



**FILE NO. D-15017/12/2016/GENERAL**  
**GOVERNMENT OF INDIA**  
**DIRECTORATE GENERAL OF CIVIL AVIATION,**  
**OPPOSITE SAFDARJUNG AIRPORT, NEW DELHI – 110003**

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**Dated 03<sup>rd</sup> November, 2016**

**TENDER NOTICE**

<b>Title of the tender</b>	<b>Procurement of fire resisting record cabinet (FRRC) and fire resistant filling cabinets (FRFC)</b>	
<b>Critical Dates and Information</b>		
<b>S. N.</b>	<b>Description</b>	<b>Dates</b>
<b>1</b>	Notice Inviting Tender Start Date and Time	04/11/2016 at 02:00 PM
<b>2</b>	Document Download Start Date and Time	04/11/2016 at 04:00 PM
<b>3</b>	Pre-bid Conference Date and Time	11/11/2016 at 03:00 PM
<b>4</b>	Pre-bid Conference Place	Conference Room, DGCA
<b>5</b>	Bid Submission Start Date and Time	16/11/2016 at 02:00 PM
<b>6</b>	Bid Submission End Date and Time	28/11/2016 at 03:00 PM
<b>7</b>	Tender (Technical Bid) Opening Date and Time	30/11/2016 at 11:30 AM
<b>8</b>	Tentative Period of Supplying of Items	15 days.
<b>9</b>	Purchase of Services	Directorate General of Aviation, New Delhi.
<b>10</b>	EMD Rs.	20,000/-
<b>11</b>	EMD Money Exemption Allowed	Yes
<b>12</b>	EMD Money Instrument	Demand Draft from any scheduled commercial bank or nationalized bank.

**NOTE:-**

1. E-Tender are invited under two bid systems i.e. “Technical and Financial Bid” for procurement of **fire resisting record cabinet (FRRC) and fire resistant filling cabinets (FRFC)** in the office of Central Examination Organisation, R.K. New Delhi.

2. If at any stage, it is found that any of the details / documents furnished by the bidder is false / misleading / fabricated, he / she would be liable to legal action and forfeiture of the EMD. Also, any bid with **NIL/N.A./BLANK/ZERO service charge** will summarily be rejected.

3. *Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>.*

**(B. Sengupta)**  
Deputy Director of Administration,  
For Directorate General of Civil Aviation

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of cost.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Bidders may refer to the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details

available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
11. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
12. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
13. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement

portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

14. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

#### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

## INSTRUCTIONS TO BIDDERS

### 1. GENERAL

Directorate General of Civil Aviation proposes to procure following Security Equipment as per the specifications mentioned in the Annexure for supplying to CEO RK Puram, New Delhi.

1. **Fire Resistant Filing Cabinets (FRFC)**
2. **Fire Resistant Record Cabinet (FRRC)**

2. Online “Technical and Financial Bid” for the above mentioned items are invited from the original security equipment manufacturers / dealers having their service centers.

3. Interested parties are requested to submit their required documents online for Supplying of Security Equipments’ with catalogues / product brochure and copies of BIS/ CBRI certification as applicable giving complete specifications of the products. The interested parties may remain present during the tender opening process, no separate communication will be sent in this regard.

4. *The bid documents should be submitted online alongwith scanned copy Earnest Money Deposit (EMD) of Rs. 20,000/- in the form of a Demand Draft of schedule Bank in favour of PAO, DGCA (MoCA), payable at New Delhi.*

5. The tender / bid documents submitted without Demand Draft will be rejected. During scrutiny of Tender Documents received through online, if any non compliance of terms of tenders is found, the same will be disqualified and no further communication will be entertained in this regard.

6. The earnest money will be refunded / released after the completion of bid validity period i.e.03 months from the date of supply order.

7. The price quoted shall be inclusive of all taxes / local taxes / transporting / Unloading and installation charges. The rates quoted shall be valid for six months from the date of issuing of supply order, and no upward revision shall be allowed during this period. The vendor selected after following the tender procedure shall be bound to provide these equipments at the same rate whenever the requirement arises at any branch during this period. The terms of supply must contain details like delivery period, warranty, payment etc.

