



NIQ No: AAI/APD/BO/IT/DSC/2022/

09/05/2022

NOTICE INVITING QUOTATION

Name of Work: Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature Certificate with 2 years' validity .

Estimated Cost of the Work: Rs. 1,08,333.00 (Rupees One lakh Eight thousand three hundred and thirty three only) including applicable GST.

On behalf of Chairman Airports Authority of India, sealed quotations are invited by Airport Director, Airports Authority of India, Vadodara Airport from the authorized dealers/distributor/Service Contractor (Authorized dealer of any one of (n) Code Solutions, Tata Consultancy Services Limited Certifying Authority, safescrypt, mtnltrustline) for the Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature Certificate with 2 years' validity

The quotation should be in two bid system i.e. TECHNICAL BID and PRICE BID. Bidders are required to submit Technical and price bid in separate envelope as given below:

1. **Technical bid** must be submitted in Envelope 'A' containing following documents

- i) Unconditional Acceptance as per Annex-I
- ii) Copy of NIQ document signed by the bidder (With office seal) in all the pages
- iii) Copy of PAN card
- iv) GST certificate
- v) Payment details as per Annex-III
- vi) Certification of registration for Issuing Digital Signature Certificate. Certificate of authorized dealer of any one of (n) Code Solutions, Tata Consultancy Services Limited Certifying Authority, safescrypt, mtnltrustline ,except this no other dealers/distributor/Service Contractor will be entertained.
- vii) Undertaking for not blacklisted as per Annexure IV.

2. **Price bid** must be submitted in Envelope 'B' containing only the Annex-II. The financial bid of only those bidders will be opened whose papers submitted in envelop 'A' are found to be in order.

3. Both the envelopes are to be sealed in another Envelope and marked as '**Master Envelope**' super scribed as "Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature Certificate with 2 years' validity" and submitted to

Address: O/o CNS In-charge

2nd floor, ATC Building

Airports Authority of India

Vadodara Airport, Gujarat, 390022

on or before **20.05.2022 up to 18:00 hrs.**

Quotation will be opened **on 22.05.2022 at 11:00 Hrs.** (Envelope-A Only). After completion of technical bid evaluation, price bid will be opened.

Last Date and time of receipt of Quotation: **20.05.2022 up to 18:00 hrs.**

Date and Time of Opening of Quotation (Envelope-A): **22.05.2022 at 11:00 Hrs.**



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Date and Time of Opening of Quotation (Envelope-B): 22.05.2022 at 17:00 Hrs.

Terms and Conditions:

1. The quotations are to be submitted in a sealed cover. The cover shall be superscripted as Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature Certificate with 2 years' validity.
2. Duly completed quotation along with requisite documents should reach by registered post or in person at the following address on or before 20.05.2022 up to 18:00 hrs. positively on the address below.
**Address: O/o CNS In-charge
2nd floor, ATC Building
Airports Authority of India
Vadodara Airport, Gujarat, 390022**
3. Quotation (Envelope-A) will be opened on 22.05.2022 at 11:00 Hrs. in presence of interested bidders or their authorized representatives. AAI will not be responsible for delay in submission of quotations sent by post. Envelope-B which shall be opened after scrutiny of the basic documents of Envelope-A.
4. Incomplete & ambiguous quotations will be rejected.
5. Time/delivery & installations schedule and part supplies: Order will be placed on the basis of Requirement of DSC. Orders may be placed as fresh requirement / renewal requirement of digital signature certificate.
6. The documents required for issuing the DSC has to be collected from the office of DGM(CNS/IT), 2nd floor, ATC Building, Airports Authority of India, Vadodara Airport by the vendor. The e-token with the digital signature certificate (fresh/renewed) has to be supplied to the DGM(CNS/IT), 2nd floor, ATC Building, Airports Authority of India, Vadodara Airport, within 15 days after the request.
7. Liquidated Damages: In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ 0.5 % per week or part thereof but not exceeding 5% of the total contract value. Even the order can be cancelled at the risk and cost of the supplier. In case the contractor fails to deliver the materials as per the delivery schedule indicated in the purchase order, the material shall be procured from open market to meet the immediate demand / requirement at the risk and cost of the supplier.
8. Payment will be made at the end of every month through NEFT / RTGS facility after successful supply of items. Contractor shall furnish the bank account details in Annexure III.
9. AAI reserves the right to accept/reject any quotation without assigning any reason.
10. The quoted rates in the Annexure- II shall be firm on Airports Authority of India, Vadodara Airport, Vadodara and inclusive of all taxes and any other Charges, if any. No extra claim shall be entertained in this connection.
11. The work shall be approved by the DGM(CNS/IT), 2nd floor, ATC Building, Airports Authority of India, Vadodara Airport, who will be In-Charge for this work or by his



