

**F. No. 22012/1/2016-General
Government of India
Directorate General of Civil Aviation
General Section**

Dated: 06th January, 2017

To

As per list (**Annexure A**).

Subject: Quotation for supply of Winter Uniform for Group 'C' & 'D' employees, Staff Car Drivers and Canteen employees of Directorate General of Civil Aviation (D.G.C.A.)

Sir,

I am directed to invite sealed quotation along with samples of the Winter Uniform from established and reliable Indian Manufactures and Suppliers for Group 'C' & 'D' employees, Staff Car Drivers and Canteen employees of Directorate General of Civil Aviation (D.G.C.A.) as per details indicated in **Annexure B**.

2. Interested parties may send quotations as per Financial Bid (Annexure – C) in sealed cover along with samples for the above mentioned requirements so as to reach the undersigned in Room No. A-20, DGCA Headquarters, Jor Bagh, New Delhi by 12.30 P.M. on 23.01.2017. The bidder must quote the name of the Firm and its contract numbers on sealed cover super scribing "Tender for Winter Uniform". Tenders received after the closing date and the time shall NOT be accepted under any circumstances.

3. Sealed quotations along with the samples, will be opened by a Tender Evaluation Committee (TEC) on the same day/date 3.00 P.M. on 23.01.2017 in Room No. A-20. You or your authorized representative may attend the opening of tender.

4. In case the prospective bidders need any clarification regarding any terms and conditions of the tender items of winter Uniform he/she/they may write to the undersigned well In time to ensure that required clarification in writing reach the said Firm before the last date for submission of tender.

5. The details of Terms and Conditions for submitting of bid application to be read as under:

1. The sample will be selected by Tender Evaluation Committee (TEC) of this Department. One or more items of the same firm may be selected by the

Committee. After selection of sample, bidding price for the selected items will be considered and whatever is acceptable to the Committee, final selection of the items will be made. Accordingly order shall be placed to the selected firm(s) for items. The decision of the Committee will be final and binding on all bidders;

- II. The bidders must have 3 years experience for supply of uniform items in Government Offices/PSU and other similar organizations. Necessary supporting documents to this effect must be enclosed with the quotation. Copies of the work order for the last three years should be enclosed. The firms are required to furnish their complete address and telephone numbers along with PAN/TAN. Service Tax No. Sales Tax registration certificate etc;
- III. A firm blacklisted by any Government/State Government Office will not be eligible to participate in this tender. In case any such firm obtain contract by hiding the facts and it comes to the notice of Department later contract will be cancelled immediately and security forfeited;
- IV. The quotation must be accompanied by an Earnest Money Deposit (EMD) of Rs. 5000/- though banker's cheque/Draft in favour of **PAO, DGCA, MCA payable at NEW DELHI**, which should be valid for a period of 45 days beyond the last date of submission of the tender. The EMD will be refunded to all the unsuccessful bidders immediately but in any case within 30 days after the award of the contract without any interest. EMD will be forfeited in case successful bidder fails to abide by the terms and conditions or refuse to undertake the contract. A bid received without Earnest Money, except those Firms which have been exempted from submission of Earnest Money as per Government of India Orders/Instruction shall be summarily rejected;
- V. The bid document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained;
- VI. Bidder will not be allowed to withdraw his offer. EMD shall be forfeited at the risk of bidder. If the bidder fails to honour the contract;
- VII. Canvassing in any form is strictly prohibited and tender of the tenderer who resort to such activities will be summarily rejected;
- VIII. The EMD shall be forfeited in case the firm does not fulfil produce the documents/promises made before this Department or any committee Constituted by this Department for this purpose;

- IX. Performance Security: Perform Security @ 7% of the total value of job order will be the Security Deposit in the case of successful bidder, which may be furnished in the form of Fixed Deposit receipt from a Commercial bank or Bank Guarantee from a Commercial bank within the 10 days of award of contract. The Performance Security Should be valid for a period of two months beyond the date of completion of all contractual obligations of the contractor. Earnest Money will be refunded to the successful bidder on receipt of Performance Security:
- X. Performance Security is compulsory and will have to be submitted by each successful bidder;
- XI. If the supply of items mentioned in 'Annexure-B' are found sub-standard the same will not be accepted and the bidder will not be considered for further supply;
- XII. The Department reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason therefore and giving any compensation. The decision of the Department in this regard shall be final and binding on all;
- XIII. If the item/items supplied by the firm is/are found defective within the period of Performance Security, the same shall be replaced by the firm unconditionally, failing which, Performance Security shall be forfeited;
- XIV. The items ordered shall be supplied as per specification/sample selected to the General Section within 7 days of placement of the order, failing which a penalty of Rs.300/- per day for each day of delay will be imposed.
- XV. Service Tax/Vat, if any must be quoted. Failing which no amount would be paid towards service tax/Vat;
- XVI. TDS and other applicable taxes as per prevailing rates, will be deducted before making the payment;
- XVII. This tender is non-transferable;
- XVIII. Payment against bill/invoice shall be released only after supply/inspection and observance of satisfactory performance of the Winter Uniforms. Payment will be made direct to the supplier through A/C payee cheque/ECS mode only. No advance payment will be made in any case;

- XIX. The Department reserves the right to impose any other conditions for regulating the contract in public interest;
- XX. In case the successful bidder is found in breach of any condition(s)/tender at any stage, legal action as per rules/laws shall be initiated against the agency concerned. In that case, Earnest Money deposit/performance security shall be forfeited after giving proper opportunity through show cause notice;
- XXI. Interested firms/parties will have to submit unconditional acceptance to the above terms and conditions at the time of submission of the quotation on the letter head of the Firm;
- XXII. The tender of the tenderer who does not fulfil any of the above conditions and incomplete tenders are liable to be summarily rejected at the risk and cost of the tenderer only and any further correspondence in this regard will not be entertained.

