**BHARAT SANCHAR NIGAM LIMITED**

**(A GOVT. OF INDIA ENTERPRISE)**

**PR. GENERAL MANAGER (NWO-SOUTH) BSNL CHENNAI TELEPHONES, 40 - E CIPET ROAD, TVK INDUSTRIAL ESTATE, GUINDY, CHENNAI – 600032.**

**TENDER No. PGM(SOUTH)/DGM(CHR)/HK-01/2019-20 dated 17.06.2019**

**NOTICE INVITING TENDER**

**Digitally Sealed tenders (Single Stage bidding - Two Stage opening)**are invited by theundersigned for and on behalf of BSNL, Chennai Telephones **from GST registered vendors** **for Tamilnadu& Chennai only for the works/services contract** for “House Keeping” in thepremises of RSU/ Sub-Division/ MSU/ Office Bldg., situated at various places in the zone of DGM(CHR) in South Area of Chennai Telephones **through E -tendering**. This e-Tender is being conducted through e-procurement Portal **https://www. tenderwizard.com/BSNL**For further details, please refer the details given below in this e-tender document. Tender submitted without the cost of Tender document and Earnest Money deposit shall not be considered for tender bidding. The payment of Bid Security and Cost of e-tender document shall be exempted to NSIC/MSME registered bidders on production of requisite proof in respect of valid certification from NSIC/MSME for the tendered item/work.

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| --- | --- | --- |
| **1** | **Name of work** | Works/Services Contract -“House Keeping” in the |
|  |  | premises of RSU/ Sub-Division/ MSU/ Office |
|  |  | Bldg., situated at various places in the zone of |
|  |  | DGM(CHR) in South Area |
| **2** | **Scope of Work \*** | Total no. of locations : 20 (Twenty) |
|  | **(\* The area under Housekeeping can** | Total Open Area 4313.02 Sq. Mtr. |
|  | **be increased or decreased at the** | Total Carpet Area 7196.89 Sq. Mtr. |
|  | **discretion of BSNL)** | No. of Toilets 67 nos. No. of Urinals 34 nos. |
|  |  | No. of Wash basins 75 nos. |
|  |  | (The housekeeping services for Open Space is |
|  |  | less labour oriented when compared to Carpet |
|  |  | Space and hence 40% weightage is given for |
|  |  | Total Open space while billing for the |
|  |  | housekeeping services of the Division) |
| **3** | **Office of issue** | Dy. GENERAL MANAGER (NWO-CHR) |
|  |  | BSNL CHENNAI TELEPHONES |
| **4** | **Contact information** | Tel: 044-22418666,22392100, 22390707  Fax : 044-22395656 |
| **5** | **Cost of Tender form** | Rs.590/= inclusive of 18% GST. |
|  | (The copy of the receipt/DD as proof |  |
|  | shall be uploaded on line at |  |
|  | https://www.tenderwizard.com/BSNL |  |
| **6** | **Earnest Money Deposit (EMD)** | Rs.54,000/- (Rupees Fifty four Thousand only) |
|  | (The copy of the receipt/DD as proof |  |
|  | shall be uploaded on line at |  |
|  | https://www.tenderwizard.com/BSNL |  |
| **7** | **Estimated Cost of the Tender** | **Rs.27,00,000/-(Rupees twenty seven Lakhs only)** |
| **8** | **Security Deposit** | 5% of Annual Contracted amount |
|  |  |  |
| **9** | **e-tender Document** available on-line at | **from 16.00 Hrs of 17.06.2019 to 13.00 Hrs of** |
|  | https://www.tenderwizard.com/BSNL | **09.07.2019** |
| **10** | **Last date and time for receipt of** | **13.00 Hrs of 17.06.2019** |
|  | **E – Tender** |  |
| **11** | **E -Tender Opening date and time** | **At 14.00 Hrs of 09.07.2019** |
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1. On-line Submissions (Technical Bid envelope and Financial Bid/Price Bid envelope) :

The entire bid-submission would be online on the portal of M/s ITI Limited [https://www.tenderwizard.com/BSNL.](https://www.tenderwizard.com/BSNL)

Broad outline of submissions are as follows:

1. **Technical Bid envelope – On line**
   1. Submission of Mandatory documents (scanned copies to be uploaded with Digital Sign):
      1. **GST registration certificate having registered for Tamilnadu& Chennai only**
      2. Digitally signed copy of Tender Document (70 pages), Corrigendums and Addendums.
      3. Scanned copy of DD/Cheque -Bid Security.
      4. Scanned copy of DD/Cheque –Tender document fee.
      5. Document proof of having **experience of a minimum of one year** as on the date of submission of the e-tender, in similar fields with Public Sector Undertakings, Government Establishments, Multi-national Company(s), etc.,. (Proof of experience in the form of relevant “Work order” is to be attached)
      6. Request for claiming exemption of Bid security & tender document fee and Proof in respect of valid certification from NSIC/MSME for the tendered item/work
   2. Submission of Eligibility documents (scanned copies to be uploaded with Digital Sign):
      1. Proof for payment of Tender Processing Fee of M/s ITI Limited as per Para 7(iii) of “INFORMATION AND SPECIAL INSTRUCTIONS FOR BIDDERS”
      2. Scanned copy of The Registration of the Firm, Authenticated copy of Partnership Deed in cases of Partnership Firm.
      3. Duly filled in Bid form, as per Annexure IX.
      4. Duly signed “Declaration under digital signature that no addition / deletion / corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal as per format given in Annexure I”.
      5. Duly filled in Tenderer‟s profile, as per AnnexureII of the Tender Document.
      6. Scanned copy of Original **“Power of Attorney”** in case a person other than the Tenderer has signed the Tender Document.
      7. Duly filled in “No near relative certificate from all partners” in case of Partnership firm and all the Directors in the case of a Company.
      8. Duly filledin Annexure VI– “Declaration regarding not blacklisting/ not debarring from taking part in Govt. Tender by any BSNL unit”.
      9. Scanned copy EPF Registration Certificate.
      10. Scanned copy ESI Registration Certificate.
      11. Scanned copy Labour licence.
      12. Scanned copy of last 2 years Income Tax return, Solvency certificate from the Bank/Auditor and copy of Pan Card
2. **Financial Bid (Price Bid) (only in the format available in e-tender portal) in compliance with Minimum Wages notifications issued time to time (Section XI).**

