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**BHARAT SANCHAR NIGAM LIMITED**  
(A Government of India Enterprise)  
**Office Of The General Manager, Telecom Factory**  
**248 A.J.C.Bose Road, Alipore, Kolkata – 700 027**

To,  
M/s

Sub : “Appointment of Sale Tax Consultant at TF, Alipore, Kol-27 ”.

Dear Sir,

Please quote your lowest rate for the Appointment of Sale Tax Consultant for a Period of One Year mentioned in Annexure – I which could be extended in installment up to two years at the option of the BSNL on the prevailing terms & conditions overleaf. The quotation must reach this office on or before 02-00 P.M. of **24.01.2017** in a sealed cover and super scribed as **Tender No.TFAPLT160027 dated 23.12.2016**, due on **24.01.2017** addressed to the General Manager, Telecom Factory, Alipore, Kolkata –700027. The tender will be **opened at 02-30 P.M. on 24.01.2017**. The conditions regulating this tender are on the reverse side of this form. Other documents such as special condition, questionnaire etc., if any attached with this tender will also form a part of this tender. Submission of tender will bind the tendered to the acceptance of all the **“TERMS AND CONDITIONS”** specified on the reverse side of this form.

**Eligibility Condition:-**

1. (a) **Educational Qualifications: Minimum Graduation Degree in Law.**
- (b) **Experience : Minimum 5 years in the same line, preferably in public sector undertaking.**

**Special Instructions:**

2. Price to be quoted month wise in Annexure – I. As per schedule attached in Annexure-A (Scope of work).
3. Declaration regarding participation of near relatives of BSNL employees to be Submitted (duly filled up) Vide Annexure – II.
4. **PAN Card No.** should be enclosed along with the tender document.(Xerox Copy)
5. **Documentary evidence** : a) Barcouncil Membership Certificate/document  
b) Minimum 5 years experience certificate.
6. **Contract Period** : One (1) year.
7. Consignee :- BSNL,GM Telecom Factory, 248, A.J.C. Bose Road, Alipore, Kolkata-700027.
8. **Quoting of Rate** : **Month wise.**
9. **Payment terms** : On submission of bill duly certified by SDE(Tax), TF Alipore & payment will be made through E-Payment/RTGS in case of amount Rs lakhs & above. Following document should be submitted on the letter head along with the offer .a) Name & address of the Firm.b) Bank A/c. No. & Branch Code No. c) Address of the branch of Branch where account exists. d) Mode of account (saving/current) e) PAN No f) IFSC Code of the Branch g) Telephone No of the Firm.
10. The tenderers are required to submit their offer in sealed Envelop super scribing Tender No. & date.
11. **Vendor Master Form duly filled by the firm.**

**Notes**

1. Quotation for different Tender No's should in no account be forwarded in the same cover.
2. The rates quoted should be firm and open for acceptance for a minimum period of 60 days. The rates should be written both figures and words.
3. Any price variation clause governing the offer viz. Subject to mark fluctuation, etc. is not acceptable.
4. Any correction of rate etc. should in no account be made by over writing. The correction if any, should be made in ink separately under initials after scoring through the original entry.
5. Ambiguity in rates, delivery terms of the specification of stores, etc. will make the offer invalid.
6. Tenderer may be present at the time of opening of tenders, if desired.

Signature of the Tenderer with seal.

