

**No.D-21014/20/2011-C&G**  
**GOVERNMENT OF INDIA**  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
**OPPOSITE SAFDARJUNG AIRPORT, NEW DELHI-110003**

**Dated 8<sup>th</sup> June 2012**

**TENDER NOTICE**

SUBJECT: - ANNUAL CONTRACT FOR PILOT MEDICAL RECORD (PMR) HANDLING.

1. Sealed tenders are invited for annual contract for Pilot Medical Record (PMR) Handling at DGCA. The following are the detailed terms and conditions which may kindly be read and understood before submitting the tender.

2. **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 "Tenders for annual contract for Pilot Medical Record (PMR) Handling" and deposited at the Reception at DGCA Hqrs.

3. Technical Bid should be submitted along with refundable earnest money of Rs. 10,000/- in the form of a crossed demand draft/pay order in favour of PAO, DGCA, MCA, payable at New Delhi issued by any scheduled bank in Delhi. The earnest money will be forfeited if the tenderer withdraws from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned within 30 days after award of contract. The successful contractor will have to deposit the amount equal to 5% of the amount of annual contract to this office towards security deposit for due performance of the contract. No interest shall be payable on the amount of earnest money/ security deposit.

4. Sealed Tenders will be received up to 18<sup>th</sup> June 2012 at 03.00 PM at the Reception Counter or to be sent by registered post/courier so as reach this office before due date and time at the Reception Center at the Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003 and opened on 20<sup>th</sup> June 2012 at 03.00 P.M in the presence of such tenderers or their authorized representatives as may wish to be present.

5. Tenders not sealed and not in the form as mentioned in the forgoing paras or not accompanied by earnest money or received after the closing date and time will be rejected.

6. Tender documents attached are to be enclosed along with your quotation duly filled and signed by you as having read, understood and accepting the terms and conditions mentioned therein. The firm has to provide its PAN No. and complete postal address.

7. Bids are invited for providing of following manpower on all working days at PMR Cell, DGCA during working hours with eligibility condition given below:-

- (i) 04 Semi Skilled workers able to understand the file keeping system.
- (ii) 01 Supervisor having proficiency in Data Entry work and possessing certificate related to Computer operation issued from a recognized institute.

8. The scope of work to be carried out for Pilot Medical Records handling will be as follows:

- (i) Maintenance and Safe custody of PMR files.
- (ii) Maintenance of records in Registers with regards to PMR files.
- (iii) Keeping record of PMR file movement from Compactor Room.
- (iv) Keeping record of movement of PMR files to & from Medical Centres by means of Bar coding.
- (v) Timely dispatch of PMR files to Medical Centres by Speed Post.
- (vi) Any fresh task with regards effective management of PMR files and their movement.
- (vii) Upon receipt of PMR files from Medical Centre, entry into system. After approval & issue of medical assessment, replacing the PMR files in Compactor Room.

## **9.**

(i) In case of absence for any reason, the contractor will have to provide a suitable replacement. A penalty @ Rs. 350/- per person per day shall be recovered from the contractor's bill if any worker is found missing/absent from PMR Cell during his duty hours.

(ii) Payment for full day will be deducted if the work is not done up to satisfaction of Medical Cell-in charge.

(iii) In case of non replacement of any absent worker for more than 5 working days, the competent authority reserves the right to terminate the contract and the contractor will forfeit the security deposit.

10. The decision of the DGCA regarding satisfactory work shall be final and binding on the contractor.

11. The service provider will furnish undertaking that he will be responsible for the conduct/integrity/confidentiality of personal record of his workers and will also be responsible for any act of commission or omission on their part. He will vouch for their character and integrity. The contractor will supply fresh sets of uniform, badges to all personnel who shall wear the same while on work and also keep their uniforms clean. The Contractor will not appoint any Sub-Contractor for the works under any circumstances.

12. The DGCA premises is a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure that discipline and restrict unnecessary movements/ assembly of their personnel in corridors. Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the Contractor and no representation will be entertained on this issue by the office.

13. The Contractor will be liable for fulfilling requirements as prescribed under Labour Laws and Social Legislation such as EPF/ESI, Workmen Compensation Act, Shop and Establishment Act, Minimum Wages Act etc in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities for which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.

14. The payment will be released on monthly basis through cheque after the work for the month has been completed to the satisfaction of the DGCA. For release of payment, pre receipted bill may be submitted at the end of every month.

15. The contract will be valid initially for a period of one year or a period decided by competent authority in the office with effect from date of award of the contract. In case, the contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, this office may cancel the contract by giving reasonable opportunity to show cause by giving one month notice. In that case the security deposit will be forfeited. If, the contractor provides prompt and

satisfactory services during the contract period, the contract can be extended/ renewed with mutual consent for further period after obtaining approval of competent authority.

**16.** 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.

(B.K.Srivastava)  
Deputy Director of Administration  
Ph- 24611362

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**ANNEXURE – I (To be enclosed with Technical Bid)**

**Technical Bid should indicate the following information along with the self-attested photocopies of these documents:**

- a. EMD of Rs. 10,000/- (in original) as per para 3 of Tender Notice
- b. Profile of the company with date of Establishment;
- c. PF Registration;
- d. ESI Registration;
- e. PAN Number;
- f. Service Tax Registration number;
- g. Whether the firm has been blacklisted by any Government Department or any criminal case registered against the firm or its owner (give details);
- h. Any other relevant information.

Name and Signature of the authorized person of the firm along with seal

**ANNEXURE – I I (To be enclosed with Financial Bid)**

Subject: Quotation for annual contract for Pilot Medical Record (PMR)  
Handling at DGCA.

Particulars	Rates per month (including taxes)	
	In figures	In words

I/we accept all the terms and conditions mentioned in the tender notice.

Name and signature of the authorized person  
of the firm along with seal