

## **NOTICE INVITING QUOTATION**

Date: 29.03.2022

**SUB: Annual Rate contract for supply of Compatible Printer Toner Cartridge to AAI Porbandar Airport.**

**01.** Sealed quotations are invited by Airport Director, Airports Authority of India, Porbandar Airport, Porbandar-360577 from agencies Service providers in Computer Servicing & Suppliers of Printer Cartridges for the above work, on behalf of the Chairman, Airports Authority of India.

**02. ELIGIBILITY CONDITION:** The Agency shall be a service provider in the Computer printer Consumables field. The following documents of proof for the same must be attached along with the quote.

- (i) Copy of valid PAN card,
- (ii) Copy of GST registration

**03.** The evaluation criteria shall be competitive offer quoted in Bill of Material (**Annexure-D**)

**04.** The quotations should be submitted on two envelope basis, The main sealed **Master** envelope (super scribed as “**Annual Rate contract for supply of Compatible Printer Toner Cartridge to Porbandar airport**”) should contain two sealed envelopes

**Cover : A and cover : B** as described below:-

**4.1 Cover. A:** super scribed as Technical Bid must contain:

- 4.1.1** Unconditional acceptance of AAI terms and conditions (Annexure- C) signed (with seal) by bidder.
- 4.1.2** Proof of PAN No. & GST registration proof shall be attached.
- 4.1.3** Shop registration certificate or MSME certificate.
- 4.1.4** Duly signed copy of NIQ(All pages)

**4.2 Cover . B:** super scribed as Price Bid must contain:-

- 4.2.1** Price & taxes etc. for Replacement of compatible printer cartridge being quoted as per **Annexure-D** duly filled and signed by the bidder with a seal.
- 4.2.2** Price quoted in any other format will be **rejected**.
- 4.2.3** L1 Bidder may be decided on the basis of total quoted price(excluding GST)

**05.** The evaluation criteria for the above supply shall be based on overall quoted amount for the supply estimated for one year, as per the Bill of Material (**Annexure-D**). The supplier should study the schedule, and, shall be deemed to have full knowledge of the item before the quotation is submitted.

**06.** The supply shall be completed on need basis as required by AAI as and when required.

**07. Payment terms:**

- i) Payment shall be carried out on quarterly basis as per total cartridges of printer replaced in the period and submit to the office along with duly signed by the concerned user.
- ii) The payment will be made through the e-Payment system. As such the following information may please be provided in the quotation:
  - a) Name of the Bank and branch to which payment is to be credited.  
IFSC code of branch for e-payment
  - b) IFSC code of branch for e-payment.
  - c) Account number allotted by branch to the supplier.
  - d) Bill should be raised in the name of Airport Director, Porbandar airport.

**08.Compensation for delay:** - If the supplier fails to complete the supply within the stipulated period ( Annexure-A point 7) and no justifiable reasons are found for the delay, he shall be liable to pay compensation **@ 1 percent** of the value of items to supply per week or part thereof subject to a maximum of **10%** of the bill amount for the particular order of supply.

**09.** The agency shall furnish the details of their Account duly attested in the specific format (**Annexure-B**), for making the E- Payment.

**10.** The quotation shall be valid for **60 days** from the date of its opening.

**11.** The rate contract shall be valid for a period of **ONE year** from the date of issue of Supply Order to the successful bidder.

**12.** The Airport Director, A.A.I, Porbandar Airport will not be responsible for any delay, loss, non-receipt of quotations sent by post.

**13.** The bidder is requested to examine and get satisfied with the terms and conditions (**Annexure-A**) before submitting this quotation.

**14.** Airport Director, A.A.I, Porbandar Airport, reserves the right to reject any or all quotations and will not be found to accept the lowest quotation.

**15.** The supplier shall sign in the place provided as a proof of acceptance of terms and conditions and the same (full set) may be returned along with the schedule in original.

**16. Specification of Material & Schedule of Supply:** As per **Annexure-D** (Bill of material).

**Bill of Material:** The amount should be quoted in the bill of material against each item up to destination of O/o APD, Porbandar Airport. The quoted amount shall be inclusive of supply charges, transportation charges, and other miscellaneous charges.

**17.** In case of any dispute, the decision of the Airport Director, A.A.I, Porbandar Airport is final and will be binding on both the parties.

**18.** The Estimated Quantities of materials may vary +/- 25% depend upon the actual requirement.

**19.** All the Columns in the Bill of Materials (**Annexure-D**) should be filled in all respect. Any document with incomplete Bill of Material will be summarily rejected.

**20.** THE SUPPLIER SHOULD SIGN ALL THE PAGES OF THIS DOCUMENT WITH SEAL

**21.** Duly filled and signed **Annexures A, B, C & D** shall be attached with all the pages of this NIQ.

**Terms and Conditions**

1. Duly completed quotation along with requisite documents should reach by registered post, courier or in person at the following address on or before due date mentioned below positively.

