

(Notice inviting tender)

File no.D-21012/4/06- C&G  
Government of India  
Bureau of Civil Aviation Security  
'A' Wing, I-III Floor, Janpath Bhawan  
Janpath, New Delhi

**OPEN TENDER – NOTICE No. NIC/2015/3**

**For supply of Stationery and store items to the Bureau of Civil Aviation Security**

The various crucial dates relating to the Tender are cited as under:

Published Date & time	24 <sup>th</sup> Nov. 2015, (06:00PM)
Bid Document Download Start Date & time	24 <sup>th</sup> Nov. 2015, (06:00PM)
Bid Submission Start Date & time	24 <sup>th</sup> Nov. 2015, (06:00PM)
Bid Submission Closing Date & time	07 <sup>th</sup> Dec. 2015 (04.00PM)
Bid Opening Date & time	08 <sup>th</sup> Dec. 2015(03.00PM)

File no. D-21012/4/06- C&G  
Government of India  
Bureau of Civil Aviation Security  
Wing, II Floor, Janpath Bhawan,  
Janpath, New Delhi

Dated: **24 .11.2015**

**OPEN TENDER – NOTICE No. NIC/2015/3**

**Sub:** Tender for supply of stationery and store items to the Bureau of Civil Aviation Security

Online bids are invited on behalf of the President of India, under one cover system, from reputed firms fulfilling the qualifying criteria for supply of stationery and store items to the Bureau of Civil Aviation Security, Janpath Bhawan, Janpath New Delhi-110001, as per terms and conditions detailed out in the attached documents. The total annual cost of the stationery and store items will be Rs.3 lakhs approximately but may increase or decrease depending on requisition.

The Tender Document can also be downloaded from the website <http://eprocure.gov.in/eprocure/app> and from this Bureau's website <http://www.bcasindia.gov.in>

Earnest Money Deposit (EMD of Rs. 20,000/- (Twenty Thousands only) in the form of a demand draft drawn on a Nationalize Indian Bank in favour of PAO(Sectt.), Ministry of Civil Aviation, will be deposited with Admn. Section BCAS at Room No. 215-A Wing, II Floor, Janpath Bhawan, Janpath, New Delhi-110001 not earlier than 4.00 PM on 07<sup>th</sup> Dec, 2015, and not later than 03.00 PM on 08<sup>th</sup> Dec. 2015.

The Bureau of Civil Aviation Security, reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Commissioner of Security (Civil Aviation) in this regard shall be final and binding on all.

(D S Sadha)  
Section Officer (Admn.)

### **Scope of work and General instructions for bidder.**

1. The Bureau of Civil Aviation Security, Janpath Bhawan, Janpath, New Delhi-110001, requires well established and financially sound companies to provide stationery and store items. Only registered and bonafide firms having experience in the relevant field for at least three years need to apply.
2. The total annual cost of the stationary and store items will be Rs.3 lakhs approximately but may increase or decrease depending on requisition.

Only registered and bonafide firms having experience in the relevant field for at least three years need to apply.

3. Earnest Money Deposit (EMD of Rs. 20,000/- (Twenty Thousands only) ) in the form of a demand draft drawn on a Nationalize Indian Bank in favour of PAO(Sectt.), Ministry of Civil Aviation, will be deposited with Admn. Section BCAS at Room No. 215-A Wing, II Floor, Janpath Bhawan, Janpath, New Delhi-110001 not earlier than 4.00 PM on 07<sup>th</sup> Dec., 2015, and not later than 03.00 PM on 08<sup>th</sup> Dec. 2015

#### **4 Performance Security:**

4.1 The successful bidder shall be required to deposit an amount of Rs. 30000/- (Rupees Thirty Thousand only) within 2 weeks of conveying BCAS intention for accepting the bid as Performance Security.

4.2 Performance Security shall be submitted in the form of Demand Draft in favour of Pay and Accounts Officer (Sectt.), Ministry of Civil Aviation, New Delhi. Performance Security will not bear any interest while in the custody of BCAS HQ.

4.3 Performance security will be discharged after 60 days beyond the date of completion of all the contractor's performance obligations under the contract.

