

Section-I

BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

**Office of the Principal General Manager, Hyderabad Telecom District BSNL Bhavan,
Adarsh Nagar, Hyderabad-500063.**

**Limited Tender for Printing and Supply of Marketing Material items like Pamphlets,
Brochures, Stickers, Posters and Application forms etc. to BSNL PGM Office, Hyderabad
for a period of one year**

Tender No: HTD/Mktg /Limited Tender/Printing /2019-20 Dtd @ HD 18.12.2019.

Principal General Manager, BSNL, Hyderabad Telecom District, invites Wax/Tape Sealed Tenders for Printing & Supply of Marketing Materials items like Pamphlets, Posters and Application forms etc. to BSNL O/o PGM HTD, Hyderabad for a period of one year as per given Specifications. The intending bidders may obtain Tender Documents from the AGM (S&M), O/o The PGM, BSNL Bhavan, Hyderabad from 10.00 hours of **11.06.2020** to 17.00 hours of **20.06.2020** on all working days. Completed sealed limited tenders accompanied with DD for sum of Rs.590/- only towards cost of the Tender schedule and an EMD @2.5 % of the tender value fixed at Rs. 5,000/- in the form of Crossed Demand Draft, drawn in favour of AO Cash BSNL, Hyderabad. The units registered with SSIC/MSME/NSIC are exempted from payment of Bid security(EMD) and cost of the tender schedule. The sealed covers will be received up to 14.00 hrs on **27.06.2020(Extended)** and the same will be opened on **29.06.2020(Extended)** at 11.00 hrs in the presence of bidders or their authorized representatives. Tenders received without EMD and cost of the tender schedule in prescribed form will summarily be rejected.

Signature of the bidder with seal

Schedule of Requirement

Limited Tender for Printing and Supply of Marketing Material items like Pamphlets, Brochures, Stickers, Posters and Application forms etc. to BSNL O/o PGM HTD, Hyderabad for a period

| Printing & Supply of Pamphlets, Brochures, Posters, Stickers and Application Forms | | | | | | | |
|---|---------------------------------------|-------|-------------------------|------------------|-----------------------|--|--------------------------|
| Item No. | Item | Size | Paper GSM | Type of Printing | No. of Sides printing | Total Estimated Qty. in Nos.Approx Tentative | Estimated cost Apprx Rs. |
| 1 | Pamphlets | A4 | 90 GSM Intl. Art Paper | Multi Colour | 2 | 50000 | |
| 2 | Posters with Stick Strip top & Bottom | 14x19 | 90 GSM Intl. Art Paper | Multi Colour | 1 | 20000 | |
| 3 | Application Forms | A4 | 90 GSm A-Grade Maplitho | Single Colour | 2 | 100000 | |
| 4 | Mobille Application Forms | Legal | 80 GSm A-Grade Maplitho | Single Colour | 2 | 50000 | |
| Estimated Cost of the Tender with respective old approved rates without GST | | | | | | | |

The schedule of the Limited tender is mentioned below:

Starting date of Issue of Tender form: 10.00 hours of **11.06.2020**

Last Date for sale of Tender forms : 17.00 hours of **20.06.2020**

Last date for receipt of Tender forms : 14.00 hours of **27.06.2020(Extended)**

Time and Date of Opening Tenders : 11.00 hours of **29.06.2020(Extended)**

Cost of Tender Schedule : Rs. 590/- (Rs. 500+ GST 18%)

Earnest Money Deposit : Rs. 5000/-(2.5% of the Tender Value)

Security Deposit : 10% of Tender Value(Rs. 20,000/-)

Tender Value : Rs. 2 Lakhs (Incl GST) Apprx

Total Estimated cost : Rs. 2 Lakhs (Incl GST) Appx

The bids should be dropped in the tender box placed in the Chambers of AGM(S&M), Room No:004, Ground floor, O/o PGM HTD, BSNL Bhavan, Adarsh Nagar, Hyderabad-500 063.