**NIQ upload on AAI Website (Display of NIQ ) : 29/03/2022 1500 IST**

**Last date and time of receipt of quotations: 12/04/2022 17:00 IST**

**Date and time of opening Technical bid envelope: 13/04/2022 11:00 IST**

**Opening of Financial bid envelope: will be intimate later**

**Address : Airport Director  
(Kind Attention : CNS In-Charge )  
Airport Authority Of India  
Porbandar Airport  
Porbandar, Gujarat-360577**

2. Quotations submitted in any other format will be rejected
3. Incomplete and ambiguous quotations will be rejected.
4. Maximum Estimated Cost (Excluding of GST) for “**Annual Rate contract for supply of Compatible Printer Toner Cartridge to Porbandar Airport** (as per attached schedule Annexure-D) at Porbandar Airport, Porbandar 360577” (including packing and freight charges, toll charges and any other cost associated) is Rs.1,70,698 /- (Excl of GST) (Rupees One Lakh seventy Thousand Six Hundred Ninety-Eight Only) (Excl of GST)

S No	Name of work	Maximum Estimated cost (in Rs.) (Exclusive of all taxes)	Period of works
1	<b>Annual Rate contract for supply of Compatible Printer Toner Cartridge to Porbandar Airport</b> (Annexure-D)	<b>1,70,698/- (Excluding of GST) Rupees One Lakh seventy Thousand Six Hundred Ninety-Eight Only (Maximum Expenditure per annum)</b>	<b>One Year</b>

5. The supply of Printer cartridges shall be done on need basis as required by AAI as and when required.

6. If the supplier fails to supply new replacement cartridge, the payment for the faulty cartridge will not be paid or the amount for the faulty cartridge will be deducted from the next bill, if already paid.
7. The supply shall be carried out at the site on suppliers cost and completed within 5 (Five) days from the date and time of intimation from this office.
8. If the supplier fails to complete the supply with in five days and if no justifiable reasons are found for the delay, he shall be liable to pay compensation @ 1 percent of the value of the supply per day or part thereof subject to a maximum of 10% of the bill amount, for the particular supply.
9. No price escalation is accepted for **one year** from the date of taking over the supply under any circumstances on the quoted price.
10. On satisfactory completion of supply, the bills on Quarterly basis shall be submitted to the Airport Director, AAI, Porbandar Airport for payment.
11. The vendor should ensure that the material used for Replacement does not degrade the print quality.
12. Refilled cartridge shall not be allowed.
13. Replacement of faulty cartridge, if found any.
14. Box Pack cartridges shall be delivered. if possible with hologram of OEM.
15. Delivered cartridge shall be compatible with Printers, In case of issues of compatibility, Bidder has to replace the cartridge.

**Dated .....**

**Signature of Tenderer  
With Rubber Stamp**

**ANNEXURE-B**

**Please find below the format for Bank Details for making payment through NEFT / RGTS, the same must be on the letter heads of the vendor (Beneficiary) and duly attested by Bank:**

Attachments:

1. Supplier Registration form
2. Required details containing the following

Beneficiary Name :

Beneficiary Address :

Bank A/C No. :

City of the Bank :

Name of the Bank :

Branch :

Address of the Bank :

Account Type :  
(Savings/Current/Over Draft)

RTGS IFSC Code :  
(Real Time Gross Settlement)

NEFT IFSC Code :  
(National Electronic Fund Transfer)

**Dated .....**

**Signature of Tenderer  
With Rubber Stamp**

To,  
The Airport Director,  
Airports Authority of India,  
Porbandar Airport,  
Porbandar-360577, Gujarat

**Unconditional Acceptance of Terms and conditions of Quotation**

Name of Supply: **Annual Rate contract for supply of Compatible Printer Toner Cartridge to Porbandar Airport**

**Ref.No: AAI/PBR/IT/ARC/Compatible Printer Cartridge/2022-23      Date: 17.03.2022**

Dear Sir,

1. The quotation document for the supply mentioned above have been downloaded from the AAI web site and I/we have read the terms and conditions of the NIQ document fully. I/ we shall abide by the conditions / Clause contained therein.
2. I/we hereby unconditionally accept the quotation conditions of AAI's Quotation document in its entirety for the above supply.
3. It is clarified that after unconditionally accepting the Quotation conditions in its entirety, it is not permissible to put any remarks/ conditions ( except unconditional rebates on quoted rates if any)

**Yours faithfully,**

**Dated .....**

**Signature of Tenderer  
With Rubber Stamp**

**Schedule for Replacement of compatible printer cartridge at Porbandar Airport.**

Sr. No	Type of printer	Estimated Annual Quantity Cartridge Required	Price Per Unit (Exclusive of GST)	Total Amount (Exclusive of GST) (Rs.)
		(A)	(B)	(A) x (B)
1	HP LASERJET 1020 PLUS	3		
2	HP LASERJET P1108 CE655A	35		
3	LEXMARK MX410DE (MFM) (Cartridge Unit)	28		
4	LEXMARK MX410DE (MFM) (Drum Unit)	10		
5	CANON IMAGE CLASS MF4450 (MFM)	4		
6	HP LASERJET M1136 MFP	3		
7	HP LASERJET P1606DN	4		
8	Xerox B215 (Cartridge Unit)	3		
9	Xerox B215 (Drum Unit)	2		
10	HP LASERJET PRO M202dw	4		
<b>Total Price (Exclusive of GST)</b>				
<b>GST Amount (Rs)</b>				
<b>Total Price (Inclusive of GST)</b>				

**Note:** This is projected requirement. Actual requirement may vary  $\pm$  25% as per actual

**(Signature of party with stamp and Date)**



Note 1: The quotation will be rejected in case of any change in nomenclature of schedule is Performed by the bidder in NIQ.

Note 2: The rates quoted should include all the packing and freight charges, toll charges and any other cost associated. No extra amount shall be payable.

Note:3 Rate should be quoted in the appropriate column mentioned above.

Note:4 Qty. may vary during the contract period & quoted rate will Remain the same. Nothing will be paid extra.