authorized representative.

12. In case of any Query, please contact on itd_vadodara@aai.aero.

Special Terms & Conditions

1. The rates shall be in whole numbers. The rates shall be entered in figures as well as in words. For the purpose of the quotation, the metric system of units shall be used. In the event of any discrepancy, the rates quoted by the vendor in words will be taken as the correct basis and not the rates shown in figures.
2. The person(s) signing the bid, with date, shall sign all changes, alterations, and corrections in the bid in full (if necessary).
3. Quotation, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and /or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected.
4. No correspondence shall be entertained from the vendors after the opening of the Quotation.
5. Date of acceptance and opening of quotation can be extended on the sole discretion of the DGM (CNS/IT), Airports Authority of India, Vadodara airport.
6. The contractor shall sign in all the pages (With office seal) of NIQ and the place provided below as proof of acceptance of terms & conditions and the same to be submitted in Envelope-A. Quotation without signature on the acceptance of terms & conditions will be rejected out rightly.
7. Repeat Order: AAI reserves the right to place repeat order, within validity of contract period i.e. expiry of warranty as mentioned in contract, not exceeding 50% the quantity of the original order.
8. Deviation of Quantity: AAI reserves the right to change the quantity to be supplied to the extent to $\pm 50\%$ of the tendered quantity or part thereof, at the time of placement of purchase order.
9. Payment Terms: Payment will be made on submission of Original Invoice in Triplicate along with delivery Challan after successful supply of items.
10. Scope of work:
 - i. The Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature



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Certificate with 2 years' validity as mentioned in Annexure-II at Airports Authority of India, Vadodara Airport, Vadodara, 390022. **Validity of ARC will be 2 year from the date of acceptance of work order.**

- ii. During the course of ARC, the vendor shall ensure that, they shall supply the items at the initially quoted rate throughout one year against the purchase order.
- iii. During the ARC period any decrease/fall in price shall be intimated to AAI, and necessary discounts in this regard shall be passed on to the purchaser (AAI).
- iv. However, any increase in price which is due to the hike of GST shall be considered subject to production of valid documentary evidence.
- v. Order will be placed on the basis of Requirement of DSC. Orders may be placed as fresh requirement / renewal requirement of DSC. Supply should be made full against the order. No part supply will be allowed.
- vi. The quantity indicated in the Annexure II, is just an estimated requirement. It may vary depending on various factors and AAI does not guarantee any minimum or maximum quantity to be procured during a year.

Encl: Annexure I to IV

**Airport Director
Airports Authority of India
Vadodara airport
Vadodara 39022**



Annexure-I

UNCONDITIONAL ACCEPTANCE OF AAI'S TERMS & CONDITIONS

(To be provided on company's letter head and put in ENVELOPE-A)

To

**Airport Director
Airports Authority of India
Vadodara airport
Vadodara 39022**

Sir,

1. The Notice Inviting Quotation (NIQ) for Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature Certificate with 2 years' validity have been provided to me/us by Airports Authority of India and I/we hereby certify that I/we read the entire terms and conditions of the NIQ made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/Clauses contained therein.
2. I/WE hereby unconditionally accept the NIQ conditions of AAI in NIQ documents in its entirety for NIQ of Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature Certificate with 2 years' validity
3. The contents of NIQ have been noted wherein it is clarified that after unconditionally accepting the NIQ conditions in its entirety it is not permissible to put any remarks/conditions (except unconditional rebate on the quoted rates if any) in the NIQ.
4. That, I have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills.
5. That if any officer of AAI asks for bribe/gratification, I will immediately report it to the appropriate authority in AAI.

