

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

INDEX

INDEX.....	1
NOTICE INVITING e-TENDER.....	2
ONLINE SUBMISSION in e-Tender Portal.....	10
ELIGIBILITY CHECK LIST FOR BIDDERS.....	11
INFORMATION FOR BIDDERS (e-TENDER)	13
INSTRUCTIONS FOR BIDDERS (e-TENDER).....	14
GENERAL CONDITIONS.....	19
AC PLANT OPERATING INSTRUCTIONS:.....	23
PROFORMA OF SCHEDULES.....	29
SCHEDULE OF QUANTITIES.....	32
LIST OF APPROVED MAKES OF BSNL ELECTRICAL WING	33
MODEL FORM OF BANK GUARANTEE (ANNEXURE -I)	35
PERFORMANCE SECURITY GURANTEE BOND (ANNEXURE -II)	36
NO NEAR RELATIVE WORKING CERTIFICATE (ANNEXURE -III)	38
UNDERTAKING REGARDING EPF PROVISIONS (ANNEXURE -IV)	38
UNDERTAKING REGARDING ESI PROVISIONS (ANNEXURE -V)	39
UNDERTAKING TO ABIDE BY EW 6 & EW 8 (ANNEXURE -VI).....	39
COMPLIANCE SHEET (ANNEXURE -VII)	40
COMPUTERIZED MEASUREMENT BOOKS (CMB'S) – ANNEXURE- VIII.....	41

This NIT contains 42 pages only.

Executive Engineer (E)

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

NOTICE INVITING e-TENDER



**Bharat Sanchar Nigam Limited
(A Govt. of India Enterprise)**

The Executive Engineer (E), BSNL Electrical Division-II, 6th Floor BSNL Bhavan, Adarshnagar, Hyderabad, invites on behalf of the Chairman, BSNL Online item rate e-Tender for the following work from Firms/ contractors in single stage bidding Single stage opening, satisfying the following conditions:

1	NIT No.	06/BEDH-II/2024-25 dated 29/04/2024
2	Name of Work& Location	Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.
3	Estimated Cost put to tender	Rs.4,92,721/-
4	Earnest Money	Rs. 9,854/-
5	Cost of Bid Document	Rs.590/-
6	e-Tender Processing Fee	As stipulated in the e-tender portal https://etenders.gov.in/
7	Period of completion	4 Months
8	Last date & Time of on line submission of Eligibility documents & Bid documents	Up to 15.00 Hrs. on. 06/05/2024
9	Last date & Time for submission of EMD, and cost of bid document as per NIT in sealed envelope in Division office. (OFF LINE)	Up to 15.00 Hrs. on. 06/05/2024
10	Time & date of opening of sealed envelope containing EMD, cost of Bid document, processing fee and eligibility documents as per NIT of intending bidders in Division office. (Off Line)	At 15.00 Hrs On. 06/05/2024
11	Time & Date of Opening of the Bid- ON LINE ONLY	At 16.00 Hrs On. 07/05/2024

A. In case of holiday being declared on the date of opening of tender, the tender will be opened on the next working day.

B. ELIGIBILITY CONDITIONS:

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

The Contractors satisfying the following conditions:

- 1.1. Average annual turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost put to tender.

AND

- 1.2. BSNL Enlisted contractors in Electrical category of respective class as per their tendering limits.

OR

- 1.3. Experience of having successfully completed similar works in BSNL comprising of air conditioning service as part of scope of work during last 7 years ending last day of month previous to the one in which applications are invited, should be either of the following:

- a. Three similar successfully completed works costing not less than the amount equal to 40% of the estimated cost put to tender.

OR

- b. Two similar successfully completed works costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

- c. One similar successfully completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

NOTE:

- 1) The testimonials regarding the list of works satisfactorily completed (at least for the requisite magnitude) should be obtained from an Officer not below the rank of Executive Engineer in the organization concerned. [For Sl. No. 1.3(a), 1.3(b), 1.3(c) above]
- 2) The estimated cost of one year shall be considered to evaluate the eligibility criteria.
- 3) Similar work means Operation of Electro-mechanical services comprising air conditioning service as part of scope of work

C. IMPORTANT NOTES:

1. Self-Attested Documentary proof, satisfying the eligibility conditions detailed above shall be submitted.
2. The tenderer should submit self-attested copies of valid GST registration Certificate, A certificate for turnover, PAN card.
3. Tender Fee (**Rs.590/-** Inclusive of GST) & EMD (**Rs.9,854/-**), if applicable, is required to be submitted by the bidder **preferably** through online payment mode as per the Bank/Beneficiary Details provided in the NIT/Tender Enquiry document or in the form of Demand draft/FDR/ BC/ Bank Guarantee of a scheduled Bank or Nationalized

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

Bank / State Bank guaranteed by Reserve Bank of India. ~~In case of MSE (Micro & Small Enterprise) bidder, valid MSE Certificate/ Udyam Registration certificate, broadly covering the tendered equipment/ services, for claiming exemption of Tender Fee / EMD shall be required to be submitted.~~

Beneficiary Bank Details: Name: AO (cash), BSNL

Account No: 053311100003226

Bank: Union Bank (Erstwhile Andhra Bank), Saifabad Branch,

Secretariat Road, Hotel Sarovar Complex, Hyderabad

IFSC Code: UBIN0805335

4. The EMD of all the unsuccessful tenderers shall be released on issue of award letter to the successful tenderer. This shall be done within one week of award letter.
5. Exemption from payment of earnest money and security deposit by any other unit/ department shall not hold good for BSNL.
6. The Bid documents consisting of the detailed plans, complete specifications, the schedule of quantities of the various classes of works to be done and the set of conditions of contract to be complied with and other necessary documents, can be seen and downloaded from website www.telangana.bsnl.co.in and <https://etenders.gov.in/>. However for quoting the e-Tender visit <https://etenders.gov.in/>.
7. The bidding process will be accepted only through e-Tendering platform. As tenders are invited through e-Tendering process, physical copy of the tender document would **not be available for sale**. Contractor can upload documents in the form of JPG format, PDF format and any other format as permissible by the e- tendering portal.
8. General conditions of contract for works in BHARAT SANCHAR NIGAM LIMITED (BSNL EW-8) are available on BSNL website <http://www.telangana.bsnl.co.in> as well as in the Division Office.
9. For e-Tendering, BSNL has engaged e-portal maintained by NIC, New Delhi. The agency intending to participate in tendering process shall have to register with <https://etenders.gov.in/> For details kindly visit website <https://etenders.gov.in/>. The intending bidders must have Class-III digital signature to submit the bid.
10. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheet.
11. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow colour and moment rate is entered, it turns green. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" {Zero}.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

12. Before e- tendering, the contractor shall inspect the site and fully acquaint himself about the condition with regard to accessibility of site and site nature and the extend of grounds, working condition, including stocking of materials, installation of T&P etc., and conditions affecting accommodation and movement of labour etc., required for the satisfactory execution of the contract. No claim whatsoever on such account shall be entertained by the BSNL in any circumstances.
13. The Bid can only be submitted after uploading the following scanned documents (all documents shall be self-attested) : -
 - a) Documentary proof of satisfying eligibility conditions as above.
 - b) Copy of PAN card, valid GST registration, CA certificate for turnover.
 - c) Demand draft of cost of tender documents.
 - d) EMD in prescribed form.
14. The contractor shall submit the DD for cost of Bid documents and EMD in the prescribed form, in a sealed envelope with mention of Name of work, date & time of opening of bids in a sealed bid box in the office of **Executive Engineer (E), BSNL Electrical Division-II, 6th Floor, BSNL Bhavan, Adarshnagar, Hyderabad** up to **15:00Hrs on 06-04-2024** and shall be opened at **16.00 Hrs on 07-04- 2024** in presence of AO, SDE [E-P] and contractors present.
15. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit, Cost of Bid Document placed in the envelope are found in order. Also the scanned uploaded eligibility conditions of bidders meet the criteria.
16. After submission of the bid online the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
17. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
18. The bid submitted shall become invalid and cost of bid & e-tender processing fees shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not upload all the documents as per check list.
19. Performance Guarantee (PG): -The Firm shall have to furnish Performance guarantee @ 5% of the contract value of the individual contract within two weeks of the date of issue of award letter in the form of Bank guarantee on a Nationalized/Scheduled bank in standard format (Annexure-II)/ CDR/ FDR/ DD. This period can be further extended by the Engineer-in-Charge upto a maximum period of two weeks on written request of contractor.