4.4 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for BCAS to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

5. **Material and equipment:** BCAS shall provide the Benchmark quality specification/ brand of the stationery and stores to be supplied, wherever necessary. Any deviation from the approved brand/ specification/ quality shall be viewed seriously. BCAS reserves the absolute right to reject any stationery/ store items which, in its opinion, is not of approved brand/ specification/ quality, and the contractor shall be liable to take back such items at his risk and costs. Decision of BCAS in this regard shall be final and binding on the contractor. Supply of inferior quality stationery and stores shall make the contract liable to cancellation and forfeiture of performance security in whole or part thereof at the discretion of BCAS HQ.

6. **Right to Accept or Reject:** BCAS reserves to itself the right to accept or reject any bid or to accept whole or a portion of a bid, as may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of BCAS. In case, the lowest acceptable bidder is not in a position to supply the full quantity of store items, BCAS reserves the right to award supply orders to two or more bidders, if it feels expedient to do so, in accordance with extant Government guidelines on the subject. However, preference shall be given to the single supplier in case that supplier is able to fulfill all the criteria mentioned in this tender notice. If more than one bidder quotes the lowest amount, the supplies will be equally divided to the extent possible.

7. The Companies /Firms/Agencies are required to upload self attested photocopies of the following documents along with the application(Annexure-I), failing which their bids shall be summarily/out-rightly rejected and will not be considered any further.

(i) Application (as per Annexure I)

(ii) Registration certificate along with details of firm/company in case of partnership firm.

(iii) Copy of PAN/GIR card.

(iv) Registration certificate for VAT.

(V) Latest VAT clearance certificate.

(Vi) Valid Income Tax Return for last two financial years, i.e. years 2012-2013 and 2013-2014.

(Vii) Proof of supply of stationery and stores of at least Rs.3 lakhs (Rupees three lakhs only) during each of last two financial years, i.e. years 2013-14 and 2014-15 to Central/State Government offices/PSUs.

**(Note: Documentary evidence of execution of supply orders signed by an officer not below the level of Section Officer should be produced. Mere production of supply orders would not suffice. )**

(Viii) Annual turnover certificate of the firm certified by Chartered Accountant for at least Rs. 10 lakhs (Rupees Ten lakhs only) during each of last two financial years, i.e. years 2013-2014 and 2014-2015. The Annual Turnover for the last two years should be total cost towards supply of stationery items and store items only.

(ix) Scanned copy of EMD.

(x) Certificate to the effect that the bidding firm/ company/ dealer has no personal or official link with any employee of BCAS shall be given by all bidders along with the technical bid.

## **8. Bid submission and evaluation.**

8.1.The bid needsto be uploaded online in the provided BOQ Template (Annexure II may be seen for referencing only).

8.2.The rates should be motioned in figures as well as in word exclusive of any taxes and levies. However, the taxes and levies will be payable as per the prevailing rate from time to time.

8.3. The Bids will be opened electronically by at least two bid openers as authorized by Commissioner of Security (Civil Aviation) in the presence of the firms' representatives on the scheduled Date/Time and venue as prescribed above in the NIT. Only the bids fulfilling the conditions as laid down herein will be evaluated for selection.

8.4. The Lowest Bidder will be decided on the basis of total cost of tender as per the quantity projected and only the bidder who has the capability to provide all the items shall be considered for the bid. However, the actual quantity ordered/ supplied may vary.

## **Other Conditions**

9. The Competent Authority appointed by Commissioner of Security (CA) reserves the right to annul any or all Bids without assigning any reason.

10. The Contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Bureau.

11. The Tenderer will be bound by the details furnished by him/her to this Bureau. In case any of such documents furnished by him/her is found to be false at any stage, it will be deemed to be a breach of Terms of Contract marking him/her liable for legal action, besides termination of contract.

12. In case the successful bidder fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Bureau is put to any loss/obligation, or otherwise, the Bureau will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

13. The bidder shall indemnify and protect this Bureau from and against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands of every nature and description brought against or recovered from this Bureau by reasons of any act or omission of the bidder, his agents or employees, in the execution of the works, supply of material, or in the guarding of the same.

