GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
OPPOSITE SAFDARJUNG AIRPORT, NEW DELHI

TENDER NOTICE

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

1. Sealed tenders are invited for ANNUAL DOCUMENTS HANDLING CONTRACT FOR PILOT MEDICAL RECORD at DGCA. The following are the detailed terms and conditions which may kindly be read and understood before submitting the tender.

2. Tenders have to be submitted in sealed covers with the following "Tenders for ANNUAL DOCUMENTS HANDLING CONTRACT FOR PILOT MEDICAL RECORD" endorsed on the outer envelop and deposited at the requisite office at DGCA.

3. Tenders are to be submitted along with refundable earnest money of 5% of the order in the form of a crossed demand draft / pay order in favour of Accounts Officer, P&AO, DGCA, payable at New Delhi at any scheduled bank in Delhi. The earnest money will be forfeited if the tenderer reviles 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 15 days after award of contract and the same in respect of the successful contractor will be retained by 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 30 Sep.09, 03.00PM at the Reception Counter at the Office of the Director General of Civil Aviation, Opposite Safdarjung Airport New Delhi-110003 and opened on 15 Sep.09, 03.00PM 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.

RFP/ TENDER ENQUIRY

INVITATIONS TO QUOTE TENDER NO D – 21014 / / 8 / 2009 - C &G
FOR ANNUAL MAINTENANCE CONTRACT FOR PILOT MEDICAL RECORD

1. Quotations in sealed cover are invited for ANNUAL MAINTENANCE CONTRACT FOR PILOT MEDICAL RECORD

2. General information about the tender:-

(a) Tender reference: D – 21014 / / 8 / 2009 - C &G dated 25.08.09
(b) Last date and time for receipt of tenders: 14 Sep.09, 03.00PM
(c) Date and time for opening of Tender: 15 Sep.09,03.00 PM
(d) Place of opening of tenders: The Deputy Director (Administration), PMR Cell, Air Safety Building, DGCA Technical Centre, Directorate General Civil Aviation, Aurbindo Marg Opposite Safdarjung Airport, New Delhi – 110 003
(e) Address for Communication: The Deputy Director (Administration), PMR Cell, Air Safety Building, DGCA Technical Centre, Directorate General Civil Aviation, Aurbindo Marg Opposite Safdarjung Airport, New Delhi – 110 003
(f) Quotation shall remain valid till: 90 days from TOD.

3. PLEASE SUPERSCRIBE OUR FILE REF NO. AND DATE OF TENDER OPENING ON SEALED COVER. Failure to do so will render your offer invalid.

4. Sealed quotations addressed to **DGCA** should be submitted at the Reception Office of DGCA or to be sent by registered post / courier so as to reach this office before due date and time. No responsibility will be taken for postal delay or non-delivery / non-receipt of tender documents. Kindly issue suitable instructions to your courier company ensuring that sealed envelope is delivered at the Reception Centre.

5. Tender documents attached are to be returned along with your quotation duly filled and signed by you as having read, understood and accepting the terms and conditions mentioned therein. Deviations if any from tender specification should be highlighted failing which the offer will be treated as incomplete. Please intimate your PAN No. and complete postal address of Income Tax Office.

6. This RFP is being issued with NIL financial commitment and the competent authority reserves the right to change or vary any part thereof at any stage.

(M C Pandey)
Deputy Director of Administration

SCOPE OF WORK

1. The scope of work to be carried out for maintenance of PMRs will be as follows:

(i) Retrieval of PMR files from the storage system on instructions from the supervisory staff at DGCA.

(ii) Suitable packing in specified bags for sending to designated centers by speed post.

(iii) Arranging the PMRs in the storage system, after medical assessment has been generated by the Medical Cell and one copy of the Medical Assessment inserted in to the PMR file concerned.

(iv) Consolidating new files in to specified folders, as directed by supervisory staff.

(v) Bar coding of PMR files which will then be scanned and stored in the computer for record for medical receipt and despatch. The generation of monthly and weekly reports from the specified software, under supervision of DGCA staff, will also be done by contracted staff.

(vi) Maintenance of the Storage System by daily cleaning, locking of storage system etc.

3. The contractor will have to provide three semi-skilled and one computer literate supervisor on all working days at PMR Cell DGCA from 1000 to 1800 h. In case of absence for any reason, the contractor will have to provide a suitable replacement. A penalty @ Rs. 250 for each person shall be recovered form the contractor's bill if any worker is found missing / absent from PMR Cell during his tour of duty, for employment of suitable replacement. Payment for full day will be deducted if any of the jobs mentioned above is not completed satisfactorily. 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

4. The contractor 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.

5. 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.

6. The Contractor will be liable for fulfilling requirements as per 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 to which 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.

7 The decision of the Deputy Director of Administration or any other authorized officer regarding satisfactory work shall be final and binding on the contractor. The payment will be released on monthly basis by cheque after the work for the month has been completed to the satisfaction of the officer mentioned in the above paras. The release of payment, pre receipted bill may be submitted at the end of every month.

8. The Contract will be valid initially for a period on one year with effect from date of award of the contract. In case the Contractor fails to comply with the 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 will be provided 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.

(M C Pandey)
Deputy Director of Administration
For Director General of Civil Aviation