This performance guarantee shall be submitted to the Electrical Division in the name of concerned Accounts officer of the SSA where work is to be executed and shall be valid for 12months from the date of actual completion of individual work.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

20. Security deposit: -A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum will amount to security deposit of 10% (i/c 5% PBG) of the Tendered value of the individual agreement of Supply Portion. This Security Deposit shall be released after an observation period of 12 months after the date of completion of work.
21. The acceptance of tender will rest with the EE(E) BSNL Electrical Division-II Hyderabad who does not bind himself to accept the lowest tender or any other tender & reserves to himself the Authority to reject lowest or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. Tenders with any condition including that of conditional rebates shall be rejected forthwith summarily.
22. Canvassing in connection with tender is strictly prohibited & the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
23. The BSNL reserves itself the right of accepting the whole or any part of the tender & the tenderer shall be bound to perform the same at the rates quoted.
24. The tenderer should give a certificate that none of his/her relative is employed in BSNL units. In case of proprietorship firm, certificate will be given by the proprietor & for partnership firm certificate will be given by all the Directors of the company.
25. Near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The near relatives for this purpose are defined as:
 - a) Members of a Hindu Undivided family.
 - b) They are husband and wife.
 - c) The one is related to the other in the manner as father, mother, son(s) & son' 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).
26. The company or firm or any other person is not permitted to tender for works in BSNL Unit in which his near relative (s) is (are) posted. The unit is defined as SSA/ Circle/ Chief Engineer/ Chief Archt./ Corporate office for non-executive employees and all SSA in a circle including circle office/Chief Eng./ Chief Archt./ Corporate office for executive employees (including those called as Gazetted officers at present). The tenderer should give a certificate that none of his/her such near relative is working in the units as defined above where he is going to apply for tender/ work, for proprietorship, partnership firms & limited company certificate shall be given by the authorized signatory of the firm. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/performance guarantee will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
27. No employee in BSNL/ Govt. of India is allowed to work as a contractor for a period of two years of his retirement from service without the prior permission. The contract is liable

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission as aforesaid before submission of tender and engagement in the contractor's service.

28. The tender for the works shall not be witnessed by the contractor who himself/themselves has/ have tendered or who may and has/have tender for the same work. Failure to observe this condition would render tenders of the contractors tendering as witnessing the tender is/are liable for summarily rejection.
29. It will be obligatory on the part of the tenderer to sign each page of the Schedule of work and the tender documents for all the component parts and after the work is awarded he will have to enter into a separate agreement with the officer concerned.
30. Any tender not submitted in proper manner or not as per the directions of ONLINE submission, BSNL will be at liberty to take such action as it may deem fit without any reference to the tenderer.
31. The tenders for the work shall remain open for acceptance for a period of 90 days from the date of opening of the tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which is not acceptable to the BSNL shall, without prejudice to any other right of remedy be at liberty to forfeit 50% (fifty percent only) of the said earnest money absolutely.
32. Extension of validity: In case, where the letter of award of work cannot be placed within the validity period of the tender, the BSNL can request all tenderers to extend the validity of their respective tenders and the Earnest Money deposit by a reasonable period. In such cases, extension of validity of Earnest Money deposit by 30 days beyond the extended validity date of tender should also be asked for. While BSNL can make the request for extension, the tenderer is free to either extend the validity or refuse the request to extend the validity.
33. The contractor should read the tender documents carefully before submitting the tender. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
34. Conditional tenders or tender with conditional rebates shall be summarily rejected.
35. Agreement shall be drawn with the successful Tenderer on prescribed Form No. BSNL EW-6/8, which is available on BSNL website <http://www.telangana.bsnl.co.in>. Tenderer shall quote his rates as per various terms and conditions of the said form.
36. In case the eligibility credentials are found to be fake or falsified at any stage i.e. before award of work or during execution of the work or after completion of the work, the contractor will be debarred from tendering in BSNL for three years including any other action under the contract or existing law.
37. This Notice Inviting Tender shall form part of the Contract document. The successful tenderer/Contractor on acceptance of his tender by the accepting authority shall within 15 days from the stipulated date of start of the work, formally sign the contract consisting of:

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender and as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto

b) Standard EW-8 form.

38. EPF PROVISIONS: The agency has to comply with the provision of EPF and miscellaneous provisions Act - 1952 and employees Provident Fund scheme-1952 as amended up to date in respect of labours/employees engaged by them for this work. Any consequences arising due to non-complying of provisions as specified above shall be of the sole responsibility of the firm only. The agency shall give an undertaking to this effect as per the prescribed proforma(Annexure IV).

39. The site for the work shall be made available in parts.

40. If any terms and conditions mentioned in this NIT document are in contravention to BSNL EW6/EW 8 General Conditions of Contract, the terms and conditions mentioned in this document shall prevail.

Executive Engineer (E)
For and on behalf of BSNL

Lr .No: NIT/06/BEDH-II/HYD/2024-25/22

Dated: 29-04-2024.

- 1) The Sr. Chief Engineer (E), BSNL Electrical Zone, Hyderabad for kind information.
- 2) The Superintending Engineer (E), BSNL Electrical Zone, Hyderabad.
- 3) The Executive Engineer (E), BSNL, Electrical Div. No. I, Hyd/WGL.
- 4) All SDE (E)/Notice Board.
- 5) All Eligible Contractors.

Executive Engineer (E)
BSNL Electrical Division -II
Hyderabad.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

LIST OF DOCUMENTS FOR SUBMISSION

Originals of bank instruments such as DD or EMBG towards Tender Fee, EMD/ Bid Security respectively (if not submitted through e-payment mode), shall be submitted by bidder to O/o **Executive Engineer (E), BSNL Electrical Division-II, 6th Floor, BSNL Bhavan, Adarshnagar, Hyderabad on any date before or within 5 days of bid submission end date** failing which the tender bid (if already opened on basis of scanned copies uploaded in 1st electronic Envelope i.e. Technical Envelope, shall be rejected.

During tender process, BSNL's tender inviting authority may require the bidder to produce original copy of any document such as Power of Attorney, Integrity Pact, Bid Form, security agreement etc., submitted as scanned copy, in Technical bid part on e-tender portal (1st electronic Envelope), which the bidder will have to comply with.

Further, if the required originals of bank instruments for Tender Fee, EMD/Bid Security (if not submitted through e-payment mode), whose scanned copies are uploaded by bidder & available in 1st electronic Envelope i.e. Technical Envelope, are not received within the stipulated time (any date before or within 5 days of bid submission end date) or any discrepancy found in the original offline document, the same will be brought to the notice of CET/TEC without any delay by the tender inviting sections.

