



**BHARAT SANCHAR NIGAM LIMITED**

(A Govt. of India Enterprise)

OFFICE OF THE GENERAL MANAGER TELECOM DISTRICT,  
IMPHAL, MANIPUR

[TENDER NO. G-108/COMPUTER ACCESSORIES/2017-18/PART-IV/76](#)

**BID DOCUMENT**

LIMITED TENDER FOR  
PROCUREMENT OF COMPUTERS AND PERIPHERALS TO THE  
OFFICE OF THE GMTD, BSNL, IMPHAL, MANIPUR SSA.

Price of Bid document Rs. **590/-**-(Including tax)

Signature of the bidder

## Table of Contents

<b><u>Section</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
Section I	Notice Inviting Tender .....	3
Section II	Instructions to Bidders .....	4
Section III	General Conditions of the Contract.....	5
Section IV	Special Conditions of Contract .....	6

### **Annexures**

A	Technical Specification .....	7
B	Format for Contract Form .....	8 - 9
C	Format for Price Schedules .....	10
D	Authorization for Bid Opening .....	11
E	Performance Security Guarantee Bond Form .....	12
F	Non-participation of near relative Form .....	13

## **SECTION - I**



### **BHARAT SANCHAR NIGAM LIMITED**

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OFFICE OF THE GENERAL MANAGER TELECOM,  
IMPHAL, MANIPUR

**LIMITED TENDER NO. G-108/COMPUTER ACCESSORIES/2017-18/PART-IV/76**

### **NOTICE INVITING TENDER**

On behalf of the General Manager, BSNL Manipur SSA, Imphal wax sealed quotations are invited from the willing and experienced BSNL approved firms/contractors for the two bid tender for **PROCUREMENT OF COMPUTERS & PERIPHERALS FOR THE OFFICE OF THE GMTD, BSNL, IMPHAL**. Approximate quantity of items likely to be purchased for the period of one year is furnished in annexure. The quantity may be increased or decreased depending upon requirements.

Date of issue of bid document	: From <b>26.07.2019</b>
Tender form available from	: AGM (Admn), O/o GMTD, BSNL, Manipur SSA, Imphal.
Due date of receipt of bid	: Up to <b>15:00</b> Hrs. of <b>16.08.2019</b>
Date of opening of bid	: <b>16.08.2019</b> , Time <b>15:30</b> Hrs.
Cost of bid document	: Rs. <b>590/-</b> (non-refundable, including GST)
Earnest Money Deposit (EMD)	: Rs. <b>6160/-</b> ( <b>Six thousand one hundred and sixty</b> ) only
Total Approximate Estimated Cost	: Rs. <b>308000/-</b> ( <b>Rupees three Lakhs eight thousand</b> ) only

Interested computer & peripheral supply firms, who are willing to supply the items in the annexure on credit basis under “Rate contract” may quote the rates in a wax-sealed envelope super scribed with “FINANCIAL BID” and submit alongwith a separate wax-sealed envelope super scribed with “TECHNICAL BID” in another large wax-sealed envelope super scribed with “**TENDER FOR PROCUREMENT OF COMPUTERS AND PERIPHERALS**” addressed to AGM(Admn), O/o the GMTD, BSNL, Manipur SSA, Imphal. Bidder shall have to enclose an earnest money deposit (EMD) of **Rs. 6160/-** (**Six thousand one hundred and sixty**) only in the form of Account Payee DD in favour of Account Officer(Cash), BSNL, O/o the GMTD, Manipur SSA, Imphal in the wax sealed “TECHNICAL BID” envelope. No interest shall be paid by BSNL on EMD amount for any period whatsoever.

Security deposit will be 10% of the estimated cost or 10% of the approved amount whichever is higher. The security deposit must be deposited in the form of Account Payee DD in favour of Account Officer (Cash), BSNL, O/o the GMTD, Manipur SSA, Imphal before entering into agreement. The security deposit will be refunded after **3(three) months** from the date of expiry of contract. No interest shall be paid by BSNL on security deposit amount for any period whatsoever. Performance Security money will be forfeited in case of violation of any of the terms and conditions of the tender or if it is found that the items supplied are not upto the mark.

