

**No. D.15014/8/2010-C&G**  
**Government of India**  
**Office of the Director General of Civil Aviation**  
**Opposite Safdarjung Airport, New Delhi.**

Dated, the 31/05/2010

**TENDER NOTICE**

**Subject:- Quotation for Procurement of Special Type Envelops, Pre laminated sheets and Hard Coded Transparent Tape for Pilot/ AME Exams.**

Quotations in sealed cover are invited for procurement of Special type Envelops, Pre laminated Sheets and Hard Coded Transparent Tape for sending Question Papers to various centers for conducting Pilots/ Aircraft Maintenance Engineer Examinations in the Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, new Delhi-110 003.

B. Sample of these items are available with Shri M.C. Pandey, Deputy Director of Administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi (Phone No. 011-24635773) and may be seen, if required, from him.

S.No.	Details of items required
1.	Synthetic Material Special type Water Proof Envelops ( Special size as per sample )
2.	Pre laminated sheets for labeling of envelops - A-4 Size ( Special size as per sample to wrap the Envelop )
3.	Hard Coded Transparent tape Rolls ( Special size as per sample )

**GENERAL REQUIREMENT**

1. The requirement of the above items will be intimated separately as per the requirements of the numbers of candidate appearing in the examination in every session.
2. At occasions, CEO is required to conduct special examinations to fulfill the need of the airlines industry / operators. In such cases, the requirement of these items may be very limited, i.e. twenty or fifty etc. Under such conditions, the firm should be able to supply the items.
3. The technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope which should be super scribed as **“Quotations of Special Type Envelops, Pre laminated sheets and Hard Coded Transparent Tape etc.”** One piece of each item as mentioned in Para B above is also required to be submitted with technical bids.

## **TERMS AND CONDITIONS OF THE CONTRACT :-**

1. The firm should be registered with Govt. Offices/NCCF/Kendriya Bhandar.
2. The firm should have a turn over of a minimum of Rs. 5.0 lakhs per year in the past five years;
3. The firm should submit a satisfactory performance report from at least three Government Departments and also income tax clearance certificate;
4. The interested / eligible bidders are, therefore, advised to go through the samples available in the office of DGCA, so as to ensure the quality and size etc of the items to be supplied. The firms may visit this office and meet Shri M.C. Pandey, Deputy Director of Administration, with their own sample if any also.
5. The quotation shall remain valid for a period of one year which can be extended for further period subject to satisfactory performance of the firm;
6. The payment shall be made after Satisfactory receipt of the items at CEO, R.K. Puram office. The firm should submit the bills in three copies enclosing satisfactory certificate from the users;
7. The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;
8. The quotations are to be submitted along with refundable earnest money of Rs.5,000/- (Rupees five thousands only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "PAO, DGCA, Ministry of Civil Aviation", payable at New Delhi from a nationalized bank. The earnest money will be forfeited if the tenderer retracts 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 after award of the 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. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory certificate from the users.
9. The terms and conditions are binding upon all the bidders. The bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
10. The bidder should specifically write that he is not currently black listed by the Govt. Department.
11. If the firm fails to supply the goods, as per our requirement, the contract will be terminated without any notice. In that case, the Earnest Money will be forfeited and the firm will be blacklisted.
12. In case of any difficulty / doubt, undersigned may be contacted in this office on any working day.

13. Sealed Tenders will be received up to 15-06-2010 (3.00P.M.) at the Reception Counter of the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003.

The interested parties/firms meeting all above requirements are requested to kindly send their quotations addressing Shri M.C. Pandey, Deputy Director of Administration, O/O the D.G.C.A., New Delhi. The Quotations should be submitted in sealed cover. The technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope which should be super scribed as **“Quotations of Special Type Envelops, Pre laminated sheets and Hard Coded Transparent Tape etc.”**

**( M. C. Pandey )**  
Deputy Director of Administration  
For Director General of Civil Aviation.  
(Telephone: 011-24635773)

To

1. DGCA Website (NIC is requested to place the above Tender Notice on the DGCA Website)
2. CEO (Shri Charan Das, DDG), O/O the DGCA, East Block-III, Level-III, R.K. Puram, New Delhi for information.