Note:

- 1. The bidder shall seal and properly secure the cover containing the offline submissions. In case of open covers or covers that are closed by stapling or closed with cellophane tape or other adhesive materials, BSNL shall not be responsible for any loss/missing of credentials from such covers.*
- 2. Offline Documents/ Tenders received by post or courier shall not be entertained*

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

ONLINE SUBMISSION in e-Tender Portal

<https://etenders.gov.in/>

The following documents shall be digitally signed and uploaded in the E-tender portal <https://etenders.gov.in/> on or before the stipulated time and date as per NIT.

- 1) Scanned copy of Tender Cost in the prescribed form as per NIT
- 2) Scanned copy of EMD in the prescribed form as per NIT
- 3) Bank Transaction details with UTR Number towards the successful e- payment for EMD(if paid online)
- 4) ~~Valid MSME Registration certificate (if applicable claiming EMD exemption)~~
- 5) Self-Attested copies of eligibility credentials fulfilling the eligibility criteria stipulated in the NIT.**
- 6) Self-attested copy of Chartered accountant certificate for Annual Turnover for the last three years as per NIT.
- 7) Self-attested copy of PAN Card
- 8) Self-attested copy of GST registration certificate
- 9) Undertaking proforma (Page 17 of NIT)
- 10) ANNEXURE-III : Non relative Certificate Declaration by Contractor
- 11) ANNEXURE-IV : Undertaking regarding EPF Provisions
- 12) ANNEXURE-V : Undertaking regarding ESI Provisions
- 13) ANNEXURE-VI : Undertaking to abide by EW-6 & EW-8
- 14) ANNEXURE-VII: Compliance sheet
- 15) Tender Document (To be downloaded from E-Tender portal and digitally signed and uploaded in to the E-Tender Portal**
- 16) Digitally signed and rates quoted Price Bid/Financial Bid**

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

ELIGIBILITY CHECK LIST FOR BIDDERS

Name of Work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.
NIT No. 06/BEDH-II/2023-24 dated 04-10-2023.

Sl. No	DESCRIPTION	Submitted/Uploaded/Yes/No
	The Firms who fulfil the following requirements shall be eligible to bid and proof shall be submitted. Please refer EW 6.	
1.1	BSNL enlisted contractors in Electrical category of respective class as per their tendering limits.	
Note:- Copy of Credentials as applicable for proof of eligibility prescribed shall be produced by the firm.		
2.	The intending bidder has to fill all the details such as Banker's name, Demand Draft/Fixed Deposit Receipt/Pay Order/ Banker's Cheque/Bank Guarantee number, amount and date	
	a)Cost of Bid Document: Demand draft amounting to Rs.590/- (inclusive of GST) drawn in favour of "Accounts Officer(Cash), Main, BSNL, Hyderabad"(Demand Draft only)	
	b)EMD -amounting Rs.9,854/-in the prescribed form. Earnest Money should be in the form of Demand draft/FDR/BG (As per format at Annexure-I)/ CDR of a nationalized/scheduled bank guaranteed by the Reserve Bank of India, drawn in favour of "Accounts Officer (Cash), Main, BSNL, Hyderabad"must accompany each tender. The Validity period of EMD is 120 days, from the date of opening of tender.	
	c)e-Tender Processing Fee (As stipulated in the e-tender portal https://etenders.gov.in/)	
3.	Self-attested copy of PAN card.	
4	Self-attested copy of CA certificate for turnover (as applicable).	
5.	Self-attested copy of valid GST registration Certificate	
6.	Undertaking proforma (Page 17 of NIT)	
7.	ANNEXURE-III : Non relative Certificate Declaration by Contractor	
8.	ANNEXURE-IV : Undertaking regarding EPF Provisions	
9.	ANNEXURE-V : Undertaking regarding ESI Provisions	
10.	ANNEXURE-VI :Undertaking to abide by EW-6 & EW-8	
11	ANNEXURE-VII:Compliance sheet	

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

Notes for Submission of Documents:

- *The bidder shall have to down load the Tender Documents and again shall upload the documents with Digital Signature before the prescribed date and time. (Ref. Notice Inviting Tenders)*
- The bidder shall submit the Original documents of DD towards cost of Bid documents and EMD in the prescribed form, in a sealed envelope mentioning Name of work , date & time of opening of bids along with the name and address of the bidder in the Tender box in the office of **Executive Engineer (E), BSNL Electrical Division-II, 6th Floor, BSNL Bhavan, Adarshnagar, Hyderabad** before the prescribed date and time (Ref. Notice Inviting Tenders)
- Online bid documents submitted by intending bidders shall be opened only in respect of those bidders, whose Earnest Money Deposit and Cost of Bid Document placed in the envelope are found in order.

Seal of the firm

Signature of the Bidder

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

INFORMATION FOR BIDDERS (e-TENDER)

1. For e-Tender hosting purpose, BSNL has engaged e-portal maintained by <https://etenders.gov.in/>. The agency intending to participate in tendering process shall have to register with <https://etenders.gov.in/>
2. Those Contractors not registered on the website mentioned above, are required to get registered beforehand. The intending bidder can get registered with <https://etenders.gov.in/> by making online payment of required amount with registration particulars. For details kindly visit website <https://etenders.gov.in/> or contact Executive Engineer.
3. The intending bidder must have valid **class-III digital signature** to submit the bid.
4. The intending bidder should read carefully and understand the tender document, procedure for e-tendering etc. completely before participating in the e-tender procedure. Participation in the e-tendering, presumes that the bidder (s) has/have read all the conditions, Special Conditions of the contract, Schedule of quantity etc. and agree/abide by them. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
5. The bid document consisting of BSNL EW 6, Specifications, Schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be compiled with and other necessary documents can be seen and downloaded from <https://etenders.gov.in/> or www.telangana.bsnl.co.in free of cost.
6. The bid can only be submitted after uploading the mandatory scanned documents as per NIT
7. Information and instructions for bidders posted on website shall form part of bid document.
8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of JPG format or PDF format.
10. Certificate of Financial Turnover: At the time of submission of bid, contractor may upload Affidavit/ Certificate from Chartered Accountant mentioning Financial Turnover of last 3 years or for the period as specified in the bid document. There is no need to upload entire voluminous balance sheet.
11. Contractor must ensure to quote rate of each item. If any cell is left blank the same shall be treated as "0" (ZERO).
12. The intending bidder should see all the conditions of contract uploaded in the website including Corrigendum if any, till the last date of submission of bid.
13. BSNL reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

INSTRUCTIONS FOR BIDDERS (e-TENDER)

Submission of Tender through online process is mandatory for this e-Tender.

e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. For conducting electronic tendering, BSNL Electrical Zone has decided to use the portal <https://etenders.gov.in/> through e-procurement portal, a Government of India portal. It supports all activities of tendering based on proactive work flow concept. Fine details of tendering like vendors registration, tender announcement and corrigendum, tender form processing, opening, negotiation and tender awarding are supported in a real time interactive environment.

1. Tender Bidding Methodology:

Electronically Sealed Bid System –“Single Stage - Two Envelopes Electronic bid system”. In this case of two electronically sealed envelopes bid system, the Eligibility documents as per NIT [Envelope-I] & Financial Bid [Envelope-II] shall be submitted by the bidder at the same time.

2. Broad outline of activities from Bidders prospective:

- a) Procure a Digital Signing Certificate (DSC).
- b) Register on etenders.gov.in (e-Tender)
- c) Create Users and assign roles on e-Tender
- d) View Notice Inviting Tender (NIT) on e-Tender
- e) Download Official Copy of Tender Documents from e-Tender
- f) Clarification to Tender Documents on e-Tender
- g) Query to BSNL (Optional)
- h) View response to queries posted by BSNL, as addenda.
- i) Bid-Submission on e-Tender
- j) Attend Public Online Tender Opening Event (TOE) on e-Tender Opening.
- k) View/Post-TOE Clarification posted by BSNL on e-Tender (Optional)- Respond to BSNL's Post-TOE queries

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the e-Tender.

