



AIRPORTSAUTHORITYOFINDIA



TENDER ID:2022_AAI_112200

Tender Ref. NO: AAI/TRY/STORES/KIOSK ROLL/2022-23

Name of Work: "Annual Rate Contract for Supply of Baggage Tag Kiosk Rolls for Self Service Kiosk at Trichy International Airport".

Tender Document

Estimated cost : Rs. 8,10,000/- (Excluding GST)

EMD Amount : Rs. 16,200/-

Tender cost : Rs. 1,180/-

**I N D E X****NAME OF WORK: Annual Rate Contract for Supply of Baggage Tag Kiosk Rolls for Self Service Kiosk at Trichy International Airport**

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This tender documents contains a total of **29 pages** (including front page)

**Airport Director,
AAI, Trichy Airport
Trichy-620 007
Tel.: 0431-2340551-304**



SECTION: I
NOTICE INVITING e-TENDER (2 BOT-2 Envelope Open Tender)

NIT No: AAI/TRY/STORES/KIOSK ROLL/2022-23

Date: 06/04/2022

TENDER ID:2022_AAI_112200

1. Item Rate E- Tenders are invited from the from the eligible contractors through the NIC CPP e-tendering portal by the **Airport Director, Airports Authority of India, Trichy Airport, Trichy- 620 007** (Bid Manager) on behalf of Chairman, AAI for **“Annual Rate Contract for Supply of Baggage Tag Kiosk Rolls for Self Service Kiosk at Trichy International Airport”** for a period of **12 (Twelve months)** at an estimated cost of **Rs. 8,10,000/-** (excluding GST).

2. The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/apporwww.aai.aero>. Prospective Tenderers may download and go through tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in/eprocure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk support](http://aai.aero/tender/e-tender/help%20desk%20support).

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -
Tel: 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787,
E-mail: support-eproc@nic.in

Tenderers are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

For any further technical assistance with regard to functioning of CPP portal the Tenderer may contact to the following AAI help desk numbers on all working days only between

- (ii) 08:00 hrs to 20:00 hrs (Mon-Sat)-
011-24632950, Ext-3512 (Six Lines), E-Mail: eprochelp@aai.aero
- (iii) 09:30 hrs to 18:00 hrs (Mon-Fri)-
011-24632950, Ext-3523, E-Mail: etendersupport@aai.aero,
sanjeevkumar@aai.aero
- (iv) 09:30 hrs to 18:00 hrs (Mon-Fri)-
011-24657900, E-Mail: gmitichq@aai.aero

**TENDER SCHEDULE**

01.	Name of Work	"Annual Rate Contract for Supply of Baggage Tag Kiosk Rolls for Self Service Kiosk at Trichy International Airport"
02.	Tender No.	AAI/TRY/STORES/KIOSK ROLL/2022-23
03.	Estimated cost excluding GST	Rs.8,10,000/- (excluding GST)
05.	Period of Contract	12 months

CRITICAL DATA SHEET

Publishing Date	06.04.2022
Bid Document Download / Sale Start Date	07.04.2022 from 09:30 hrs.
Clarification Start Date	07.04.2022 from 09:30 hrs.
Clarification End Date	18.04.2022 up to 18:00 hrs.
Bid Submission Start Date	07.04.2022 from 09:30 hrs.
Bid Submission End Date	27.04.2022 up to 18:00 hrs.
Bid Opening Date (Envelope- I)	29.04.2022 at 11:00 hrs.
Bid Opening Date (Envelope- II)	04.05.2022 at 11:00 hrs.
Tender Fee (Non-refundable) to be paid through online through CPP portal.	Rs. 1,180/- (i/c GST) to be paid through online through CPP portal or Scanned copy of valid NSIC / MSME Registration Certificate. (in relevant category of tendered work)
Earnest Money Deposit (EMD)	Rs. 16,200/- to be paid through online through CPP portal or Scanned copy of valid NSIC / MSME Registration Certificate. (in relevant category of tendered work)

Tender processing fee of **Rs. 1,180/-(i/c GST), non-refundable and EMD Rs. 16,200/-** will be required to be paid Online in CPP- Portal through the SBI payment gate way integrated /mapped with CPP portal for this purpose.



