

Directorate General of Civil Aviation

NOTICE INVITING TENDER FOR
EXPANSION OF EPABX SYSTEM AND MULTI PAIR
WIRE IN DGCA
AT DGCA (H.Q.), NEW DELHI

F. No. D-15012/01/2013-General
Government of India
Directorate General of Civil Aviation

Opposite Safdarjung Airport,
Aurobindo Marg, New Delhi-110003
Date: 01-06-2016

To,

Subject: - e-Tender for expansion of EPABX system and multi pair wire in DGCA at DGCA (H.Q.), New Delhi

Critical Dates and Information		
S. No.	Description	Date and Time
1	Notice Inviting Tender Start Date and Time	01-06-2016 at 01:00 pm
2	Document Download Start Date and Time	01-06-2016 at 01:30 pm
3	Bid Submission Start Date and Time	05-06-2016 at 11:30 am
4	Bid Submission End Date and Time	23-06-2016 at 03:00 pm
5	Tender (Technical Bid) Opening Date and Time	24-06-2016 at 11:15 am
6	Purchaser of Services	Directorate General of Civil Aviation
7	EMD money	Rs. 20,000/-
8	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 expansion of EPABX system and multi pair wire in DGCA at DGCA (H.Q.), New Delhi (**As per Annexure –1**).
2. The bids should be submitted online in the prescribed format through e-procurement website <http://eprocure.gov.in/eprocure/app>. Interested bidders may quote the rate as per prescribed financial bid.
3. If at any stage it is found that any of the details / documents furnished by the bidder are false/ misleading/fabricated, he/she would be liable to legal action and forfeiture of the Earnest money deposit.
4. ***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>.***

Sd /-
Deputy Director of Administration,
For Directorate General of Civil Aviation

(I) 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. 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 charge.
- 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 (ie 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.

(II) INSTRUCTIONS TO BIDDERS/ SCOPE OF WORK / ELIGIBILITY / TERMS AND CONDITIONS OF THE TENDER

1. GENERAL:-

The present tender is being invited for e-Tender for expansion of EPABX system and multi pair wire in DGCA at DGCA (H.Q.), New Delhi.

2. ELIGIBILITY/QUALIFICATION OF BIDDERS:-

2.1. The bidder should have the experience of completion of similar works in any of the Central Government Ministry or Departments/Autonomous Body/Public Sector Undertakings of the Government of India.

2.2. The Bidder, to qualify for the award of tender, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.

2.3. The bidder has to specify following details as well:-

2.3.1. Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.

2.3.2. Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;

2.3.3. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

2.4. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

2.5. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.

2.6. Bidder must submit ONLINE copies of all documents required, duly self-attested, along with technical bid of the tender.

2.7. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this supply of items. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the DGCA subsequently finds to the contrary, the DGCA reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

2.8. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other

punitive measures.

3. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

4. COST OF BID:-

The bidder shall bear all costs associated with the preparation and submission of his bid and the DGCA will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

5. VISIT TO DGCA:-

The bidder is required to supply of items/works as per **Annexure -1** to DGCA and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. However, submission of bid shall be deemed to imply that the bidder has made himself completely aware of the requirements and operational conditions.

6. TENDER DOCUMENTS:-

6.1. Contents of Tender Documents.

6.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender
- (b) Terms and Conditions
- (c) Instructions to bidder
- (d) Annexure (1 to 6) including Technical Bid and Financial Bid

6.1.2 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

6.1.3 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

6.2. CLARIFICATION OF TENDER DOCUMENT

6.2.1. The bidder shall check the pages of all documents and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Section Officer, General Section, DGCA.

6.2.2. Except for any such written clarification by DGCA, which is expressly stated to be an addendum to the tender document issued by the General Section of DGCA, no written or oral communication, presentation or explanation by any other employee of DGCA shall be taken to be part of conditions of tender and shall not bind DGCA or fetter the DGCA under the contract.

6.2.3. Any bid of the bidder is liable to be rejected, summarily if the proposed bid is found to be deviated from the terms and conditions mentioned in the notice inviting tender.

