

**No. D-14013/1/ 2010-C&G**  
**Government of India**  
**Office of the Director General of Civil Aviation**  
**Opposite Safdarjung Airport, New Delhi.**

Dated the 13<sup>th</sup> September 2010

**TENDER NOTICE**

**Sub: Quotation for procurement of Paper Shredder.**

Sealed quotations are hereby invited for procurement of Paper Shredder:-

<b>Specifications</b>	<b>Department heavy duty Paper Shredder</b>	<b>Heavy duty bulk Paper Shredder</b>
<b>Size of shred</b>	1.9mm X 12mm or less	6mm or less
<b>Shredding Capacity</b>	22-25 sheets	100-110 sheets or more
<b>Security level DIN 32757</b>	4	2
	Auto start and stop through electronic eye with stand by function	Auto start and stop through electronic eye with stand by function
	Auto stop on over load	Auto stop on over load
	Thermal over load protection for motor	Thermal over load protection for motor
<b>Noise Level</b>	Less noise level of < 60 db	Less noise level of < 60 db
	Movable with casters	Movable with casters
	Auto reverse in case of over feeding to avoid damage of blade and motor	Auto reverse in case of over feeding to avoid damage of blade and motor
<b>Cutting speed</b>	4.5m/min	7.2m/min
<b>Motor Power</b>	900 Watt	1.5 KW
<b>No. of Shredders Required</b>	<b>02</b>	<b>01</b>

## **TERMS & CONDITIONS**

1. The scope of this tender is to invite offers for supply of Paper Shredders.
2. The Shredders supplied should remain under Warranty period for at least one year.
3. The tender may be submitted by the OEM directly or through an authorized dealer.
4. The rates should be quoted in figures clearly separately for both type of shredders alongwith the rates for AMC for 2 years post warranty. Deviation, if any, from the specifications will not be accepted. Correction in “Rate” column, if any, should be duly authenticated.
5. A Bank Draft for an amount of Rs. 10,000/- (Rupees ten thousand only) payable to the “Pay & Accounts Office, DGCA, Ministry of Civil Aviation” has to be submitted with technical bid as Earnest Money Deposit (EMD) for safeguarding the interest of the DGCA in all respects along with the Quotation/Tender. Tender(s) received without “EMD” will not be considered. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect. The said “Security deposit” will be refunded on the successful completion of the contract after deductions, if any.
6. The machine would be required to be supplied within 10 working days of the issue of supply order. Any loss sustained by the Department as a result of non-compliance with delivery schedule, questionable quality of terms and short delivery shall be recoverable from the tenderer out of the Security Deposit.
7. 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.
8. ‘TIN’ No. of the firm as applicable while submitting the tender, must be indicated. A tender lacking this will not be considered.

9. The contract will preferably be awarded to the lowest tenderer amongst the technically qualified bidders.
10. The items as per the approved specifications should be supplied within 10 working days of the issue of the supply order failing which a penalty would be imposed (equal to 1% of indent cost per day of delay, in case of further delay beyond one month the order is liable to be cancelled and the EMD forfeited, if the delay is attributable to the supplier.
11. If the items supplied are not found up to the approved specifications, or, are not delivered within the stipulated time, the security deposit may also be forfeited at the discretion of DGCA.
12. 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.
13. **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 procurement of Paper Shredder".
14. It should be clearly specified in the technical bid that each item is as per specification mentioned in Tender Notice, and it fulfills all the requirements specified in this Tender Notice. **Tenderer would be required to make arrangements for the demonstration of the machine at his own cost before the Technical Committee.** Technical Committee would evaluate the specifications of the machine. EMD can be forfeited in case of violation
15. Tender Documents not properly sealed will not be considered.
16. DGCA, New Delhi, reserves the right to accept or reject any or all of the bids in full or in part including the lowest, without assigning any reason thereof or incurring any liability thereby.

The interested parties/firms are requested to kindly send their quotations for supply of Paper Shredders. The Technical and Financial Bid should be submitted separately in sealed cover and both these sealed and duly super scribed as “Quotation for procurement of Paper Shredder”. The quotations may be sent in the name of the undersigned on or before 27/09/2010 up to 3.00 PM.

( M.C. Pandey )  
**Deputy Director of Administration**  
**for Director General of Civil Aviation**  
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