8. DGCA reserves the right to reject any or all the tenders in full or in part at any stage without assigning any reason thereof. DGCA’s decision in this regard shall be final and binding. Please also note that this is only an enquiry and without any commitment on the part of the DGCA to place the order and /or purchase the aforesaid equipment. DGCA may increase or decrease the quantity as per its requirement at its discretion.

9. At the time of opening of bids/proposals, authorized representative of the manufacturer / dealer can be present. Such representative should be decision making level and must produce authorization letter with photo identity.

9. The procedure (methodology) for submission of proposal, technical specifications of items, and other forms are enclosed separately.

## TERMS AND CONDITIONS

### **QUALIFYING CRITERIA**

The tenderer should fulfill the following qualifying criteria. They shall submit scanned copies of documents to substantiate their qualifications along with the technical and financial bids failing which their tenders are liable to be rejected.

1. Manufacturers/Dealers of FRFC / FRRRC are eligible to submit tenders.
2. The manufacturer / Dealers of the FRFC / FRRRC should have submitted the copy of current BIS license to manufacture and supply the model of the fire resisting filing cabinets / resistant record cabinets offered.
3. The tenderer should have a registered office and Distribution set up and should have been dealing with manufacture / supply fire resisting filing cabinets / resistant record cabinets for the **last ten years**. (Proof of the same should be submitted).
4. The tenderer should have submitted of list reflecting the contact details of well established and efficient service network at all major places (in India) where the fire resisting filing cabinets / resistant record cabinets are to be supplied.
5. Tenderer should have supplied in a span of last 5 years supplied at least 25 numbers of Fire Resistance filing cabinets to various government Institutions and PSU Departments across the country (proof of the same should be submitted).
6. The tenderer should furnish audited financial statements for the **last three years** giving segment wise turnover details for fire resistant filing cabinets / resistant record cabinets.
7. The tenderer shall furnish copies of IT assessment orders for the last three years.
8. The tenderer shall furnish SALE TAX Registration Certificate Number.
9. The tenderer shall furnish the copy of the PAN Number.
10. The tenderer should have an original equipment manufacturer of security equipments and the same to submitted. The tenderer should be a total security solution provider, with capability of offering security products such fire resisting filing cabinets / resistant record cabinets.
11. The tenderer should not have been blacklisted by any Government Institution / PSU Department for physical security products, especially fire resisting filing cabinets in last 5 years.

### **GENERAL CONDITIONS**

1. The vendor shall make own arrangement for transportation and delivery of the equipment up to the given location- Branch/Office. The service shall also include shifting of existing security equipment to place of choice within the branch premises.
2. In case of any damage to the above items before handing over the equipment, the equipment is to be replaced or made good at the supplier expenses to the entire



satisfaction of the DGCA. In case of delay in rectification of defect, the DGCA shall be free to appoint another agency to get the job done at vendor's risk & cost.

3. At any point of time if it is observed that security product supplied by the vendor do not meet the standards of BIS or is sub-standard, DGCA will be at liberty to blacklist the vendor from supplying any product to the Department in future.
4. The payment of the bill will be made after satisfactory receipt installation of the equipment.
5. The amount to be quoted in figures as well as in words. In case there is any variance in these two rates, the amount written in words shall be taken as final.
6. All alterations in the tender should be initiated by the authorized signatory, overwriting may invite disqualification of the tender.
7. The payment would be made after receiving all the equipments on the documentary proof jointly signed by the representative of CEO R.K Puram and the contractor/ his representative/personnel authorized by him. No other claim on whatever account shall be entertained by DGCA.
8. In case of any dispute, the matter will be referred to the “*Deputy Director (Admin.), office of the Directorate General of Civil Aviation, New Delhi – 110003.*”

**(B. Sengupta)**  
Deputy Director (Admin.)  
Office of the Directorate General of Civil Aviation.