Intending eligible bidders may obtain a copy of bid document from AGM(Admn),O/o GMTD, BSNL, Manipur SSA, Imphal on payment of **Rs. 590/-** (**Rupees five hundred Ninety**) only in the form of Account Payee DD in favour of Account Officer(Cash), O/o the GMTD, BSNL, Manipur SSA, Imphal. The eligibility criteria, terms and conditions and the details of items to be purchased are given in **Section-II, Section-III, Section-IV, and Annexure-C** respectively.

AGM(Admn)  
O/o GMTD, BSNL,  
Manipur SSA, Imphal

Signature of the bidder

## **SECTION - II**

### **“INSTRUCTION TO BIDDERS”**

#### **ELIGIBILITY CRITERIA :-**

1. Sealed quotations are invited for the tender “**PROCUREMENT OF COMPUTERS & PERIPHERALS FOR THE OFFICE OF THE GMTD, BSNL, IMPHAL.**”
2. Quotations in a wax-sealed cover superscribed with “**TENDER FOR PROCUREMENT OF COMPUTERS AND PERIPHERALS**”, containing both the wax-sealed financial & the technical bids, may be sent to AGM(Admn), O/o the GMTD, BSNL, Manipur SSA, Imphal latest by **1500 hrs, on 16.08. 2019 and** will be opened on the same day at **1530 hrs**, in the office chamber of AGM(Admn), O/o the GMTD, BSNL, Manipur SSA, Imphal in the presence of renderers or their duly authorized representatives.  
**The “FINANCIAL BID” should only contain the rate/price bid.**  
All quotations shall remain valid for acceptance for a period for 90 days from the date of opening of quotations.
3. **Only local firms operating in Imphal are eligible for participating in the tender.**
4. Bidders are required to submit self attested photocopies of GST (Goods & Services Tax) registration certificate & PAN card enclosed in the TECHNICAL BID envelope, failing which the bid will be rejected summarily.
5. Each page of the tender documents is required to be signed by the authorized person or persons submitting the tender in token of his/their having acquainted himself/themselves with the Terms & Conditions of the contract laid down in the bid document.
6. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void. No advice of any change in rule or conditions after the opening of the tender will be entertained.
7. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract otherwise the tender is liable to be rejected.
8. The Tenderers are required to furnish the information as sought in ‘**Annexure - A**’, failing which the bid shall be summarily rejected.
9. The successful bidder shall be required to sign an agreement subsequent upon submission of the security deposit. The draft agreement is given at ‘**Annexure – B**’. The complete Tender document and all other required enclosures/documents/ Annexures should be signed on each page by the Authorized Person/Signatory and be submitted in the envelope, failing which the bid shall be summarily rejected.
10. This notice can also be seen at our website [www.ne2.bsnl.co.in](http://www.ne2.bsnl.co.in). Downloading of the bid document from this site is permissible; however payment of cost of the bid document is still to be made in the manner envisaged in the NIT prior to opening or enclosed in the TECHNICAL BID.

Signature of the bidder

## **SECTION - III**

### **GENERAL CONDITIONS OF THE CONTRACT**

#### **11. EARNEST MONEY DEPOSIT:**

- (i) The tenderers are required to submit/send their tenders alongwith a Account payee Demand Draft of **Rs. 6160/-** ( Six thousand one hundred and sixty) only drawn in favour of Account Officer(Cash), BSNL, O/o the GMTD, Manipur SSA, Imphal payable at Imphal as Earnest Money, which will be refundable to the unsuccessful tenderers. **The EMD should be enclosed in the “TECHNICAL BID” envelope only.**
- (ii) Any Bidder, who has exemption for Deposits of Bid Security with tender being registered with NSIC, shall furnish documentary proof in this regard, indicating clearly that they are exempted for the items of the tender.
- (iii) Bidders shall not be permitted to withdraw their offer after submission of their bids. Conditional bids shall not be accepted. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security/EMD shall be forfeited.
- (iv) The bids without Earnest Money shall be summarily rejected.

