

**BHARAT SANCHAR NIGAM LIMITED**  
**(Govt of India Enterprise)**  
Belgaum Telecom District, Belgaum 590 001.

**No.G-5 /HOUSE KEEPING/GM OFF/2007-08/1 dated at Belgaum the 12/12/ 2007**

**TENDER NOTICE**

On behalf of Bharat Sanchar Nigam Limited, the General Manager, Telecom District, Belgaum invites sealed Tenders from Agencies/Companies for House Keeping & General Maintenance in the Main Telephone Exchange premises and office of GM Telecom Camp Belgaum – 590001.

Tender No- G-5 /HOUSE KEEPING/GM OFF/2007-08/1 dtd 12-12-2007	
Time and last date of issue	12.00 hours 09-01-2008
Of Bid document	
Time and Date of depositing	
Tender/bid by Regd.post	1500 hours 10-01-2008
Time and date of opening of	
Tender/Bid	16.00 hours 10-01-2008

**TERMS AND CONDITIONS**

1. The tender should be submitted in the prescribed form that may be obtained from this office of General Manager, Telecom District, General Section, First Floor, Camp Belgaum - 1 at a cost of Rs 575=00 (Rupees Five hundred seventy five only) or it can also be downloaded from our web-site(please refer clause –24).
2. Each tender should be accompanied by an EMD of Rs.10,000/- (Rs. Ten Thousand only) in the form of crossed DD drawn in favour of “ BSNL, Telecom District, Belgaum ”. The EMD can also be paid in cash at the cash counter of this office. No cheque, Postal Order, Bank Guarantee, Money Orders will be accepted. Cash receipt/DD should be enclosed with the tender.
3. The sealed tenders superscribed as “ TENDER FOR HOUSE KEEPING AND GENERAL MAINTENANCE ” and the cover should be addressed to Sri V.Ravisankar, Asst.General Manager (Adm.), O/o General Manager, Telecom District, Camp, Belgaum 590 001, so as to reach him before 15.00 hours of 10/01/2008. The tenders should be sent only by registered post. The tender will be opened on the same day at 16.00 hours or next working day, in case of unforeseen closure of offices, in the presence of such of that tenderer or their agents as may choose to attend. Unsealed tenders will not be accepted. The Company will not be held responsible for Postal delay or any other reason whatsoever.
4. The EMD of the unsuccessful tenderer will be refunded after finalisation of the tender and EMD of the successful tenderer will be retained as Security Deposit in addition to the Security Deposit mentioned at para (5) and will be refunded after the expiry of the tender period. The EMD/SD while in custody of the Company will not carry any interest.

5. The successful tenderer shall within a week from the date of intimation, deposit a sum of Rs.30,000/- (Rs.Thirty Thousand only) as Security Deposit. Security Deposit may be paid in cash at the cash counter of this office or through a DD drawn in favour of "BSNL, Telecom District, Belgaum". If the tenderer fails to deposit the Security Deposit within the due date, the EMD paid by the tenderer will be forfeited as well as rejection of the tender.
6. If the successful tenderer fails to take up the specified work or non-compliance of the order within the time limit, the EMD/SD will be forfeited to the BSNL. Annexures are to be filled up in all respects. Incomplete Annexures / Tenders are liable to be rejected.
7. The General Manager reserves the right to cancel the tender and order for re-tendering without assigning any reason. The bills in duplicate duly pre receipted should be submitted on completion of every month.
8. The Service Agency and its responsibilities :
  - a) In case it is found by BSNL that any Property / material or asset of BSNL is lost or put to loss / damage due to the negligence of the Agency, the Agency will be held fully responsible to reimburse the cost of the loss /damage so incurred. The decision of BSNL to the negligence and loss is final.
  - b) The Agency should cover its employees to pay[i] statutory minimum wage[ii] Insurance, P.F. and other statutory charges if any.

