

CHAPTER- II
INSTRUCTIONS TO BIDDERS
(This tender set is not transferrable)

Government of India, Ministry of Home Affairs
Directorate General, Border Security Force
Air Wing

10, CGO Complex, Lodhi Road, New Delhi – 110 003

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Tender No. 1561/AOCR(CC)/AW/BSF/PAL 2018

____ Oct' 2023

For and on behalf of the President of India, the Directorate General BSF New Delhi invites **Limited Tender Enquiry** through online tenders under Single Bid System on the prescribed form, for conducting "Ab-initio training of the Cabin Crew" by Training Organizations approved by the DGCA/regulatory authority for the required training as detailed in the schedule of requirement (Chapter - V) of this tender.

2. This tender enquiry has the following chapters and appendices:

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3. All tender documents inclusive of NIT, instructions to bidder, special condition, schedule of requirement, QR & TD and all other relevant document are available at e-Procurement site <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download the same and go through in detail. All Tender documents attached with this invitation to tender including the specifications are SACROSANCT for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and **submitted only through on line e-Procurement site** <https://eprocure.gov.in/eprocure/app>.

4. Tenderers are advised to carefully go through all the conditions and documents attached with this tender enquiry, before uploading the tender. All tender documents attached with the tender are sacrosanct for considering any offer as a complete offer. **Tenderers are also advised to go through the checklist.**

5. All questionnaire along with the various forms & Appendices are required to be filled up signed in the column provided & on each page and should be uploaded with their offer, as it is, without any modification/alteration.

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8. Intentionally left blank.

9. **Form of Earnest Money Deposit (EMD)**: The EMD having validity of 45 days beyond the final bid validity period be deposited. Bid/ offer validity is 365 days from the date of tender opening. The EMD required would be 02 per cent of total bid value.

CRITICAL DATESHEET

10.	Date of publication on Web site	10 OCT 2023
11.	Document download Start Date	10 OCT 2023
12.	Document download end date	09 NOV 2023
13.	Seek Clarification Start Date	10 OCT 2023
14.	a) Pre bid date & time	NA
	b) Seek Clarification End Date	02 NOV 2023
15.	Bid Submission Start Date & Time	10 OCT 2023
	Bid Submission End Date & Time	09 NOV 2023
16.	Bid Opening Date	10 NOV 2023

17. Purchaser : **The President of India**
18. Inspection Authority : **Director General, FHQ
BSF, Block -10, CGO
Complex, Lodhi Road, New
Delhi-110003**
19. Inspecting Officer : **Board of Officers of BSF**
20. Training Required at (Training location) : **At tenderer's facility**
21. Delivery Period : **Intentionally left blank**

22. **Place & Procedure for :
Submission of EMD etc**

Original payment instrument in respect of EMD, duly completed in all respects is to be submitted at BSF Air Wing, 7th floor, HQ DG BSF, Block-10, CGO complex, Lodhi Road, New Delhi-110003 on or before bid opening date.

23. **Form of Earnest Money Deposit (EMD):**

The EMD having validity of 45 days beyond the final bid validity period be deposited in the following form only: Bid/ offer validity is 365 days from the date of tender opening.

23.1 Fixed Deposit Receipt drawn in favour of DDO BSF Air Wing New Delhi, payable at New Delhi.

23.2 An irrevocable Bank Guarantee (BG) of any Indian Nationalised/ Scheduled Bank in Indian rupees drawn in favour of DDO BSF Air Wing, in the format supplied with the tender. (Appendix -6 of Chapter-IX).

23.3 In case firm deposit EMD in the shape of Account payee Demand Draft and Banker's cheque in favour of DDO BSF Air Wing, the same will encashed and deposited in govt. treasury. If

encashed amount is required to be returned to the concerned firm, it will be returned in the shape of Cheque/draft.

24. Bid/ Offer Validity: -

365 days from date of tender opening. In the absence of any indication in the tender documents submitted, of the date upto which the offer has been kept valid, it will be taken that the offer will remain open for acceptance for the period specified in the schedule to tender

25. Extension of Bid validity & Earnest Money :-

If the validity of the tender is extended, the validity of the Bid & Earnest Money will also have to be suitably extended by the tenderer failing which their tender shall not be considered by the purchaser after the expiry of the aforesaid period.