Yours faithfully,

Seal of the Firm

(Signature of the bidder with date)



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Annexure – II

Financial BID (To be put in ENVELOPE-B)

Quantity and Price schedule for Annual Rate Contract for the Supply and Renewal of class 3 Digital Signature Certificate with 2 years' validity

NIQ No: AAI/APD/BO/IT/DSC/2022/

S. No	Description	Quantity	Unit Rate without GST (Rs.)	Total Price in Rs. (Exclusive of GST)	GST (%)	Unit Rate with GST (Rs.)	Total Price in Rs. (Inclusive of GST)
1	Class 3 Digital Signatures with signing & Encryption with e-token for 2 years' validity	25					
2	Renewal of Class 3 Digital Signatures with signing & Encryption for 2 years' validity	25					
Total Value (Rs.)							

Amount in Words: Rupees.....
..... only

Note 1: Amount quoted should be inclusive of all applicable Taxes and the bidders should re-ensure unit rate, total amount, and Gross amount etc.

Note 2: Concessional duty shall not be acceptable for AAI for exemption or reduction in Govt. Duties.

Note 3: Use of eraser, over writing and or corrections in the price Bid should be avoided. However, in case it becomes unavoidable to use any of these for correction, the same must be authenticated by the person signing the bid with his signature.



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Note 4: Change in nomenclature of schedule and added optional items in this schedule attract action as per AAI terms and conditions

Note 5: No rows and columns should be left blank. In case price already included in the basic price and break up cannot be given or there is no cost, same may be indicated in the column or row as “Included” or “Not applicable” or “Nil” as may be appropriate. In case of non-compliance of the same, action will be taken by AAI.

Note 6: In case of any ambiguity in total unit price or total amount figures or non-adherence to Note 4, all calculations will be carried out taking Basic Unit rate as base.

Note 7:- **Validity of ARC will be 2 year from the date of acceptance of work order.**

I / We agree to all terms and conditions and Note above

Signature of Bidder

Name:

Telephone/email:

Date:

SEAL: _____



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Annexure – III

E-Payment details (To be put in *ENVELOPE-A*)

1	Name of the Company	
2	STREET (ADDRESS)	
3	Postal Code	
4	City	
5	Telephone No	
6	Fax no	
7	Mobile No	
8	Email	
9	PAN Number	
10	Bank A/c holder name	
11	Bank A/c Number	
12	Type of Account	
13	Name of Bank	
14	IFSC Code	
15	City	
16	SWIFT Code	
17	Method of Payment	
18	RTGS/NEFT details	
19	GSTIN	

Seal of the Firm

(Signature of the bidder with date)

Note: Any erroneous information may lead to harmful transaction for which either AAI or the Bank will not be liable / responsible.



ANNEXURE IV

UNDERTAKING FOR NOT BLACKLISTED

(On Company Letter Head)

(To be put in ENVELOPE-A)

To

**Airport Director,
Airports Authority of India
Vadodara airport
Vadodara 39022**

Sub: Undertaking for Not Blacklisted

Name of the work: Annual Rate Contract for the Supply and Renewal of class 3 Digital
Signature Certificate with 2 years' validity

Reference No:

Dear Sir,

We, M/s_____ hereby declare and undertake that our firm or our partners or our Directors have not been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund /World Health Organization etc. or any Indian State/Central Governments Departments or Public Sector Undertaking of India.

Date:

Yours Faithfully,

(Signature of the Tenderer)

END OF THE DOCUMENT