

No. D-21012/4/2006-C&G  
Government of India  
Bureau of Civil Aviation Security,  
"A' Wing, I-II-III Floor, Janpath Bhawan,  
Janpath, New Delhi.

**LIMITED TENDER INQUIRY**

Dated: 12..9.2014

To

AS PER LIST ATTACHED

Subject: -**TENDER DOCUMENT for Supply of 12000 Aviation Security (AvSec) Certificate for AvSEC courses, at BCAS(HQ), Janpath Bhawan, New Delhi.**

Dear Sir,

Please find enclosed a tender document **Supply of 12000 Aviation Security (AvSec) Certificate for AvSEC courses, at BCAS(HQ), Janpath Bhawan, New Delhi.**

2. You are directed to submit all the requisite documents as specified in the enclosed tender, latest by **15.30hrs. on 29<sup>th</sup> Sept, 2014.**

3. 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.

4. Commissioner of Security (Civil Aviation), BCAS reserves the right to reject any tender without assigning any reason thereof.

Yours faithfully,

**(Harish Rajpal)**  
**Dy. Director(Admn.)**

## **Pre-Qualifying Conditions**

1. The Tenderer along with its partner, if any, should be a reputed firm directly undertaking the supply of printed certificates/cards.
2. The Tenderer must have requisite manpower, infrastructure and financial resources to successfully execute the contract.
3. Only those firms need to participate in the Bids System who qualifies the Pre-Qualifying Conditions.
4. The Tenderers have to qualify the Pre-Qualification Conditions, to participate in Financial Bid.
5. The EMD as prescribed, shall be enclosed alongwith the forwarding letter giving details regarding the satisfaction of the Pre-Qualifying Conditions.
6. The firm should submit valid Income Tax Certificate in original/certified true copy for last two years.
7. The individual signing the tender and other documents on behalf of the applicant should submit proof in support of his/her authority.

**SECTION I**  
**INVITATION FOR BIDS**

1. This invitation of bids is **Supply of 12000 Aviation Security (AvSec) Certificate for AvSEC courses, at BCAS(HQ), Janpath Bhawan, New Delhi.**

henceforth referred to as the 'Department' 'Authority' or "Bureau" in this document. The successful bidder is referred to as "Contractor", in this document.

2. Tenderers are advised to study the Tender Document carefully. Submission of Tender shall deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.

3. Only those firms need to participate in the Bids System who qualifies the Pre-Qualifying Conditions.

4. Sealed offers prepared in accordance with the procedure enumerated in section II should be made only on the enclosed Tender Form and deposited in the "Tender Box" kept on IInd Floor 'A' Wing, Janpath Bhawan, Janpath, Near Control Room, Bureau of Civil Aviation Security, New Delhi **not later than 15.30 hrs. on 30<sup>th</sup> Sept, 2014.**

5. All bids must be accompanied by an Earnest money amounting to Rs. 10,000/- (Rs. Ten Thousand only) in the form of a Demand Draft drawn on a Nationalised Indian Bank, in favour of Pay & Accounts Officer, Ministry of Civil Aviation, payable at New Delhi. The tender without the requisite earnest money, in the prescribed form, will be rejected

6. This Tender document is not transferable and non-negotiable.

7. Schedules for invitation to Tender. :

a) Address at which tenders are to be submitted: Dy. Director(Admn.), Bureau of civil Aviation Security, IInd floor, 'A' wing, Janpath Bhawan, Janpath, New Delhi-110001

b) Time & Dates of opening of pre-qualification and Financial Aid Documents : 9<sup>th</sup> Sept, 2014 at 15.30 hrs. in the Dy. Director (Admn) at Bureau of Civil Aviation Security IInd Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi.

**NOTE:** BCAS shall not be responsible for any postal delay or document getting lost during transit. Further, the Tenderer shall not have any claim whatsoever on BCAS for such postal delays or transit losses or non-receipt/non delivery of the documents.

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**SECTION II**  
**INSTRUCTIONS TO TENDERERS**

**INSTRUCTIONS: -**

1. Procedure for Submission of Bids:

There will be a Two-Sealed cover System for this tender.

**a) Pre-qualification Bid in one separate cover.**

**b) Financial Bid in another separate cover.**

2. (a) The Tenderers must place their Pre-qualification Bid and Financial Bids in separate envelopes, super-scribed with separate Bid titles as follows:-

**‘PRE-QUALIFICATION BID’**

**‘FINANCIAL BID’**

b) Each envelope should bear the Name, Address and other Contact details of the Tenderer.

c) Both the sealed envelopes should then be placed in one single envelope with the Tenderer’s Name, address, etc. printed on it, and should be addressed “Commissioner of Security (Civil Aviation), Bureau of Civil Aviation Security, and sent to the address given at Para-7(a) of Section I of this document. This envelope should be super scribed “for **Supply of 12000 Aviation Security (AvSec) Certificate for AvSEC courses, at BCAS(HQ), Janpath Bhawan, New Delhi.**

3. The Tenderers who satisfy the pre-qualification Conditions, need only participate in Financial Bid.

4. The EMD as prescribed, shall be enclosed alongwith the forwarding letter giving details regarding the satisfaction of Pre-Qualifying Conditions.

5. Financial Bids of only those Tenderers will be opened who qualify the Pre-Qualification Bid on the date and time notified above.

6. Please note that rates should not be indicated in the Pre-qualification Bid and should be quoted only in the Financial Bids. Financial Bid should indicate detailed item wise cost break-up as per the Tender Specifications given in Proforma-III, to this document.

7. The covers thus prepared should indicate clearly the name and address of the Tenderer.

8. The bids received late and declared late by the Tender Evaluation Committee after the last date and time for receipt of bids prescribed in the tender document shall be rejected and/ or returned unopened to the Tenderer.

9. The Tenderer shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of bid, if so desired by the Department and the Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.
10. The Tenderer is expected to carefully examine all instructions, forms, terms & conditions and specifications in the Tender Document. BCAS shall have the right to reject all or any Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Tenderer's risk and may result in the rejection of the bid.

11. **Clarification regarding Tender Documents:**

A prospective Tenderer requiring any clarification of the Tender Document may contact the Department in writing at the Department's mailing address indicated in clause 7(a) of Section I. The Department may respond to any request for clarification of the Tender Document, received, not later than 7 days prior to the last date for the receipt of bids prescribed by the Department. The Department shall not be responsible for any postal delays.

12. **Amendment of Tender Document:**

No amendments in Tender except those which are technical in nature, may be permitted to be altered without the express approval of the Competent Authority.

**PREPARATION OF BIDS:**

13. **Language of Bids**

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the Department shall be written in 'English.'

14. **Documents Comprising the Bids:**

The bids prepared by the Tenderers shall comprise of following components:-

(A) Pre-Qualifying Bid shall consist of following :-

- i. Bid Proposal sheet duly filled in, signed and complete in all respects (Proforma-I).
- ii. Qualifying data duly filled in as per Proforma II provided in the bid proposal that the Tenderer is eligible to bid and is qualified to perform the contract, if its bid is accepted.
- iii. Valid income tax certificate in original/certified true copy.

- iv. Address, Contact Person, Phone, Fax/E-mail details with residential contact for information during holidays.
- v. The list of Branch offices etc. with complete address and contact information.
- vi. Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Bank Draft drawn on any nationalized Bank favouring Pay and Accounts Officer, Ministry of Civil Aviation, payable at New Delhi.
- vii. Complete details of resources in terms of infrastructure/manpower.

( B) **Financial Bid shall consist of the following:**

- i. Bid rates duly filled, signed and complete as per the Financial Bid at performa-III.
- ii. The Tenderer shall be required to give item-wise rates wherever applicable.

15. **IMPORTANT NOTES**

- i) All the prices/costs to be indicated in Indian Rupees and should indicate all applicable taxes.
- iii) Submission of Tender shall not entitle the bidder for claiming any right to consideration or compensation what-so-ever, from BCAS.

16. Tender with incomplete information or not in accordance with instructions or without EMD are liable to be rejected.

17. It will be obligatory on the part of the Tenderer to tender and sign the tender documents for all the Items and that, after the supply order is placed, he will have to enter into an agreement for each component with the Competent Authority, Bureau of Civil Aviation Security or his representative, if considered necessary by the Competent Authority, BCAS.

18. The Competent Authority, BCAS, New Delhi India, reserves the right to reject any or all the tenders received without the assigning any reason thereof. Incomplete Tenders in any respect are liable to be rejected.

19. Special care should be taken to ensure no overwriting in the rates in figures as well as in words, and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words.

**20. In case any firm participating in this tender submits false information, the tender submitted by such firm shall be rejected and EMD submitted by the Tenderer will be forfeited.**

21. All correspondence in respect of the tender would be directly with the Tenderer and **the correspondence through agents will not be entertained.**

22. Specifications of the Combined Printed Certificates for all AvSec courses, may be seen at Annexure-I.

**(Harish Rajpal)**  
**Dy. Director (Admn)**

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## Letter proposing the Quotation

### *Proforma – I*

To,

The Commissioner of Security (Civil Aviation),  
Bureau of Civil Aviation Security,  
III rd Floor, “A” Wing,  
Janpath Bhawan, Janpath, New Delhi

Subject: **Supply of 12000 Aviation Security (AvSec) Certificate for AvSEC courses, at BCAS(HQ), Janpath Bhawan, New Delhi.**

Dear Sir,

We, the undersigned Tenderer, having read and examined in detail the complete bid document in respect of the above subject, do hereby propose to quote for **Supply of 12000 Aviation Security (AvSec) Certificate for AvSEC courses, at BCAS(HQ), Janpath Bhawan, New Delhi.** at BCAS(HQ), Janpath Bhawan, New Delhi.

#### 1. **PRICE AND VALIDITY**

1.1 All the rates quotes in our proposal are in accordance with the terms as specified in bid document.

1.2 We do hereby confirm that our bid prices include all taxes including service tax etc.

We have studied the clauses relating to Indian Income Tax and hereby declare that if any Income Tax, Surcharge on Income Tax and any other Corporate Tax altered under the law, we shall pay the same.

#### 2. **EARNEST MONEY**

We have enclosed the earnest money in the form of Bank Draft amounting to Rs.10,000.00 (Rupees Ten Thousand only) as per the requirements specified in this tender document.

2. We declare that all the services shall be performed strictly in accordance with the standard/specifications and other tender conditions.



4. **QUALIFYING DATA**

We confirm having submitted the qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time, to your satisfaction.

5. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.
6. We understand that any information found to be inaccurate, suppressed or mis-represented at any time hereafter, shall make us liable to explain, undergo any legal, preventive action and shall debar us from consideration for short closing etc./termination of the contract by BCAS.
7. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alternation and replacement.
8. We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

(Signature)

Date:

Name:

Place:

Designation:

Business Address:

Seal:



**PROFORMA-III**

**FINANCIAL BID**

**Supply of 12000 Aviation Security (AvSec) Certificate for AvSEC courses, at BCAS(HQ),  
Janpath Bhawan, New Delhi.**

<b>Item(QUANTITY)</b>	<b>PRICE PER UNIT</b>	<b>TOTAL COST</b>
AvSEC course (12000 )		

\* Taxes if any may also be indicated.

