

F.No: D-31011/5/2014



TENDER DOCUMENT
for
DISPOSAL OF SCRAP/UNSERVICEABLE ITEMS
from
Directorate General of Civil Aviation,
Opposite Safdarjung Airport, New Delhi-110003

Name , Sign and Seal of Company/Individual

1. PREFACE:

The Office of Directorate General of Civil Aviation, which is the Government of India office under Ministry of Civil Aviation, invites sealed tenders from the reputed and experienced firms for the disposal of the scrap/unserviceable items like Almirahs, tables, chairs, old air conditioners, water coolers, photocopier etc. in the O/o the DGCA, opposite Safdarjung Airport, New Delhi-110003

2. NAME AND ADDRESS OF THE AUTHORITY

Directorate General of Civil Aviation,
Opposite Safdarjung Airport, New Delhi.

3. ADDRESS FOR THE DOWNLOADING OF TENDER DOCUMENT:

<http://www.dgca.nic.in/>

4. SCHEDULE FOR INVITATION OF BIDS:

- | | | |
|-----|--|---------------------------|
| 4.1 | Date of issue of Tender document: | 06/10/2015 |
| 4.2 | Last date of receipt of Tender at DGCA, New Delhi: | 27/10/2015 upto 05.00 P.M |
| 4.3 | Date of opening of Financial Bid: | 28/10/2015 at 03.00 P.M |
| 4.4 | Venue of opening of Financial Bid: | |

Director (Finance & Admn.) Room,
Directorate General of Civil Aviation,
Opposite Safdarjung Airport,
New Delhi-110003

- 4.5 Validity of Tender:
One month from the date of opening of the tender.

5. EARNEST MONEY DEPOSIT (EMD):

- An Earnest Money Deposit – (EMD) of **Rs. Ten thousand** only shall be furnished in the form of D.D./ Pay Order drawn in favour of “PAO, DGCA, Ministry of Civil Aviation, New Delhi.”
- D.D. of EMD must be placed along with tender bid document in the sealed envelope.

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- Cheques are not acceptable as earnest money deposit under any circumstances and in such cases Tender document will not be considered.
- Tender without EMD amount will not be considered and rejected outright.
- The EMD of unsuccessful Bidders shall be released after declaration of the highest bidder by the Competent Authority.

6. SECURITY DEPOSIT:

- **The successful bidder will have to deposit the Security Deposit of Rs. Fifteen thousand** in the form of DD or Bank Guarantee. The Bank guarantee shall be kept valid till the whole process of scrap disposal is completed and would finally be adjusted in the payment from bidder.
- EMD paid by the successful Bidder can be adjusted in the Security Deposit.

7. PROCEDURE FOR SUBMISSION OF TENDER:

a. Tenders are invited under single bid system i.e. Financial Bid.

- b. Tenders should be type-written or printed with indelible ink and submitted in a sealed cover
- c. The bidders shall submit **one sealed envelope** super-scribing
"Financial Bid for removing scrap/unserviceable items from DGCA, New Delhi"
- d. A tender should be submitted in the office of **"the reception counter of DGCA office, opposite safdarjung airport, New Delhi-110003** upto 5:00 P.M. of the closing date.
- e. Demand Drafts for Tender document fee and EMD should be placed in envelope of Technical Bid.
- f. The tender document can be submitted by post, speed post, courier or by hand. The office will not be responsible for any delay, loss or non-receipt of the bid sent by post/courier. A bid sent through any other mode except as mentioned above will not be accepted.
- g. The bidder shall ensure that each page of the tender and all other enclosures appended to it are signed and stamped by the person authorized to sign the tenders, as a token of having read and understood the terms and conditions contained therein before filing the tender document for bid process.

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8. GENERAL INSTRUCTIONS:

- a. All the Tenders shall be prepared as per the prescribed format and submitted in accordance with instructions in the tender document.
- b. All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- c. Interested Parties may submit their sealed tenders after inspection of the premises. The inspection of the premises can be made between 2 p.m. and 4 p.m. on all working days till the last date for the receipt of tender, except on Saturday, Sunday and public holidays.
- d. Tenders will not be accepted after the time and date fixed for the receipt of tenders as set out in the Tender Notice or subsequent extensions, if any.
- e. A bid submitted without EMD or incomplete bid will not be considered and the same will be rejected.
- f. Any conditional tender will not be accepted.
- g. Any correction or alteration is not allowed in the Financial Bid.
- h. The Highest bidder will be decided on the basis of total price value quoted inclusive of applicable taxes (if any).

09. LEGAL:

- DGCA or any person authorized by it reserves the right to accept/reject any or all the tenders in part or full or divide the work among two or more parties without assigning any reasons therefor and, in such case, bidders shall not have any claim on the Office of DGCA.
- DGCA shall not be responsible for any injury or death of any worker at site due to accident or malfunctioning of the equipment or by negligence of staff.
- No payment will be made to the contractor for damage caused by rains or other natural calamities during execution of the work and no such claim on this account will be entertained.
- The individual/firm is responsible for proper entry of workmen at the entry gate of DGCA and should get registered them in entry register kept with the guard.
- No man power shall be engaged below 18 year of age.

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- It will be the responsibility of the contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him. The Office shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency during the course of their performing the functions/duties, or for payment towards any compensation.

10. EVALUATION CRITERIA:

- a. Financial Bids shall be opened by the Designated Evaluation Committee. Bidders may attend if they wish.
- b. Total number of Bids received will be announced to bidders during Bid at the time of opening.
- c. Price quoted in each Financial Bid will be announced to bidders.
- d. Evaluation committee will evaluate the Financial Bid and submit their reports to the competent authority.

FORM – 1
FINANCIAL BID

Note: Documentary evidence is required to establish fulfillment of all conditions mentioned herein.

1. EMD FEE: Rs.10,000/-
(Details of DD amount, Bank name, DD No.)

 3. Name of the Company/Firm/Agency/Individual :
The Bidder Company/Firm/Agency should have been registered under the law as applicable.
(Attach relevant documents for Registration Details).

 3. Address of Office :
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Annexure A

Terms and Conditions and General Information

1. The items can be inspected at our office during office working hours between 2pm to 4pm. The contact point for visit or for any inquiry would be Shri Rohtast kumar, Caretaker, Ph: 011-24628988, Extn.: 514.
2. All Taxes and Duties to be paid extra, as applicable, at the time of taking out the materials.
3. The sale shall be on 'As is where is basis'.
4. It is the responsibility of the bidder to assess the items properly before quoting. No further claims will be entertained after opening of the bids.
5. The price bid cover duly sealed should be superscribed as "Tender for Disposal of scrap items" and addressed to the Deputy Director, Admin, DGCA.
6. Bids received within the due date only will be entertained.
7. The amount of the bid shall be valid for a period of 30 days for acceptance from the date of opening of the bid.
8. The sealed offer must be accompanied by EMD of Rs.10,000/- (Refundable) (Rupees Ten Thousand Only) by Demand Draft / Pay Order in favour of "PAO, DGCA, Ministry of Civil Aviation, New Delhi." Offer without EMD shall not be considered. The EMD shall bear no interest.
09. Bidders cannot withdraw their offer once it is submitted to DGCA, NEW DELHI.
10. EMD of unsuccessful bidder will be returned within a reasonable Period on request.
11. EMD of the successful bidder will be refunded after completion of the contract OR may be adjusted in final payments from the bidder.
12. No enquiry of bidder shall be entertained once the material is lifted by them.
13. All labour, tools and equipment for loading the items from DGCA shall be at the cost of the buyer. However, electric power and water shall be provided free of charge at one nearest possible point, if required, subject to availability.
14. The personnel employed for the disposal action (job) shall strictly obey the Safety Rules in force while working in DGCA, NEW DELHI.

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15. The job shall be done without damaging the premises / roads / drains / etc. The buyer shall make good the damages, loss, etc., in the event of any occurrence otherwise.
16. Taxes, as applicable at the time of taking delivery of the items shall be at the cost of the buyer.
17. The successful tenderer with highest bid will be issued a sale order and shall have to make full payment in the form of Demand Draft for the quantity at the contract rate plus taxes in advance within 7 days from the receipt of Sales order. Any additional payment if required, the same shall be made to DGCA, NEW DELHI before taking delivery of the material.
18. In case the bidder fails to pay the full amount within 7 days of receipt of sale order, his EMD is liable to be forfeited and his bid will be cancelled.
19. The bidder will not be permitted to sort out the materials. The entire lot should be cleared as directed by the officer in charge.
20. Removal and transportation of materials shall be done only during working hours of DGCA. No materials will be allowed to go out after 5:30 PM on week days. Similarly, no materials will be allowed to go out on Saturdays, Sundays and Holidays.
21. The material shall be collected in trucks licensed to carry such products. The quantity shall be assessed on the basis of weighing of trucks on Weigh Bridge.
22. The buyer will arrange to remove the materials sold to him and clear the site within the stipulated period mentioned in delivery period.
23. No other material should be removed from the site.
24. The bidders are required to indicate their PAN Number in their offer since it has been made mandatory by I.T. Department.
25. DGCA, NEW DELHI also reserves the right to accept/reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. The decision of DGCA, NEW DELHI will be final and binding on the bidder(s). BIDDERS are not entitled to claim any damage or compensation in case of such cancellation.
26. Jurisdiction: The disputes, legal matters, court matters, if any shall be subject to Delhi jurisdiction only.