**The Services required to be carried out are as follows.**

Area to be cleaned is as per the ANNEXURE III

**A] DAILY SERVICE:**

- a) Dusting of furniture, cupboards, telephones, office equipments cleaning with soap oil or liquid cleaners, wherever required.
- b) Mopping floors of premises with liquid cleaners once every day.
- c) Cleaning of toilets, at all floors twice a day.
- d) Removal of waste papers from waste paper baskets at regular intervals.
- e) Disposal of garbage at the waste yard and burning of garbage and waste packing materials.
- f) Filling of water filters, cleaning of water-jugs glasses cups and coasters .
- g) Mopping of staircase every day.
- h) Shifting of materials from one place to another as and when required.
- i) Minor electrical work such as changing of tubes, bulbs etc.
- j) Cleaning of all glass and novopan partitions.
- k) **Photocopying, delivering and arranging of files, and any other assistance work that may be assigned.**
- l) Sweeping and cleaning of open area inside the compound .
- m) Maintenance of gardens by Cleaning, pruning and Watering etc.
- n) Filling of water to overhead tanks by operating the pumps.

**B] WEEKLY SERVICE**

- a) vacuum cleaning and brushing of carpeted areas and computer centers and equipment rooms.
- b) Cleaning air conditioner grills .
- c) Cleaning of ceiling fans , pedestal fans, tube lights. and fitting.
- d) Removal of cobwebs.
- e) Cleaning of water filters & candles.

**C. MONTHLY SERVICES**

- a) Cleaning the overhead tanks and sumps once in a month.

9) Service provider who are the near relatives of Executives, Gazetted Officers/ Officials of Bharat Sanchar Nigam Ltd. are not permitted to participate in the tender against this notice inviting tenders. No one connected with or in the employment of BSNL shall ever be admitted as a partner.

10) The Tender period will be valid for One Year from the date of acceptance of tender.

11) The General Manager , Telecom District, Belgaum reserves the rights to undertake work Departmentally in the exigencies of service and also if the work done by the tenderer is not satisfactory at the cost of the tenderer.

12) **PENALTY:** Penalty will be levied for the following:-

- a) Damage to BSNL assets or equipments caused by the agency staff, cost of the equipment will be levied as penalty.
- b) Penal deductions will be made for any of the poor services on the basis of assessment Authorised BSNL representative.
- c) The decision of BSNL will be final with regard to this.
- d) For not performing duty per day : 5 % of the tender amount / month for the work.
- e) For each day of unsatisfactory performance for the work : 3 % of the tender amount for the work / month.

13.) **TIMINGS:**

Normally the general maintenance work should be carried out between 8.30 hrs.to 19.30.hours on all week days except Sundays and declared holidays.

14.) **EARNEST MONEY DEPOSITS:**

Tenderers should submit Rs. 10.000/- (Ten thousand only ) as Earnest Money Deposit. The EMD Amount should be submitted by way of a Demand Draft favouring "BSNL, BELGAUM, T. D ".This amount will be returned interest free to the unsuccessful tenderers with in three months from the closing date of tender.

15.) **GENERAL:**

Staff deployed by the agency should be of good conduct and behaviour. They should be free from contagious diseases.

The personal employed by the agency should have sufficient exposure to the item of work they are supposed to carry out.

The agency should keep a responsible person at BSNL Administrative office premises to set right things and to receive instructions if any.

In case any of the agency staff suffer any injury / damage or meet with an accident in BSNL premises during discharge of duties, the entire cost of compensation should be borne by the agency .