3. Digital Certificates:

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), **of Class 3**, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

4. Registration:

To use the Electronic portal (<https://etenders.gov.in/>), vendor needs to register on the portal (if not registered earlier). Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In e-TENDER terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal(<https://etenders.gov.in/>), by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

5. Bid related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on e-TENDER. Broad outline of submissions are as follows:

Submission of Cost of bid document, Earnest Money Deposit (EMD), and Eligibility documents as per NIT, Submission of digitally signed copy of Tender documents/Addendum/addenda (Envelope-I) in Online

Submission of duly filled Financial bid (Envelope-II) in Online

6. Offline Submissions: (As per page 9) The contractor shall submit the DD for cost of Bid documents, EMD in the prescribed form, GST registration certificate and Eligibility documents as per NIT in a sealed envelope mentioning Name of work, NIT no, date & time of opening of bids in the tender box available in the office of **Executive Engineer (E), BSNL Electrical Division-II, 6th Floor, BSNL Bhavan, Adarshnagar, Hyderabad** before the prescribed date & time as notified and same shall be opened in presence of AO, SDE [EP] (or any other authorized BSNL Executive) and contractors present (Ref EW6).

7. Public Online Tender Opening Event (TOE): E-Tender offers a unique facility for "Public Online Tender Opening Event (TOE)". 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. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

The following **KEY INSTRUCTIONS** for BIDDERS must be assiduously adhered to:

1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on <https://etenders.gov.in/> E-tender Site or any Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).
2. Register your organization on <https://etenders.gov.in/> e-tender site well in advance of your first tender submission deadline on etenders.gov.in e-tender Site (<http://etenders.gov.in>)

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

3. Get your organization's concerned executives trained on <https://etenders.gov.in/e-tender> Site well in advance of your first tender submission deadline on <https://etenders.gov.in/e-tender> Site
4. Submit your tender well in advance of tender submission deadline on <https://etenders.gov.in/e-tender> site as there could be last minute problems due to internet timeout, breakdown, etc. While the first three instructions mentioned above are especially relevant to first-time users of <https://etenders.gov.in/e-tender> Site, the fourth instruction is relevant at all times.
5. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005.

Important Note: Before submitting on line tender document, contractor must verify the check list properly for offline submission of required documents & uploading of their scanned copies as per instructions.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

ELECTRICAL WING EW-8

Tender for the work of :- Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad..

Name of Contractor/firm:.....

UNDERTAKING

1. I / We have read and examined the notice inviting tender, schedule, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, special conditions, Schedule of Rates and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
2. I / We hereby tender for the execution of the work specified for BSNL within the time specified, as per the schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
3. I / We agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
4. A sum of **Rs.9,854/-** is hereby forwarded in the form of Deposit at call receipt/ FDR/ Bank guarantee of a Nationalized/ Scheduled Bank as earnest money. If I/ We, fail to commence the work specified I/We agree that the said BSNL shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely and the same may at the option of the competent authority on behalf of BSNL be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.
5. Should this tender be accepted, I/We agree to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered upto maximum of percentage mentioned in clause 12.3 of the tender form and those in excess of that limit at rates to be determined in accordance with provisions contained in clause 12.2.
6. I/ we agree to furnish to BSNL Deposit at call receipt/ FDR/ Bank guarantee of a Nationalized/ Scheduled Bank for an **amount equal to 5% of the contract value in** a standard format within two weeks from the date of issue of letter of Acceptance. I/ We agree to keep the Performance Bank Guarantee validity as per relevant clause of Notice Inviting Tenders.
7. I/ We hereby declare that I/We shall treat the tender documents drawings and other records Connected with the work as secret/ confidential documents and shall not communicate information/ derived there from to any person other than to whom I / We am / are authorised to communicate the same or use the information in any manner prejudicial to the safety or interest of BSNL.

Signature of Witness

(Required in case thumb impression is given by the contractor in place of signature)

(Name & Postal address)

Occupation of Witness

Signature of contractor

(Seal of Contractor)

Date:

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of BSNL for a sum of Rs. _____

(Rupees _____
_____)

The letters referred to below shall form part of this contract Agreement.

- a)
- b)
- c)

For & on behalf of **BSNL**
Signature

GENERAL CONDITIONS

1. EARNEST MONEY

Firm has option to deposit Earnest Money in the form of CDR/ FDR/ DD or bank guarantee of a scheduled Bank or Nationalized Bank/ State Bank guaranteed by Reserve Bank of India in department's attached format and manner (Annexure-I). If the firm fails to start or withdraws from agreement, then as per relevant clause of the agreement, EMD @ 2% of the amount of agreement shall be forfeited from EMD available with the agreement or from any money due to the firm by the department under this contract or on any other account. Validity period of earnest money deposit shall be 30 days beyond the tender validity.

- (i) The EMD of all the unsuccessful tenders shall be released on issue of award letter to the successful tender.
- (ii) The EMD of the successful tenderer will be returned to the contractor without interest only after submission of performance guaranty of last LOI. The successful tenderer has to extend the validity of EMD as per BSNL requirements.

2. BID PRICES, TAXES AND DUTIES

The bidder shall give the total composite price inclusive of all Central and State's Levies & Taxes i.e. GST (applicable CGST/ SGST/ IGST) material, labour etc., except octroi/ Entry Taxes. Octroi/ Entry Taxes will be paid extra, as per actuals, wherever applicable on production of proof of payment/ relevant invoices/ documents.

The price approved by BSNL for procurement will be inclusive of levies and taxes, Packing, Forwarding, Freight and Insurance etc. except octroi/ Entry Taxes.

- (a) The total composite price shall comprise of unit price and all other components of price need to be individually indicated/ quoted against the goods/ material/ service, it proposes to supply under the contract in the following manner :
 - (i) The Basic Unit price (Ex-Factory Price) of the goods/ services/ materials, GST payable by the supplier shall be quoted separately.
 - (ii) The liability to pay all taxes, levies etc. shall be of contractor and BSNL will not entertain any claim whatsoever in this respect.
- (b) Input Tax credit to BSNL :
 - (i) The firm shall furnish correct HSN/ SAC codes in GST challans/ invoices for availing Input Tax credit by BSNL
 - (ii) Vendors should furnish the correct taxes and cess under GST tariff head in the price Schedule. If the input tax credit for the Duties and Taxes under GST ACT 2017 is found to be not admissible at any stage subsequently owing to wrong furnishing of tariff Head, then the vendors will be liable to refund such non-admissible amount, if already paid along with penalty if charged by the concerned authority.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

- (iii) In case where the input tax credit is not offered by the vendor as per the quotes indicated in the price schedules and subsequently at any stage it is found that input tax credit is admissible as per GST ACT 2017 then the vendors will be liable to refund the amount equivalent to such Duties & Taxes if already paid to them. However the purchaser may allow the supplier to submit necessary documents in this regard which may enable the purchaser to avail the input tax credit provided such credit is still available for the amount so paid as per GST ACT 2017.
- (iv) The purchaser reserves the right to ask the bidders to submit documentary proof confirming the correct Tariff Head from the GST authority where the tariff head furnished against the particular tendered item by different bidders differs from each other or the same is found apparently not furnished in accordance with GST ACT.
- (v) If the supplier fails to furnish necessary supporting documents for input tax credit the amount pertaining to such duties/taxes will be deducted from the payment due to the firm.
- (vi) Invoice should clearly indicate name, address and GSTIN of the supplier, date, name address and GSTIN of the recipient, Place of supply along with name of state, HSN code of Goods or Service Accounting code (SAC), breakup details of composite price i.e. basic unit price (Ex-Factory price) of the goods/ services/ materials, etc., rate of GST such as CGST/ SGST/ IGST or any other duties and taxes.
- (vii) In case of any statutory variation in regard to Input tax credits ,within the currency of individual agreement including extension of time period, the same shall be admissible as per actual Input tax credits only, subject to the condition that the reason for such extension of time period is not attributable to the agency.