3. Following 2 envelopes shall be submitted through online at CPP-portal by the Tenderers as per the following schedule: -

3.1 ENVELOPE-I (Tender processing fee, EMD, Technical Bid and Pre-qualification):-

Bid containing the followings:

A. Tender processing fee:

- i) Scanned copy of receipt of online payment of Tender processing fee and EMD or Scanned copy of valid NSIC / MSME Registration Certificate (in relevant category of tendered work).

B. Technical Bid containing the followings: -

- i) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions duly signed (Performa given Annexure- A at Page No. 26).
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Undertaking regarding GST (As per Performa given at page no. 28 of Tender Document)
- iv) Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head. (As per Performa given at page no. 28 of Tender Document)
- v) Scanned copy of valid Registration Certificate copy.
- vi) Companies other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.
- vii) Proprietary firm shall submit scanned copy of Authorization Letter / Power of Attorney only if the tender is processed by a person other than proprietor.
- viii) Scanned copy of Check list as per page no. 10-11

Qualifying requirement of agency/tenderers containing the following: -

SL. NO.	PREQUALIFICATION CRITERIA	DOCUMENT(S) TO BE UPLOADED IN E-PORTAL
i)	Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, however pre-	Scanned copies of Work Order, BOQ along with its satisfactory completion certificate issued by



	<p>determined phasing of the work will be accepted).</p> <p>Should have experience in supply of similar items during last seven years ending on last date (extended date) of submission of bids for any one of the following quantum of completed work(s):-</p> <p>One order - 80% of estimated cost, i.e. not less than Rs.6,48,000/-</p> <p style="text-align: center;">OR</p> <p>Two orders - 50% of estimated cost, i.e. not less than Rs.4,05,000/- each order.</p> <p style="text-align: center;">OR</p> <p>Three orders-40% of estimated cost, i.e. not less than Rs.3,24,000/- each order.</p>	<p>the client.</p> <p>The said satisfactory completion certificate should reflect either value of work, period of contract etc.</p> <p>Note:-</p> <p>a. The above Work / Order should have been satisfactorily completed.</p> <p>b. Initial period of contract and extension thereof if any upto 31.03.2022 shall be considered as 'completed work' and reckoned for value of order.</p> <p>c. Firms showing work experience certificate from Non-Government /Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.</p>
(ii)	Should have annualized average financial turnover of Rs.2,43,000/- (30% of the annual estimated cost) during last three financial years ending on March-2021	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year - 2018-19, 2019-20 and 2020-21
(iii)	The tenderer should have a minimum net worth of Rs.1,21,500/- issued by certified Chartered Accountants. (As per Performa - I given at Page No. 26 of Tender document)	Scanned copy shall be uploaded as per Performa -I
<p>Note:- Tenderers have to submit UDIN generated documents like Balance Sheet/Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.</p>		
(v)	Tender documents	Digitally signed complete set of tender documents.



NOTE:

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal.

- i. NSIC / MSME Bidders - The bidders registered under NSIC / MSME are eligible to get the benefits under the Public Procurement Policy for Micro, Small & Medium Enterprises extended by the Govt. of India.
- ii. Such bidders should submit a copy of valid NSIC / MSME Registration Certificate related to the tendered work in Envelope-I ONLINE, to claim exemption from Tender processing fee and EMD failing which their tenders will be summarily rejected.
- iii. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

3.2 ENVELOPE-II (FINANCIAL e- BID Through CPP portal)

The Financial e-Bid through CPP portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the Tenderers. Tenderers are required to download the BOQ file, open it and complete the Blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the Tenderer). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3.3 Bid Submission: -

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same



contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

3.4 BIDS OPENING PROCESS

Envelope-I (Tender processing fee, EMD Declaration, Technical bid and Pre-qualification):

Envelope-I containing Documents as per Para 3.1 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATE SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regards shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through CPP portal or email if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which, it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATE SHEET. (In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).

- 3.5 AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
- 3.6 AAI reserve the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/ Temporary/ Permanent debarment/ black listing by any department of AAI or Central/ State Govt. Depts./ PSUs/ World Bank/ ADB etc. AAI reserve the right to verify the credential submitted by the tenderer at any stage (before or



after the award the work). If at any stage, any information/ documents submitted by the applicant is found to be incorrect/ false or have

3.7 Some discrepancy which disqualifies the tenderer then AAI shall take the following action:

a) The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.

