

**Bharat Sanchar Nigam Limited**

(A Government of India Enterprise)

O/o Sr. GM(MM), 2<sup>nd</sup> Floor, Bharat Sanchar Bhawan,  
Harish Chandra Mathur Lane, Janpath, New Delhi-1.

T/No. 011-23715960. FAX 23710198.

To

All Chief General Managers  
Telecom Circles / Telecom Districts / Telecom Projects / Maintenance  
Regions / Task Force / Telecom Stores, Kolkata /NCES / Data Networks /  
Telecom Factories /QA Circle / T&D Circle.

No. CA/MMT/3-2/2007 Pt.

Dated: 04.09.2012

**Subject: - Amendment to the Procurement Manual 2007**

Ref:- Letter No. 261-26/2005-O&M/VM-II dated 22.08.2012

We are in receipt of above mentioned letter from AGM (VM-II) O/o CVO BSNL intimating shortcoming w.r.t. information to be read out at the time of opening of bids pursuant to analysis of a tender invited in Punjab Circle.

In order to amend the shortcoming, clause no. 15 & 19 of Section II (Instructions to bidders) of Chapter 3 and Clause no. 1, 2, 3 & 6 of Chapter 6 (Opening of bids) of the Procurement Manual 2007 need to be revised.

The same has been done and revised pages 12,12A, 13, 13A, 14, 14A, 50, 50A, 51 & 52 (total 10 pages in all) are enclosed herewith for replacement of existing corresponding pages in Procurement Manual 2007.

You are requested to kindly get attached the revised pages in Procurement Manual 2007 and use the same in all future tenders with immediate effect & preferably in existing tenders, if possible.

Encl.:- 10 Pages

*Abhaya Raj*  
04/09/12  
(Abhaya Raj)  
DGM (MMT)

Copy for kind information to:-

1. GM (Admn.)/ GM (IT)/ GM (Corp. Mktg.)
2. DGM (MMT&MMS)/DGM (MMD)/DGM (CPC).
3. AGM (VM.II), O/o CVO, BSNL, New Delhi for information w.r.t.

his letter No.261-26/2005-O&M/VM-II  
dated 22-08-2012

4. DM (IT-II) for uploading on BSNL Intranet.

5. Office Copy/ Guard File.

*Dm*  
Dm (mm)

14. **FORMAT AND SIGNING OF BID**

- 14.1. The bidder shall submit his bid, online (in case of e-tendering) & through sealed envelope physically (in case of tenders with manual bidding process), complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated, using Digital Signature (in case of e-tendering) & by hand signatures (for manual bidding process), by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.
- 14.2 The Purchaser may ask the bidders(s) to supply besides original bid, additional copy of bids as required by him.
- 14.3. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed digitally in case of e-tendering/ physically in case of manual tendering by the person or persons signing the bid.
- 14.4 Power of Attorney
  - (a) The power of Attorney should be submitted and executed on the non-judicial stamp paper of appropriate value as prevailing in the concerned states(s) and the same be attested by a Notary public or registered before Sub-registrar of the state(s) concerned.
  - (b) The power of Attorney shall be executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the Company/ institution/ Body corporate.
  - (c) In case of the bidder being a firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney.
  - (d) Attestation of the specimen signatures of such authorized signatory of the bid by the Company's/ firm's bankers shall be furnished. Name, designation, Phone number, mobile number, email address and postal address of the authorized signatory shall be provided.

D. **SUBMISSION OF BIDS**

15. **SEALING AND MARKING OF BIDS**

- 15.1 The bids may be called under
  - a) Single stage bidding & single envelope system OR
  - b) Single Stage Bidding & Two Envelope System

The details of sealing & marking of bids in each case is given below:

- 15.1.1 In Single stage bidding & single envelope system, the bidder shall submit all the documents specified for Techno-commercial bid & Financial bid in a single envelope. The cover shall contain the 'Original Copy' of the bids subject to clause 14.2. The envelope should be sealed by the personal seal of the bidder.

*DMC*  
*DM (MMY)*

15.1.2 In Single stage bidding & two envelopes system, the bidder shall submit his bid in two envelopes;

The **First envelope** will be named as **Techno-commercial bid**. This envelope will contain documents of bidders satisfying the eligibility / Technical & commercial conditions as per clause 2 & 10 with Bid Security as per Clause 12. **Second envelope** will be named as **Financial bid** containing Price Schedules as per Section VII Part II (A&B).

The cover of first envelope shall contain the '**Original Copy**' of the Techno-commercial bid, subject to clause 14.2, duly marked ' **TECHNO-COMMERCIAL BID** '. The cover of second envelope shall contain the '**Original Copy**' of the financial bid, subject to clause 14.2, duly marked ' **FINANCIAL BID** '.

Both the envelopes should be sealed separately and further kept in a single main envelope under the personal seal of the bidder.