26. Clarification on Specifications/QR: -

No such requests will be entertained by the purchaser after clarification end date

27. Right of Bidders: -

Bidder can ask in writing about bidding condition, bidding process and / or rejection of their bid. The reasons for rejecting a tender or non-issuing of tender document to prospective bidder will be disclosed where enquiries are made by the bidder.

28. Currency of Bidding: -

Foreign bidder can provide its bids in foreign currency i.e., US Dollar or EURO. Indian bidders are to quote in Indian Rupee (INR) only.

29. Submission of the proposal in SINGLE BID SYSTEM:

Bidders are required to submit their offers in single bid system i.e., in single sealed covers as under: -

29.1 SINGLE COVER SHOULD CONTAIN THE FOLLOWING (.PDF FILES):-

- 29.1.1 Tender documents duly completed and signed.
- 29.1.2 Document for Earnest Money in given schedule format or copies of valid registration certificate as MSEs & Startups firm for subject service, if any (Scanned copy).
- 29.1.3 The technical details of the training offered along with the supporting original technical literature, leaflets, brochures etc.
- 29.1.4 Clause by clause compliance to specifications.
- 29.1.5 Intentionally left blank.
- 29.1.6 All forms & Appendices of T.E. duly filled and signed by the bidder.

- 29.2.1 Tenderers should submit price bid (BOQ) filled as per format available in **Appendix-6 of Chapter-IX** (in Excel Sheet) and upload the same on **CPP Portal** <http://eprocure.gov.in/eprocure/app>.
- 29.2.2 The tenderer should give break up of their prices in terms of Basic price, Custom duty, any other tax & applicable GST (In PDF).
- 29.2.3 Intentionally left blank.

30. Evaluation of the Proposal: -

- 30.1 Offer of the firm will be initially examined in accordance to the eligibility criteria of bidder, availability of uploaded complete tender documents along with essential forms & Appendices duly filled and signed. Suitable Bid Security declaration certificate or exemption certificates, as the case may be.
- 30.1.1 Evaluation of Bids and service offered to assess their suitability against the laid down requirements.
- 30.1.2 As and when required by the board of the purchaser detailed for the evaluation, the tenderer will have to give such details/information through email/suitable means.
- 30.1.3 **Tenderers must ensure that they enclose all original technical literature and detailed documentary proofs which specifically bring out the compliance of the services being offered against the requirements.**
- 30.1.4 In case it is not possible to verify compliance of services offered due to lack of adequate documents no reference will be made to tenderer & the bid will not be considered further.
- 30.1.5 **Intentionally left blank**
- 30.1.6 **Intentionally left blank**


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30.2 **Financial Evaluation**

- 30.2.1 Intentionally left blank.
- 30.2.2 Successful bidder will be evaluated on the basis of net lowest cost to the Govt.
- 30.2.3 To provide level playing field, the evaluation of bids shall be carried out among all category of bidders i.e. service providers from SEZ/EOUs and other indigenous service providers. The applicable Taxes & GST payable or foregone, shall be added on basic price of each unit.
- 30.2.4 Intentionally left blank.

31 **Criteria for awarding the contract: -**

Strictly as per Terms & Conditions of Tender Enquiry.

32. **Compliance Statement: -**

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33. **Pre Delivery Inspection (PDI): -**

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34. **Terms of Delivery of service: -**

On being intimated by email 30 days before the scheduled training, the firm should make available training slots as per requirement.

35. **Payment terms**

35.1 **100% payment will be released after delivery of service as per terms and conditions mentioned in the tender documents.**

35.2 On completion of training, the firm will hand over/ send all training documents, certificates, check forms to the addressees as required by BSF Air Wing.

36. **Mode of Payment:** - The payment will be arranged through "e-payment" or wire transfer from Reserve Bank of India/State Bank of India/any Public Sector Bank as decided by the customer, to the Bank of the Foreign Firm. Proforma for electronic clearing service (Appendix-9) is required to be filled.