- 16.) The service provider shall at all times hold the BSNL harmless and indemnified against all claims, cost, charges and expenses for which the Co. may be liable or may incur or pay on account of the negligence or misconduct of the service Provider or his servants or any of them and of any person under his control whether in respect of injury to person or damage to the property or any member of the public or any other concern on account of any defect or want of repair in such works or in the equipment used by the service provider in connection there with or otherwise and against all claims and demands in respect thereof. If damages caused to persons or assets or private parties or others such as electric, gas or water, the damages shall be made good by the Service Provider.
- 17.) The service provider will also be responsible to comply with all laws including those relating to the labour etc. in force at time . Service provider should produce the P.F. payment particulars service tax payment receipts etc. of previous month while submitting the bill for the present month.
- a) The Contractor should fulfill the provisions of EPF and Misc provisions Act.1952 & Employees provident Fund Scheme 1952 in respect of labourers/ employees engaged by them for performing the works of BSNL
  - b) The claim bill of contractors must accompany the (i) list showing the details of labourers/ employees engaged (ii) duration of their engagement (iii) the amount of wages paid to such labourers/ employees for the duration in question (iv) amount of EPF contributions (both employers and employees contribution) for the duration of engagement in question, paid to the EPF authorities.(v) Copies of Authenticated document of payments of such contribution to EPF authorities and (vi) a declaration from the contractors regarding compliance of the conditions of EPF Act 1952.
- 18.) The service provider shall not charge any extra amount for traveling / overtime allowances and charges for materials like dusters , liquid cleaners , soap oil , perfumes etc. used by him and will not entitled for getting compensation for any damage or lose in the course of execution of work, not for any extra payment , t.e, charges for labour that he will employ at his own cost nor for idle labour and transport nor for loss or deterioration of materials.
- 19.) The service provider shall not assign or sublet the contract or any part thereof without having obtained the permission in writing of General Manager Telecom Belgaum.The General Manager, Telecom Belgaum shall be at liberty to refuse to grant such permission , if he thinks fit.
- 20.) In the event of Service provider failing to observe or perform any of the conditions of the work as set out herein, in the security deposit furnished by the service provider will be forfeited to the BSNL with out prejudice to any other rights of the BSNL.
- 21.) The conditions mentioned in the tender notice is part of the agreement from 'A' on a non judicial stamp paper of Rs.50/-

- 22.) The General Manager Telecom, Belgaum reserves the rights.
- a) Of placing the contract with one or more service provider, as he may think fit.
  - b) To get done any work he chooses Departmentally.
  - c) Termination of tenderer without assigning any reason.

The General Manager, Telecom, Belgaum may terminate this agreement, at his opinion, any time by giving 15 days notice and without assigning any reason and in case of bad work, the General Manager, Telecom, Belgaum may remove the same and have it replaced, deducted the value of the work rejected, or the cost of replacing the same, as he may think proper from any amount due or that may become due to the Service Provider making this tender . In event of any damages sustained by the Company due to the unsatisfactory execution or delay in carrying out the work by the selected Service provider, General Manager will decide forfeiting the Security Deposit and entitled to recover the cost of the damages. In assessing the cost of the damages , the decision of G.M.T. Belgaum shall be final . The G.M.T.Belgaum. reserves to him self the right to forfeit the entire Security Deposit or such portion thereof as he thinks fit for improper work carried out by Service Provider.

- 23.) The tenderer should use standard materials like Colin,Harpic,Naphthalene balls,Soap water and are not supplied by BSNL. One harpic bottle for one month to each toilet,Naphthalene balls are to be changed weekly for urinals, colin should be used daily for cleaning of tables,glass and novopan, soap water should be used for cleaning of floors etc.
- 24.) Materials like Brooms,Washing cloth,Brushes etc will be supplied by tenderer
- 25.) The Tender forms will be issued by General Section of G. M. T. D. Office on all working days from 10 hrs. to 12 hrs At the cost of Rs 575 (Rupees Five hundred and seventy five only) on specific requisition for supply Tender Forms. Any further details can be had from the SDE (Genl), O/o G.M.T.D.Belgaum.-1. Information regarding tender is also available on our website [www.karnatak.bsnl.co.in/belgaum](http://www.karnatak.bsnl.co.in/belgaum). Those who are down loading the applications from website are required to produce the receipt for payment of cost of application at the time of submitting the tender or D. D. drawn in favour of BSNL Telecom District, Belgaum for the same amount.