3.8 Consortium /JV companies shall not be permitted.

3.9 Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

**Manager (Engg-E)/STORES In-Charge
For Airport Director,
Airports Authority of India,
Trichy Airport**

**CHECK-LIST (Envelope-I) FOR DOCUMENTS TO BE UPLOADED ONLINE**

Sl. No.	Name of the Document	Whether Uploaded
1.	Scanned copy of receipt of online payment of Tender fee and EMD / Scanned copy of valid NSIC / MSME Registration Certificate (in relevant category of tendered work).	YES / NO
2.	Scanned copy of Undertaking-cum-Declaration on Unconditional acceptance of Terms & Conditions duly signed (Annexure-B) at page no. 26	YES / NO
3.	Scanned copy of GST Registration Certificate.	YES / NO
4.	Scanned copy of GST undertaking in company letter head as per page no. 28	YES / NO
5.	Scanned copy of PAN (Permanent Account Number).	YES / NO
6.	Scanned copy of valid Registration Certificate.	YES / NO
7.	Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Company's Letter Head. (As per Performa given at page no. 28 of Tender Document)	YES / NO
8.	Companies other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.	YES / NO
9.	Proprietary firm shall submit scanned copy of Authorization Letter / Power of Attorney only if the tender is processed by a person other than proprietor.	YES / NO
10.	Scanned copy of Work Order with its satisfactory Completion Certificate from client and TDS as per the NIT	YES / NO
11.	Scanned copy of annualized average financial turnover of Rs. 2,43,000/- against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the Tenderer should be submitted along with the application.	YES / NO



12.	Tenderers have to submit UDIN generated documents like Balance Sheet/Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be Entertained.	YES / NO
13.	Digitally signed tender documents shall be uploaded.	YES / NO
14.	Scanned copy of minimum net worth of Rs. 1,21,500/- issued by certified Chartered Accountants (As per Performa-I) at page no. 27.	YES / NO
15.	Online Financial Bid from the e-Tendering portal for the items as detailed in Price Schedule	YES / NO

DECLARATION

I/We, (_____) hereby declare that the documents submitted/enclosed for the tender are true to the best of my/our knowledge and belief. I/We further undertake that in case any of the documents submitted by me/us, is found to be forged/false at any stage, I/We may be debarred from AAI for taking participation in all future AAI works, my/our EMD may be forfeited & any other suitable action may be taken against me/us as deemed fit by AAI.

Place:

Date:

Signature

Authorized Signatory of the contractor/Firm



SECTION: II
E-TENDERING GUIDELINES TO BIDDERS

2.1 E-Tendering Participation Requirements: Interested vendors willing to participate through e-tendering process are required to register themselves on the portal <https://etenders.gov.in> the process given below.

2.2 Click on the link "**New bidder**". Apply for Access authentication User name and Password. The system generated user identification (UID) followed by Password is essential for downloading and participating in E-tender. The tender document is uploaded by AAI using digital signatures. However, digital signature is not required for downloading of tender document. The portal can be **viewed through guest user (ID)** for getting tender details & other information at portal.

2.3 Vendors who are already registered with the portal can use their existing User ID & Password to log into the portal.

2.4 There is no registration fee applicable. However, bidder(s) shall have to pay RFP processing fees if need to be paid.

2.5 For any technical assistant with regard to the functioning of the portal the bidders as well as AAI users may establish contact according to the escalation matrix as mentioned below:

(i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120 – 4200462, 0120 – 4001002, 0120-4001005, and 0120-6277787

(ii) For any issues/clarifications relating to the tender(s) published, kindly contact the respective Tender Inviting Authority.

Tel:0120-4001002, 0120-4001005, 0120-6277787.

E-mail:support-eproc@nic.in

(iii) For any Policy related matter / clarifications please contact Dept. of Expenditure, Ministry of Finance.