14. In the event of any question, dispute or difference arising under these conditions or any special conditions of contract, or in connection with this contract (except as to any matters the decision of which is specially provided for by these or the special conditions) the same shall be referred to the sole arbitration of a Gazetted Officer appointed to be the Arbitrator, by the Commissioner of Security (Civil Aviation) or his representative. The Gazetted Officer to be appointed as Arbitrator, however, will not be one of those who had an opportunity to deal with the matters to which the contract relates or who in the course of their duties as Officer has expressed views on all or any of the matters under dispute or difference. The award of the arbitrator shall be final and binding on the parties to this contract.

15. Subject to as aforesaid, Arbitration and Conciliation Act 1996 and the Rules there under any statutory modification thereof shall apply to the Arbitration proceedings under this Article.

16. The jurisdiction for settlement of any disputes through Court under this contract shall be at Delhi.

17. The EMD in respect of the agencies which do not qualify shall be returned to them without any interest. However, the EMD in respect of the successful tenderer can be adjusted towards the Performance Security. Further, if the agency fails to provide the required Stationery within five days from the date of placing the order the EMD shall stand forfeited without giving any further notice.

18. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Bureau, besides annulment of the contract.

## **19. CONTRACTOR'S OBLIGATIONS**

- i) The contractor shall supply on demand stationery and store items of approved make, specification, quality and price as and when required.
- ii) Quantity of stationery and store items to be supplied may vary from time to time. BCAS shall place the order as per the actual requirement only from time to time.

- iii) The contractor shall supply the stationery and stores as per written supply order within five working days of date of the supply order. All items of the supply order shall be supplied at one go as per quantity mentioned in the supply order. The BCAS shall not accept part supply of any stationery item under any circumstances. The delivery challan shall be got signed by the Section Officer or officer of higher rank as a proof of having supplied the items in full and the same should be attached with bills for payment.
- iv) If, for reasons of unavailability or short supply, the contractor is unable to supply any particular item of the supply order within five working days, the Bureau may ask for substitute items of equivalent/ higher price and the contractor shall be liable to supply the item in required quantity without any extra charge.

## 20. Debaring Conditions:-

- (i) Firms/ companies/ dealers registered in the name of any employee of BCAS or their close relatives are debarred from submitting bids under this notice. Certificate to the effect that the bidding firm/ company/ dealer has no personal or official link with any employee of BCAS shall be given by all bidders along with the technical bid.
- (ii) The relatives of all BCAS employees are prohibited from participation in this tender.
- (iii) The contractor shall not engage any person below 18 years of age for dealings with BCAS.

21.1. **BCAS will not have obligation/ liability** whatsoever for payment of wages/ salaries and other benefits and allowances to the personnel engaged by the contractor that might become applicable under any Act or Order of the Govt. in this regard and the contractor shall indemnify BCAS against any/ all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.

21.2. The contractor shall be the employer for his workers and BCAS will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.

## 22. General Conditions

1. **Fall Clause:** The rates charged should in no event exceed the lowest rates of identical description supplied to any other organization during the period of the contract. If so, the successful contractor should pass the benefits to BCAS also.
2. **Validity of Contract:** In normal circumstances, the period of the contract shall be for a period of one year. However, the contract may be extended for a period of one year on mutual consent on same rate and terms and conditions.

## 23. Payments:

- (a) The bills in duplicate, for the stationery and store items supplied shall be prepared on the basis of approved rates and submitted to BCAS, for effecting payment together with the delivery challans duly signed by Section Officer or officer of higher rank at the time of delivery. No advance payment shall be made for supply of stationery/ store items.
- (b) The payment is released on monthly basis through ECS/ RTGS and income tax and other taxes, if any, shall be deducted against bill submitted.

(D S Sadha)

Section Officer (Admn.)

