

**No. 8/6/2011/L-II/C&G**  
**Government of India**  
**Office of the Director General of Civil Aviation**  
**Opposite Safdarjung Airport, New Delhi.**

Dated the 21<sup>st</sup> July 2011

**TENDER NOTICE**

**Sub: Quotation for annual rate contract for procurement of folder for keeping of records/ files in the compactor.**

Sealed quotations are hereby invited for annual rate contract for supply of folder for keeping of records/ files in the compactor. The details of the folder are as follows:-

**Folders made of thick card board with provision of 2D ring binder, capable of holding papers upto 3 inches. The length of the folder should be 14 inches and breadth 10 inches. The folders are required in two widths of sizes 2 inch and 1 inch.**

**A sample of the same may be seen with Shri M.C.Pandey, Dy. Director of Administration, Directorate General of Civil Aviation, Opp. Safdarjung Airport, New Delhi-110003.**

**TERMS & CONDITIONS**

- 1. The scope of this tender is to invite offers for annual rate contract for supply of folder/ file covers for keeping of records/ files.**
- 2. The folders supplied should be of the sample quality & specifications as per sample.**
- 3. The rates should be quoted in figures clearly separately for the folders of thickness 1 inch & 2inch. Deviation, if any, from the specifications will not be accepted. Correction in "Rate" column, if any, should be duly**

authenticated. It should also be mentioned that the rates are including taxes or not.

4. A Bank Draft for an amount of Rs. 10,000/- (Rupees ten thousand only) payable to the “Pay & Accounts Office, DGCA, Ministry of Civil Aviation, New Delhi” has to be submitted with technical bid as Earnest Money Deposit (EMD) for safeguarding the interest of the DGCA in all respects along with the Quotation/Tender. Tender(s) received without “EMD” will not be considered. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect. The said “Security deposit” will be refunded on the successful completion of the contract after deductions, if any.
5. **The tenderer must be registered with Sales Tax Department and a copy of registration certificate to this effect, duly signed and stamped by the authorized person of the company must be enclosed with the tender. The Tenderer should be registered supplier of the NCCF or Kendriya Bhandar.**
6. **‘TIN’ No. of the firm as applicable while submitting the tender, must be indicated.** A tender lacking this will not be considered.
7. The contract will preferably be awarded to the lowest tenderer amongst the technically qualified bidders.
8. The folders would be required periodically and would have to be supplied within 10 working days of the issue of supply order failing which a penalty would be imposed (equal to 1% of indent cost per day of delay, if the delay is attributable to the supplier).
9. If the items supplied are not found up to the approved specifications, or, are not delivered within the stipulated time, the security deposit may also be forfeited at the discretion of DGCA.
10. The rates are to be quoted on the company’s letter head. Each page of the quotation/tender must be signed & stamped by the authorized Signatory. Unsigned quotations may not be considered.
11. **Technical & Financial bids should be submitted separately in sealed cover** and both these sealed covers should be put in a big cover which

should also be sealed and superscribed as “Quotation for rate contract for supply of folder”.

**12. Tenderer would be required to submit sample of the folders along with technical bid for approval by the Technical Committee.**

**13. Tender Documents not properly sealed will not be considered.**

**14. DGCA, New Delhi, reserves the right to accept or reject any or all of the bids in full or in part including the lowest, without assigning any reason thereof or incurring any liability thereby.**

The interested parties/firms are requested to kindly send their quotations for supply of folders for keeping of records/ files in the compactor. The Technical and Financial Bid should be submitted separately in sealed cover and both these sealed and duly super scribed as “Quotation for rate contract for supply of folder”. The quotations may be sent in the name of the undersigned on or before 12-8-2011.

**( M.C. Pandey )**  
**Deputy Director of Administration**  
**for Director General of Civil Aviation**  
Telephone NO.011-24635773

**NIC** with the request to upload the same on DGCA website.