26.) **DOCUMENTS TOBE SUBMITTED WITH TENDER**

1. Experience certificate of two years.
2. Certificate of registration from Assistant Labour Commissioner ( Central )
3. Income Tax PAN issued from Income Tax Department.
4. Authorised copy of partnership deed in case of partnership firm and power of attorney to the representative of the firm to operate the tender.
5. Service Tax no. issued by Income Tax Department.

**ANNEXURE –I**

**FORM OF CONDITIONS AND AGREEMENT**

I/WE .....Service Provider/Agency  
here by agrees to the following :

1. I/We agree that terms and conditions mentioned in clauses in the Tender Notice, form part of this agreement and I am bound to abide by the Terms and condition thereof .
2. I/We agree to indemnify the BSNL against any loss, damage or risk caused during the work for which necessary precautions will be taken by me /us .
3. I/We will be responsible for any claim arising out of any accidents.
4. I/We will handle the work carefully according to the instructions of the in charge of the work and agree to make good any loss or damage to the BSNL Property .
5. I/We agree to carry of work under BSNL Supervision according to the direction of the officer in charge or the person who is authorised by him, whose decision is final and binding on me.
6. I/we will be responsible for completing and shall pay any compensation to the work men payable under the ‘Work men Compensation Act, 1923’ for injuries or disability or death caused to them in the process of execution of the work.
7. I/We accept that accepted Rates will be valid up to One Year with right for the BSNL to have it extended for a further period of six month or to a dates when the next Tender is finalised which ever is earlier to suit the convenience of the Department.
8. I/We will strictly adhere to the statutory regulations, viz, Minimum wages act. , shops and commercial Establishment act., E.PF. Act. 1952, ESI scheme and workers compensation act and Service Tax.
9. I agree to submit monthly (I) list showing the details of labourers /employees engaged. (II) duration of their engagement. (III) the amount of wages paid to such laborers /employees for the duration in question, (IV) amount of E.P.F contributions (both employers and employees contribution)for the duration of engagement in question m, paid to the E.P.F Authorities, (V) copies of authenticated documents of payments of such contribution to E.P.F authorities and (VI) a declaration from the contractors regarding compliance of the conditions of E.P.F Act 1952.

Place

Date

Witness

Name & address

Signature

Name and Signature of  
The tenderer.

1.

2.

Telephone No.

**TENDER FORM**

**ANNEXURE-II**

**TENDER FOR GENERAL MAINTANANCE AND OFFICE SERVICES**

In accordance with the Tender Notice No.

Dtd / /2008

I/We have paid EMD of Rs.-----By cash  
receipt No. ----- Dated-----/D.D.No.----- Dated-----  
name of the Bank ----- and I/We quoted the rates as under.

**Particulars**

**Tender amount per month**  
( in Figure / Words )

1. House Keeping and Misc. Work in the  
Main Telephone Exchange Premises and  
Office of GM Telecom District, Belgaum  
( including all charges except the Service  
Tax which will be paid by BSNL)

Place:  
Date:

Signature of the Tenderer  
Name  
Address

Telephone No.

**PRE RECEIPT**

**Received with Thanks From Accounts Officer[Cash], BSNL Belgaum a sum of Rs.-----**  
**-----[Rs.-----only]'being**  
**refund of Earnest Money Deposit credited towards Tender Notice No    Dtd    /    /2008**  
**for House Keeping and General Maintenance Office service works at Main Telephone**  
**Exchange Premisis and GMT's Office,Belgaum.**

**Signature of the Tender  
Name and address**

**Cheque No./D.D. No.**

**Telephone No.**

**BHARAT SANCHAR NIGAM LIMITED**  
( A Govt. Of India Enterprises )  
Belgaum Telecom District, Belgaum -575001  
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BRIEF TENDER NOTICE

General Manager, BSNL Belgaum. Telecom District. Belgaum invites sealed tenders from Registered Contractors/Agencies for House Keeping and General Maintenance and Office service works in the Office of GM, Belgaum Telecom District, Belgaum.

