with pehenoyl/cleaning powder and good sanitary cleaning agent twice a day morning at 8.00 AM & afternoon at 1.45 PM.
5. Removal of cobwebs, dust etc., on the walls/slabs/glass etc., should be done as frequently as possible at least once a fortnight.
6. The prospective bidders are advised to make a detailed study of the works for which they are bidding and familiarise themselves with the nature of the work so that the rates quoted take all factors in to consideration.
7. Any clarification on the dtails of the works can be obtained from the Sub Divisional Engineer (HRD) O/o. G.M.Telecom, Davangere.
8. The contractors who are confident of executing the works in time may only participate in the tender offer and he should have one year similar experience in Govt. Offices or Public sector undertakings.

8. A **PENALTY CLAUSE**  
**PENALTY for not performing/unsatisfactory performing the HOUSE KEEPING AND MISC. WORK WILL BE LEVIED AS FOLLOWS :**
- A. For not performing duty per day : 5% of the tender amount/month for the work.
  - B. For each day of un satisfactory performance of the work 3% of the tender amount for the work/month.
9. The tender will be accepted and contract will be finalised only with those of the tenderers who in the opinion of the G.M.Telecom, Davangere are having the capacity and resources to execute the work assigned in the prescribed time.
10. The undersigned reserve the right to refuse any or all the tenders received without assigning any reason thereof and will not be bound to accept the lowest tender.
11. Successful tenderer shall register themselves with “ASSISTANT LABOUR COMMISSIONER (CENTRAL HUBLI) as per Central Labour ACT 1972 and contract Labour Rules 1971 as applicable with in one month after receipt of acceptance of tender.
12. The G.M.Telecom, Davangere or his representative or any of his superior officer shall have free access to the site at all times for inspection. The inspection team consiting of AGM (A&C), AO/JAO & SDE WILL INRESPECT AT REGULAR INTERVALS. The contractor shall render to the representative of the BSNL all possible assistance and facilities for the purpose. The bills of the contractor will be countersigned/certified by the head of the inspecting team for satisfactory work.
13. The tenderer will quote the rate in English both in figures as well as in words. Rates should be quoted for each section separately (section 01 to 09). If consolidated rate are quoted for all sections together such tenders will be rejected. All corrections, additions, alternation in the tender form will be signed by the tenderer with date.
14. The contractor shall comply with the provision of payment of wages ACT 1936, Minimum wages 1948, Workmen’s Compensation Act 1970 or the modifications or any other laws relating thereto.
15. The contractor shall submit bills in duplicate after the first day of every month for the work executed during the proceeding month duly verified in all respects.
16. Tender should be accompanied with the EMD of Rs.10,000.00 (Rs. Ten Thousand only) either in the form of cash receipt of DD drawn in favour of BSNL Davangere O/o. G.M.Telecom, Davangere. Tender not accompanied with E M D will be rejected.
- 16.a The bidder should produce service tax registration certificate from central excise.
16. b The bidder should mention whether the rate includes ST or Not.

16. c An claim is to be preferred with ST on all claims.
17. Cost of each complete set of tender documents is priced at Rs.563/- .
18. Submission of tenders :-
- Duly completed Tender form to be sent by Registered Post in Wax sealed covers superscribed TENDER FOR HOUSE KEEPING WORK AND MISC. WORKS by name to SRI.K.MARENNA, ASST. GENERAL MANAGER (A&C) O/O. G.M.TELECOM, DAVANGERE. Courier covers will not be accepted.
19. The EMD of successful tenderer, will be converted as Security Deposit, and the tenderer have to execute an agreement in non judicial stamp paper of Rs.100/- in the prescribed form. The cost of the stamp paper is to be borne by the contractor. The EMD in respect of unsuccessful tenderers will be refunded immediately after finalisation of tender.
20. The contractor should certify and affix his signature on each and every page of the tender document and return it along with his tender offer as a token of his acceptance of each of the conditions specified on each page of the tender document.
21. Any tender with conditions from the contractor other than those specified in the tender document is liable to be summarily rejected.
22. The latest income tax clearance certificate, experience certificate and labour licence are to be submitted along with the tender.
23. tenders received either by post or courier service or in person after the specified time will not be opened or considered. It is the full responsibility of the tenderer when sending by post/courier to ensure that the tender is dropped in the box in time as only the tenders in the box will be considered.
24. **VALIDITY :**
- Tenders submitted by the Tenderers will remain valid for acceptance for a period of three months the date of opening the tenderer.
25. The rates quoted should be firm and valid for a period of one year from the date of acceptance.
26. The G.M.Telecom, Davangere or his representative or any of his superior officer shall have free access to the site at all times for inspection. The contractor shall render to the representative of the Government all possible assistance and facilities for the purpose.
27. The contractor is fully responsible for taking all possible safety precautions during preparation for an actual performance of damage and lossess resulting from his operations and shall works. The contractor

should protect all life and property from minimize the disturbances and inconvenience to the staff.