7. PREPARATION OF BIDS

7.1. Language

Bids and all accompanying document shall be in English OR in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

7.2. Documents Comprising the Bid

Tender document issued for the purposes of tendering as described in Clause 6.1 and any amendments issued shall be deemed as incorporated in the Bid.

7.2.1. The bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid online.

7.2.2. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same at the time of award of tender.

7.2.3. The contractor shall deposit EMD money (Earnest Money Deposit) for an amount of **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of an Account Payee Demand Draft in favor of **PAO, DGCA, MCA, NEW DELHI** along with the Tender document. The EMD money will remain valid till the time the bid is valid. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity.

7.3. BID PRICES:-

Bidder shall quote the rates in Indian Rupees for the entire tender on a 'single responsibility' basis such that the Tender price covers bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the supply of items/work as per **Annexure-1** to DGCA, Opp Safdarjung

Airport.

7.3.1. The rates quoted by the bidder should be in the format as specified in the financial bid annexed in the tender document.

7.3.2. Conditional bids/offers will summarily be rejected. Also, the bids which are not conforming to terms and conditions of the tender document are liable for rejection out rightly.

7.4. CURRENCIES OF BID AND PAYMENT-

7.4.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this tender will be made in Indian Rupees.

7.5. EMD money:-

7.5.1. The bidder shall deposit EMD money (Earnest Money Deposit) for an amount of **Rs. 20,000/- (Rupees Twenty Thousand only)** in the form of an Account Payee Demand Draft in favor of **PAO, DGCA, MCA, NEW DELHI** along with the Tender document. The EMD money will remain valid till the time the bid is valid. EMD money of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity.

7.5.2. Successful bidder/company / firm / agency will provide skilled / technically qualified engineer and essentially well trained in installation of above items as per the DGCA requirement. The bidder shall be authorized by Intellicon for EPABX Karel DS-200S system.

7.5.3. It will be the responsibility of the supplier to meet the transportation, food, medical any other requirement in respect of the service engineer deployed by it (Agency) for installation of items and supply of items. DGCA will have no liability in this regard.

7.5.4. The DGCA will not be responsible for any damages, losses, claims, financial or other injury to any service engineer / person deployed by supplier in the course of their performing the functions / duties of supply and installation.

7.5.5. The tax deduction at sources (TDS) shall be deducted as per the provisions of the Income Tax Bureau, as amended from time.

7.5.6. The payments shall be made on after the satisfactory report from the communication Cell of DGCA Headquarters.

7.5.7. The successful bidder will have to deposit a "**Performance Security Deposit**" of Rs. 40,000/- (Rupees forty thousand only), in favour of "**PAO, DGCA, MCA, NEW DELHI**" payable at New Delhi in the form of Demand Draft.

7.5.8. The performance security deposit shall remain valid upto a period of 60 days from the supply and installation of items as per Annexure-1.

7.5.9. Any bid not accompanied by EMD money shall be rejected. However, any bidder registered with any such government organization(s) which enables them to avail exemption from EMD.

7.5.10. EMD money so deposited shall not carry any interest.

7.5.11. EMD money of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity.

7.5.12. EMD money shall be forfeited if the bidder withdraws his bid during the period of Tender validity. However, the bids will be valid for a period of 90 days from the opening of the bids.

7.5.13. Successful bidder has to supply and installation of the items/work as per **Annexure-1** within a period which cannot be more than 30 days from the date of issue of award/supply letter.

7.5.14. EMD money shall be forfeited if the successful bidder refuses to supply the items/work as per Annexure-1 or fails to supply the items/work as per Annexure-1 within the time frame specified by the DGCA.

7.5.15. DGCA will be not held responsible to pay any interest, whatsoever, on EMD money.

7.6. PENALTY CLAUSE

(a) Any damage or loss caused by successful bidder's persons to DGCA in whatever form would be recovered from the bidder and in case of severe damages as decided by Head of DGCA to the property of DGCA will be liable to be recovered from bidder and no ceiling will be observed in levying the penalty in such cases.

(b) In case successful bidder fails to supply and install the items/work as per Annexure-1 in time as specified in clause 7.5.12 above, a penalty of Rs. 500/- per day shall be levied by DGCA and the same shall be deducted from the bidder's bills.

