

No.D-21012/1/2007-C&G
Government of India
Bureau of Civil Aviation Security,
"A' Wing, I-II-III Floor, Janpath Bhawan,
Janpath, New Delhi.

Dated: 17.9.2013

NOTICE INVITING SHORT/LIMITED TENDER

Subject: Short/ Limited Tender for the Supply Furniture at Regional Dy. Commissioner Office, BCAS, Amritsar Airport, Amritsar.

Dear Sir,

For and on behalf of Bureau of Civil Aviation Security(BCAS), Short/Limited Tenders/ Quotations (price bid along with technical documents) are invited (item-wise) from reputed and Furniture Manufacturers/Suppliers for supplying and installing of following items at Regional Dy. Commissioner Office, BCAS, Amritsar Airport, Amritsar:

Si. No.	Items	Qty.
1	Executive Table for RDCOS	1
2	Executive Table for ACS	1
3	Executive Chair	2
4	Visitor Chair	8
5	Sofa Set	1
6	Table with drawers for section	4
7	Chair with arms	12
8	Steel Almirah Big	3
9	Steel Almirah Small	2
10	Steel Racks	8
11	Computer Table	4
12	Chair for computer table	4

Important Dates & Time

S. No.	Particulars	Date	Time
1.	Issue of Tender document	17-09-2013	12:00 noon
2.	Last date & time for submission of tender	30-09-2013	11:00 AM
3.	Date & time of opening of Technical bid and followed by Financial Bids	3-10-2013	12:00 Noon

2. Complete Tender Documents can be downloaded from the website of this Bureau.
3. The Interested Companies/Firms/Agencies may submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs. 30,000/- drawn in favour of PAO (Sectt.), Ministry of Civil Aviation and other requisite documents in a sealed cover addressed to Smt. Rakhee Sadhu, Dy. Dir. and delivered in Room No. 215, IIInd Floor, A Wing, Janpath Bhawan, Janpath, New Delhi-110001. **The tenders shall not be entertained after this deadline under any circumstances whatsoever.**
4. Tenders received after the stipulated deadline shall not be accepted. This Bureau shall not be responsible for any postal delay or non-receipt of tender except under "Force Majeure" conditions, to be notified in writing by the bidder. Grant of extension of time or otherwise shall be at the discretion of the Competent Authority.
5. Commissioner of Security (Civil Aviation), BCAS reserves the right to reject any tender without assigning any reason thereof.

Yours faithfully,

-Sd-

Dy. Director(Admn.)

1. Scope of Work:

The scope of work under this tender is as follows.

- i. Supply and installation of the furniture items as specified in the list placed at **Annexure-III**.
- ii. BCAS can increase or decrease the quantum of supply, subject to actual requirement. In the case of unavoidable circumstances, the BCAS can also place a repeat order to the successful bidder, at its discretion.
- iii. **Supply of items: The supply of item shall be made to this BCAS within stipulated time from the issue of work order.** The schedule of activities to complete the work order should be given by the agency in the technical bid.
- iv. **The work order will be awarded on** lowest rates.
- v. **The items supplied should be in conformity with the specifications as laid down in the Tender document.** In case of any discrepancy, must be brought to the notice of the competent authority. The competent authority can change or amend the specifications on reasonable grounds.
- vi. The quantity may vary according to the requirement.

2. Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

- i. The bidder should be an established Furniture Manufacturer/ Supplier to the Central and State Govt. Depts./ Public Sector Units.
- ii. The average annual financial turnover during the last 3 years ended 31st March of the previous financial year (2012-13), should be at least 30% of the estimated cost.
- iii. Experience of having successfully completed similar works during last 7 years ended last day of month previous to the one in which application are invited should be either of the following:-
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost
 - OR**
 - b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost
 - OR**
 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost

- iv. The bidders should attach successful satisfactory completion certificates issued by the clients, as documentary evidence in support to above eligibility criteria. The certificate should contain date of start, date of completion; value on completion etc.
- v. The bidder should have sufficient work force and infrastructure resources to carry out such work.
- vi. The bidder should have PAN, TAN/TIN/Service Tax Registration, EPF Registration, Contract Labour Registration, under labour laws, VAT Registration as applicable in their case and should submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the last 3 years.