E-Mail: cphp-doe@nic.in

(iv) For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)

a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC<http://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

b. Before submitting queries, bidders, are requested to follow the instructions given in "Guidelines to Bidders" and get their computer system configured



Airports Authority of India

according to the recommended settings as specified in the portal at "System Settings for CPPP".

c. In case of any issues faced, the escalation matrix is as mentioned below:

Sl. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	HelpDesk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000Hrs. (MON –SAT)
2.	Mr.Sanjeev Kumar Jr.Exe.(IT)	After 4 Hours of Issue	etendersupport@aai.aero or sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800Hrs. (MON-FRI)
3.	Sh. Dharmendra Kumar Jt.GM(IT)	After 12 Hours	dkumar@aai.aero	011-24632950 Ext-3527	0930-1800Hrs. (MON-FRI)
4.	General Manager (IT)	After 3 Days	gmitichq@aai.aero	011-24657900	0930-1800Hrs. (MON-FRI)

***The Help Desk shall remain closed on all Govt./Gazetted Holidays.**

Note:-

- a. Bidders are requested to mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details.
- b. The above mentioned Help Desk numbers are intended only for queries related to the issue on e-tendering portal and help needed on the operation of the portal.
- c. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager from AAI.

2.6 Digital Certificates: Vendors are required to obtain digital certificate of Class III from authority duly certified from Govt. of India. (Please see www.cca.gov.in)

2.7 Bidders training support system: Detailed information in this regard have been provided to the bidders at the portal <https://etenders.gov.in> portal

2.8 Training support system for registered bidders is given inside the portal and visible to the registered bidders only.



SECTION-III
Instructions to Tenderers
DEFINITIONS

- 3.1 "AAI" means the Airports Authority of India.
- 3.2 "Bidder / Tenderer" means the individual or firm who participates in this tender and submit their bid.
- 3.3 "Bid Manager" means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the project with the bidder / contractor.
- 3.4 The "Contractor" means any individual or firm or company to whom the contract shall be awarded for supply of vehicle on hire against this tender.
- 3.5 "Day" means a day starting from 0000 hrs. to 2400 hrs.
- 3.6 "Hour" means an hour of 60 minutes. For the purpose of calculation, fraction of an hour up to 30 minutes will be ignored and more than 30 minutes will be treated as full one hour.
- 3.7 "Month" means a calendar month or a cycle month depending on the date of commencement of the contract. For all pro-rate calculation, the number of days considered in a month will be 30.
- 3.8 "The Award Letter / Work Order" means the order placed on contractor / firm for providing of vehicle on hire basis.
- 3.9 "The Contract" means the agreement signed between the AAI and the Contractor as per the terms and conditions contained in the tender.
- 3.10 "The Contract Price" means the price payable to the Contractor under the Works Order for the full and proper performance of its contractual obligations.
- 3.11 "Non-responsive Bid" means a bid, which is not submitted as per the instructions to the bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or incomplete bids or intentional errors have been committed in the Bid.

Signature of Bidder / Authorized Signatory
(with Company Seal)

Date:



SECTION : IV
GENERAL CONDITIONS OF CONTRACT

4.1 The e-Tenders as per the prescribed Form, are invited in open tender two Envelope system:

**(i) Envelope- I : Fee details and Pre-
Qualification/Technical Bid**

(ii) Envelope-II : Financial Bid

4.2 Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.

4.3 Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate tender applications.

4.4 The right to accept the tender in full or in part / parts will rest with AAI. The Tender is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.

4.5 The Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.

4.6 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to be rejected.

4.7 The Tender for the work shall remain open for acceptance for a period of Ninety (90) days from the date of opening of Pre-qualification Bid.

4.8 On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Airport Director or his authorized representative, which shall be communicated to the AAI.

4.9 EARNEST MONEY DEPOSIT (E.M.D)

EMD of the value of **Rs. 16,200/-** shall be paid in Online only in CPP- Portal through the SBI payment gate way integrated /mapped with CPP portal for this purpose. The scanned copy of EMD transaction details to be uploaded in Envelope-I.

Upon completion of all bid formalities, the EMD of all bidders except that of L1 will be refunded. EMD of L1 bidder will be treated as part of the security deposit on acceptance of the tender. No interest or any other expenses, whatsoever, will be payable by AAI on the EMD. On acceptance of the tender, EMD of successful



bidder will be treated as part of the security deposit. The EMD will be forfeited under the following conditions:-

4.9.1 If any bidder withdraws his Tender before the validity period of Tender or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then the AAI shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely.