All the above said documents are to be uploaded online.

1. Offline Submissions (physical document submission) :

The bidder is requested to submit the following documents (in original) one set of

* 1. **Copy of GST registration certificate** having registered for Tamilnadu&Chennai only
  2. EMD/Bid Security – in original,
  3. Tender Document Fee – in original,
  4. Power of Attorney in accordance with Clause No. 6.5, & 7.9 of Section III for authorization for executing the power of attorney, if required (copy).
  5. Duly signed “Declaration under digital signature that no addition / deletion / corrections have been made in the downloaded e-tender document being submitted and it is identical to the e-tender document appearing on e-tender Portal” – in original. The declaration should be strictly in the Proforma given in Annexure – I.

in separate cover to O/o DGM(NWO-CHR) at79, GST road, Chromepet telephone exchange, Chromepet, Chennai -600047,on or before the date & time of submission of bids specified in covering letter, in a Sealed Envelope. The envelope shall bear (Name of the Work), the tender number and the words „DO NOT OPEN BEFORE‟ (due date & time) as mentioned in the Clause 7.2of Section III of tender document.

**Note: The Bidder has to upload the Scanned copy of all above said original documents as Bid-Annexures during Online Bid-Submission.**

1. The Pr. General Manager (South), Chennai Telephones reserves the right to reject any or all of the tenders/bids without assigning any reason whatsoever. He is not bound to accept the lowest tender/bid.
2. Thebidders downloading the e-tender document are required to submit the tender fee amount through DD / Bankers cheque of an amount of Rs 590/- along with the tender/bid, failing which the tender/bid shall be left unopened/rejected. The DD/banker‟s cheque shall be drawn from any Nationalized/Scheduled bank in favor of BSNL, Chennai Telephones and payable at Chennai.
3. **BSNL, Chennai Telephone District has decided to use process of e-tendering for inviting this tender and thus the physical copy of the tender would not be sold.**
4. **Availability of tender document:-**The e-tender document shall be available for downloading **from 16.00 Hrs of 17.06.2019 to 13.00 Hrs of 09.07.2019.**

**Date & Time of Submission of e-Tender bid:**

**Last Date/ Time of submission of e-Bid Online: up to 13.00 HRS of 09.07.2019.**

**Last Date/Time of submission of documents in hard copy : up to 13.00 HRS of 09.07.2019.**

**Note:-**In case the date of opening of bid is declared to be a holiday or unforeseen internet failureat the opening venue on the scheduled opening date, the date of opening of bid will get shifted automatically to next working day at the same scheduled time. Any change in bid opening date due to any other unavoidable reason will be intimated to all the bidders separately.

1. **Online opening of Tender e-Bids: At 14.00Hrs of 09.07.2019.**
2. **Place of opening of Tender e-bids:** BSNL has adopted e-tendering process which offers aunique facility for „Public Online Tender Opening Event (TOE). BSNL‟s Tender Opening

Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. However, if required, authorized representatives of bidders (i.e. Supplier organization) can attend the TOE at the O/o DGM(NWO-CHR) at79, GST road, Chromepet telephone exchange, Chromepet, Chennai - 600047, where BSNL‟s Tender Opening Officers would be conducting Public Online Tender Opening Event (TOE).

1. Tender e-bids received after due time & date will not be accepted.
2. Incomplete, ambiguous, Conditional, Non-compliance to Minimum wages, tender e-bids are liable to be rejected.
3. The bidder shall furnish a declaration underdigital signature that no addition / deletion / corrections have been made in the downloaded e-tender document being submitted and it is

identical to the e-tender document appearing on e-tender Portal ([**https://www.tenderwizard.com/BSNL**](https://www.tenderwizard.com/BSNL)) in the format given in Annexure – I.

1. **In case of any correction/ addition/ alteration/ omission found in the e-tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.**
2. For further instructions regarding submission of bids online the bidder shall visit the homepage of the portal (https://www.tenderwizard.com/BSNL).

**Note**: - All documents submitted in the e-bid offer should be preferably in English. In case thecertificate viz. experience, registration etc. is issued in any 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. Utmost care to be taken to scan documents that the total size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150dpi. However, it shall be the sole responsibility of bidder that the uploaded documents remain legible.

**-Sd-**

**Deputy General Manager, (NWO-CHR )**

**BSNL, Chennai Telephones**