3. Bidding Procedure

Bidding Application must be accompanied by the following:-

- a) Technical Bid on the Tender document appearing at Annexure- I duly filled in & signed and stamped along with following documents.
 - i. Bidders are required to submit Earnest Money Deposit (EMD) amounting Rs.30,000/- .
 - ii. Proof of permanent address of the Firm/Agency/Person.
 - iii. A complete list of clients including clients from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order.
 - iv. Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address.
 - v. Copies of Income Tax Return of last 3 years.
 - vi. Details of PAN/TAN/TIN/Service Tax, Registration number, EPF & ESI Registration, Contract Labour Registration, if any.
 - vii. An authorisation letter from the firm in favour of the person signing the tender documents.
 - viii. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency.
 - ix. Tender document with **Annexure – I** and **Annexure II** duly signed and stamped on each page as acceptance of the terms and condition laid down by BCAS.
 - x. Copies of Balance Sheet & P/L account for the last three consecutive years.
 - xi. An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad.
 - xii. The EMD of successful bidder will be retained until the submission of Performance Security as security deposit
 - xiii. The successful bidder will submit the Performance Security as required in accordance with the cost of the work order within 05 days of the issuance of work order. The Performance Security will be retained during the entire period of contract and including the period of extended on site Guarantee as Security Deposit and will be returned after the satisfactory completion of the contract period without interest.

- xiv. Separate-separate sealed envelope, containing **Technical & Financial Bids** super scribed accordingly and these sealed envelopes be put in a bigger sealed envelope and duly super scribed in block letters as shown below:
- “Tender for Supply of furniture for BCAS at RDCOS, Amritsar”**. This should reach by **11:00 am on -09-2013** addressed to the “Dy. Director(Admn.), Bureau of civil Aviation Security, IInd floor, ‘A’ wing, Janpath Bhawan, Janpath, New Delhi- 110001”. Tenders should be submitted by hand or through registered post. Only one tender should be included in one cover. Incomplete tender will not be entertained and summarily rejected.
- xv. Opening of Technical bids will take place at **12:00 noon on -09-2013** followed opening of Financial bids in the “Dy. Dir.(Admin.) Chamber at Bureau of civil Aviation Security, IInd floor, ‘A’ wing, Janpath Bhawan, Janpath, New Delhi- 110001” in the presence of the representatives of the Firms/Tenderers, who may wish to be present at that time. No separate intimation will be sent to the firms/Tenderers in this regard.

Two Bid System Tender

Technical and Financial Bids should be submitted separately. Technical Bids should be duly sealed and superscribed “**Technical bid for Supply of furniture for BCAS at RDCOS, Amritsar**”. Financial bid should be duly sealed and superscribed “**Financial Bid for Supply of furniture for BCAS at RDCOS, Amritsar**” and both the envelopes should be kept in big envelope super scribing “**Tender for Supply of furniture for BCAS at RDCOS, Amritsar**”, should be submitted. The tenderer is required to submit one year on site Guaranty i.e. to replace, the damaged furniture items during the warranty period or repair.

The tender not submitted in the prescribed formats or incomplete in detail is liable for rejection. BCAS is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

4. Evaluation Procedure

The eligibility of bidders and their technical bid will be evaluated by the Technical Evaluation Committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions laid in the tender. The work will be awarded to the lowest bidders (item-wise). In this regard the decision of Institute shall be final.

General Term & Conditions

- i. The offered rates will be valid initially for a period of one year.
- ii. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the BCAS.
- iii. EMD/Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- iv. This tender is valid upto 180 days from the issue of tender notification.
- v. When the items are installed, the Contractor shall invite the Technical Evaluation Committee of BCAS for inspection of furniture items. The Committee will inspect the quality and give their observation/put OK mark. The contractor will have to ensure the items are supplied as per the tender specification.
- vi. BCAS will not compromise with the quality/sub-standard material. At any stage, it is found that supplier has supplied inferior quality. Payment shall be made for such items after reasonable deduction(s)/ rejection of the lot and forfeiting of Performance Security, as deemed fit, in the circumstances & decided by Institute.
- vii. The supplier will provide **One year on site guarantee, and under guarantee period all the damages furniture items shall be repaired/replaced by the supplier at their cost and risk.**
- viii. **The Performance Security @ 7%** will be refunded/returned to the agency, without any interest after the expiry of guaranty period. The performance security should also remain valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.
- ix. BCAS's officials can visit the work place of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- x. The rates quoted by the bidder shall be complete for supply and placing of the finished items as per the specification(s) at BCAS Office, Amritsar Airport and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation, installation etc and noting extra/additional shall be payable on these rates.
- xi. In any case, if tenders are not opened or cancelled due to any reason, the Tender documents, Processing Fee and EMD shall be returned to all bidders.
- xii. Conditional Tender will not be accepted.
- xiii. Successful bidder will be required to submit schedule of activities to complete the work order (day wise/Date wise) with technical bid document.