#### **12. PERFORMANCE SECURITY DEPOSIT:**

- (i) Successful Bidder will have to deposit “Performance Security” @ 10% of tender value in the form of Account payee Demand Draft/Banker’s cheque for the period of contract. Performance Security money will be forfeited in case of violation of any of the terms and conditions of the tender.
- (ii) No interest will be paid on Performance Security whatsoever.
- (iii) Performance money should remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the Supplier including warranty obligations.

Signature of the bidder

## **SECTION - IV**

### **SPECIAL CONDITIONS OF THE CONTRACT**

#### **TERMS AND CONDITIONS:-**

#### **13. SUPPLY OF GOODS:**

- (i) The delivery of the items/material mentioned in the purchase order is required within 15 days of issue of the purchase order.
- (ii) In case of default for non supply of goods within stipulated period, a penalty of upto 5% of the value of the order can be imposed.
- (iii) The delivery of the material will be made to AGM(Admn), O/o the GMTD, BSNL, Manipur SSA at BSNL Bhavan, Babupara, , Imphal.

14. The payment is normally made within 30 days from the date of submission of the bill after full supply is received against the Purchase Order and accepted as per approved specification.

#### **15. QUOTING THE RATES IN BIDS:**

- (i) Nothing over and above the quoted rates shall be payable.
- (ii) The taxes will be payable as applicable during the tenure of the contract. During the operation of the contract, if there is any change or revision in the taxes, the same shall be applicable.
- (iii) If, during the tenure of the contract, any new tax/levies/charges etc. by Govt./Public Authority are introduced, the same shall also be payable as applicable.
- (iv) The rates quoted shall be valid for 1 year from the date of entering into contract i.e. during the period of contract.
- (v) The rates quoted shall include all charges, such as, packing and forwarding, Freight insurance, octroi, etc.

16. All goods shall be received subject to approval on inspection. Rejected items shall be removed & replaced by the supplier at his own cost and risk, within 10 days of issue of notice for the removal/replacement of such goods and no liability whatsoever, on BSNL Manipur shall be attached for the rejected/disapproved goods items/stores.

17. GMTD BSNL Manipur reserves the right to accept the whole or any part of the quotation(s) or portion of the quantity offered and successful tenderer shall supply the same at the rate quoted.

18. GMTD BSNL Manipur reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.

19. GMTD BSNL Manipur takes no responsibility for any delay, loss or non-receipt of quotation(s) after dispatch. No quotation shall be received after **1500 hrs on 16.08. 2019**.

20. If the successful Bidder fails to supply the material after awarding of the contract, BSNL Manipur shall be at liberty to forfeit his Performance Security deposit.

21. In case of any dispute arising out of the business or interpretation of any clause of the document, the Court at Imphal alone shall have the jurisdiction to try and decide.

22. In case of goods supplied are found to be of inferior quality or not according to the approved sample, BSNL Manipur has the right to reject the goods. No payment shall be made against such rejections.

23. If the tender opening date falls on Sunday or Gazetted Holiday or any declared holiday on inevitable incidents the tender will be opened on the next working day.

24. The quantity of supply may vary.

25. Quotation sent through fax or e-mail will not be considered.

26. GMTD BSNL Manipur shall issue a letter to the successful bidder along with an agreement in duplicate. The agreement will have to be returned, duly signed and witnessed, to GMTD BSNL Manipur within 3 days of receipt of the same by the successful bidder.

AGM (Admn)  
O/o GMTD, BSNL,  
Manipur SSA, Imphal

Signature of the bidder

**ANNEXURE - A**

**PARTICULARS TO BE FURNISHED BY THE AGENCY**

1. Name of the Agency:
2. Address of the Agency:
3. Name of the Proprietor of the Agency:
4. Telephone No. of the Agency & Proprietor:
5. PAN Card copy of the Agency:
6. GST Registration No. (copy to be enclosed):
7. EMD Draft Number/Date & Name of the Bank:

This is to certify that the above facts are true, complete and correct to the best of my knowledge and belief. It is also certified that the Agency is not blacklisted by a Government/Department not any criminal case is registered/pending against the Agency/Firm or its owner/partners anywhere in India. Further, it is certified that /we have read and understood the terms and condition of the Tender Notice.

