

To,

**Sub:- Filling of Quarterly E-Return of Income Tax for the F.Y.2015-16 and Assessment year 2016-17 for Tax calculation are invited from the Individual/firm of CA/ICWA/LLB having experience of 10 years, local firm will be preferred of BSNL T.F. Kharagpur.**

Dear Sirs,

Please quote your lowest rate for the supply of item mentioned in Annexure-I. The quotation must reach this office on or before **2-00 P.M. on 01.09.2015** in a sealed cover and super scribed as Tender No:- **TFKHLT-15-0008 Dated:-20.07.2015** due on **01.09.2015** addressed to the DGM, BSNL, Telecom Factory, Kharagpur. The tender will be opened at **2-30 P.M. on 01.09.2015**. The conditions regulating this tender are on the Page No-2. Other documents such as drawing specification sheet, special condition, questionnaire etc., if any attached with this tender will also form a part of this tender. Submission of tender will bind the tenderer to the acceptance of all the "TERMS AND CONDITIONS" specified on Page No-2.

**Special Instructions:-**

1. Tenderers can download the tender documents from the web site [www.tfkolkata.bsnl.co.in](http://www.tfkolkata.bsnl.co.in)
2. Price to be quoted only in **Annexure – I**.
3. Declaration regarding participation of near relatives of BSNL employees to be submitted (duly filled up) vide **Annexure – II**.
4. **Copy of Service Tax / VAT Registration No. / PAN should be enclosed along with the tender document.** (Self Declaration certificate to be given for exemption if any)
5. **Delivery Schedule: - To be completed within 15<sup>th</sup> of each quarter.**
6. **Consignee** :- BSNL, Telecom Factory, P.O- Rakhajungle, Kharagpur –721 301
7. **Payment** :- 100% after delivery inspection & accounting of the delivery challan.  
The bidders are required to give information as per **Annexure – III**
8. **Inspection** :- At Telecom Factory, Kharagpur.
9. **Qualification** :- Individual/ firm of CA/ICWA/LLB having experience of 10 years, local firm will be preferred

**10. Notes:-**

- a) PSUs are exempted from paying Earnest Money Deposit and Tender Cost.
- b) Quotation on this official Tender form should be sent in sealed cover vide Special Instruction No. 2, failing which tender will be rejected and returned to the tenderer. Quotation for different Tender No's should in no account be forwarded in the same cover.
- c) 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.
- d) Any price variation clause governing the offer viz. Subject to market fluctuation etc. is not acceptable.
- e) 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 before submission of bid.
- f) Ambiguity in rates, delivery terms, specification of stores, etc. will make the offer invalid.
- g) Tenderer may be present at the time of opening of tenders, if desired.

Signature of the Tenderer with Seal.  
Vendor Registration No. \_\_\_\_\_

एसडीई/जे.टीओ(क्रय)  
For Deputy General Manager.  
BSNL, Telecom Factory, Kharagpur