**ANNEXURE-I**

**E-Tender for supply of stationery and stores to the Bureau of Civil Aviation Security**

Tender Ref:

Date: 24 /11/2015

**Application**

To be filed in and uploaded by the Bidder (upload copies of self-attested documents to support your statement)

1.	<p>Name and Postal Address of the Bidder:</p> <p>_____ Phone: _____</p> <p>_____ Mobile: _____</p> <p>_____ Fax: _____</p> <p style="text-align: right;">E-mail: _____</p>
	<p>i) Application (as per Annexure I)</p> <p>(ii) Registration certificate along with details of firm/company in case of partnership firm.</p> <p>(iii) Copy of PAN/GIR card.</p> <p>(iv) Registration certificate for VAT.</p> <p>(V) Latest VAT clearance certificate.</p> <p>(Vi) Valid Income Tax Return for last two financial years, i.e. years 2012-2013 and 2013-2014.</p> <p>(Vii) )Proof of supply of stationery and stores of at least Rs.3 lakhs (Rupees three lakhs only) during each of last two financial years, i.e. years 2013-14 and 2014-15 to Central/State Government offices/PSUs.</p> <p><b>(Note: Documentary evidence of execution of supply orders signed by an officer not below the level of Section Officer should be produced. Mere production of supply orders would not suffice. )</b></p> <p>(Viii) Annual turnover certificate of the firm certified by Chartered Accountant for at least Rs. 10 lakhs (Rupees Ten lakhs only) during each of last two financial years, i.e. years 2013-2014 and 2014-2015. The Annual Turnover for the last two years should be total cost towards supply of stationery items and store items only.</p> <p>(ix) Scanned copy of EMD.</p> <p>(x) Certificate to the effect that the bidding firm/ company/ dealer has no personal or official link with any employee of BCAS shall be given by all bidders along with the technical bid.</p>

Signature and seal of the bidder or authorized representative.

## Annexure-II

**APPLICATION-FINANCIAL- BID (For Reference Only – The actual bid needs to be uploaded online in the provided BOQ Template)**

NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT	NUMBER #	NUMBER #
Sl. No.	Name/ Description of Items	Approx. Annual Quantity	Units	Brand/ Size Specification	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes
1	2	4	5	8	13	53
1	Photocopy paper A-4	600	One ream	J.K (75 gsm)		0.0000
2	Note-sheet (green) FS	250	One	Ballarpur paper mill		0.0000
3	All Out Machine	25	One	All out ultra-machine		0.0000
4	All out refill	30	One	All Out refill		0.0000
5	Adhesive Brown Tape 3”	250	Box of 6 Rolls	Wonder		0.0000
6	Cello Tape 1”	100	Box of 12 Rolls	Wonder		0.0000
7	Cello Tape 3”	150	Box of 12 Rolls	Wonder		0.0000



8	Reynolds pen	1000	One	Reynolds 045		0.0000
9	Reynolds Gel Pen	200	One	Reynold Trimax		0.0000
10	Uniball Gel Pen	100	One	UB157		0.0000
11	Pilot Pen	100	One	Pilot V5		0.0000
12	Pilot Pen	30	One	Pilot V7		0.0000
13	Uniball Jet Stream	30	One	Jetstream		0.0000
14	Unibal Gel Impact	20	One	Gel Impact		0.0000
15	Pencil Cell (AA)	300	One	Ever ready		0.0000
16	Pencil Cell (AAA)	300	One	Ever ready		0.0000
17	Plastic Folders	1000	One	Do-It (One sided black)		0.0000
18	Plastic Folder	1000	One	Sun (transparent)		0.0000
19	Single Punch Machine	50	One	Kangaroo		0.0000
20	Double Punch Machine	40	One	Kangaroo DP-280		0.0000
21	Gum bottle	50	One	Camel 150 ml		0.0000
22	Gum bottle	25	One	Camel 700 ml		0.0000
23	Glossy Paper	20	One	Kodak (50 sheets)		0.0000
24	Paper weight	25	One	Glass-big size		0.0000
25	Highlighter	200	One	Luxor Gloliter		0.0000