It is certified that the agency is not blacklisted by any Government/Deptt not any criminal case registered/pending against the agency/firm or its owner/partners anywhere in India further it is certified that/we have read and understood the terms and conditions on the Tender Notice.

I/we give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the tender and agree to abide by these terms and conditions.

Dated:

Place:

Name and Signature of the Proprietor/Partner

Seal of the Firm/Agency

Signature of the bidder

**ANNEXURE - B**

**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)  
OFFICE OF THE GENERAL MANAGER TELECOM,  
IMPHAL, MANIPUR

**CONTRACT AGREEMENT NO:**

**DATED**

THIS AGREEMENT is made on.....between GMTD BSNL Manipur through **AGM (Admn)** (hereinafter referred to as “BSNL” which expression shall include his successors and assigns), and whose principal place of office is at BSNL BHAVAN, BABUPARA, IMPHAL-795001 of the One Part,

**AND**

M/s.....having its registered office at.....(Hereinafter referred to as “the Supplier”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for supplying Computers, Laptops and other peripherals.

- I. **WHEREAS** BSNL invited bids through open tender, vide Notice Inviting Tender No. ....dated.....for “**PROCUREMENT OF COMPUTERS & PERIPHERALS FOR THE OFFICE OF THE GMTD, BSNL, IMPHAL**” under **Tender No.** .....
- II. **AND WHEREAS** the Supplier submitted his bid vide.....in accordance with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to supply the Computers, Laptops and other peripherals to BSNL.
- III. **AND WHEREAS** BSNL has selected M/s ..... as the successful bidder (“the Supplier”) pursuant to the bidding process and negotiation of contract prices, awarded the **Letter of Acceptance (LoA) No.** ....., to the Supplier on ..... for a total sum of Rs..... [Rupees.....] only.
- IV. **AND WHEREAS** BSNL desires that the Computers, Laptops and other peripherals (as defined in the Bidding Document) be supplied, installed, executed and completed by the Supplier, and wishes to appoint the Supplier for supplying Computers, Laptops and other peripherals.
- V. **AND WHEREAS** the Supplier acknowledges that BSNL shall enter into contracts with other Suppliers/parties for the supplying Computers, Laptops and other peripherals for its office in cases the Supplier falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.
- VI. **AND WHEREAS** the terms and conditions of this Contract have been fully agreed on between BSNL and the Supplier as parties of competent capacity and equal standing.
- VII. **AND WHEREAS** the Supplier has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for supplying Computers, Laptops and other peripherals to BSNL, failing which the Contract is liable to be terminated at anytime, without assigning any reasons by BSNL.

Signature of the bidder



VIII. SUPPLY OF GOODS:

- (iv) **AND WHEREAS** the delivery of the items/material mentioned in Annexure 'C' is required within **15 days** of issue of the purchase order.
- (v) **AND WHEREAS** in case of default, for non supply of goods within stipulated period a penalty of upto 5% of the value of the order can be imposed.
- (vi) **AND WHEREAS** the delivery of the material will be made at BSNL Bhavan, Babupara, , Imphal.

IX. **AND WHEREAS** the payment is normally made within 30 days from the date of submission of the bill after full supply is received against the Purchase Order and accepted as per approved specification.

X. **AND WHEREAS** all goods shall be received subject to approval on inspection. Rejected item shall be removed by the supplier at his own cost and risk, within 10 days of issue of notice for the removal of such goods and no liability whatsoever, on BSNL shall be attached for the rejected/disapproved goods items/stores.

XI. **AND WHEREAS BSNL** reserves the right to accept the whole or any part of the quotation(s) or portion of the quantity offered and successful tenderer shall supply the same at the rate quoted.

XII. **AND WHEREAS** if the supplier fails to supply the material after awarding of the contract, BSNL shall be at liberty to forfeit his Performance Security deposit.