5. Payment

- i. The payment bill be made on submission of bills after complete satisfactory supply of items. No advance payment will be made against the supplies.

- ii. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

6. Penalty Clause

The Time schedule should be strictly followed by the agency. If work is not completed within stipulated schedule, penalty will be imposed as mentioned below:

- i. The Agency will strict to the time schedule for completing the work order.
 - ii. In case of any abnormal irregularity noticed the penalty will be levied by BCAS. The decision of BCAS will be final and binding.
 - iii. In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the penalty as deemed fit including forfeiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer.
 - iv. In the case of delay, upto 7 days, no penalty will be imposed, however delay for more than 7 days, a penalty of 1% of the cost of shortfall/ delayed items shall be imposed on the bidder including the earlier waived off period of 7 days upto 15 days. For delay after 15 days, the penalty of 2% of the cost of short fall items will be imposed on the bidder including the earlier waived off period of 15 days. Delay of more than one month, Performance Security amount can be forfeited, besides penalty of 2% of cost of short fall items. In this regard, decision of the BCAS will be binding & suppliers.
 - v. The Competent Authority can relax the provision of penalty clause on merit and reasonable ground.
7. BCAS reserves the right to accept or reject any/all tenders without assigning any reason(s).
 8. Tenders not on the prescribed Performa (attached), without requisite details, EMD and Processing Fee and received after the closing date/ time of tenders and tenders with any rider will summarily be rejected.
 9. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.
 10. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by Commissioner of Security(CA), Bureau of Civil Aviation Security, Govt. of India. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Indian Arbitration and Conciliations Act, 1996 or by Statutory modification re-enactment thereof, 'in force' at the time. Such arbitration shall be held at New Delhi.
 11. The successful bidder will be required to give an undertaking on Non-judicial Stamp Paper(Rs 100/-) that he will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specification has been made by him, he is liable for penalty.
 12. **'FORCE MAJEURE'**:

(i) Notwithstanding the provisions of the tender, the successful bidder shall not be liable for forfeiture of the performance security, liquidated damages or termination for default, if and to the extent that vendor has notified to BCAS within 24 hours of the event and occurrence, its delay in performance or

other failure to perform its obligation under the contract is the result of that event due to Force Majeure. The decision of the BCAS taken after examination on a case-to-case basis shall be final.

(ii) For purposes of this Clause, “ Force Majeure” means an event beyond the control of the successful bidder and not involving this successful bidder’s fault or negligence and not foreseeable occurrence. Such events may include, but are not restricted to, acts of God, wars or revolutions, fires, floods, epidemics, quarantine restriction and freight embargoes.

(iii). If a Force Majeure situation arises, the successful bidder shall promptly notify the Bureau in writing of such conditions and the cause thereof. Unless otherwise directed by the Bureau in writing, the bidder shall continue to perform its obligations under the contract and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Bureau may terminate the contract by giving a written notice of minimum 20 days to the successful bidder, if as a result of Force Majeure, the successful bidder being unable to perform a material portion of the services for a period of more than 10 (Ten) working days.

(Rakhee Sadhu)
Dy. Dir. (Admin.)