28. The undersigned may at any time at his option cancel and terminate this contract by written notice to the contractor (seven days notice) in which event, the contractor shall be entitled to payment for the work done up to the time of such cancellation.
29. **FAIR WAGES :**
  - a. The contractor shall pay fair amounts to the workforce engaged by him.
  - b. As required by Rule 78 of the contract Labour (R&A) Central Rules 1971, it is obligatory for the contractor to maintain register of wages. The contractor shall obtain the signature or thumb impression of the worker concerned against the entries relating to him on the register of wages and the entries shall be authenticated by the initials of the contractor or his authorised representative and shall also be duly certified by the authorised representative of the principal employer in the following form. Certified that the amount shown in column No. has been paid to the workmen concerned in my presence on at .
30. The contractor shall comply with the provisions of payment of wages act 1936. Minimum wages 1948, Employees liability Act 1947, Maternity Benefits Act 1961 and the Contract Labour (R&A) Act 1970 or the modifications thereof or any other laws relating there to and the rules made hereunder from time to time.
31. Any type of dispute which the contractor wanted to raise should be raised within 10 days from the date of submission of bill for payment. If no dispute is raised within the stipulated time then it is considered that there is no dispute from contractor's side and the payment will be settled within 30 days. No dispute shall be raised by the contractor for the period for which payment is already made. However disputes egarding clerical mistakes committed while settling the bills shall be raised at any time. All disputes arising between the contractor and the Department out of this contract shall be referred to the sole arbitration to be appointed by G.M.TELECOM, DAVANGERE or an officer nominated by him on his behalf whose decision will be final and binding on both parties.
32. The contractor should supply the work force posted with all required accessories and uniforms.
33. The personnel posted should be physically of good health, good character, amenable to discipline and should have necessary intelligence for carrying out the works.
34. The personnel posted should not found in intoxicated conditions.
35. The personnel posted should be replace whenever decided.
36. The integrity of the personnel posted is to be ensured.

37. Clearance from police authorities is required for personnel posted.
38. The tender is governed by the Income Tax rules as applicable.
39. Any loss to the Department arising in course of performance of the work, shall be made good by the contractor. The amount of loss will be assessed by the inspection team.
40. The bill submitted by the contractor for payment has to be certified by the respective controlling authorities duly counter signed and their higher authorities.
41. Submission of bills at on inordinate delay as liable for rejection.
42. Before coating rates tenderer should visit all nine units during working hours and should get the knowledge of quantum of work involved.
43. Tender will be evaluated based on the total amount quoted for all nine units
44. The inspection report in the prescribed proforma is to be submitted by the inspecting officer to be nominated from this office twice in a month. The inspection report should invariably enclosed with the bills for payment.
45. Tender documents should accompanying the following documents.
  1. Income Tax clearance certificate & PAN No.
  2. Registration certificate of the establishment, if any
  - 3 Experience certificate

**PROFORMA**  
( Inspection Report)

1. Name of the Unit inspected :
2. Name of the inspecting Officer :
3. Date of visit and time :

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<b>Sl.No.</b>	<b>Description of Jobs (as per annexure)</b>	<b>Whether House keeping work c/o. satisfactorily Yes / No</b>	<b>Remarks</b>
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OFFICER

SIGNATUE OF THE CONTROLLING

## **AGREEMENT FORM**

**AGREEMENT** made this \_\_\_\_\_ day of one thousand nine hundred ninety nine year between the president of India herein after called the Govt. (Which expression shall unless executed by or repugnant to the context include his successors and assignees) on the other part.

**WHERE AS** the Government is desirous of getting executed certain works namely \_\_\_\_\_ and where as the contractor is ready and willing to execute the said works in accordance with the contract.4

Now this agreement witness and it is hereby agreed and declared as follows :

The tender notice, instructions to tenderers, conditions mentioned vide letter (along with its enclosures annexed there to ) and such other additional particulars, instructions, drawings as may be found requisite to be given during execution of work shall be deemed and taken to be an integral part of the contract a and shall also be deemed to be included in the expression contract or contract documents wherever herein used.

In considerations of the payments to be made to the contractor for the works to be executed by him the contractor hereby covenants with the contact documents duly provide execute and complete the said works and shall perform all other acts, deeds, matters and things in the contract mentioned or described or which are to the implied there from or may reasonably necessary for the completion of the said works and at the time and in the manner and subject to the terms and conditions of stipulations mentioned in the contract/tender schedule.

IN WITNESS whereof the parties here to have executed these presents the day and the year first above written.

### **SIGNATURE OF THE TENDER**

**SIGNED AND DELIVERED FOR AND ON BEHALF OF RESIDENT OF INDIA.**

**SIGNATURE :**

**NAME :**

**ADDRESS :**

**IN THE PRESENCE OF :**

**SIGNATURE :**

**NAME :**

**DESIGNATION :**

**SIGNATURE :**

**NAME :**

**DESIGNATION :**

**SIGNED AND DELIVERED FOR AND ON BEHAL OF CONTRACTOR :**

**SIGNATURE :**

**NAME :**



**TENDER FOR JOB OF HOUSE KEEPING WORKS**

TENDER FORM NO. :

ISSUED TO : NAME :

ADDRESS :

DATE OF ISSUE :

PAYMENT OF PARTICULARS :

SIGNATURE OF THE ISSUING OFFICER : **Asst. General Manager (A&C)**  
**O/o. G.M.Telecom,**  
**Davangere-6**