37. **Purchase/ Price Preference Clause:** The Purchase preference will be given in accordance to Rule 153 of GFR 2017 and clause 1.9.1 of Chapter I of Manual for procurement of Consultancy & Other Services 2017, Ministry of Finance, Department of Expenditure(GOI), **MSMED Act 2006, Public Procurement Policy for MSEs Order-2012 issued by Ministry of MSME vide order dated 23rd March 2012**, Public procurement order (Preference to Make in India) 2017 issued by Department of Industrial Policy and Promotion order dated 15.06.2017, subsequent revision issued vide order dated 28 May 2018,

29th May 2019, 4th Jun 2020, 16th Sep 2020 and Notification of Ministry of Textiles dated 01 Feb' 2019 to be followed as under:-

37.1 For MSME: -

The brief of price preference as mentioned in clause 1.9.1 of Chapter I of Manual for procurement of Consultancy & Other Services 2017, Ministry of Finance, Department of Expenditure (GOI) to be followed is as under: -

37.1.1 In tender, participating Micro and Small Enterprises (MSE) quoting price within price band of L-1+15(fifteen) percent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 prices is from someone other than a MSE and such MSE shall be allowed to supply upto **25 (twenty five)** percent of total tendered value. The **25 (twenty five)** per cent quantity is to be distributed proportionately among these bidders, in case there are more than one MSEs within such price band.

37.1.2 Within **25% [Twenty percent]** quantity, a purchase preference of four percent (**that is, 25 (twenty five)** percent out of **25(twenty five)** percent) is reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ST MSE to participate in tender process or meet tender requirements and L1 price, four percent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ST entrepreneurs.

Out of the total annual procurement from Micro and Small Enterprises, 3 percent from within the 25 percent target shall be earmarked for procurement from Micro and Small Enterprises owned by women.

37.2 For make in India: -

The brief of Public Procurement order 2017 (Preference to Make in India) issued by Ministry of Commerce & Industry dated 15.6.2017, and subsequent revision issued vide order dated 28.05.2018, 29th May 2019, 4th June 2020, 16th Sep 2020 and Notification of Ministry of Textiles dated 01 Feb' 2019, **to be followed is as under: -**

37.2.1 Purchase preference shall be given to "Class-I local supplier" in procurements undertaken by procuring entities in the manner specified here as under: -

i) In the procurements of services, which are covered by para 3(b) of order dated 16.09.2020 and which are divisible in nature, the 'Class-I local supplier' shall get purchases preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure: -

a) Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class -I local supplier', the contract for full quantity will be awarded to L-1.

b) If L-1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local suppliers quoted price falling within the margin of purchases preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible "Class-I local supplier" fails to match the L1 price or accept less than the offered quantity, the next higher 'Class-I local supplier', within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

ii) In the procurement of services, which are covered by para 3(b) of order dated 16.09.2020 and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure: -

a) Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.

b) If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within


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the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.

c) In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

iii) "Class-II local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

37.2.2 Exemption of Small Purchases: Notwithstanding anything contained in paragraph 3 of order dated 16.09.2020, procurements where the estimated value to be procured is less than Rs.5 lakhs shall be exempt from this Order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.

37.2.3 Minimum local content: Local content means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent. The local content requirement to categorize a supplier as 'Class-I local supplier' / Class-II local supplier' / Non-local supplier' shall be defined as under: -

- a) "Class-I local supplier" means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under this order.
- b) "Class-II local supplier" means a supplier or service provider, whose goods, services or works offered for procurement, has local content more


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than 20% but less than 50%, as defined under this order.

- c) **"Non-Local Supplier" means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%, as defined under this order.**

37.2.4 Margin of Purchase Preference: The margin of purchase preference shall be **20%**.

37.2.5 Verification of local content:

a) The Class-I local supplier' / 'Class-II local supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self- certification that the item offered meets the minimum local content requirement for 'Class-I local supplier' / 'Class-II local supplier', as the case may be. They shall also give details of the location (s) at which the local value addition is made.

b) In cases of procurement for value in excess of Rs.10 crores, the 'Class-I local supplier' / 'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

c) False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the general financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

d) A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities.

- e) In respect of procuring entities other than the one which has carried out the debarment, the debarment takes