26	Rule register 2 quire	100	One	Vijay Brand		0.0000
27	Rule Register 4 quire	100	One	Vijay Brand		0.0000
28	Assistant Diary	50	One	Unbranded		0.0000
29	Glue Stick	200	One	Kores 25 gm		0.0000
30	Spiral Pad	200	One	Swastic		0.0000
31	Slip Pad	500	One	Spirax		0.0000
32	Peon Book	50	One	Unbranded		0.0000
33	Sketch Pen	25	One Packet	Luxar		0.0000
34	Multi-color flag	200	One	Oddy 3 coloured		0.0000
35	Correction Fluid Pen	200	One	Kores		0.0000
36	White Fluid liquid bottle	50	One bottle	Kores		0.0000
37	Stapler small	150	One	Kangaroo 10 D		0.0000
38	Stapler medium	50	One	Kangaroo 45 D		0.0000
39	Stapler Pin small	10	Box of 10 pkts	Kangaroo 10 D		0.0000
40	Stapler pin medium	10	Box of 10 pkts	Kangaroo 45 D		0.0000
41	Pencil	25	Pkt of 10	Natraj HB		0.0000

42	Eraser	10	Box of 20	Apsara (non-dust)		0.0000
43	Sharpener	10	Box of 20	Natraj		0.0000
44	Post it Pad 2" x 3"	100	One	Oddy		0.0000
45	Post it Pad 3" x 5"	50	One	Oddy		0.0000
46	Post it Pad 3" x 3"	25	One	Oddy		0.0000
47	Towel (Big) [30x60]	20	One	Bombay Dying		0.0000
48	Hand Towel 18x24	25	One	Bombay Dying		0.0000
49	Tissue Paper	200	Pkt	Wintex		0.0000
50	Liquid Soap	150	One bottle	Dettol		0.0000
51	Soap Cake	200	One	Lux 150 gm		0.0000
52	Room Freshner	200	200ml bottle	Premium (Rose)		0.0000
53	Colin	200	Bottle	Colin Bottle		0.0000
54	Hit Spray (Black)	200	One	HIT		0.0000
55	Hit Spray (Red)	50	One	HIT		0.0000
56	Vim Powder	50	One	Popular ( 500 gm packet)		0.0000
57	Stamp Pad	20	One	Ashoka		0.0000

58	Stamp pad Ink	20	One	Ashoka		0.0000
59	Carbon paper	20	Pkt of 100	Kores – sapphire 1		0.0000
60	Permanent Marker	5	Pkt of 10	Luxor		0.0000
61	Plastic Dustbin	50	One	Wonder		0.0000
62	Candle 200 gms	10	Box of 6 Pkts	Wills		0.0000
63	Paper Cutter	50	One	Icon		0.0000
64	Plastic Jug	50	One	Flora		0.0000
65	Match Box	10	Pkt of 10	Ship		0.0000
66	Gem Clips plastic coated	5	Box of 10 Pkts	Zen		0.0000
67	Rubber Band	10	One pkt	Liloon One pkt of ½ kg		0.0000
68	Binder Clips 19 mm	10	Box of 12	Oddy		0.0000
69	Binder Clips 32 mm	5	Box of 12	Oddy		0.0000
70	Binder Clips 41 mm	5	Box of 12	Oddy		0.0000

71	Scissors – 9017	50	One	9”Steel		0.0000
72	Scale – steel 30 cm	10	Box of 10	Unbranded		0.0000
<b>Total in Figures</b>						<b>0.0000</b>

**Notes:**

1. If any bidder quotes Unit Price (in Col. 13 above) as zero /nil/blank, it shall not be treated as a valid quote and shall summarily result in dismissal of the financial bid even if the service provider otherwise is qualified.

2. The rates should be motioned in figures exclusive of any taxes and levies. However, the taxes and levies will be payable as per the prevailing rate from time to time.

3. The Lowest Bidder will be decided on the basis of total cost of tender in column 53 of the last Row of the above table. The same will be arrived at by using the following formula :-

**One item : (Apprx Annual quantity X unit price) = Total price of one item**

**Thereafter Total cost of the Tender will be total price of all the items in column 53 of the last Row of the above table.**

4. Only the successful bidder(s) who has the capability to provide all the items shall be considered for the bid. However, the actual quantity ordered/ supplied may vary.

5. In case of more than one eligible bidders, the supply order shall be equitably distributed to the extent possible among the eligible bidders in a logical manner.