The last date for receipt of tender form is 15-00 hrs of 10-01-2008. For details visit BSNL web-site [www.karnatak.bsnl.co.in/belgaum](http://www.karnatak.bsnl.co.in/belgaum) or contact Shri V.Ravisankar. AGM(Admn). Phone No. 0831 – 2420000 OR 0831-2466551

1. Min. validity Of Tender offer : 90 days from the date of opening
2. EMD amount. : Rs. 10,000/- ( ten thousand )
3. Duration of the tender : One year from the date of award of tender
4. Cost of the tender document : Rs.575/- ( If tender document is downloaded from website ,separate DD of Rs.575/- drawn in favour of BSNL Belgaum is to be enclosed )
5. Website : [www.karnatak.bsnl.co.in/belgaum](http://www.karnatak.bsnl.co.in/belgaum)

**B.S.N.L. Belgaum : HELPING YOU TO KEEP IN TOUCH**

## CONTRACT AGREEMENT

This agreement made on the \_\_\_\_\_ between AGM (Admn) O\o GM Telecom District BSNL BELGAUM (hereinafter referred to as BSNL BELGAUM) herein called as the FIRST PARTY and

To as CONTRACTOR which expression shall include its administrators, successors , executors and permitted assigns) herein called as the SECOND PARTY.

**AND WHEREAS the contractor has participated in the enquiry and accepted the proposed rate Rs.-----**

**This agreement will come in to effect from**

**NOW THEREFORE THIS DEED WITNESSETH AS UNDER**

**1. The period of validity of this contract is for one year**

**THE OTHER TERMS AND CONDITIONS ARE AS UNDER**

**In case it is found by BSNL that any Property / material or asset of BSNL is lost or put to loss / damage due to the negligence of the Agency, the Agency will be held fully responsible to reimburse the cost of the loss /damage so incurred. The decision of BSNL to the negligence and loss is final.**

**The Agency should cover its employees to pay[i] statutory minimum wage[ii] Insurance, P.F. and other statutory charges if any.**

**The Services required to be carried out are as follows.**

**A] DAILY SERVICE:**

**Dusting of furniture, cupboards, telephones, office equipments cleaning with soap oil or liquid cleaners, wherever required.**

**b) Mopping floors of premises with liquid cleaners once every day.**

**c) Cleaning of toilets, at all floors twice a day.**

**d) Removal of waste papers from waste paper baskets at regular intervals.**

**Disposal of garbage at the waste yard and burning of garbage and waste packing materials.**

**Filling of water filters, cleaning of water-jugs glasses cups and coasters .**

**Mopping of staircase every day.**

**Shifting of materials from one place to another as and when required.**

**Minor electrical work such as changing of tubes, bulbs etc.**

**Cleaning of all glass and novopan partitions.**

**Photocopying, delivering and arranging of files, and any other assistance work that may be assigned.**

- l) Sweeping and cleaning of open area inside the compound .
- Maintenance of gardens by Cleaning, pruning and Watering etc.
- Filling of water to overhead tanks by operating the pumps.

**B] WEEKLY SERVICE**

**vacuum cleaning and brushing of carpeted areas and computer centers and equipment rooms..**

**Cleaning air conditioner grills .**

**Cleaning of ceiling fans , pedestal fans, tube lights. and fitting.**

**Removal of cobwebs.**

**Cleaning of water filters & candles.**

**MONTHLY SERVICES**

- a) Cleaning the overhead tanks and sumps once in a month. Service provider who are the near relatives of Executives, Gazetted Officers/ Officials of Bharat Sanchar Nigam Ltd. are not permitted to participate in the tender against this notice inviting tenders. No one connected with or in the employment of BSNL shall ever be admitted as a partner.