Tender Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All Columns should be filled in. Documents prescribed at Sl. No. 2 (a) of other term & conditions should be enclosed)

Sl. No.	Particulars	Status (to be filled by the tenderer)
1. 2. 3. 4. 6. 7. 8. 9.	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office. Length of relevant experience in years Registration Number (Copy to be enclosed) No. of Govt./ Semi Govt. Institutions/PSUs/ Autonomous Bodies served during last three years (Work order, along with list with names, designation & Telephone numbers of the authority to be enclosed) Registration with service tax (Copy to be enclosed) Brief explain how the firm will carry out the work assigned by BCAS (use separate sheet) Annual Turnover of the company in Lakhs of Rupees during last three years. (Copy to be enclosed) a) 2010-11 b) 2011-12 c) 2012-13 Details of work carried out in Past with name of Deptt, Quantity, amount and successful compliance	

A Processing Fee/EMD demand draft bearing No..... dated drawn onis enclosed with Technical bid.

Signature.....

Name

Address

Mobile:.....

Seal of firm.

Date: -

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me/us are acceptable to me/us Me/We confirm that we will abide by these terms & conditions.


Dated: -



Signature





(Name in Block letters) _____ Name of Tenderer _____


Address _____ Address with stamp _____



FINANCIAL BID**(Should be submitted in a sealed envelope separately)****Format in which quotations are to be submitted**

S No.	Description of item with specifications	Present requirement	Unit Rate should be inclusive of all Taxes, cartage, installation etc (Rs)	Total Amount (Rs)	Design of the proposed furniture
1	<p>Executive Table Set for RDCOS: Table 1800 x 900 x 750 Providing and fixing in position table having 36mm thick top of particle board flat pressed three layered medium density grade-II confirming to IS :3087 having necessary provision for wire management data/ comuter/telephone cabling having modesty panel in 25mm thick and vertical panel in 36mm thk prelaminated partical board three layered medium density grade-II , type-II confirming to IS:12823 complete as per salient technical features, specification, Side unit of size 1200x450x550mm having top made of 25mm thick particle board three layered medium density grade-II and under structure made of 18mm thick prelaminated particle board three layered medium density grade –II, Type –II confirming to IS:12823 having two drawer plus one filing drawer made of 18mm thick prelaminated particle board of size 372x550mm, one back side unit side unit of size 2400 x450x 750mm having top made of 25mm thick particle board three layered medium density grade-II and under structure made of 18mm thick prelaminated particle board three layered medium density grade –II, Type –II confirming to IS:12823 having hinged Door exposed edges sealed with PVC edge banding tape. All fittings like Lock, telescopic channel etc. should be of Ebco</p>	1			

	or Hettich make only.				
2	<p>Executive Table Set for ACS: Table 1800 x 900 x 750 Providing and fixing in position table having 36mm thick top of particle board flat pressed three layered medium density grade-II confirming to IS :3087 having necessary provision for wire management data/computer/telephone cabling having modesty panel in 25mm thick and vertical panel in 36mm thk prelaminated particle board three layered medium density grade-II , type-II confirming to IS:12823 complete as per salient technical features, specification, drawings and directions of the Engineer-in-Charge . side unit of size 1200x450x550mm having top made of 25mm thick particle board three layered medium density grade-II and under structure made of 18mm thick prelaminated particle board three layered medium density grade –II, Type –II confirming to IS:12823 having two drawer plus one filing drawer made of 18mm thick prelaminated particle board of size 372x550mm,. All fittings like Lock, telescopic channel etc. should be of Ebco or Hettich make only.</p>	1			
3	<p>Executive Chair for RDCOS :Providing and fixing Premium quality chair with leather material high back chairs made of 1" ERW pipe of 16 gauge seat and back is made of 12 mm hot pressed single ply and provided with 40/50 & 23 density 12 mm pure Foam(Feather Foam make) and covered with premium quality leather material. The chair with duo colour fabric combinations. The chair shall be provided with 120mm BIFMA passed gas lift and a locking tilt mechanism in which the backrest and rear seat portion tilt rearwardly and downwardly, and the front seat portion of the chair slides horizontally disclosed (BIFM Passed) and having wooden polished handle and base for extra comfort.</p>	1			