15.2 a). The envelopes shall be addressed to the purchaser inviting the tender.

i) In case of tenders invited by MMT section of BSNL CO, the Purchaser Address shall be:

DGM (MMT),

Bharat Sanchar Nigam Limited (Corporate Office),

2nd Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001.

ii) In case of tenders invited from other section of BSNL CO./ Circles/ SSA of BSNL, the Purchaser Address shall be specified by the purchaser inviting the tender of concerned Circle/ SSA.

b) The envelope shall bear the name of the tender, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

*Dr (MMT)*

- (c) The inner and outer envelopes shall indicate the name and complete postal address of the bidder to enable the purchaser to return the bid unopened in case it is declared to be received 'late'.
- (d) Tender should be deposited in the tender box provided by tendering authority or sent by registered post or delivered in person on above mentioned address (address is given in Clause 15.2 (a) above). The responsibility for ensuring that the tenders are delivered in time would vest with the bidder.
- (e) Bids delivered in person on the day of tender opening shall be delivered upto specified time & date as stated in NIT to Section Officer (MMT) [in case of tenders invited by MMT section of BSNL C.O.] / concerned officer to be specified by tendering authority [In case of tenders invited from other units of BSNL CO./ Circles/ SSA of BSNL] at the venue (address is given in clause 15.2 (a) above). The purchaser shall not be responsible if the bids are delivered elsewhere.
- (f) Venue of Tender Opening:
  - (i) In case of Tenders invited by MMT section of BSNL, C.O., tenders will be opened in Meeting Room, 2<sup>nd</sup> Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110001 at specified time & date as stated in NIT.
  - (ii) In case of tenders invited from other units of BSNL CO./Circles /SSA of BSNL, the details of Venue shall be specified by the purchaser inviting the tender of concerned Circle/ SSA

If due to administrative reasons, the venue of Bid opening is changed, it will be displayed prominently on Meeting Room, 2<sup>nd</sup> Floor, Bharat Sanchar Bhawan and notice board on 2nd Floor, Bharat Sanchar Bhawan) [in case of tenders invited by MMT section of BSNL C.O.] & at a place notified by other section of BSNL CO./ Circle/SSA [In case of tenders invited from other sections of BSNL CO./ Circles/ SSA of BSNL].

15.3 If both the envelopes are not sealed and marked as required at para 15.1 and 15.2, the bid shall be rejected.

**16. SUBMISSION OF BIDS**

- 16.1 Bids must be received by the Purchaser at the address specified under para 15.2 not later than time specified in NIT on due date.
- 16.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bid Documents in accordance with clause 6 in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subjected to the deadline as extended.
- 16.3 The bidder shall submit his bid offer against a set of bid documents purchased by him for all or some of the systems/equipment as per requirement of the Bid Documents. He may include alternate offer, if permissible as per the bid. However not more than one independent and complete offer shall be permitted from the bidder.

*Dr. (mm)*

17. LATE BIDS

Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser pursuant to clause 16, shall be rejected and returned unopened to the bidder.

18. MODIFICATION AND WITHDRAWAL OF BIDS

18.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.

18.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as required in the case of bid submission in accordance with the provision

*DR*  
*DM (mm4)*

of clause 15. A withdrawal notice may, also be sent by FAX but followed, by a signed confirmation copy by post not later than the deadline for submission of bids.

18.3 Subject to clause 20, no bid shall be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION

19. OPENING OF BIDS BY PURCHASER

19.1 The purchaser shall open bids in the presence of bidders or their authorized representatives who chose to attend, at time specified in NIT on due date. The bidder's representatives, who are present, shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders in:Format enclosed in section X before they are allowed to participate in bid opening.

19.2 A maximum of two representatives of a bidder shall be authorized and permitted to attend the bid opening.

19.3 Name of envelopes to be opened & information to be read out by Bid Opening Committee

- (i) In Single stage bidding & single envelope system; techno-commercial bid & financial Bid will be opened on the date of tender opening given in NIT.
- (ii) In Single stage bidding & two envelopes system; the bids will be opened in 2 stages i.e. the techno-commercial bid shall be opened on the date of tender opening given in NIT. **The financial bid will not be opened on the Date of opening of techno commercial bids in this case & sealed financial bids will be handed over** to DGM (MMT), BSNL, CO./ Other section in BSNL, CO./ 'MM' cell in circle/ SSA offices (as applicable) for retention.  
 Thereafter the CET will evaluate Techno-commercial bids & the report of CET will be approved by competent authority.  
 The financial bids of those bidders who are approved to be techno-commercially compliant by the competent authority, will be opened by TOC in front of techno commercially eligible bidders/authorized representatives by sending them a suitable notice.
- (iii) The following information should be read out at the time of Techno-commercial bid opening:-
  - a) Name of the Bidder
  - b) Name of the item
  - c) EMD amount & validity and acceptability
  - d) Information in respect of eligibility of the bidder.
  - e) Details of bid modification/ withdrawal, if applicable.

*DM (MMT)*