**Sd/-
Assistant General Manager (S&M)CM,
Room No:004, Ground floor,
BSNL Bhavan, Adarsh Nagar,
HYDERABAD - 500 063,
Ph: 040-23231222 / 23233620.**

Signature of the bidder with seal

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Signature of the bidder with seal

SECTION II
Instructions to Bidders

1. ELIGIBLE BIDDERS:

The following types of bidders are eligible

- a) Proprietorship (Power of Attorney with notary signature is to be enclosed if proprietor is not signed)
- b) Partnership (power of Attorney with all partners signature along with notary signature & partnership Deed should be enclosed)
- c) Private Limited Company (Name & Capacity of the person who has signed on the bid)
- d) Public Limited Company (Power of Attorney with notary signature, copy of certificate of incorporation Memorandum & articles of Association to be enclosed) .
- e) The bidder should furnish the information of tender's profile at Annexure – II.

2. PERIOD OF VALIDITY OF BIDS

Bid shall remain valid for **One year** from the date of opening of bids prescribed by the purchaser. Any bid valid for a shorter period shall be rejected by the purchaser being non-responsive.

3. Bid Documents:

As part of bid documents establishing the bidder's eligibility, the bidder shall furnish the following documents.

- a. DD towards the Cost of Tender Schedule @ Rs.590/- (SSIC/MSME/NSIC are exempted)
- b. EMD in the form of DD @ Rs.5000/- (SSIC/MSME/NSIC are exempted)
- c. Schedule of requirement
- d. Bid form and price schedule
- e. Letter of authorization to attend bid opening in case authorized signatory not attending.
- f. Certificate/undertaking of non-participation of near/close relative of BSNL employee in the tender.
- g. Bidder Details
- h. Sample of printed papers as per the specifications of Tender
- i. Experience Certificate. (PERFORMANCE/ EXPERIENCE CERTIFICATE FROM PSU/GOVT/SCHEDULE BANKS/Any Private Organization as per the Section-VII, Annx III)
- j. Copies of GST registration and PAN.
- k. Limited Tender documents duly filled in complete in all respects and each page duly signed

4. Submission of bids: The Tender documents may kindly be submitted to the following address on or before 14.00 hrs of **27.06.2020** and will be opened on the same day at **15.00 hrs** in the chamber of **AGM(S&M)CM, Room No:004, Ground floor, Adarsh Nagar, Hyderabad-63** in the presence of bidder / their authorized representatives, who choose to attend at due time / date.

Signature of the bidder with seal

- (a) The envelope with wax /tape sealed containing all documents shall be addressed to the following address:**Assistant General Manager (S&M)CM, Room No:004, Ground floor, BSNL Bhavan, Adarsh Nagar, HYDERABAD - 500 063.** The envelopes shall bear the words **“Tender for printing & supply of Marketing Material items like Pamphlets, Brochures, Stickers, Posters and Application forms etc. to BSNL PGM Office, Hyderabad “ DO NOT OPEN BEFORE 15.00 hours of 29.06.2020** in bold letters on top of the cover.
- (b) All pages of Limited Tender documents should be duly signed with stamp by authorized person .
- (c) It may be sent either by registered Post or delivered in person in the above mentioned address. The responsibility for ensuring the tenders to deliver in time would vest with the bidder.
- (d) If the envelope is not wax / tape sealed properly as mentioned, the bid is liable to be rejected.
- (e) The full name and address of the Tenderer should be written on bottom left hand side corner of the sealed cover.

5. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS:

- 1. **Price Bid Evaluation:**The bids will be evaluated based on the lowest Grand Total quoted by the bidder in PRICE BID section –IV ie. Sum of price quoted for all items for 10000 to 20000 Qty.

6. PURCHASER’S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:

- (a) BSNL will have the right to increase or decrease up to 25% of the quantity of goods and services specified in the schedule of requirements without any change in the L-1 unit price or other terms and conditions at the time of award of contract.