4	<p>Executive Chair for ACS : Providing and fixing Premium quality chair with leather material high back chairs made of 1" ERW pipe of 16 gauge seat and back is made of 12 mm hot pressed single ply and provided with 40/50 & 23 density 12 mm pure Foam(Feather Foam make) and covered with premium quality leather material. The chair with duo colour fabric combinations. The chair shall be provided with 120mm BIFMA passed gas lift and a locking tilt mechanism in which the backrest and rear seat portion tilt rearwardly and downwardly, and the front seat portion of the chair slides horizontally disclosed (BIFM Passed) and having wooden polished handle and base for extra comfort.</p>	2			
5	<p>Visitor chair Providing & fixing Low Back chairs made of 1" ERW pipe of 16 gauge seat & back is made of mould poly urethane having 55 density and 12 mm hot press ply with bottom ABS covered. The chair with duo color fabric combinations.</p>	8			
6	<p>Sofa Set 3+1+1 Providing sofa of 3 Seated using 4" x 2" S.W. frame, 18 mm thick ply box, wooden legs ,dunlop in seat 100 mm thick & 75 mm thick in back U foam & selected tapestry inclusive of all labour & material etc.</p>	1			
7	<p>Table with drawers for section : Table 1800 x 900 x 750 Providing and fixing in position table having 36mm thick top of particle board flat pressed three layered medium density grade-II confirming to IS :3087 having necessary provision for wire management data/ comuter/telephone cabling having modesty panel in 25mm thick and vertical panel in 36mm thk prelaminated partical board three layered</p>	4			

	medium density grade-II , type-II confirming to IS:12823 complete as per salient technical features, specification, side unit of size 1200x450x550mm having top made of 25mm thick particle board three layered medium density grade-II and under structure made of 18mm thick prelaminate particle board three layered medium density grade –II, Type –II confirming to IS:12823 having two drawer plus one filing drawer made of 18mm thick prelaminate particle board of size 372x550mm,. All fittings like Lock, telescopic channel etc. should be of Ebco or Hettich make only.				
8	<u>Chair with arms:</u> Providing & fixing Medium Back chairs made of 1" ERW pipe of 16 gauge seat made of 12 mm hot press ply & provided with 40/50 density & 50 mm pure foam (feather foam make) & back made of double ply specially contoured design for extra comfort and joined with plastic tree buttons covered with 30/40 density 40 mm and 23 density 12 mm foam (feather foam make) and covered with premium quality of leather/fabric. The chair with duo color fabric combinations. The chair shall be provided with 120mm BIFMA Passed gas lift and conventional tilt mechanism with one lever control for lock and seat height adjustment. Plate thickness shall 2.5 mm and angle is 3~18 (BIFM Passed) with poly urethane with chrome one pipe handle and Aluminum die cast base.	12			
9	<u>Steel Almirah Big :</u> Supply of Full size Almirah made from 22 guage CRCA sheet with powder coated , with 4 adjustable shelves. Size: H 1950 x D 450 x W 900 mm	3			
10	<u>Steel Almirah Small :</u> Supply of Medium size Almirah made from 22 guage CRCA sheet with powder coated , with 4 adjustable shelves. Size: H 1250 x D 425 x W 900 mm	2			
11	<u>Steel Racks :</u> Supply of Small size Almirah made from 22 guage CRCA sheet with powder coated , with 4 adjustable shelves.	8			

	Size: H 750 x D 400 x W 900 mm				
11	Computer table :1500 x 750 x 750 Providing and fixing in position table having 25mm thick top of particle board flat pressed three layered medium density grade-II confirming to IS :3087 having necessary provision for wire management data/ comuter/telephone cabling having modesty panel in 18mm thick and vertical panel in 25mm thk prelaminated partical board three layered medium density grade-II , type-II confirming to IS:12823 complete as per salient technical features, specification.	4			
12	Computer Chair :Providing & fixing Medium Back chairs made of 1" ERW pipe of 16 gauge seat made of 12 mm hot press ply & provided with 40/50 density & 50 mm pure foam (feather foam make) & back made of double ply specially contoured design for extra comfort and joined with plastic tree buttons covered with 30/40 density 40 mm and 23 density 12 mm foam (feather foam make) and covered with premium quality of leather/fabric. The chair with duo color fabric combinations. The chair shall be provided with 120mm BIFMA Passed gas lift and conventional tilt mechanism with one lever control for lock and seat height adjustment. Plate thickness shall 2.5 mm and angle is 3~18 (BIFM Passed) with poly urethane with chrome one pipe handle and Aluminum die cast base.	4			

Note: Please quote item wise rate inclusive of all taxes and charges(including the freight, loading unloading etc.)

Date:

Signature of Bidder with Stamp