7.7. FORMAT AND SIGNING OF BID:-

7.7.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder once the tender is awarded to successful bidder.

7.7.2. The documents comprising the bid shall be printed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

7.7.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by DGCA, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

7.8. SUBMISSION OF BIDS:-

7.8.1. The bidder shall submit the Technical Bid and the Financial Bid online on central public procurement portal.

7.8.2. The submission of bids will imply that bidder has acquainted himself with the operational conditions of DGCA and has acquainted with terms and conditions of tender document, notice inviting tender, addendum, and corrigendum, if any.

7.8.3. The bid should be submitted online in two packets only :-

a) Technical Bid

1) Scanned copy of EMD or signed and scanned copy of document pertaining to EMD exemption.

2) Self attested scan copy of PAN No. card of firm under Income Tax Act, Service Tax Registration Number, Valid Registration No. of the Agency/Firm.

3) Scanned and signed copy of Annual turnover supported by audited Balance Sheet.

4) Signed and Scanned copy of proof of experience supported by documents from the concerned organizations

5) Self attested scan copy of VAT registration Number, Sales Tax Registration Number, TIN No. of the Agency/Firm

6) Signed & scanned copy of Annexure 1,2,3,4,6.

7) Scanned copy of all documents mentioned in Annexure-1 (other than Sl. No. 1-6)

b) Financial Bid

E) Price Bid as per Annexure-6

7.8.4. The financial Bid should be submitted online as per Annexure-6.

7.8.5. The tender/Bid shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

8. Late and Delayed Tenders:-

8.1. Bids must be submitted in the portal of central public procurement portal well before the last date of submission of bid. DGCA may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of DGCA and the Bidder will be the same.

8.2. Any error occurred at the time of submission of the bids, as stipulated above, shall not be the responsibility of DGCA and any incomplete bid in any form will summarily be rejected.

9. BID OPENING AND EVALUATION:-

9.1. BID OPENING

9.1.1. The authorized representatives of the DGCA will open the Technical Bids. However, any bidder wishes to attend can do so without giving any prior intimation and also, if any bidder(s) fail to attend, DGCA is not responsible for this whatsoever.

9.1.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions shall be summarily rejected.

9.1.3. Conditional bids shall also be summarily rejected.

9.2. RIGHT TO ACCEPT/REJECT BIDS:-

9.2.1. Normally, the tender will be awarded to the lowest bidder. However, DGCA is not bound to follow this in any situation whatsoever. Also, DGCA is not bound to accept the lowest or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.

9.2.2. DGCA may terminate the award/supply letter or cancel the award letter if it is found that the bidder is black listed on previous occasions by the any of the Central or State Government/Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

9.2.3. Also, contractor has to submit an undertaking stated in a prescribed format as mentioned.

10. Award of Tender:-

10.1. DGCA will award the tender to the successful evaluated bidder whose bid

has been found to be responsive and who is eligible and qualified to supply the items/work as per the tender document satisfactorily as per the terms and conditions incorporated in the bidding document.

10.2. DGCA will communicate the successful bidder by mail and fax provided and will be confirmed by letter sent to successful bidder by registered post/speed post that his bid has been accepted. This letter (hereinafter and in the condition of Tender called the "Award Letter" shall prescribe the duration within which the successful bidder has to supply of items/work as per tender document and the amount which DGCA will pay to the bidder in consideration of the execution of services by the contractor as prescribed in the contract.

Note: - The terms vendor or firm are to be understood as Bidder in this whole document

Annexure-1

S. No.	Description	Qty.
1	Karel DS 200S 16 C Line Card (16 Ext. no. X 03)	03 Nos.
2	100 Pair armed jelly field wire to be used for EPABX room to Library building ground floor	145 Mtr.
3	20 Pair armed jelly field wire to be use Library building ground floor Reception site	95 Mtr
4.	50 Pair armed jelly field wire to be used for EPABX room to air safety building	185 Mtr.
5.	100 Pair MDF Box with frame and Krone	02 Nos.
6.	50 Pair MDF Box with frame and Krone	02 Nos.
7.	20 Pair MDF Box with frame and Krone	02 Nos.

DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL BID FOR EXPANSION OF EPABX SYSTEM AND MULTI PAIR WIRE IN
DGCA AT DGCA (H.Q.), NEW DELHI

S.No.	Description	Details
1	Name of the firm	
2	Address of the firm	
3	Contact details of the firm with Fax No.	
4	E-mail of the firm	
5	Name and Address and contact details of Head of Firm	
6	Contact person Name and other details	
7	Earnest Money Deposit:- Name of issuing bank Amount DD No. in favor of Date of issue	
8	Firm (Registration in corporation certificate, ISO certification)	
9	Sales tax Registration certificate along with Service Tax returns of last three years(Proof enclosed)	
10	VAT Registration Certificate(Proof enclosed)	
11	Service Tax Registration Certificate (Proofs enclosed)	
12	PAN no. (Proofs enclosed)	
13	Firm's Income Tax returns of last three years along with TDS certificate (Proofs enclosed)	
14	TIN No.(Proofs enclosed)	
15	Experience Certificate of any three Government organisation (Proofs Enclosed)	
16	A certificate that the tenderer is authorised by the Intellicon for EPABX Karel DS-200 system	
17	Bank Account number & IFSC code (two cancelled cheque)	

Continued.....

Note: Photocopies of all necessary documents duly self attested must be scanned for verification of the information provided and submitted at the time of acceptance of award of contract. Also, every document whatsoever, attached or submitted in the bids must have self attestation of the firm's/agency's authorized signatory. Bids will summarily be rejected if any paper found with no self attestation.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in notice inviting tender and undertake myself/ourselves abide by them. I/We _____ certify that all the information provided on previous page are true to the best of my knowledge.

Name of the bidder and Signature of the bidder with seal of the firm

(on Bidder Letter head)

UNDERTAKING

To
Directorate General of Civil Aviation,
Opp. Safadrjung Airport,
Aurobindo Marg, New Delhi-110003

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone No.

UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on ___/___/2016.

Place:

Signature of the Tenderer
Name of the Signatory
Date: ___/___/2016
Name of the Firm/agency
Seal of the Firm/Agency

Directorate General of Civil Aviation

CHECK-LIST FOR EXPANSION OF EPABX SYSTEM AND MULTI PAIR WIRE IN DGCA AT DGCA (H.Q.), NEW DELHI

S.No.	Description	Details
1	Name of the firm	
2	Address of the firm	
3	Contact details of the firm with Fax No.	
4	E-mail of the firm	
5	Name and Address and contact details of Head of Firm	
6	Contact person Name and other details	
8	Earnest Money Deposit:- Name of issuing bank	
	Amount	
	DD No. in favor of	
	Date of issue	
8	Firm (Registration in corporation certificate, ISO certification)	
9	Sales tax Registration certificate along with Service Tax returns of last three years(Proof enclosed)	
10	VAT Registration Certificate(Proof enclosed)	
11	Service Tax Registration Certificate (Proofs enclosed)	
12	PAN no. (Proofs enclosed)	
13	Firm's Income Tax returns of last three years along with TDS certificate (Proofs enclosed)	
14	TIN No.(Proofs enclosed)	
15	Experience Certificate of any three Government organisation (Proofs Enclosed)	
16	A certificate that the tenderer is authorised by the Intellicon for EPABX Karel DS-200 system	
17	Bank Account number & IFSC code (two cancelled cheque)	

Financial Bid

S. No.	Description	Rate (in rupees)	Qty.	Amount (in rupees)
1	Karel DS 200S 16 C Line Card (16 Ext. no. X 03)		03 Nos.	
2	100 Pair armed jelly field wire to be used for EPABX room to Library building ground floor		145 Mtr.	
3	20 Pair armed jelly field wire to be use Library building ground floor Reception site		95 Mtr	
4.	50 Pair armed jelly field wire to be used for EPABX room to air safety building		185 Mtr.	
5.	100 Pair MDF Box with frame and Krone		02 Nos.	
6.	50 Pair MDF Box with frame and Krone		02 Nos.	
7.	20 Pair MDF Box with frame and Krone		02 Nos.	
Total				

Place: _____

Date: _____

Signature of
Authorized signatory

Name:

SEAL: