

**Office of the Director General of Civil Aviation**

Technical Centre, Opposite Safdarjung Airport  
New Delhi – 110003

Dated 13<sup>th</sup> August 2010

**TENDER NOTICE**

(F.N. D-21014/4/2010-C&G)

Subject: Plastic Fused Card Licences for Pilots, Engineers and Authorisation cards for Flight Dispatchers

**TERMS & CONDITIONS**

**1. GENERAL**

Quotations are invited in a sealed cover from reputed Indian companies to supply the above mentioned items to the office of Director General of Civil Aviation, New Delhi. The complete details of the Plastic Fused Card and its specifications are available in this tender.

**2. SUBMISSION OF OFFERS**

- a) The quotation should be submitted directly by a company incorporated in India either publicly held or privately.
- b) The company should have been in operation for at least two years as on 31.03.2010.
- c) The bidder should have a net worth of Rs. 5 crores or more as on the last financial year, as evidenced by the audited balance sheet.
- d) The bidder should have earned revenues of Rs. 10 lakhs from a similar business in each of the last three financial years, as evidenced by the audited balance sheet.
- e) The bidder should have successfully completed implementation of similar project of at least two Government / Semi-Government / PSUs in the last five years.
- f) Current client list indicating specific areas of solutions offered.
- g) The quotation should be submitted in a sealed cover with a superscription that "Tender for Plastic Fused Card Licences for Pilots, Engineers and Authorisation Cards for Flight Dispatchers" and addressed to Shri LALIT

GUPTA, Director Aircraft Engineering, O/o Director General of Civil Aviation, Opp. Safdarjung Airport, New Delhi -110003.

- h) The quotation should be submitted in two separate sealed covers containing *Techno-Commercial bid* and *Price bid* (Annexure I), which must be put in another sealed cover.

### **3. DUE & OPENING DATES**

The Quotations must reach this office within twenty five days from the date of advertisement in newspapers and up to 1600 Hrs of the last working day. The Techno-Commercial bids will be opened at 1100 Hrs on next working day in the presence of bidders, who wish to present themselves at the time of opening of the quotation. The Price bids shall be opened after evaluation of Techno-Commercial bids. The date of opening of Price bids shall be informed to the bidders found suitable in technical evaluation.

### **4. DOCUMENTS TO BE ATTACHED TO TENDERS**

The following particulars should also be furnished by the Indian companies:

- a) Attested copy of DGS & D registration certificate, if applicable.
- b) Copy of Registration with Sales Tax department.
- c) Evidence to show that the supplier has already supplied these cards to some other Govt. bodies also. A certificate of satisfactory accomplishment of job shall be desirable.
- d) Technical Leaflets / literature and complete specifications of the product may be attached with the tender document.
- e) Identity proof of the bidder.

### **5. PRICES**

The prices should be quoted F.O.R. in Indian Rupees inclusive of all applicable taxes.

### **6. REASONABILITY OF PRICES**

Please quote best minimum prices applicable for a Regulatory Body leaving no scope for any further negotiations on prices.

## **7. SPECIFICATIONS**

- a) The specifications for the Plastic Fused Cards should be as follows:
- PVC 4 Ply Fused Card
  - Multi – colour printing
  - Round Corner
  - Background Embossing Effects on Surface (Security)
  - 85.8mm X 54.2mm X 0.07mm in size.
- b) Parameters to be printed on card are enclosed as Annexure II.
- c) The quotation should be forwarded exactly as per the specification mentioned above. Any query in this regard may be clarified prior to forwarding the quotation.

## **8. VOLUME OF WORK**

- a) Approx. 600 cards per month.
- b) Fresh Plastic Cards shall be delivered at DGCA Hqrs, New Delhi.
- c) For renewal of Plastic Cards, the bidder shall deliver the same at Regional Offices of DGCA located at Bangalore, Chennai, Delhi IGI Airport, Kolkata and Mumbai.

## **9. COMPLIANCE STATEMENT**

- a) Bidders must submit the duly filled-in para-wise Compliance Statement in respect of Technical specifications as given in Annexure - III of the tender. The deviations, if any, from the tendered specifications should be clearly brought in the statement. Technical literature/ leaflet showing the compliance of the specification may be attached with the quotation.
- b) Annexure I shall be for quoting the price bid.
- c) The firms are advised to submit the compliance statement essentially along with their quotation failing which their offer will not be considered.

## **10. DELIVERY PERIOD**

The delivery period is the essence of supply; hence it must be indicated specifically in the quotation.

#### **11. PAYMENT CONDITION**

No advance payment will be made. The payment will be made only after satisfactory delivery at the O/o DGCA, New Delhi and after certification by our expert.

#### **12. INSPECTION**

The inspection of the system will be done by our expert in the presence of company representative.

#### **13. VALIDITY OF OFFER**

- a) The quotation shall remain open for acceptance for six months from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later.
- b) There will be no escalation of price for at least 12 months from dated of awarding the contract.

#### **14. LATE / DELAYED / UNSOLICITED QUOTATION**

Late or delayed/ unsolicited quotations/ offers shall not be considered at all. Post tender revision / corrections shall not be considered.

#### **15. ACCEPTANCE OR REJECTION OF OFFER**

This office reserves the right to accept or reject or postpone any quotation/ tender in part or full without assigning any reasons thereof and its decision on the subject will be final and binding.

#### **16. PAGE NUMBERING AND SIGNATURES**

The quotation shall be page numbered and signed by an authorized signatory indicating his/her name below the signature.

#### **17. INTERIM ENQUIRIES**

No interim enquires will be entertained.

#### Note

Tenderers which do not comply with the above stipulations are liable to be ignored.

(M.C.Pandey )  
Deputy Director of Administration,  
O/o DGCA

**PRICE BID**

S.N.	Description	Price in INR	Remarks if any
1	Price of one Plastic Fused Card		
2	Taxes if any		
3	Total cost of one Plastic Fused Card		

Signature of the authorized signatory \_\_\_\_\_

Name of the signatory \_\_\_\_\_

Designation \_\_\_\_\_

Name & Seal of the quoting party \_\_\_\_\_

Dated \_\_\_\_\_

**DETAILS OF PARAMETERS TO BE PRINTED ON PLASTIC CARDS**

a) Parameters:

- i. Name of State (in bold type)
- ii. Title of licence (in bold type)
- iii. Serial number of Licence
- iv. Name of Holder (in full)
- v. Date of Birth
- vi. Address of Holder
- vii. Nationality of Holder
- viii. Signature of Holder
- ix. Conditions under which Licence is Issued: Issued in accordance with the provisions of the Aircraft Act. 1934, the Aircraft Rules, 1937 and in conformity with ICAO Annex – I
- x. Certification: Certified that the holder is authorised to exercise the privileges of this licence as given in Rule ..... of the Aircraft Rules, 1937 for the period as specified
- xi. Signature of Officer Issuing the Licence and Date of Issue
- xii. Seal of Authority Issuing the Licence
- xiii. Ratings (e.g. category, class, type of aircraft, airframe, aerodrome control, etc.)

xiv. Remarks (Endorsements, Limitations, privileges, etc.)

xv. Any other Information

b) Provision has to be kept for affixing photograph of the Holder

c) DGCA reserves the rights to change the parameters

Annexure – III

### **COMPLIANCE STATEMENT OF TENDER TERMS & CONDITIONS**

#### **NOTE:**

1. Quotation may not be considered without submission of this document.
2. If a particular question is not at all applicable, please write NA in compliance part in Col. No.4 below.

No.	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No')	Deviation from tender terms, if any, with reasons of non-compliance or alternative condition quoted for
(1)	(2)	(3)	(4)
1	Whether quotation is strictly as per specifications or not?		
2	Whether quotation is direct from the company?		
3	Whether the Techno-commercial and price bids have been kept in separate envelopes duly marked with "Techno-commercial Bid" and "Price Bids" respectively.		
4	Whether techno-commercial bid contains technical literature/leaflets, detailed specifications and commercial terms & conditions.		
5	Whether prices are quoted as F.O.R.		
6	Can demonstration of the product be conducted in DGCA office on demand?		
7	Whether the user list and		

No.	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No')	Deviation from tender terms, if any, with reasons of non-compliance or alternative condition quoted for
(1)	(2)	(3)	(4)
	performance certificate is attached with the quotation		
8	Whether the delivery period for supply of the plastic cards has been mentioned		
9	Whether it is agreed that price will not be raised for at least 12 months from the date of award of contract.		
10	Whether it is mentioned that the validity period of the quotation is for a period of six months.		
11	a) Whether all the pages have been numbered?		
	b) Whether quotation has been signed and designation and name of signatory mentioned.		
12	Whether all instructions have been read carefully and have complied with.		

Signature of the authorized signatory \_\_\_\_\_

Name of the signatory \_\_\_\_\_

Designation \_\_\_\_\_

Name & Seal of the quoting party \_\_\_\_\_

Dated \_\_\_\_\_

## **TENDER NOTICE**

Office of the Director General of Civil Aviation  
Opposite Safdarjung Airport  
New Delhi -110003

Tel: .24635773

Website: [www.dgca.nic.in](http://www.dgca.nic.in)

Director General of Civil Aviation intends to issue Plastic Fused Card Licences for Pilots, Engineers and Authorisation Cards for Flight Dispatchers. Quotations are invited from various firms to make and supply these Plastic Fused Cards Licences for DGCA. The detailed list of technical specifications, tender terms & conditions, lead time and other relevant details are available in Tender documents published in website [www.dgca.nic.in](http://www.dgca.nic.in).

Approximate no. of cards issued per month: 600

Last date for submission of Tender : 15 days from the date of advertisement