

F.No.D-21014/23/2010-General
Ministry of Civil Aviation
Directorate General of Civil Aviation

Opposite Safdarjung Airport,
Sri Aurobindon Marg,
New Delhi – 110003.

Dated the 30th June, 2015.

Subject :- Providing, Testing and Commissioning of CCTV System at D.G.C.A., New Delhi.

Sealed tenders are invited from reputed firms/contractors empanelled/engaged with the Govt./semi Govt./Autonomous institutions funded by Govt. Of India for "Providing, Testing and Commissioning of CCTV system at Directorate General of Civil Aviation, New Delhi-110003.

The detailed requirement of CCTV Cameras are given below :-

S.No	Type of Cameras	Quantity
1.	Fixed Cameras	26+24=50
2.	PTZ cameras	01+03=04
3.	360 Degree rotating cameras	02+00=02
4.	Monitors	06+00=06

Detailed specific locations for installing of CCTV Cameras:-

S.No	Type of Cameras	Location	Quantity
1.	Fixed Cameras	Both receptions of DGCA(Hq.)	02
2.	PTZ cameras	In front of DG office – A Block Entrance	01
3.	Fixed Cameras	Inside Committee Room	01
4.	Fixed Cameras	B Block, Licensing Dte.	02
5.	Fixed Cameras	B Block Entrance of Medical Cell	02
6.	Fixed Cameras	B Block Medical Record Room	02
7.	Fixed Cameras	B Block 1 st Floor, Entrance room of JDG(AS), adjacent to the corridor & opposite side entry Gate of B Block	03
8.	Fixed Cameras	C Block Entrance, inside Airworthiness Dte. And On III rd Floor A/W Dte.	03
9.	Fixed Cameras	Entrance of FSD Dte. Block C 1 st Floor, Inside FSD Dte.	03
10.	Fixed Cameras	Second Floor of Bock C at the entrance & main hall.	02
11.	Fixed Cameras	Conference Hall at the entrance and inside the hall.	02
12.	Fixed Cameras	D Block Hangar Building at the entrance and at the corridor (covering outside portion of Vigilance Section)	02
13.	Fixed Cameras	Block C Ground Floor, Main Hall & near library book issuing counter	02

14.	360 Degrees rotating cameras	Behind Block B parking area	01
15.	360 Degrees rotating cameras	Parking area near MT Pool	01
16.	Monitors	DG Room (01)+ JDG's rooms 01 each & DD (Vig.) Room (01)	06
17.	Fixed Cameras	CEO RK Puram office	24
18.	PTZ Cameras	CEO RK Puram office	03

Tenders documents may be downloaded from the website of DGCA i.e. (dgca.nic.in). The last date for submission of Tender documents (Technical and Financial Bid) is 21/07/2015 upto 3:00PM. The bidders are required to go through the terms and conditions carefully and submit their bids in two (2) covers. First cover should be super scribed "Technical Bid" and in the second cover should be "Financial Bid". Both the envelopes shall be placed in third cover which should clearly indicate "Providing, Testing and Commissioning of CCTV system at DGCA, New Delhi". Unsealed tenders shall be rejected. The Technical Bids will be opened on 23/07/2015 at 3:00PM and date of opening of Financial Bids will be intimated to the firms through email or by Post after scrutiny of Technical Bids. The Earnest money deposit amounting to Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Drafts drawn in favour of "PAO, DGCA, Ministry of Civil Aviation" payable at New Delhi to be enclosed with the Technical Bid failing which the Tender will be rejected. Interested bidders may participate while opening the Technical Bids and Financial Bids.


Instructions for Tenderers:

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

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, preferable 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 3 months 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 and 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.

DGCA reserves the right to reject any or all the Tenders without assigning any reason s thereof. DGCA also reserves the right to award the services to one or more than one agencies. Incomplete and conditional tenders shall be rejected.


(B.Sengupta)
Deputy Director of Administration
For Director General of Civil Aviation

TENDER FORM FOR PROVIDING, TESTING AND COMMISSIONING OF CCTV SYSTEM IN DGCA.

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All columns should be filled. The bidder must submit the desired copies of the documents. The technical proposal shall be placed separate in envelope clearly marked as Technical Bid).

Sl. No.	Particulars	Status (to be filled by the tenderer)
1	Year of incorporation of the agency (copy to be enclosed) alongwith the latest address of corporate office.	
2	Length of relevant experience in years.	
3	Proposal, detailed technical specifications, etc.	
4	No. of Universities/Government Organizations/ Autonomous Bodies, Public Undertakings,, etc. served during the last three year (Work order along with list with names, designation & telephone numbers of the authority to be provided)	
5	The Literature, Makes/Brands of equipment, with supporting documents , etc..	
6	The supporting documents for eligibility as per the criteria.	
7	One copy of relevant manufacture's catalogue/leaflet for different equipment as offered.	
8	DELHI VAT Registration with latest return or undertaking on letter head to get registered with VAT department on award of work. If not earlier registered	
9.	Authorization letter/ certificate of OEM from the concerned company.	

10

Copy of work orders for execution of CCTV system from University/Government Organization/Autonomous Bodies, Public Undertakings, etc. , as asked.

Signature _____

Name _____

Address _____

Seal of the Firm _____

Date: _____

Place: _____

UNDERTAKING

To.

The Deputy Director
O/o the Director General of Civil Aviation
Opp. Safdarjung Airport,
New Delhi-110003

Sir.

1. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad.

Date: _____

Signature of the tenderer _____

Place: _____

with seal

Name of the tenderer: _____

with address _____

NOTE: - Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 20/-
(Rupees twenty only)

Directorate General of Civil Aviation: NEW DELHI-3

Annexure-C

TENDER FORM FOR PROVIDING, TESTING AND COMMISSIONING OF CCTV SYSTEM IN DIRECTORATE GENERAL OF CIVIL AVIATION.

1. Cost of tender : Rs. _____ Affix duly attested P.P.
Size recent photograph of
the prospective bidder.
2. Due date of tender : _____
3. Opening time and date of
tender : _____
4. Name, address of
Firm/Agency and Telephone
Nos. : _____

5. Registration No. of the
Firm/Agency : _____
6. Name, Designation, address
and Telephone No. of
Authorized person of
Firm/Agency to deal with : _____

7. Please specify as to whether
Tenderer is sole
proprietor/Partnership firm.
Name of Address and
Telephone No. of
Directors/Partners should
specified. : _____

8. Copy of PAN card issued by :
Income Tax Department and
Copy of previous three
Financial Year's Income tax
Return.

9. License Number under
Contract Labour (R&A) Act. :
if any

10. Service Tax Regd. No. :

11. Details of Bid Security
Deposited. :

a. Amount:
(Rupees in words
also) :

b. FDR No. DD No. or
Bank Guarantee in
favor of :

c. Date of issue :

d. Name of Issuing
authority :

12. Any other information :

13. Declaration by the bidder : _____

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder) _____

Name & Address : _____

(with seal) _____