4.9.2 The EMD will be forfeited if the contractor fails to comply with any terms and condition of this tender documents without prejudice to other right of AAI under this contract.

~~4.9.3 The EMD shall be forfeited if the bidder fails to furnish the security deposit by due date.~~

4.9.4 Any bidder who does not accept the offer after its award in their favour would result into forfeiture of their EMD and action will be taken to debar from future participation in Tender for a period of 3 (three) years.

4.9.5 If the credential submitted by the firm is found to be incorrect or have some discrepancy which disqualifies the firm, then the EMD submitted by the Firm will be forfeited and the firm will be debarred from tendering for a period of 3 (three) years apart from any other appropriate / legal action.

4.10.1 After termination / expiry of the contract, the EMD held by the AAI will be released to the contractor within a period of three months subject to realization of dues, if any to be made from the contractor.

4.10.2 AAI shall have unqualified option to forfeit the EMD if the contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to AAI. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the S.D. AAI shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by AAI due to any act / commission or defaults by the Contractor.

4.11 Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the technically qualified and responsive Bidder offering and lowest evaluated bid in technically are commonly conformity with the requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard.

4.12 A responsive bidder is one who submits priced tender and accepts all terms and conditions of the specifications and contract documents without any major modifications.

4.13 A major modification is one which affects in any way, the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidder or any right of AAI as required in the specifications and contract documents. Any modification in the terms and conditions of the tender, which are not acceptable to AAI, shall also be treated as a major modification.



4.14 Bidder shall submit a responsive bid, failing which his/her tender will be liable to be rejected.

4.15 All rates shall be quoted in Financial Bid only. (As per BOQ). Conditional Financial Bid shall be rejected.

4.16 The bidders shall quote their rates in international numerals. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

4.17 The bidder shall duly attest all corrections, cancellation and insertions.

4.18 The Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.

4.19 All the tenders in which, any of the prescribed conditions are not fulfilled / incomplete in any respect are liable to be rejected.

4.20 The Contractor shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority.

Note:- The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.

4.21 The bidders shall furnish a declaration that none of their near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work.

4.22 No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of Government of India or AAI is allowed to work as contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India/AAI. The contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the contractor's service.

4.23 It will be obligatory on the part of the bidder to tender and sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the Head of the Tendering Department, in the O/o Airport Director, Trichy Airport, Trichy-620 007 or his representative, within 30 days from date of issue of Award Letter.



Airports Authority of India

4.24 Tenders shall be received by the Accepting Authority up to the date and time and shall be opened on the due date and time as detailed in the Notice inviting Tender.

I / We agree to abide by the General Terms and Conditions contained in the Tender as above.

**Signature of Bidder / Authorized Signatory
(with Company Seal)**

Date:



**Special Terms and Conditions of Contract – Supply of Baggage Tag Kiosk
Rolls**

1. Sealed item rate e-tenders are invited on behalf of the Airport Authority of India for the Supply of Baggage Tag Kiosk Roll. The estimated cost is Rs. 8,10,000/- excluding GST for the period of twelve months. The estimate, however, is given merely as rough guide.
2. The e-tenders shall be in the prescribed form.
3. Submission of e-tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the works to be done and of conditions and rates.
4. The tenderer whose tender is accepted, the EMD amount will be with held till the end of the ARC period.
5. Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the Tenderers who resort to canvassing will be liable to rejected.
6. The Tender works shall remain open for acceptance for a period of 90 (Ninety) Days from the date of opening of Tenders. If any Tenderer withdraws his Tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liability to forfeit the full said earnest money absolutely.
7. A Tenderer shall submit the Tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credentials submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:
 - a) Forfeit the entire amount of EMD submitted by the firm.
 - b) Debar the firm minimum three years to tender for AAI in any name/style.
8. Sales Tax/purchase Tax/VAT/Turnover tax/ work contract tax/ (except service tax) octroi/ royalty/ construction Employee Welfare Cess/work contract Tax/ Excise or any other duty levied by Custom Authorities in respect of import or any materials of any other tax on material, labour, services or contract in respect of the order including payment to local/Govt./Statutory authorities shall be payable by the contractor and Airports Authority of India will not entertain any claim whatsoever in this respect Except GST. Nothing extra will be paid Except GST by AAI in this respect.