The General Manager , Telecom District, Belgaum reserves the rights to undertake work Departmentally in the exigencies of service and also if the work done by the tenderer is not satisfactory at the cost of the tenderer.

**PENALTY: Penalty will be levied for the following:-**

**Damage to BSNL assets or equipments caused by the agency staff, cost of the equipment will be levied as penalty. Penal deductions will be made for any of the poor services on the basis of assessment Authorised BSNL representative.**

**The decision of BSNL will be final with regard to this. For not performing duty per day : 5 % of the tender amount / month for the work. For each day of unsatisfactory performance for the work : 3 % of the tender amount for the work / month.**

**TIMINGS:**

**Normally the general maintenance work should be carried out between 8.30 hrs.to 19.30.hours on all week days except Sundays and declared holidays.**

**GENERAL:**

**Staff deployed by the agency should be of good conduct and behaviour. They should be free from contagious diseases.**

**The personal employed by the agency should have sufficient exposure to the item of work they are supposed to carry out.**

**The agency should keep a responsible person at BSNL Administrative office premises to set right things and to receive instructions if any.**

**In case any of the agency staff suffer any injury / damage or met with an accident in BSNL premises during discharge of duties, the entire cost of compensation should be borne by the agency .**

**The service provider shall at all times hold the BSNL harmless and indemnified against all claims, cost, charges and expenses for which the Govt. may be liable or may incur or pay on account of the negligence or misconduct of the service Provider or his servants or any of them and of any person under his control whether in respect of injury to person or damage to the property or any member of the public or any other concern on account of any defect or want of repair in such works or in the equipment used by the service provider in connection there with or otherwise and against all claims and demands in respect thereof. If damages caused to persons or assets or private parties or others such as electric, gas or water, the damages shall be made good by the Service Provider.**

**The service provider will also be responsible to comply with all laws including those relating to the labour etc. in force at time . Service provider should produce the P.F. payment particulars service tax payment receipts etc. of previous month while submitting the bill for the present month.**

**The Contractor should fulfill the provisions of EPF and Misc provisions Act.1952 & Employees provident Fund Scheme 1952 in respect of labourers/ employees engaged by them for performing the works of BSNL**

**The claim bill of contractors must accompany the (i) list showing the details of labourers/ employees engaged (ii) duration of their engagement (iii) the amount of wages paid to such labourers/ employees for the duration in question (iv) amount of EPF contributions (both employers and employees contribution) for the duration of engagement in question, paid to the EPF authorities.(v) Copies of Authenticated document of payments of such contribution to EPF authorities and**

**(vi) a declaration from the contractors regarding compliance of the conditions of EPF Act 1952.**

**The service provider shall not charge any extra amount for traveling / overtime allowances and charges for materials like dusters , liquid cleaners , soap oil , perfumes etc. used by him and will not entitled for getting compensation for any damage or lose in the course of execution of work, not for any extra payment , t.e, charges for labour that he will employ at his own cost nor for idle labour and transport nor for loss or deterioration of materials.**

**The service provider shall not assign or sublet the contract or any part thereof without having obtained the permission in writing of General Manager Telecom Belgaum. The General Manager, Telecom Belgaum shall be at liberty to refuse to grant such permission , if he thinks fit.**

**In the event of Service provider failing to observe or perform any of the conditions of the work as set out herein, in the security deposit furnished by the service provider will be forfeited to the BSNL with out prejudice to any other rights of the BSNL.**

**The conditions mentioned in the tender notice is part of the agreement from 'A' on a non judicial stamp paper of Rs.50/-**

**ANNEXURE III**

<b><u>Name of the Bldg.</u></b>	<b><u>Area</u></b>	<b><u>Novapan area</u></b>
1) Administrative Bldg.	3224 Sq mts	6468 Sq mts.
2) HPO Bldg.	2188 Sq mts	4376 Sq mts.
3) Telephone Exchange Building.	5245 Sq mts.	10490 Sq mts
4) Open area	6616 Sq mts.	-