3. EVALUATION OF BIDS

The evaluation and comparison of responsive bids shall be done on the basis of **net cost to BSNL** on the prices of all items included in schedule of work offered inclusive of packing, forwarding, freight and insurance charges but excluding input tax credit & GST. The Octroi/ Entry Taxes are not to be included in the composite price and hence the same will not be considered for the purpose of evaluation and comparison of responsive bids. However, Octroi/ Entry Taxes will be paid extra, as per actual, wherever applicable, on production of proof of payment/ relevant invoices/ documents.

4. Performance Guarantee:

The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value in the form of bank guarantee (of a Nationalized/ Scheduled Bank in a standard format)/ CDR/FDR/DD within two weeks from the date of issue of award letter. The validity period of the performance security in the form of performance bank guarantee shall be one year from the date of actual completion of work.

5. Security Deposit :

In addition to performance guarantee stated above, a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value of the work.

6. Increase/ Decrease of tendered quantity:

BSNL will have the right to increase or decrease up to 25% of the contract value depending upon the requirement of goods and services specified in the schedule of items without any change in the unit price or other terms and conditions at the time of award of contract.

In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order up to 50% of the quantities of goods and services contained in the running tender/contract within a period of twelve months from date of award of work at the same rate or a rate negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.

7. Completion of work:

The work should be completed as per the time schedule mentioned in the table of mile stones in proforma of schedules.

8. Extension of time:

If the contractor shall desire an extension of time for completion of work on the grounds of his having been unavoidably hindered in its execution or on any other ground, he shall apply in writing to the Engineer – in –charge within 30 days of the hindrance on the account on which he desires such extension as aforesaid, and the Engineer – in – charge shall, if in his opinion reasonable grounds to be shown therefore, authorize such provisional extension of time, if any, as in his opinion be necessary or proper.

9. Compensation for delay:

If the contractor fails to maintain the required progress or complete the work and clear the site on or before the contract or extended date of completion, he has to pay the compensation for delay which is limited to 0.5% per week of work order value for the first 10 weeks and 0.7% per week for next 10 weeks and thereafter subject to a maximum of 12% of the work order value for the location where the work is delayed and the firm is found responsible for the same. Flow chart of the procurement process/ contract shall be supplied by the contractor and approved by Executive Engineer concerned.

10. Payment Terms:

Payment to the contractors during progress of work is regulated for all items as below

- a. **80% of the price shall be paid on the receipt of goods at site by the consignee (for major items only).**
- b. **The balance 10% payment shall be released after satisfactory installation.**
- c. **The balance 10% payment shall be released after satisfactory commissioning, Testing and handing over of the work.**

No payment will be made for goods rejected at the site on testing. Payment, if made for such items shall be recovered from subsequent bills or other bills.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

11. CURTAILMENT OF QUANTITY:-

BNSL reserves the right to enforce curtailment in the assigned quantum of work for any contractor on the grounds of defaults/ delay in regard to execution of the individual work assigned.

12. Miscellaneous

The firm must meet all statutory obligations towards the labours employed at its own cost.

13. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR:

Without prejudice of any of the rights or remedies under this contract, if the contractor dies, the Engineer in charge on behalf of the BNSL shall have the option of terminating the contract and the agreement will be closed immediately, the due payments will be issued to the legal heirs of the agency after producing the proof of the same along with death certificate of the agency.

14. INDULGING OF CONTRACTOR IN CRIMINAL/ ANTISOCIAL ACTIVITIES AND CASES UNDER INVESTIGATION/ CHARGE SHEETED BY CBI OR ANY OTHER GOVERNMENT AGENCIES ETC.:

If the CBI/ Independent External Monitor (IEM)/Income tax/ GST/ Central Exercise/ Custom Departments recommends such a course-action will be taken as per the directions of CBI or concerned department.

15. VARIATION IN GST:

In case of any statutory variation in regard to Input tax credit, within the currency of individual agreement including extension of time period, the same shall be admissible as per actual Input tax credit only, subject to the condition that the reason for such extension of time period is not attributable to the agency.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

AC PLANT OPERATING INSTRUCTIONS:

- 1) Switch on the main power supply for package unit.
- 2) Keep all the MCBs of package units in "ON" Position.
- 3) Keep all the volume control damper of package units in "ON" position.
- 4) Switch on the AC package unit by keeping the rotary switch in "FAN" and then in "COOL" mode.
- 5) Do not disturb the operating thermostat. These are set as per the temp required.
- 6) Repeat the same procedure for balance package unit i.e., all units of main or standby plant.
- 7) Keep package unit damper in "ON" or "OFF" position as required while operating the AC unit.
- 8) MCCB Operation:
 - a) When the operating knob is in "O" position -OFF
 - b) When the operating knob is in "I" position-ON.
 - c) When the operating knob is in "middle" position-TRIP.
 - d) Bring the operating knob to "O" position for reset then switch to "I" position.

Important:

- a. The compressor has an inbuilt heater switch which should be kept "ON" for at least 4-6 hours before starting the package unit.
- b. In case of compressor burnouts, entire pipe has to be cleaned and pressure tested.

1. Schedule to be followed.

- i) Maintain a log of various parameters (with hourly readings) in the printed logbook finalized in consultation with Engineer – in – Charge.
- ii) Check for general cleanliness of plant room and condenser area.
- iii) Check cleanliness of all equipment in AC plant room.
- iv) Check both the incoming power supplies to the AC plant panel are healthy.
- v) Check Voltage and Current on each phase of the incoming power supply on the A. C. Plant Panel.
- vi) Check main supply on each of the packaged type AC units.
- vii) Record Current drawn by the packaged type A. C. units.
- viii) Check operation of crankcase heaters (if provided).
- ix) Check (in the AC Plant room, condenser area & panel area) for abnormalities such as

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

- (a) Noise,
 - (b) odour (smell),
 - (c) heating (of Electrical switches & cables)
 - (d) loose connections / end terminations ,
 - (e) breakage,
 - (f) leakage – air & refrigerant,
 - (g) Vibrations, etc.
- x) Ensure that units are working and following parameters are within limits.
- (a) Suction pressure
 - (b) Discharge pressure.
 - (c) Air Quantity.
 - (d) Current consumption
 - (e) Belt tension.
- (Values to be supplied by Engineer – In – charge).
- In case these are not in prescribed limits, bring the fact to the notice of Engineer-in-charge.
- (f) In case of fault, immediately bring the fact to the notice of Engineer-in-charge.
 - (g) Record time when the break down occurred in a unit and when it was rectified.
- xi) Clean all package unit filters.
- xii) Check & Tighten all Electrical connections, and loose nut, bolts & screws etc.
- xiii) Leak test of Refrigerant pipe joints.
- xiv) Check belt tension and alignment of belt drives. Tighten, if slack.
- xv) Clean Drain water pots. Ensure that Drain water pipes / path is clear of any obstructions up to the final discharge point.
- xvi) Clean the condenser coils.
- xvii) Check interlocking & tripping of package A/C with automatic fire detection alarm system.
- xviii) Carry – out thorough cleaning of Internal parts of packaged type AC units.
- xix) Cleaning Microvee filter installed in units /ducts.
- xx) Cleaning Fresh Air Filter.
- xxi) Checking of damper/ damper adjustment/ operation of damper motor/ positioning of damper.
- xxii) Check proper distribution of supply and return air openings in Switch room to ensure Uniform temperature and to avoid hot pockets in the Equipment / Switch room. If required CFMs may be recorded and results analysed in consultation with the SDE (E) / EE (E).
- xxiii) Check that the return path is clean and no debris, unwanted material or combustible material is lying.
- xxiv) Check all electric cables for possible looseness at motor junction box & M.V panel.
- xxv) Check compressor mounts for any undue vibrations or cracks.
- xxvi) Examine condition of starter contactors.
- xxvii) Checking of electrical and mechanical interlocking.
- xxviii) Cleaning of Electrical Panels.
- xxix) Test proper Operation of protection & control circuits in the Electric Panels.
- xxx) Check functioning of controls & protections for each A. C. unit.
- xxxi) Check operation of H.P/ L.P cutouts & Thermostats and review their set values.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