9. All rates shall be quoted in e-tender portal as Envelope-II. Tenderer shall upload schedule of price bid duly digitally signed in the form of BOQ.xls.

Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and filled by the bidders. Bidders are required to download the BOQ file, open it and complete the **unprotected cells** with their respective **financial quotes** and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

If the bidder has any query related to the Tender document of the work, they should use 'Clarification' tab in CPP e-portal to seek clarifications. No other means of communication in this regards shall be entertained. Last date and time for making query is as stipulated under the critical dates.

The quoted rate shall be firm and no extra claim on any account shall be entertained in this connection including portage. The rate quoted shall be net inclusive of all taxes, duties, levies, packing, forwarding, transportation, loading, unloading, insurance etc. and delivery at AAI, Trichy International Airport. The said rate shall be considered as base for executing Annual Rate contract (ARC) which shall be valid for one year with effect from the date of issue of Award letter. During the course of ARC, the vendor shall ensure that, they shall supply the items at the initially quoted rate throughout one year.

10.1 The rates quoted will be valid for a period of 90 days from the date of opening.

10.2 It may be noted that the contract period will be for twelve months from the date of commencement of contract, during which there should be no escalation of rate for any reason by the supplier. The rate can be agreeable to retain same for another 3 months, even after expiry of rate contract or foreclosure of the rate contract, and can be extended for further 12 months on mutual agreement after expiry of the ARC.

11. The Tenderer shall not be permitted to tender for works in Airports Authority of India, responsible for award and execution of contracts, in which his near relative is posted Officer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of this condition by the contractor would render him liable to be debarred from Tendering for next 2 years.

12. The contractors shall give a list of AAI employees related to him.



13. No Gazetted Officer employed in Airports Authority of India/Govt. of India is allowed to work as a contractor for a period of two years of his retirement from Airports Authority of India/ Government service, without the previous permission of Airports of India/Govt. of India. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/Govt. of India as aforesaid before submission of the Tender or engagement in the contractor's service.

14. MODE OF SUBMISSION OF TENDERS:

Cover/Envelope I, II shall be submitted through online at CPP e-portal by the bidders. All the bids (Cover/Envelope I, II) are required to be submitted /uploaded in the CPP e-portal only, by the stipulated date and time (bid submission end date).

15 Tenderer should download the "Tender Document" file from the e-tendering CPP portal and upload the digitally signed file of the same along with all the documents as per NIT.

16 Rates to be quoted in the e-portal price bid BOQ only.

17 Bid opening process:

The following 2 Envelopes shall be submitted through **online** at CPP e-portal by the Tenderers. All the Bids (Envelope I &, II) are required to be submitted by stipulated date time (Bid submission End Date) **i.e. Upto 18:00 Hrs. on 27.04.2022** in the CPP Portal only.

18 Once the contractor has uploaded the digitally signed file of tender document along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the Tender Document (Except unconditional rebate on quoted rates.

1. In case, the above conditions 20 is found violated, the tender shall be summarily rejected.
2. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
3. At the stipulated time, the offer from those contractors whose digitally signed copy of tender document along with unconditionally acceptance of the AAI's conditions are not found in the specified cover, the bid ~~and hard copy of the same is not received by the Bid Manager in~~ "will not be considered and will stand rejected and financial bid of such contractors shall not be opened.
4. This notice of Tender shall form part of the contract documents. The successful Tenderer/contractor, on acceptance of his Tender by the Accepting Authority, shall within 10 days from the date of award of work,



sign the contract consisting of Notice inviting Tenders, General conditions of contract, special/additional condition, General and particular specifications, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to.