Signature of the bidder with seal

SECTION III

GENERAL CONDITIONS

1. Scope of work :

- a) The successful bidder will be required to Printing and Supply of Marketing Material items like Pamphlets, Brochures, Stickers, Posters and Application forms etc. to BSNLO/o PGM HTD, Hyderabad for a period of one year at given locations.
- b) The concept/Art work meant for Printing and Supply of Marketing Material items like Pamphlets, Brochures, Stickers, Posters and Application forms etc will be supplied by AGM(Mktg& CSC)CM either through email or in the form of soft copy (CD) hence, the same should be printed as per the requirement in good quality.
- c) The uniformity on paper and print quality shall be maintained.
- d) The vendor should carry out the work within **Five days** from the date of issue of work order.
- e) Any Expenditure pertaining to given work the charges for transportation, labour etc, should be borne by the vendor.

2. Inspections :

1. On completion of the work, AGM(S&M)CM or his/ her authorized representative will carry out the physical inspection w.r.t. quality of the work and if not satisfied, it should be reprinted and supplied as per instructions of work order.

3. PERFORMANCE SECURITY:

- 3.1 The Successful bidder shall furnish performance security in the form of Bank guarantee or DD valid for a period of one year to the purchaser for an amount equal to 10% of the work order within six days from the date of issuing of LOI to the bidder.
- 3.2 The Security Deposit thus kept under the custody of the BSNL, Hyderabad will not fetch any interest during the period of validity of the contract.
- 3.3 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- 3.4 The Performance Security deposit will be discharged by the purchaser after three months from date of completion of tender validity. and supplier's performance obligations including any warranty obligations under the contract.

4. PAYMENT TERMS:

- a) **Mode of payment:** The necessary payment will be made through NEFT/RTGS from the office of **AO(Pay) Main,O/o PGM HTD, BSNL, Adarshnagar , Hyderabad** after submitting the delivery Challan, bills in duplicate along with advance stamped receipt, and proof of completion of the work.
- b) No advance payment in any form will be made by the BSNL.

5. Penalty for delay:

- a) The work must be completed within the specified period.
- b) Extension will not be given except in exceptional circumstances.
- c) If the tenderer fails to complete the work within the stipulated period of FIVE days, the purchaser shall be entitled to recover 1% of the payable value upto two weeks of delay and part thereof for a period upto to one month.
- d) The maximum penalty for the delay can be 2% of the payable value for the delayed quantum of work.

Signature of the bidder with seal

6. TERMINATION OF CONTRACT

- a) If the agency/contractor fails to complete the work within the period(s) specified in the contract or any extension thereof granted by BSNL OR
- b) If the agency/contractor fails to perform any other obligation(s) under the contract OR
- c) If the performance is found unsatisfactory due to the negligence of the agency/contractor BSNL, without prejudice to any other remedy, for breach of contract rescind the contract and the security will be forfeited.
- d) Depending upon the severity of negligence, BSNL reserves the right to blacklist the agency/contractor from further participation in any of BSNL tenders/contracts. The decision of BSNL shall be final in this regard.

7. TERMINATION FOR INSOLVENCY

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

8. 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 non- 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 sixty days either party may, at his option terminate the contract.

9. ARBITRATION

9.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the PGM, BSNL. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the PGM, or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the PGM or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the PGM or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

9.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

Signature of the bidder with seal

SET OFF

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by BSNL and set off the same against any claim of BSNL for payment of a sum of money arising out of this contract or under any other contract made by contractor with BSNL.

