

F.No.D-25011/1/2014-C&G  
Government of India  
Bureau of Civil Aviation Security  
Wing, II Floor, Janpath Bhawan,  
Janpath, New Delhi

**OPEN TENDER – NOTICE No. NIC/2015/2**

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

Published Date & time	22 July 2015, (06:00PM)
Bid Document Download Start Date & time	22 July 2015, (06:00PM)
Bid Submission Start Date & time	22 July 2015, (06:00 PM)
Bid Submission Closing Date & time	06 Aug 2015 (04.00PM)
Bid Opening Date & time	10 Aug 2015(03.00PM)

F.No.D-25011/1/2014-C&G  
Government of India  
Bureau of Civil Aviation Security  
Wing, II Floor, Janpath Bhawan,  
Janpath, New Delhi

Dated: **22 .07.2015**

**OPEN TENDER – NOTICE No. NIC/2015/2**

**Sub: Purchase of Scanners for use in office of Bureau of Civil Aviation Security**

Online bids are invited on behalf of the President of India, under two cover system, from reputed and financially sound Companies /Firms/Agencies to provide the following models of Scanners as per erstwhile DGS&D rate contract dated 02.09.2013.

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

Earnest Money Deposit (EMD of Rs. 20,000/- (Twenty Thousands only) drawn in favour of PAO(Sectt.), Ministry of Civil Aviation, will be deposited with Deputy Director (Admn.) at Room No. 215-A Wing, II Floor, Janpath Bhawan, Janpath, New Delhi-110001 not earlier than 4.00 PM on 6<sup>th</sup> Aug., 2015, and not later than 03.00 PM on 10<sup>th</sup> Aug. 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.

(Rakhee Sadhu)

Dy. Director  
(Admin)

1.The Bureau of Civil Aviation Security located at A Wing, Janpath Bhawan, Janpath, New Delhi-110001 requires reputed, well established and financially sound Companies/Firms/Agencies to provide the following items, whose specifications, the number of items to be procured and make are as under:-.

**REQUIREMENT AND GENERAL INSTRUCTIONS FOR TENDERERS**

	Item	Make/Model	Quantity
1.	Scanner:-Resolution (in dpi):600X600, Speed(in PPM):8, ADF Capacity:30, Flat Bed Size:A4, Document Size: Legal through ADF.	H.P. Scanjet 5590	5
2	Scanner:-Resolution (in dpi):300, Speed(in PPM):20, ADF Capacity:50, Flat Bed Size: NA, Document Size: Legal	H.P.Scanjet 3000S2	3
3	(Scanner:-Resolution (in dpi):300, Speed(in PPM):25, ADF Capacity:50, Flat Bed Size:A4,	H.P.Scanjet 8270	9

2. All the Scanners will be supplied to Deputy Director (Admin), Bureau of Civil Aviation

Security, A Wing, II Floor, Janpath Bhawan, Janpath, New Delhi.

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

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Bid Opening Date & time	10 Aug 2015 (03.00PM)

4. The Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty Thousand Only), refundable (without interest) should be in the form of **Demand Draft/Banker's Cheque** drawn in favor of **PAO(Sectt.), Ministry of Civil Aviation, New Delhi**, failing which the tender shall be rejected summarily. EMD will be deposited at Room no. 215, IIInd floor , A-Wing, Janpath Bhawan, Janpath, New Delhi – 110001 not earlier than 4.00 PM on 06 Aug 2015, and not later than 03.00 PM on 10 Aug 2015.

5. The vender shall provide Performance Guarantee/Warranty as given by the Manufacturer/Firm.

6.The successful bidder will have to deposit a Performance Security Deposit of 10% of the contract amount, in favour of PAO(Sec ) Ministry of Civil Aviation, New Delhi and may be paid in any of the following forms:-

***“Crossed Demand Draft /Pay Order /Fixed deposit receipts /  
Performance Guarantee Bond by any Nationalized Bank***

*Scheduled Commercial Bank. If the performance Guarantee Bond is issued by a Scheduled Commercial Bank (non-nationalized), then it should be duly counter-signed by the Reserve Bank of India/State Bank of India, New Delhi;". The charges for such counter-signing shall be borne by the successful bidder.*

7. The **performance security** deposit shall remain valid upto a period of **60 days beyond the completion of all contractual obligations**. In case the contract is further extended beyond the initial period, the **Demand Draft /Pay Order /Fixed Deposit receipts /performance Guarantee Bond** will have to be accordingly extended/renewed by the successful tenderer covering the period of contract.