5. The AAI reserves the right to ask for submission of sample in respect of material for which the tenderer has quoted his rates before the tender can be considered for acceptance. If the tenderer who is called upon to do so does not submit samples within 7 (Seven) days of written order to do so, AAI shall be at liberty to forfeit 50% of the said earnest money absolutely.
19. Specification of Baggage Tag Kiosk Roll to be supplied:

Specification	Sub-Spec	Value
Type	Type of Labels / Stickers	Self-Adhesive
Features of Label/Sticker	Supply of Labels / Stickers	In reel form
	Shape of Labels / Stickers	Special shape as per IATA requirement to suit CUSS.
	Cutting of Labels / Stickers	Die cutting
Material	Material of Labels / Stickers	Polyester
	Material of Backing Release Liner	Super calendered glassine paper
Dimension	Size of Labels / Stickers	NA
	Width of Labels / Stickers (mm)	52
	Height of Labels / Stickers (mm)	540
Grammage	Grammage of paper of stickers/labels (g/m2)	80
	Grammage of backing liner (g/m2)	60
Adhesive Type and Printing	Type of Adhesive	permanent
	Printing of Labels / Stickers	As Per Purchaser Requirement
Packaging	Number of Labels/ Stickers in a pack	100

**Tentative Requirement:**

Sl.No	Description	Approximate/tentative requirement	Unit of Measure
1	Supply of Self Adhesive Baggage Tag Kiosk Rolls for Self Service Kiosk as per IATA specifications. Cutting of Labels/Stickers - Die cutting, Material of Labels/Stickers -Polyster, Material of backing release liner-Super calendered glassine paper, Height-540mm, Width-52mm, Grammage of paper of stickers/labels-80 GSM, Grammage of backing liner-60 GSM, Number of Labels/Stickers in a pack-100Nos.	1800 Rolls	One Roll containing 100 nos. (each)

20. Notification of Award of contract vide Award Letter for supply of Baggage Tag Kiosk Rolls under Annual Rate Contract basis, to the successful Bidder by the Accepting Authority or his representative. The Supplier should submit, within 10 days of issue of Award letter, a letter of acceptance of the contract and sign the agreement (the cost of agreement to be borne by the supplier). The Contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision. A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents.

21. On acceptance, earnest money will be treated as part of the security deposit till the end of the ARC.

22. Supply should be made as per the Supply order will be issued, as and when need arises. Supply order will be sent through e-Mail for avoiding time delay and subsequently by post. The supplier should deliver the items to this office, AAI, Trichy Intl. Airport premises (not in piece-meal) **within fifteen Days from the**



date of supply order along with invoice in right quantity, at our premises at the cost of supplier.

23. The quantity mentioned in the tender documents may increase or decrease. However, in case of any increase, the supplier should supply the required items at the same rates and terms and conditions. The supply order placed can be cancelled or terminated at any time by AAI without assigning any reason thereof. No compensation shall be paid to the supplier for such action by AAI.

24. The delivery schedule and quantities will be clearly stated in our supply order. The supplier must deliver the goods within the stipulated time which shall be the essence of the contract. In case of failure to effect the delivery of the Baggage Tag Kiosk Roll within the delivery period, AAI will be at liberty to cancel the order in part or in full and in the event of obtaining the material from any other source the supplier will have to bear the difference of cost between the prevailing purchase price and the price offered. In case, the delivered items on inspection, on actual usage, are not found up to the quality, Airports Authority of India will have the right to reject the items fully or partially without assigning any reason thereof.

25. Removal of Rejected Baggage Tag Kiosk Roll:

In case Baggage Tag Kiosk Roll are rejected, a notice of such rejection shall be given to the supplier and immediately on its receipt, supplier has to remove the rejected materials at supplier's expense and replace them by fresh materials for the approval of AAI. All rejected materials pending removal after a week from the date of receipt of the rejection notice, shall remain in our premises at the supplier's risk. Supplier shall also have right to dispose off said materials for which responsibility lies on the supplier.

26. Payment shall be made through **e-payment** to the company after receipt of entire items, as per the order in good condition duly certified/received by the user section. Necessary bank & other details related to payment action shall have to be provided by the supplier as per the format enclosed in the Award Letter.

27. In case, the items are not delivered within the stipulated time, and the delay of delivery exceeds five days, AAI will be in a position to buy Baggage Tag Kiosk Roll from the open market for which the Security Deposit will be utilized and the contractor has to replenish the Security Deposit immediately. Otherwise, AAI will adjust in the bills/payment accordingly for the same.

28. The standard quantum of Liquidated/Penalty recommended for the Operations Dept's Stores is 1% of the undelivered stores per week or part thereof subject to a maximum of 5% of contract price. In case, the delay exceeds five weeks from the scheduled date of supply, the purchaser shall have the right to terminate the contract and contractor shall forfeit EMD/Security Deposit.