## SPECIFICATIONS FOR AvSEC COURSE, ADVANCE COURSE AND ILBS

<b>Item</b>	<b>Specifications</b>
Paper	170 GSM TRIPLEX BOARD PAPER
INK	UV BASE INK & WATER BASE
SECURITY FEATURE	a)HEAT SENSITIVA b)INVISIBLE UV INK (BCAS)
BCAS LOGO	EMBOSSING

### **List of Past Suppliers of the firm's**

1. M/s ET Services, 10 Chandra House  
Doctor Lane, Gole Market,  
New Delhi-110001
  
2. M/s Vijay Stationery Mart  
18, Palika Palace Annexe,  
Punchkkuian Road  
New Delhi-110001.
  
3. M/s Acme Enterprises  
31, Shaheed Bhagat Singh Market,  
Near Gol Market,  
New Delhi-110001.
  
4. M/s. Hi-Tech Computer Systems  
LGf, 160, Sant Nagar, East of Kailash  
New Delhi -65
  
5. M/s. Grafix Proces 'n' Print  
132/1, Chruch lane, Jangpura Bhogal,  
New Delhi-1100014.
  
6. M/s. Avante Global Services  
329 , G.F. Sant Nagar, East of Kailash  
New Delhi -65
  
7. Indo-tech Enterprises  
20142, 1<sup>st</sup> floor, street no. 6,  
Chuna mandi, Chitra Gupta Road,  
Pahar Ganj, New Delhi-110055
  
8. Alert Décor

3526, Dariba Pan, Paharganj  
New Delhi-110055



EWBQ989ING

279.4MM



नागर विमानन सुरक्षा ब्यूरो  
Bureau of Civil Aviation Security

Certificate

प्रमाणित किया जाता है कि  
This is to certify that

संगठन  
Organization

ने  
Completed the

नागर विमानन सुरक्षा ब्यूरो द्वारा कोर्स का संचालन स्थान  
Bureau of Civil Aviation Security organised the course at

स्थान  
Place:

दिनांक  
Dated:

प्रशिक्षु संख्या  
Trainee No.:

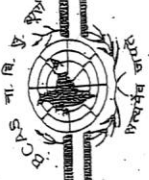
कोर्स सफलतापूर्वक उत्तीर्ण किया।  
Course successfully

से  
to  
में विनाक  
from

सुरक्षा आयुक्त (ना.वि.)  
Commissioner of Security (CA)

B C A S

212MM



नागर विमानन सुरक्षा ब्यूरो  
Bureau of Civil Aviation Security

Certificate

प्रमाणित किया जाता है कि  
This is to certify that

संगठन

Organization

ने

Completed the

नागर विमानन सुरक्षा ब्यूरो द्वारा कोर्स का संचालन स्थान  
Bureau of Civil Aviation Security organised the course at

स्थान

Place:

दिनांक

Dated:

प्रशिक्षु संख्या

Trainee No. :  
↑

कोर्स सफलतापूर्वक उत्तीर्ण किया।

Course successfully

से

तक किया गया।

to

में दिनांक

from

सुरक्षा आयुक्त (ना.वि.)  
Commissioner of Security (CA)

BCAS



PRINTOUT SIZE 70%

SM TRIPLEX BOARD PAPER

OPTION - 01

EMBOSING

279.4MM

नागर विमानन सुरक्षा ब्यूरो  
Bureau of Civil Aviation Security

**Certificate**

प्रमाणित किया जाता है कि  
This is to certify that

संगठन  
Organization

ने  
Completed the

नागर विमानन सुरक्षा ब्यूरो द्वारा कोर्स का संचालन स्थान  
Bureau of Civil Aviation Security organised the course at

स्थान  
Place:

दिनांक  
Dated:

प्रशिक्षु संख्या  
Trainee No.:

कोर्स सफलतापूर्वक उत्तीर्ण किया।  
Course successfully

से  
तक किया गया।

में दिनांक  
from

सुरक्षा आयुक्त (ना.वि.)  
Commissioner of Security (CA)

BCAS

Invisible UV INK (BCAS)

212MM

HEAD SENSITIVE