- xxxii) Check operating pressures of compressors.
- xxxiii) Open fan section cover. Check belts for wear & tear. Check bearings & alignment of belt drive.
- xxxiv) Cleaning of evaporator coil in the A. C. package units.
- xxxv) Clean the finned surface of condensers
- xxxvi) Clean condenser fan blades and evaporator fan blades / blower drums and check for damages (if any).

Note: - As the Operation of the plant is covered under this contract, the site will not be left unattended, as the installed system is critical.

The abnormality/ fault, if any found, shall be reported immediately to SDE(E) / JTO(E) over phone and record the same in the log book.

On leaving the site unattended, severe penal actions can be initiated by the Engineer - in - Charge.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

PERFORMA FOR LOG BOOK FOR AIR COOLED PACKAGE AC PLANT																																		
Month				P.U.1			P.U.2			P.U.3			P.U.4			Conditions				Remarks														
Date	Time	Voltage	Total Amp	H.P.	L.P.	Amp	H.P.	L.P.	Amp	H.P.	L.P.	Amp	H.P.	L.P.	Amp	Plant room		Out side																
																D	B	WB	D	B	WB													
Hourly readings																D	B	WB	D	B	WB													

PERFORMA FOR RECORD OF DAILY CHECKS																	
(Put checkmark (√) against the activity performed)																	
S	Month :	DATE	1	2	3	4	5	-	-	-	-	-	-	28	29	30	31
1	Check for cleanliness of plant room and cond. area																
2	Check for cleanliness of Equip.(Clean with wet cloth)																
3	Check Supply V&I																
4	Check motor currents																
5	Check for any abnormal noise and smell																
6	Check any loose nut bolts, screws etc.																
7	Check Drain blockage																

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

8	Check the oil level in compressor																		
9	Check the press. on refri. Circuit																		
10	Check the water level in Hum. Tank																		
11	Check Leakage of ref. and if leak found pump down the refrigerant.																		
12	Check air flow across Cond. Coil																		
13	Check the Cond. motor/bearing for heating																		
14	Check the temp. and hum. in cond. space.																		
15	Inform supervisor at least 15 days in advance of approaching maintenance activity.																		
	Remark																		
	Sign. of operator																		
	Sign. of JE/SDE																		

PERFORMA FOR RECORDS OF WEEKLY CHECKS								
(Put checkmark (√) against the activity performed)								
S	Month	WEEK	1	2	3	4	5	
1		Leak test of pipe joints						
2		Clean all P.U. pre filters						
3		Check belt tension and alignment of belt drives and tighten if slack.						
4		Check electrical connections for any abnormality.						
5		Clean condenser drain water pot/line.						
6		Check cleanliness of condenser coil.						
7		Check water distribution system						
8		Inspect the chart for dates of maintenance						
		Date						
		Remark						
		Signature of operator						
		Signature of JE/SDE						

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

PERFORMA FOR RECORDS OF MONTHLY CHECKS (Put checkmark (√) against the activity performed)													
S	Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Clean Internal parts of Package units												
2	Tighten the connections against loose joints of terminals.												
	Date												
	Remark												
	Signature of operator												
	Signature of JE/SDE												

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

PROFORMA OF SCHEDULES

SCHEDULE 'A'

Schedule of quantities: Appended from page 32

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

Sr. No.	Description of item	Quantity	Rates in figures and words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
NIL				

SCHEDULE 'C'

Tools and plants to be hired to the contractor

Sr. No.	Description of item	Hire charges per day	Place of Issue
1	2	3	4
NIL			

SCHEDULE 'D'

Extra schedule for specific requirements/ document for the work, if any.

- I. INFORMATION FOR BIDDERS (e-TENDER): Appended in page 13
- II. INSTRUCTIONS FOR BIDDERS (e-TENDER): Appended in page 14.
- III. Model form of bank guarantee: Appended in Page 35

<u>SCHEDULE 'E'</u> Reference to General Conditions of contract.	BSNL EW8 amended up to date (taxes mentioned in the EW8 may be read in conjunction with the GST-2017 rules)
Name of work:	Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.
Estimated cost of work:	Rs.4,92,721/-
i) Earnest money :	Rs.9,854/-
ii) Performance Guarantee :	5% of tendered value of work.
iii) Security Deposit :	5 % of the tendered value of the work.
<u>SCHEDULE 'F'</u> GENERAL RULES and DIRECTIONS:	
Definitions:	See below
2(v) Engineer-in-Charge	Executive Engineer (E) – BSNL Electrical Division-II, Hyderabad.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

2(vi) Accepting Authority	Executive Engineer (E), BSNL Electrical Division-II, Hyderabad.
2(x) Percentage on cost of materials and labour to cover all overheads and profits.	10%
Clause 1 i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance, in days ii) Maximum allowable extension beyond the period provided in I) above in days.	15 Days (As per Tender)
Clause 2 Authority for fixing compensation under Clause 2.	Superintending Engineer (E), BSNL Electrical Zone, Hyderabad.
Clause 5 Number of days from the date of issue of award letter of acceptance for reckoning date of start Milestone(s) as per table given below:-	10 days

Table of Mile Stone(s)			
Sl. No.	Description of Milestone (Physical)	Time allowed in days (from date of start)	Amount to be with-held in case of non-achievement of milestone
1	Not Applicable		
2			
OR			
Sl. No.	Financial Progress	Time allowed (from date of start)	Amount to be with-held in case of non-achievement of milestone
1	1/8 th (of whole Work)	1/8 th (of whole work)	Not Applicable
2	3/8 th (of whole work)	1/2 (of whole work)	
3	3/4 th (of whole work)	3/4 th (of whole work)	
4	Full	Full	
Time allowed for execution of work. Authority to give fair and reasonable extension of time for completion of work.			4 Months EE(E), SE(E)

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

Clause 7 Gross work to be done together with net payment/ adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment.	As Applicable.
Clause 10CC Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column.	NOT APPLICABLE
Clause 11 Specifications to be followed for execution of work (separately for each component of work)	Specifications as appended with Schedule of work.
Clause 12 12. 2& 12.3 Deviation Limit beyond which clauses 12.2 and 12.3 shall apply	50%
12.5 Deviation Limit beyond which clauses 12.2 and 12.3 shall apply for foundation work	NOT APPLICABLE
Clause 16 Competent Authority for deciding reduced rates.	Superintending Engineer (E), BSNL Electrical Zone, Hyderabad.
Clause 30 (i) Minimum Qualifications and experience required for Principal Technical Representative.	
a) For works with estimated cost put to tender more than Rs. 5 Lakhs for Elect/ Mech. Works	Graduate Engineer(Electrical) or Diploma Holder in Electrical With 3 Years Experience.
b) For works with estimated cost put to tender more than Rs. 2 lakh but less than Rs.5 Lakhs for Elect/ Mech. Works	NA
c) Discipline to which the Principal Technical Representatives should belong.	Elect./Mech.
d) Minimum experience of works	Three (3) years
e) Recovery to be effected from the contractor in the event of not fulfilling provision of clause 30(i)	Rs.4,000/- p.m. for Graduate Rs.2,000/- p.m. for Diploma holder