11. The Tenderer should give a certificate that none of his/her near relative is working in BSNL. (As per Annexure-III).

12. Work orders will be placed by the AGM (Mktg), BSNL, HTD, Hyderabad

13. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

14. The bidder will verify the genuineness and correctness of all documents & certificates, including experience /performance certificates, issued either by the bidder or any other firm/associate before submitting them in the bid. The onus of proving the genuineness of the submitted documents would rest with the bidder. As per the requirement of the tenders conditions if any document/paper/certificate submitted by the participant bidder is found to be false/fabricated/tampered/ manipulated at any stage during bid evaluation or award of contract, then the bid security(EMBG) of the bidder would be forfeited and the bidder would be disqualified from the tender. The action would also be taken for banning business dealings with the defaulting firm. In case the contract has already awarded to the bidder then PBG would be forfeited. & the contract would be rescinded/annulled and BSNL would be at liberty to procure the ordered goods and services from any other source at the risk and cost of the defaulting bidder. The action would also be taken for banning business dealings with the defaulting firm. To obviate any possibility of doubt and dispute and maintain the veracity of the documents/papers/certificates, the documents conforming to eligibility part will be submitted by the participant bidder and signed by the authorized signatory will be opened at the time of tender opening. These papers will be signed by the In charge of the tender opening team and the authorized representative of the bidder company and will be kept preserved along with the original bid and in case of any dispute, this paper will be treated as an authentic one.

15. Amendments/Modifications to bid documents if any will be hosted on our website <http://www.telangana.bsnl.co.in/> prior to the date of bid opening.

Signature of the bidder with seal

SECTION-IV

PRICE SCHEDULE OF REQUIREMENTS

| S. N | Specifications | | | | | |
|------|---|---------|--------------------------------|--|---|------------------------------|
| | Item | Size | Paper GSM | Type of Printing / No. of Sides Printing | Price Quoted per Unit for 10000 to 20000 Qty in Rs. | GST extra in % as applicable |
| 1 | Pamphlets | A4 | 90 GSM International Art Paper | Multi colour / 2 | | 5% |
| 2 | Poster with stick strip at top and bottom (Tentative quantity: 10000/month) | 14"x19" | 90 GSM International Art paper | Multi colour / 1 | | 12% |
| 3 | Applications (Tentative quantity: 10000/month) | A4 | 90 GSM A-grade Maplitho | Single Colour / 2 | | 12% |
| 4 | Applications (Tentative quantity: 20000/month) | Legal | 80 GSM A-grade Maplitho | Single Colour / 2 | | 12% |
| 5 | Grand Total (Sum of quoted price for all items for 10000 to 20000 Qty) | | | | | |

Total Amount in Rs.

Signature of the bidder with seal

V. BID FORM

Tender No: HTD/Mktg /Limited Tender/ Printing/2019-20 Dtd @ HD 18.12.2019.

TO

**Assistant General Manager (S&M)CM,
Hyderabad Telecom District,
Room no. 004,Ground Floor, BSNL Bhavan,
HYDERABAD -500 063.**

Dear Sir,

1) Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged. We undersigned the offer **for Printing and Supply of Marketing Material items like Pamphlets, Brochures, Stickers, Posters and Application forms etc. to BSNL PGM Office, Hyderabad for a period of one year** in conformity with the said conditions of contract and specifications for the sum shown in the Schedule of Prices attached herewith and made part of this Bid.

2) We will deliver within the delivery period ordered as in Section-iii

3) If our bid is accepted, we will obtain the performance guarantee of a Scheduled Bank for a sum @ 10% of the contract value for the due performance of the contract (Including EMD).

4) We agree to abide by this bid for a period of one year from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under Clause 3, shall also be suitably extended. The bidder may refuse the request without forfeiting his bid security.

5) Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

6) **Price Schedule:**The bidder should submit the offered prices in the prescribed price schedule only (Section IV). Information given at other places will not be considered.

The above offer is final and I / we hereby undertake to strictly abide by all terms and conditions set forth in the Tender No: Tender No: HTD/Mktg /Limited Tender/ Printing/2019-20 Dtd @ HD 18.12.2019.

Dated thisday of2019

Name and Signature

Duly authorized to sign the bid for and on behalf of

Witness

Signature

Address

.....

.....

Signature of the bidder with seal

VI. LETTER OF AUTHORISATION FOR ATTENDING BID OPENING (in case authorized Signitory not attending)

To
The AGM (S&M)CM
O/o the PGM, BSNL
Hyderabad.