## **8. The tender shall be submitted online in 2 parts, viz., Technical bid and Financial bid.**

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

### **8.1 Technical Bid**

- (a) Scanned Copy of Registration Certificate, EMD & PAN/ GIR Card.
- (b) Scanned Copy of the VAT/Sales Tax Registration Certificate.
- (c) Scanned Copy of the Income Tax returns for the period 2011-12, 2012-13 and 2013-14.
- (d) Scanned copy of tender acceptance letter as per Annexure-III.
- (e) Scanned copy of technical bid as per Annexure-I.

### **8.2 Financial Bid**

Scanned Copy of Annexure –II, duly filled in PDF Form.

## **9. Technical Evaluation Process.**

9.1 A duly constituted Technical Evaluation Committee (TEC) will evaluate and shortlist Technical Bids on the basis of parameters / specifications provided in the "Annexure – I: Technical Bid"

9.2 **During** the technical evaluation, if any of the parameters is not met, the bid will be summarily rejected.

## **10. Financial Evaluation Process.**

10.1 The Financial Bids of only those bidders shortlisted from the Technical Bids by TEC will be opened electronically in the presence of their representatives on a specified date and time to be intimated to the respective Bidders by Tender Process Section of NIC, and the same shall be evaluated by a duly constituted Financial Evaluation Committee (FEC)

10.2 Lowest quoting Bidder will be selected as per the ‘**Annexure – II, Financial Bid**’

10.3 The Bids shall be opened on the scheduled date, time and venue as prescribed above in the presence of the representatives of the Companies /Firms/Agencies, if any, who are present on the spot at that time. Only the Bids fulfilling the conditions as laid down herein shall be evaluated for selection. Bids will remain valid for 180 days.

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

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

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

19. 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 number of

Scanners within 15 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.

20. 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.

Annexure-I

1. Name of Company/Firm/Agency

2. Name of Proprietor/ Director of Company/Firm/Agency

3. Full address of the Registered Office

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX \_\_\_\_\_

No. \_\_\_\_\_

E-Mail \_\_\_\_\_ Address

\_\_\_\_\_

4

Full Address of Operating Branch

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

5 Banker of the  
Company/Firm/Agency  
(Full Address)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Banker

6

Item	Amount Rs.	Name of the Bank	Bank Branch	Draft No.
EMD	20,000			

7. PAN/GIR No.

\_\_\_\_\_

8 Service Tax Registration No.

\_\_\_\_\_



## Annexure-II

**DETAILED FINANCIAL BID\***

Name of the Agency

Sl. No.	Configuration	Make/Model	Quoted Rate
1.	Scanner:-Resolution (in dpi): 600X600, Speed(in PPM):8, ADF Capacity:30, Flat Bed Size:A4, Document Size: Legal through ADF.	H.P. Scanjet 5590	
2	Scanner:-Resolution(in dpi): 300, Speed(in PPM):20, ADF Capacity:50, Flat Bed Size: NA, Document Size: Legal	H.P.Scanjet 3000S2	
3	Scanner:-Resolution (in dpi):300, Speed(in PPM): 25, ADF Capacity: 50, Flat Bed Size: A4, Document Size: A4	H.P.Scanjet 8270	

\* Bidder should submit Financial Bid duly filled in PDF Form.

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date:

To,

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

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Dear Sir,

**1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:**

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**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.**

**6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or**

**terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.**

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

**SECTION –I**  
**INSTRUCTIONS TO THE BIDDERS**

**Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app> ). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrollment**”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) The bidder shall seal the original Bank Draft/Pay order /Bank Guarantee as per Annexure EMD in an envelope. The Bidder shall mark its name and tender reference number on the back of the Bank Draft/ Pay order before sealing the same. The address of NIC, name and address of the bidder and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence "NOT TO BE OPENED BEFORE the Date and Time of Bid Opening". If the envelope is not marked as specified above, NIC will not assume any responsibility for its misplacement, pre-mature opening etc.

*In case EMD is sent through Speed Post and it must reach <Tender Inviting Authority> as per date and time mentioned above in the name of <Tender Inviting Authority>.*

*EMD not meeting above deadlines will not be accepted and their uploaded bid will be rejected.*

- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format

provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.