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

SCHEDULE OF QUANTITIES

Name of Work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

S.No.	Description of Item	Qty.		Rate	Unit	Amount
1	Complete gas charging for 3.5 TR single circuit of 7.0TR package AC unit with R-22 refrigerant including nitrogen pressure testing, leak testing with halide torch, arresting leakages, vaccuumisation etc., as required.	2	Jobs		Job	
2	Supplying and fixing of the following accessories/ components for the existing 7TR PAC units including removing of faulty items, fixing of new components, testing etc., as required.					
a	Rewinding of out door fan motors	4	Nos		Each	
b	Gas top up in the 3.5TR single circuit with R22 refrigerant.	10	Kgs		Kg	
3	Replacement of 3.5TR scroll type compressor suitable for operation on 3phase 415V, 50Hz, AC supply Model No. KCG554	1	No		Each	
4	General servicing of the package units, removing the filters, cleaning of the external filters, jet cleaning of the evaporator coil, cleaning of the out door condenser unit with water jet, checking of all the control circuit, checking of the operation buttons, display, indication bulbs in the indoor unit etc.,	6	Jobs		Job	
5	Providing services for round the clock operation of the following electro mechanical services for AC plants including Sundays/holidays by deploying the required staff including specialised manpower and by arranging required instruments, tools and plants etc., to keep all the services operational up to the required standards, complete as required a) AC plants i) MSC-1st floor (6x7TR) (Make: Sidwal/Fedders Llyod) ii) IPTAX-1st floor (4 x 7 TR) (Make: Sidwal) iii) NIB - 4th floor (6 x 7 TR) (Make: Sidwal)					
a	Un Skilled	4	Months		Month	
TOTAL						
add GST @ 18%						
Gross total with GST						

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

LIST OF APPROVED MAKES OF BSNL ELECTRICAL WING

S. No.	Item	Makes
1	Engine	Ashok Leyland /Cummins/ Cater pillar / KOEL/ Volvo Penta / Mahindra & Mahindra (up to 200 KVA) /Escorts (up to 30 KVA)/ Eicher (up to 35 KVA)
2	Alternator (Brushless)	Crompton Greaves (AL. series)/ KEC/ Leroy Somer/ Stamford/Jyoti Ltd
3	Battery (Lead Acid / Mntc. Free)	Amara Raja/ AMCO/ Farukawa/ Hitachi/ Exide/ Prestolite/ Standard / manufacture approved make in case battery is of same make as that of Engine and supplied by the Manufacturer only (Kirloskar, Cummins pulse etc.,)
4	HV Switchgear (Vacuum Circuit Breaker/ SF6)	BioccoLawrie/ Crompton/ Kirloskar/ MEI/ Jyoti Ltd
5	Transformer (Oil filled/ Dry type)	ABB/ Schneider Electric/Andrew Yule/ Bharat Bijlee/ Crompton/ EMCO/ Kirloskar/ Siemens
	a) Above 400 KVA	
	b) Up to 400 KVA	In addition to above makes, Uttam/ Automatic Electric Gear(AEG)/ Patson/ Rajasthan Transformer and Switchgear
6	Air Circuit Breaker	L&T/ Schneider Electric/ Siemens
7	MCCB (Ics=Icu)	L&T/ Schneider Electric/ Siemens
8	SDF units	L&T/ Schneider Electric/ Siemens/ HPL/Havells
9	Power Contactors	L&T/ Schneider Electric/ Siemens/ Lakshmi(LECS)
10	Change Over Switch	HPL / Havells/ H-H Elcon
11	Intelligent APFC Relay	L&T/ EPCOS (Siemens)/ Schneider Electric/ Neptune Ducati/ Syntron/ABB
12	Bus Bar Trunking/ Sandwiched Bus Duct	Moeller/ L&T/ Schneider Electric/ ABB/ Legrand/ Zeta
13	Power Capacitors (MPP/ APP)	L&T/ EPCOS (Siemens)/ ABB/ Crompton/ Schneider Electric/ Neptune Ducati
14	Digital/ KWHr meter	Schneider Electric/ AE/ Digitron / IMP/ Meco / Rishabh/ Universal/ HPL/ L&T/ ABB
15	Cold shrink HT/LT Cable Joint	Denson/ 3M(M-Seal)/ Raychem
16	Rubber Matting	ISI mark
17	MCB/ Isolator/ ELCB/ RCCB/ Distribution Board	Crompton / Havells / Indokopp / MDS Legrand/ L&T / Schneider Electric/ Siemens / Standard/ C&S/ ABB/ HPL
18	MS/ PVC Conduit	ISI mark
19	Cable Tray	MEM/ Bharti/ Ratan/ Slotco/ Profab
20	HT/ LT Cables	ISI mark
21	PVC insulated copper conductor wire	ISI mark
22	Centrifugal Pump	Amrut / BE / Beacon / Batliboi / Crompton / Jyoti / Kirloskar / KSB / Mather &platt / WASP/Grundfos
23	Submersible Pump	Crompton/Amrut / BE / Calama / Kirloskar / KSB
24	Motors	ABB/ Bharat Bijlee / Crompton Greaves / Schneider Electric / HBB / KEC / Siemens/Jyoti Ltd

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

25	Fresh Air Fans	GE/ Khaitan/ Almonard/ Crompton
26	Starter	ABB/ BCH/ Schneider Electric/ L&T/ Siemens /
27	Single Phase Preventer	L&T/ Minilec/ Siemens/ Zerotrip
28	GI/MS Pipe	ATC/ ATL/ BST/ GSI/ ITC/ ITS/ IIA/ JST/ Jindal/ TTA/ Tata/ Zenith
29	Foot Valve	ISI mark
30	Gate Valve	Advance/ Audco/ Johnson Controls/ Zoloto/ Annapurna/ Fountain/ Kirloskar/ Leader/ Sant / Trishul
31	Compressors	Carrier/ Emerson copeland/ York/ Danfoss (for chillers only)
32	Resin Bonded Glass wool	Fibre Glass/ Pilkington/ UP Twiga
33	Expanded Polystyrene	BASF(India) Ltd.
34	Gauge	Feibig/ H.Guru/ Pricol
35	Controls	FLICA/ Honeywell/ Indfoss/ Penn-Danfoss/ Ranco/ Ranutrol/ Sporland
36	Fine Filters	Aniflra Effluent/ ARW/ Athlete/ Airtake/ Dyna / Kirsloskar/ Puromatic/ Purafill/ Purolator / Tenacity
37	GI Sheet	HSU Jindal / National / Nippon Denro / Sail / Tata
38	Heat Detector	Appollo/ Chemtron/ Edward/ Fenwal/ Hochiki / Nitton/ System Sensor/ Wormald/ Honeywell Essar/ Notifier
39	Ionization Detector	Appollo/ Cerebrus/ Edward/ Fenwal / Hochiki / Nitton / System Sensor / Wormald
40	Photo Electric Smoke Detector	Appollo / Cerebrus / Edward / Fenwal/ Hochiki / Nitton / Wormald / System Sensors
41	Fire Panel (Microprocessor based)	Agni Instruments / Agni Devices/ Aruna Agencies/ Carmel Sensor / Ravel Elect./Honeywell Essar/Notifier/Navin Systems
42	Sprinkler/ Hose Reel & Hose Pipe	ISI mark
43	Fire Extinguisher	ISI mark
44	Lift	OTIS, Kone, Mitsubishi, Schindler, Johnson, Thyssenkrupp Elevator(India)

NOTE:

1. Any other make approved by BSNL EW, corporate office till the last date of opening of tender is also acceptable.

2. The accessories such as CT/PT/measuring instrument/relays provided by approved make in respect of Transformer/HT Panel/DG/AC Package Units as supplied by approved manufacturer along with the equipment's are also acceptable in addition.