**Subject: Authorization for attending tender opening on _____ (date) for
Tender No: HTD/Mktg /Limited Tender/Printing/2019-20 Dtd @ HD 18.12.2019.-reg**

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Name & Specimen Signatures

I.

Signatures of tenderer

Or

Officer authorized to sign the bid

Signature of the bidder with seal

Section-VII

Annexure-I

CERTIFICATE FOR BIDDING

The tender document is received from the AGM (S&M)CM, O/o The PGM, BSNL Bhavan, Hyderabad and has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

Place :

Date :

Signature of the bidder

(Seal / Rubber stamp of the firm)

Signature of the bidder with seal

Annexure-II

BIDDER'S PROFILE

1. General:

1.1 Name of the Bidder / Firm

1.2 Address of the Bidder /Firm:
.....

1.3 Tel. No. (with STD Code) (O)(Fax).....(R).....

1.4 Name & Capacity of the person who has signed the bid & submitting the tender document

A) Proprietorship: Yes/No -----.

i. Name of the Proprietor of the firm: -----

ii. Whether the Proprietor of the firm signed in the bid document. Yes/No -----

a. If yes, no Power of Attorney (POA) required.

b. If no, name & capacity of the person who has signed the bid

(Power of Attorney with notary signature to be enclosed)

B) Partnership: Yes/No -----.

i. Name of the Partners of the firm: -----

ii. Whether Managing Partner of the firm signed the bid document. Yes/No -----

a. If yes, name of the Managing partner signed the bid -----

(Partnership deed should be enclosed)

b. If no, name & capacity of the person who has signed the bid-----

(Power of Attorney with all partners signature along with notary signature & Partnership Deed to be enclosed)

C) Private Limited/Company: Yes/No -----

i. Name of the Director of the Co.:

ii. Whether the Director of the Co. signed in the bid document. Yes/No -----

a. If yes, name of the Director signed the bid -----

b. If no, name & capacity of the person who has signed the bid.....

Power of Attorney with notary signature, copy of Certificate of incorporation, Memorandum & Articles of Association to be enclosed.

D) Public Limited/Company Yes/No -----

i. Name & capacity of the person ,who has signed the bid -----

Power of Attorney with notary signature, copy of Certificate of incorporation, Memorandum & Articles of Association to be enclosed.

(Please attach attested copies of above documents of your firm with the competent authority as required by business law. If it is not furnished, the bid will be liable to be rejected)

1.5 License No. for running the business (Copy to be Enclosed):

1.6 Tenderer's bank, and its address and his current Account No. with Bank Code

1.7 Details of GST Registration: (Copies are required, to be enclosed along with the tender document)

1. **PAN Number:** Copy enclosed - Yes/No -----

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

Place:Date:

Signature of the bidder with Seal

Annexure-III

PERFORMANCE/ EXPERIENCE CERTIFICATE FROM PSU/GOVT/SCHEDULE BANKS/Any Private Organization

Certified that M/shas supplied the ordered quantity of printing marketing material like Pamphlets, Brochures, Stickers, Posters and Application forms etc satisfactorily during the financial years 2018-19 & 2019-20 at the total Cost of each year as given below.

| Year | Value of work orders issued in the year in INR |
|-------------|---|
| 2018-19 | |
| 2019-20 | |

Authorized Signatory with Seal

Signature of the bidder with seal

ANNEXURE -IV

Certificate on Non Participation of near relatives in the tender called for empanelment of agencies vide No:-, Tender No: HTD/Mktg /Limited Tender/ Printing/2019-20 Dtd @ HD 18.12.2019 as required under Clause-11 of Section-III of Bid documents)

CERTIFICATE

I _____ **Son of / W/o** _____ R/o _____
_____ here by certify that none of my relative(s) as defined in clause-11 of Section-III of tender document is/are employed in BSNL unit as per details given in tender document. 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.