## TERMS AND CONDITIONS

1. **Cost of Tender is Rs. Nil.**
2. **Earnest Money of Rs. Nil** is required to be furnished with this tender in the shape of Pay order / Bank Draft Drawn in favour of "AO, BSNL , TF KHARAGPUR" payable at Kharagpur failing which the tender is liable for rejection. Firms registered with NSIC are exempted from the Earnest Money deposit provided authenticated proof of such registration accompanies the tender. Cheques are not accepted against Earnest Money Deposit.
3. The successful tenderer / bidder including NSIC registered firm, has to furnish performance security deposit of 5% of purchase order value in the form of Demand Draft / Pay Order drawn in favour of "BSNL A/C AO Telecom Factory, KHARAGPUR" payable at Kharagpur, if asked for.
4. If the successful tenderer is not able to supply an acceptable sample and commence supply as per schedule of the order, purchaser reserve the right to cancel the order and forfeit the EMD or performance security deposit paid against this tender and claim losses and damages.
5. If the tenderer fail to deliver the store or any consignment there of within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5 % of the value of the delayed supplied for each week of delay or part there of for a period up to 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another 10 (Ten) weeks of delay. Quantum of liquidated damage assessed and levied by the purchaser shall be final and not challengeable by supplier
6. Suppliers registered with NSIC should note that in case they fail to supply the requisite quantity within the stipulated date of delivery their unsatisfactory performance will be noted in the register of this office, and intimated to NSIC for necessary action.
7. Wherever any claim for the payment of a sum of money arises out of 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 maybe, 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.
8. The inspection will be made only at the premises of BSNL, Telecom Factory, Kharagpur in accordance with the relevant specification and acceptance of stores subject to passing such tests.
9. The advance payments against Proof of despatch through R/R of through bank etc. are not acceptable. Full payment will be made after receipt and inspection/test and acceptance of stores in accordance with the specification.
10. The supplier is required to guarantee quality of Machine/Stores for 12 months from the date of commissioning / acceptance or 18 months from the date of supply whichever is earlier. In case of M/c. supplier is required to guarantee availability of spares parts for at least 3 years after a particular design/model is discontinued.
11. The Dy. General Manager, Telecom Factory, Kharagpur, reserves the right to place order on the successful tenderer for additional quantity up to 25% stipulated in the schedule to tender enquiry at quoted rates.
12. 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 CGM, 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.
13. The consignee i.e. BSNL, Telecom Factory, Kharagpur 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.
14. Rejected stores are to be replaced free of charges and goods rejected should be removed by the supplier at his own cost within a period of 15 days failing which such rejected stores will be disposed of without any notice of intimation to the supplier.
15. The offer when accepted will constitute a binding on the tenderer to supply the stores tendered for, within the period specified in the order.

Signature of the Tenderer with Seal  
Vendor Registration No. \_\_\_\_\_

For Deputy General Manager,  
BSNL, TelecomFactory,Kharagpur.

## Annexure I

Tender No: - TFKHLT-15-0008. Dated:-20.07.2015

Date of Opening: - 01.09.2015

**PRICE SCHEDULE**

Sl No	Job Description	Period	Basic Price	ED/Service Tax		Sales Tax / VAT		Freight/ Forwarding/ Packing/ Insurance		Any other charges	Unit Price (All inclusive)	Total Price	Discount	Total Discounted Price
				%	Amt	%	Amt.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1.	<b>Filing of Quarterly E-Return of Income Tax for the F.Y.-2015-16 and AY 2016-17.</b>  <b>Scope of work:-</b> 1. Filing of E-Return Quarterly for Income Tax deducted from Salary of about 210 employees , Contractor, TCS on scraps, for the F.Y.2015-16. 2. Develop and issue of Form – 16 (Part A & B) Annually for all the employees & 16A to Contractors Quarterly on own cost. 3. Resolving/Removing of defaults from the default list of Income Tax Department (Traces) of current year, & replies against the letter of Income Tax Department relating to the work allotted. 4. Imparting training for e-filing of TDS & TCS for the above said matters.	One Job												

**Note: Individual/ firm having CA/ICWA/LLB and having experience of 10 years, local firm will be preferred.**

<b>Central Excise / Service Tax Registration No. :</b>	
<b>PAN No.</b>	
<b>CST/ VAT No./Service Tax :</b>	

(Signature of the Authorized Signatory with seal)  
Vendor Registration No. \_\_\_\_\_



**BHARAT SANCHAR NIGAM LIMITED**  
(A Government of India Enterprise)  
o/o the Dy. General Manager, Telecom Factory  
P.O - Rakhajungle, Kharagpur – 721301

**Annexure – ‘II’**

**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) and son’s wife (daughter-in-law), daughter(s) husband (son-in-law), brother(s) and brother’s wife, sister(s) and 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 .....

C/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.

**The bidders are required to give the following information for making payment.**

1. Beneficiary Bank Name :
2. Beneficiary Branch Name:
3. IFSC code of Beneficiary Bank:
4. Beneficiary Account No.:
5. Branch Serial No. (MICR No.):

Signature of the Tenderer with seal

Vender Registration No.