For General Manager,  
Telecom Factory, Kolkata-70002

## TERMS AND CONDITIONS

1. Tender fee : Rs.100/-
2. Earnest Money Rs. 2000/- is required to be furnished with this tender in the shape of Pay Order/Demand Draft drawn in favour of **AO (Cash), BSNL , Telecom Factory, Alipore, Kolkata-700027** failing which the tender is liable for rejection. Cheques are not accepted against Earnest Money Deposit. EMD will be retained as Performance Security Deposit against successful tenderer.
3. The successful bidder has to furnish performance security deposit of 5% of purchase order value in the form of DD/Pay order drawn in favour of Sr.AO (Cash), BSNL, Telecom Factory, Kolkata-27.If the successful tenderer is not able to execute the job as per schedule of the order, purchaser reserve the right to cancel the order and forfeit the Performance Security Deposit paid against vendor registration (PSD) .
4. Wherever any claim for the payment of a sum of money arises out of or under this contract against the contractor, the purchaser shall be entitled to recover such sum by appropriating, in part or whole the PSD of the contractor, and to sell any Government Promissory Notes etc. Forming the whole or part of such security, in the event of the Security being insufficient or if no security has been taken from the contractor then the balance or total sum recoverable as the case may be, shall be deducted from a sum then due or which at any time there after may become due to the contractor under this or any other person or persons.
5. Full payment will be made on receipt of certificate of completion of service from concern section in charge, advance payment is not permissible.
6. The General Manager, Telecom Factory, Kolkata reserves the right to extended the contract up to two years in phases at the discretion of BSNL on the successful bidder.
7. In the event of any question, dispute arising under these conditions or any special conditions in connection with this contract the same will be re-offered to the sole arbitration of the GM,TF,Kol.-13 or some other person appointed by him. There will be no objection that Arbitrator is a Govt. Servant that he was to deal with the matter to which the contract relates of that in course of his duties as a Govt. servant and expressed view on all or any of the matters in dispute. The award of the Arbitrator shall be final and binding on the parties of the contract.
8. The consignee i.e. BSNL, Telecom Factory, 248, A.J.C. Bose Telecom Factory, Kolkata-700027 or his authorized representative on behalf of the Purchaser i.e. BSNL reserved the right to reject any or all tenders in part or, in full without assigning any reason whatsoever.
9. The offer when accepted will constitute a binding on the bidder to work for the period specified in the order.

Signature of the Tenderer with seal.

For General Manager,  
Telecom Factory, Kolkata-700027

ANNEXURE – I

Tender No: TFALPLT160027 dated: - 23.12.2016.

Address : -

PRICE SCHEDULE

Sl. No.	Description of Work	Quantity/ Period	Consultancy Rate for Sales Tax Matter per month Rs.	Service Tax Rs.	Total value per month Rs.	Total value for one year (Including of all charges)
1	2	3	4	5	6	7
	Annual Consultancy Contract for “Engagement of Consultant for Sales Tax matter” at T.F. Alipore, Kolkata-27.  Scope of Work : Details in Annexure-A attached herewith	For one year				

Note :- Ranking of the bidders shall be based on the total value.

( Signature of the Authorized Signatory with seal)



## **ANNEXURE-A**



**BHARAT SANCHAR NIGAM LIMITED**  
(A Government of India Enterprise)  
Office Of The General Manager,  
**TELECOM FACTORY,**  
**248 A.J.C.Bose Road, Alipore, Kolkata – 700 027.**

Consultant for Sales Tax matters for a period of one year .

The scope of works are as mentioned below:

1. Assisting all pending revised and up to date new sales Tax quarterly return (VAT & CST) online / manually.
2. Assisting data capturing for addition /deletion from relevant invoices pertaining to the specific quarter and fresh Annexure of all pending and new VAT & CST/ Entry Tax return.
3. Online IT related support while filing return for sales Tax.
4. Assisting preparation and issuance of online waybill & C/ F Form to the vendors on time.
5. All Sales Tax assessment cases.
6. All Appeal Cases.
7. Tribunal/ Revisional Cases.
8. Misc. matters on Sale Tax related Job.
9. Training & Guide our Official.
10. To visit T.F.Alipore, Kolkata as and when required (at least twice a week) to provide consultancy & assistance.
11. If performance of the firm is not found satisfactory, Contract order may be terminated at any time without assigning any reason.



## **ANNEXURE-II**

### **BHARAT SANCHAR NIGAM LIMITED**

(A Government of India Enterprise)

Office Of The Chief General Manager,

TELECOM FACTORY,

248 A.J.C.Bose Road, Alipore, Kolkata – 700 027.

### **Participation of near relatives of the BSNL employees in the Tender / Execution of works in BSNL Units.**

Every firm is required to give a certificate in the format given below that none of his / her such near relative is working in the units where he is going to apply for tender / work. Near relatives have been defined as :-

- i. Members of a Hindu Undivided Family;
- ii. They are husband and wife;
- iii. The one is related to the other in the manner as father, mother, son(s), & son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother-in-law).

The certificate given below is to be signed by :-

Proprietorship firm	-	The Proprietor has to sign.
Partnership firm	-	All partners have to sign.
Limited Company	-	All Directors of the Company have to sign.

Any breach of these conditions, the tender/work will be cancelled and the earnest money / security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the concerned tenderer. The tenderer will also be debarred for further participation in the concerned unit.

#### **CERTIFICATE**

I.....S/o.....

r/o.....

.....  
hereby certify that none of my relative(s) as defined above is / are employed in BSNL unit as per details given. 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(s)  
Company Name & Seal  
Type of Company.

# 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 code :

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)	SSAP Vendor Master Created on	SSAP Vendor Code
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