Signed _____

For and on behalf of the Tenderer

Name (caps) _____

Position _____

Date _____

Signature of the bidder with Seal

ANNEXURE –V

BID SECURITY FORM (EMD)

Whereas(hereinafter called “the Bidder”) has submitted its bid dated for Printing and Supply of Marketing Material items like Pamphlets, Brochures, Stickers, Posters and Application forms etc. to BSNL PGM Office, Hyderabad for a period of one year Tender No: HTD/Mktg /Limited Tender/ Printing/2019-20 Dtd @ HD 18.12.2019.. KNOW ALL MEN by these presents that we ofhaving our registered office at (Hereinafter called “the Bank”) are bound to Bharat Sanchar Nigam Limited (hereinafter called “The Purchaser”) in the sum of Rs. for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligation are:

- 1 If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid Form; or
- 2 If the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity
 - (a) Fails or refuses to execute the Contract, if required, or
 - (b) Fails or refuses to furnish the Performance Security of the Limited Tender Document.
 - (c) Fails or refuses to honor his quoted price. We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand, the Purchaser will note that the amount Claimed by it is due to it owing to the occurrence of one or both of the two conditions specifying the occurred condition or conditions. This guarantee will remain as per the conditions.

Signature of the Bank Authority

Name

Signed in Capacity of

Name & Signature of witness Full Address of Branch

Tel. No. of Branch

Address of Witness Fax No. of Branch

Signature of the bidder with Seal

ANNEXURE -VI

PERFORMANCE SECURITY GUARANTEE BOND (Security Deposit)

In consideration of the PGM, BSNL (hereinafter called the 'BSNL') having agreed to exempt _____ (hereinafter called 'the said contractor(s)) from the demand under the terms and conditions of an agreement/Purchase Order No. _____ dated _____ made between _____ and _____ for Printing and Supply of Marketing Material items like Pamphlets, Brochures, Stickers, Posters and Application forms etc. to BSNL PGM Office, Hyderabad for a period of one year _____ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the BSNL an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by BSNL by reason of any breach by the said Contractor(s) of any of the terms or 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 demure, merely on a demand from the BSNL by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' 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 _____.

3. We undertake to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(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 during the period that would be taken for the performance of the said agreement and 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 _____ (office/Department) BSNL certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE YEAR (as specified in P.O.) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

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 hereunder to vary and of the terms and 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 or from time to time any of the powers exercisable by the BSNL against the said Contractor(s) and to forbear or enforce any of the terms and 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 contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said Contractor(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 Contractor(s)/supplier(s)

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing. Dated the _____ day of _____ for _____ (Indicate the name of the bank) .

Signature of the bidder with Seal

| Check List | | |
|-------------------|---|---------|
| S.No. | Documents are to be submitted in Sealed Cover | Yes/No. |
| 1 | Letter of authorization to attend bid opening | |
| 2 | Tender Document fee in the form of DD/SSIC or NSIC/MSME Certificate | |
| 3 | Bid Security(EMD) in the form of DD / SSIC or NSIC/MSME Certificate | |
| 5 | Copy of Power of Attorney to sign the bid | |
| 6 | Signed Bid Form | |
| 7 | Certificate of Incorporation & Memorandum of Association. (in case of a company). or partnership deed (In case of a partnership firm). or self declaration (in case of proprietary concern) | |
| 8 | Documentary evidence regarding the financial stability to be shown in the form balance sheet or turn over or Income tax return and solvency certificate or statement from CA. | |
| 9 | Certificate/undertaking of non-participation of near/close relative of BSNL employee in the tender. | |
| 10 | Copy of PAN card | |
| 11 | Copy of GST registration certificate | |
| 12 | Bidder details | |
| 13 | Certificate regarding down loading of tender document | |
| 14 | Printed sample papers of all items as per the specifications of the tender for printing and Supply of Marketing Material items like Pamphlets, Posters and Application forms etc. | |
| 15 | Price Bid/Schedule of requirements | |
| 16 | PERFORMANCE/ EXPERIENCE CERTIFICATE FROM PSU/GOVT/SCHEDULE BANKS/Any Private Organization | |
| 17 | All pages in the tender document signed by the authorized signatory with seal | |

Signature of the bidder with Seal