XIII. **AND WHEREAS** in case of any dispute of differences, the same shall be settled by reference to Arbitration by a sole arbitrator to be appointed by the General Manager Telecom District, BSNL, Manipur SSA, Imphal. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable.

XIV. **AND WHEREAS** in case of any dispute arising out of the business or interpretation of any clause of the document, the Court at Imphal alone shall have the jurisdiction to try and decide.

XV. **AND WHEREAS** in case of goods supplied found to be of inferior quality or not according to the approved sample; BSNL has the right to reject the goods. No payment shall be made against such rejections.

XVI. **AND WHEREAS** the annual rate contract will be valid for 1 year from the date of entering into contract.

XVII. **AND WHEREAS** the quantity of supply may vary.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

**(Authorised Signatory)**

Signed on behalf of the Supplier

**(Authorised Signatory)**

Signed on Behalf of BSNL Manipur

Signature of the bidder

## ANNEXURE - C

### FINANCIAL BID

NIT No. [G-108/COMPUTER ACCESSORIES/2017-18/PART-IV/76](#)

To  
The GMTD, BSNL Manipur, Imphal

Sir,

With reference to your tender notice No. G-108/COMPUTER ACCESSORIES/2017-18/PART-IV/76 dated 21.09.2017, I/we have read all the terms & conditions in the tender documents and I agree with them. I/we offer my/our rates for supply of Laptops, Computers & peripherals to GMTD Manipur as per the terms and conditions of above mentioned tender as tabulated under:

Sl. No.	Item Description	Make	Quantity (in nos.)	Price (Basic Unit Price) in Rupees	GST rate	Installation Charge (in Rupees)	Price inclusive of GST (in Rupees)
				A	B	C	D = (A+B+C)
1	DESKTOP PC:- Processor : i3 (6 <sup>TH</sup> Generation), RAM: 4GB DDR3, HDD: 1TB, Monitor: 18.5" LED, Keyboard/Mouse inclusive, OS: WIN10/WIN8.1, MS Office, Wi-Fi/Bluetooth ready		4				
2	LAPTOP:- Processor : i3 (6 <sup>TH</sup> Generation), RAM: 4GB DDR3, HDD: 1TB, Monitor: 14"/15.6" LED, OS: WIN10/WIN8.1, Free MS Office, Optical Drive: Wi- Fi/Bluetooth ready (inclusive)		1				
3	Printer (Mono):- Laserjet		4				
4	Printer (Multifunction):- Laserjet, Print + Scan + Copy		1				
5	UPS:- 600VA		4				

Signature of the bidder

**ANNEXURE - D**

**FORM - I**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**  
(To reach on \_\_\_\_\_ or before date of bid opening)

To,  
**AGM(Admn)**  
Bharat Sanchar Nigam Ltd.  
O/o GMTD, Manipur SSA, Imphal

Subject – Authorization for attending bid opening on ----- in the Tender for supply of  
**COMPUTERS & PERIPHERALS** in the O/o GMTD, Manipur SSA, Imphal.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
I.		
II.		

Alternate Representative

Signature of bidder  
Or  
Officer authorized to sign the bid  
Documents on behalf of the bidder

- Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the bidder

**ANNEXURE - E**

**FORM-II**

**PERFORMANCE SECURITY GUARANTEE BOND**

In consideration of the **GMTD, 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 TWO/TWO AND HALF/THREE YEARS (as specified in P.O) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank)\_\_\_\_\_ further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary 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 for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ for

\_\_\_\_\_

(indicate the name of bank)

Sign of the bidder with stamp

**ANNEXURE - F**

**FORM-III**

**CERTIFICATE FOR NON PARTICIPATION OF NEAR RELATIVE**

I, \_\_\_\_\_ Son of / Wife of \_\_\_\_\_  
\_\_\_\_\_ R/o \_\_\_\_\_ hereby certify that none of  
my relative(s) as defined in Section IV clause 5 of tender document is/are employed in BSNL  
unit as per details given in tender document. In case at any stage, it is found that the information  
given by me is false/ incorrect, BSNL shall have the absolute right to take any action as deemed  
fit/ without any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Bidder

Name (Caps) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Sign of the bidder with stamp