**MODEL FORM OF BANK GUARANTEE (ANNEXURE -I)
(for submitting EMD)**

Whereas _____ hereinafter called "the contractor(s)" has submitted its Tender dated _____ for the work _____

KNOW ALL MEN by these presents that WE _____
_____ of _____ having our registered office at _____

(hereinafter called "the Bank") are bound unto _____ (hereinafter called "the BSNL") in the sum of _____ for which payment will and truly to be made of the said BSNL, the Bank binds itself, its successors and assigns by these presents.

THE CONDITIONS of the obligation are:

1. If the Contractor(s) withdraws its Tender during the period of Tender validity specified on the Tender Form: or
2. If the Contractor(s) having been notified of the acceptance of its Tender by the BSNL during the period of Tender validity.
 - (a) Fails or refuses to execute the Contract.
 - (b) Fails or refuses to furnish security Deposit in accordance with the conditions of Tender document.

We undertake to pay to the BSNL up to the above amount upon receipt of its first written demand, without the BSNL having to substantiate its demand, provided that in its demand, the BSNL 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 in force as specified in the Tender Document up to and including Thirty (30) days after the period of the Tender validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank

Signature of the Witness

Name of Witness Address of Witness

PERFORMANCE SECURITY GURANTEE BOND (ANNEXURE -II)

1. In consideration of the CMD, BSNL (hereinafter called 'BSNL') having agreed to exempt _____(hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No. _____ dated: _____ made between _____ and _____ for the supply of _____ (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 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 after actual completion of work.
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 any 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

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

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 _____

NO NEAR RELATIVE WORKING CERTIFICATE (ANNEXURE -III)

I _____ Son of Shri _____ Resident of _____ hereby certify that none of my relative(s) as defined in the 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.

(Seal of the firm)

(Signature of Bidder)

UNDERTAKING REGARDING EPF PROVISIONS (ANNEXURE -IV)

"I _____ Son of _____ Resident of _____ hereby give an undertaking that

* I/We have employed only _____ persons in our establishment and hence the EPF and Miscellaneous provisions Act, 1952 is not applicable to my / our establishment.

* I/ We have registered as per the EPF and Miscellaneous provisions Act, 1952 and our registration no is _____. We undertake to keep it valid during the currency of contract.

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".

* strike out whichever is not applicable

** Attach a self-attested photo copy of the above said EPF registration certificate.

(Seal of the firm)

(Signature of Bidder)

UNDERTAKING REGARDING ESI PROVISIONS (ANNEXURE -V)

"I _____ Son of _____ Resident of _____ hereby give an undertaking that

* I/We have employed only _____ persons in our establishment and hence the ESI and Miscellaneous provisions Act,1948 is not applicable to my/ our establishment.

* I/ We have registered as per the ESI and Miscellaneous provisions Act, 1948 and our registration no is _____. We undertake to keep it valid during the currency of contract.

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".

* strike out whichever is not applicable

** Attach a self-attested photo copy of the above said ESI registration certificate.

(Seal of the firm)

(Signature of Bidder)

UNDERTAKING TO ABIDE BY EW 6 & EW 8 (ANNEXURE -VI)

"I _____ Son of _____ Resident of _____

_____ hereby give an undertaking that I have read the complete bid document and I am aware of all the clauses and sub clauses of BSNL EW 6 & 8 forms and I confirm that I will abide by all the terms and conditions available in original standard BSNL EW 6 & 8 forms.

(Seal of the firm)
Bidder)

(Signature of

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

COMPLIANCE SHEET (ANNEXURE -VII)

I/We _____(Name of firm) have read/Understood all the terms and conditions as mentioned in bid Document and accept the same unconditionally.

I/We state to comply in full manner with all the General, Commercial, Technical and Operating financial conditions of the tender document for the work “Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.” without any reservation and deviation. It is certified that the Tender Document i/c all credentials has been re uploaded with Digital Signature.

(Seal of the firm)

(Dated Signature of Contractor)

IMPORTANT NOTE:

The BSNL EW 8 Form is available at <http://www.telangana.bsnl.co.in> as well as in the Division Office for ready reference and download.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

COMPUTERIZED MEASUREMENT BOOKS (CMB'S) - ANNEXURE- VIII

Bills to be submitted by the contractor

➤ Application and format of the Computerized M.B.

- (1) The conventional Measurement Books shall be replaced by a bound volume of computerized measurements to be furnished by the contractor, duly machine numbered for the pages, and with an MB number given by the Division Office. The pages of these Measurement Books shall be of A-4 size. All these Measurement Books belonging to a Division shall be serially numbered, and a record of these Computerized Measurement Books shall be maintained in a separate Register in Form CPWA 92.
- (2) The same format as in existing Measurement Books shall be used for the Computerized Measurement Books. The measurements shall be carried forward from the previous recorded measurements as per the existing procedure.

➤ Mode of measurements:

- (1) The measurements shall be recorded and entered in computerized format in the first instance by the contractor, and a hard copy shall be submitted to the BSNL. All entries shall be made exactly as per the existing procedure.
- (2) These measurements shall then be 100% checked by the Junior Telecom Officer. If Junior Telecom Officer is not available, the Sub Divisional Engineer shall perform 100% check of the measurements. The contractor shall incorporate all such changes or corrections, as may be done during these checks, to his draft computerized measurements, and submit to the BSNL the corrected computerized measurements in the form of a book, duly hard bound in red colour on the lines of the conventional Measurement Books now in use, and with its pages machine numbered.
- (3) The Sub Divisional Engineer and the Executive Engineer shall test check these computerized measurements as per the existing instructions. This book shall be treated as a Computerized Measurement Book.
- (4) The Junior Telecom Officer, Sub Divisional Engineer and the Executive Engineer shall record the necessary certificates for their checks and test checks as per the existing procedure in this Computerized Measurement Book.
- (5) The Computerized Measurement Book shall be allotted a serial number as per the Register of Computerized Measurement Books.

➤ Cutting or over-writing in the computerized M.B. not allowed

- (1) The Computerized Measurement Book given by the contractor, duly bound, with its pages machine numbered, shall have no cutting or over-writing.

Name of work: Providing repairs to 7TR Package Type AC units and services for Operation of AC plants in Telephone bhavan, Saifabad, Hyderabad.

(2) It is the responsibility of the Junior Telecom Officer or the Sub Divisional Engineer as the case may be to ensure that the checks and test checks done by them in the initial draft measurements are correctly incorporated in the Computerized Measurement Book before they record their certificates.

(3) In case of any error, the Computerized Measurement Book shall be cancelled, and the contractor shall re-submit a fresh Computerized Measurement Book. This should be done before the corresponding computerized bill is submitted to the Division for payment.

➤ Computerized Bill to be submitted by the contractor

(1) The contractor shall submit his running and final bills in a computerized form in the same format as the existing conventional bills, with all the pages machine numbered, and hard bound, and with all the entries made as per the existing procedure.

(2) The bill shall be carried forward from the previous running account bill as per the existing procedure.

(3) These computerized bills shall be processed by the various offices for payment, as per the existing procedure.