

F. No. D-21014/23/2010-G.A.
O/o the Director General of Civil Aviation
Opp. Safdarjung Airport, New Delhi-110003

Dated: 19/01/2015

TENDER

Subject:- Limited Tender Enquiry for supply of CCTV Camera in the O/o DGCA

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Last date for Submission of Tender: 19- 02-2015

Date of Technical Bid Opening: 24 -02- 2015

(Signature & seal of the bidder)

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NOTICE INVITING TENDER

Sealed tenders in the prescribed format under two bid system consisting of Technical and Financial Bids are invited from the manufactures and authorized distributors/dealers for supply and installation of CCTV Cameras including peripheral associated items in front of both the entry gates of DGCA(Hq.), entry gate of Block "A" "B" "C" & "D", Conference Hall and inside of Canteen of DGCA (Hq.). Similar CCTV Cameras are also required for installation at the branch of this office in CEO, R.K. Puram. The detailed requirement of CCTV Cameras are given in table below:-

Sl. No.	Type of Cameras	Location	Qty.	Remarks
1.	Fixed Camera	Both receptions, DGCA (Hq.)	02	
2.	PTZ Camera	In front of DG office and Conference hall	02	
3.	Fixed Camera	Licensing	02	Numbers may be increased as per requirement
4.	Fixed Camera	Entrance of Medical Cell	01	
5.	Fixed Camera	Medical record room	02	
6.	Fixed Camera	Airworthiness Directorate	02	
7.	Fixed Camera	Canteen	01	
8.	Fixed Camera	FID Directorate	02	
9.	Fixed Camera	FSD Directorate	02	
10.	Fixed Camera	CEO, R.K. Puram	24	Numbers may be increased or decreased
11.	PTZ Camera	CEO, R.K. Puram	03	

Instructions for Tenderers:-

Tender documents should be submitted with the following documents, failing which the tender shall be rejected:-

Terms & Conditions

1. The scope of this tender is to invite quotations for supply and installation of CCTV Cameras including peripheral associated items from reputed supplier.
2. The items supplied should remain under warranty for at least two years.
3. The company should be able to rectify or replace the items as and when required within the stipulated time.

4. The contractor should have adequate experience of at least five years work in installing CCTV, preferably in 4-5 Govt. Offices/ big companies and should submit the supporting documents including performance certificates given by the Govt./ other Organizations.
5. Tenders have to be submitted duly filled in and signed by authorized person in ink pen or ball pen. Tenders written in pencil or erased /over-written will not be considered.
6. The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work that means the bidder can not deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
7. Tenderer shall keep their tender valid for acceptance for a period of 45 days from the date of opening. Tenders with shorter validity period will not be considered.
8. 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.
9. 'TIN' No. of the firm as applicable while submitting the tender, must be indicated. A tender lacking this will not be considered.
10. Before submitting the quotations, the inspection can be done on any working day.
11. 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.
12. 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 super-sealed covers should be put in a big cover which should also be sealed and super-sealed as 'Quotation for installation of CCTV in Office of the DGCA.

13. A Bank Draft for an amount of Rs.20,000/- (Rupees twenty thousand only) payable to the "PAO, DGCA, Ministry of Civil Aviation, New Delhi" has to be enclosed as Earnest Money Deposit (EMD) for safeguarding the interest of the DGCA in all respects along with the Technical Bid. Tender(s) received without "EMD" will not be considered. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender in any respect. The said "Security deposit" will be refunded on the successful completion of the contract after deductions, if any.
14. Technical bid should consist of EMD along with all documents as required under this tender. Financial bid should consist of the rates offered by the firm. The tender will preferably be allotted to the lowest bidder among the technically qualified bidders on the basis of the total value of the tender.
15. It should be certified that the tenderer is not blacklisted.
16. Tender Documents not properly sealed will not be considered.
17. DGCA, New Delhi, reserves the right to accept or reject any or all the bids in full or in part including the lowest, without assigning any reason thereof or incurring any liability thereby.
18. The quotation should be addressed in the name of Shri B. Sengupta, Deputy Director of administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi -110003.

Sd/-
(B.Sengupta)
Dy. Director of Administration
For Director General of Civil Aviation

(Signature & seal of the bidder)

BIDDER'S DETAILS

1. Name of the Supplier/Party/Firm	
2. Name of Authorized Representative	
3. Mailing Address	
4. Phone/Landline No.	
5. Mobile No.	
6. Fax No.	
7. E-Mail Address	
8. Web Site Address (if any)	
9. Bank details for payment through	
a. NEFT/RTGS	
b. Name of Bank	
c. Branch	
d. Account No.	
e. IFSC Code	
f. MICR No.	
g. Note: Submit a cancelled cheque for verification of above bank details.	

(Signature & seal of the bidder)