Yours faithfully,

Sd /-

(B. Sengupta)

Deputy Director of Administration

O/o the Directorate General of Civil Aviation

Annexure- A

LIST OF AGENCIES/FIRMS DEALING IN LIVERY ITEMS

Sr. No.	Name of Agency/Firm
1	National Textile Corporation (Delhi), Divisional Office, 15-A, DLF Ind. Area, Moti Nagar, New Delhi
2	Mrignayani, M.P. Emporium, Madhya Pradesh, Laghu Udyog Nigam Ltd. B-8, Baba Kharak Singh Marg, New Delhi-110001
3	Pragiyotika-Assam Emporium, Assam Government Marketing Corporation Ltd. B-1, State Emporia Complex, Baba Kharak Singh Marg, New Delhi-110001
4	Kendriya Bhandar, Stationery Department, East Block-X, R.K. Puram, New Delhi-110066
5	Khadi Gramudyog Vikas Samiti, 2047/6, III Floor, Chuna Mandi, Paharganj, New Delhi-55
6	Delhi Consumer's Co-operative Wholesale Store, Karampura Road. Moti Nagar, New Delhi-110015
7	Maharashtra Small Scale Ind. Development Corporation Ltd. 8/A, State Emporia Building, Baba Kharak Singh Marg, New Delhi-110001
8	Nagaland Sales Emporium (A Government of Nagaland Undertaking). C-2, State Emporia Complex, Baba Kharak Singh Marg, New Delhi-110001
9	Purbashree Emporium. Hall No.1, Rajiv Gandhi Handicraft Bhavan, Baba Kharak Singh Marg, New Delhi-110001
10	Medi Trade (Manufacturer & Exporters). D-323/11, Balaji Complex, 2 nd Floor Office No. 204, Near Laxmi Nagar Metro Station, Laxmi Nagar, Delhi-92

Annexure – B

Requirement of Livery/uniform items for DGCA headquarters

Sr. No.	Category of Employees	Articles of Uniforms authorized	Scale/Eligibility	Qty. Required
1.	M. T. S. (Male)	Woollen suit comprising buttoned-up coat and pants (Navy blue)	1 pair in 2 year	132 metres
		Shoes	1 pair in 2 years	48 pairs
		Woollen full- sleeved Jersey	2 in 3 years	96 Nos.
		Woollen socks	2 in 3 years	96 nos.
2.	M. T. S. (Female)	Ladies Half-coat (Navy blue)	1 in 3 Years	7.32 Mtrs. (1.36 m width)
		Woollen full- sleeved Jersey	2 in 3 Years	08 Nos.
		Woollen socks	2 pairs in 3 Years	08 nos.
		Shoes (ladies)	1 pair in 2 Years	04 nos.
3.	Staff Car Drivers	Woollen suit comprising buttoned-up coat and pants (Blue)	1 pair in 2 year	5.50 metres
		Welled Shoes	1 pair in 2 years	2 pair
		Overcoat (Blue)	1 in 5 Years	4.58 Mtrs. (1.36 m width)
		Woollen socks (Blue)	1 pair in 1 year	2 pair
		Leather Gloves	1 pair in 1 year	2 pair
4.	Canteen Staff (Halwais, Asstt. Halwais, Cooks & Bearers)	Jerseys	2 in 3 year	6 nos.
		Woollen socks	2 pairs in 3 years	6 Pairs

Annexure - C

Financial Bid

Sr. No.	Category of Employees	Articles of Uniforms authorized	Qty. Required	Rate	Total Amount
1.	M. T. S. (Male)	Woollen suit comprising buttoned-up coat and pants (Navy blue)	132 metres		
		Shoes	48 pairs		
		Woollen full- sleeved Jersey	96 Nos.		
		Woollen socks	96 nos.		
2.	M. T. S. (Female)	Ladies Half-coat (Navy blue)	7.32 Mtrs. (1.36 m width)		
		Woollen full- sleeved Jersey	08 Nos.		
		Woollen socks	08 nos.		
		Shoes (ladies)	04 nos.		
3.	Staff Car Drivers (SCD)	Woollen suit comprising buttoned-up coat and pants (Blue)	5.50 metres		
		Welled Shoes	2 pair		
		Overcoat (Blue)	4.58 Mtrs. (1.36 m width)		
		Woollen socks (Blue)	2 pair		
		Leather Gloves	2 pair		
4.	Canteen Staff (Halwais, Asstt. Halwais, Cooks & Bearers)	Jerseys	6 nos.		
		Woollen socks	6 Pairs		

The above prices should be exclusive of all taxes.