29. Subletting the contract with other party by the bidder is not allowed. In the event of contractor subletting his contract which shall be considered to have thereby committed a breach of contract and shall forfeit his Security Deposit and shall have no claim for any compensation for any loss that may accrue from the Rate Contract.

30. If the party is not honoring to execute the Annual Rate Contract during the said period or quitting for any reason whatsoever, they will be penalized by de-barring/black-listing for two years to participate in any of AAI future contracts.

31. The bills submitted by the contractor shall be verified and certified by the In-Charge or his designated officer for the purpose.

32. Canvassing in connection with quotation is strictly prohibited and the quotations submitted by the party who resort to canvassing are liable to be rejected.

33. AAI shall have the right to terminate the contract if the Baggage Tag Kiosk Roll provided by the contractor are not found satisfactory, after giving 30 days' notice. Similarly, the case of foreclosing / abandoning the contract, a written notice of 30 days shall be served by Registered Post or by hand at the respective address. Notwithstanding the above, the contractor shall however continue to provide the Baggage Tag Kiosk Roll as required in the contract for further 90 days or till new tender is awarded whichever is earlier.

34. The contractor shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole.

35. All the documents issued during the tender process and during the contract period shall form part of contract document.

36. Any dispute arising out of the quotation process at any stage and during the contract period, the decision of the Airport Director, Trichy International Airport shall be the final.



ANNEXURE-A

**(TO BE SUBMITTED IN ENVELOPE-I)
UNCONDITIONAL ACCEPTANCE**

**Name of work: "Annual Rate Contract for Supply of Baggage Tag Kiosk
Rolls for Self Service Kiosk at Trichy International
Airport".**

Tender No: AAI/TRY/STORES/KIOSK ROLL/2022-23

1. I / we hereby certify that I / we have read the entire terms and conditions of the tender document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the tender conditions of AAI's tender document in its entirety for the above works.

It is clarified that after unconditionally accepting all the tender conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the tender enclosed in Envelope- "I" & "II" and the same has been followed in the present case. In case any provisions of this tender are found violated after opening Envelope- "I" & "II". I / We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said Earnest Money Deposit (EMD) absolutely.

2. That, I /We declare that I/we 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, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

3. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.

4. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.

5. I / We do further declare and state that all the above information given by me/ us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date:

**Signature of Bidder / Authorized Signatory
(with Company Seal)**



PERFORMA-I

CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

"It is to certify that as per the audited balance sheet and profit & loss account during the financial year.....,the Net Worth of M/s.....(Name & Registered Address of individual/firm/company), as on.....(the relevant date) is Rs.....after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30% in the last three years ending on (the relevant date)".

Signature of Chartered Accountant

.....

Name of Chartered Accountant

.....

Membership No.of ICAI

.....

Date and Seal



(TO BE SUBMITTED IN ENVELOPE – I)

UNDERTAKING

I/We,
(Name of the company/firm) hereby undertake that in case the
Registration Certificate No dated
..... issued by (Name of the Department)
submitted by me/us, is found to be forged/false at any stage, I/We may
be debarred from AAI for taking participation in all future AAI works &
any other suitable action may be taken against our company/firm as
deemed fit by AAI

Signature of Director / Proprietor of the company/firm

**(TO BE SUBMITTED BY BIDDERS IN ENVELOPE – I ON THEIR LETTER
HEAD)**

UNDERTAKING FOR REGISTERED UNDER GST AND COMPLIANT OF GST PROVISION

I/We _____ (Name of company/Firm)
_____ hereby undertakes that We are registered under GST and
complying the GST provision. In case of non-compliance of GST provisions and
blockage of any input credit, we (the bidder) shall be held responsible to
indemnify AAI.

**Name & Signature of contractor/Firm
(With official rubber stamp)
Date : _____**

[Validate](#)
[Print](#)
[Help](#)

Item Rate BoQ

Tender Inviting Authority: Airport Director

Name of Work: Annual Rate Contract for Supply of Baggage tag Kiosk Rolls for Self Service KIOSK at Trichy International Airport

Contract No: AAI/TRY/STORES/Kiosk Roll/2022-23

Tender ID: 2022_AAI_

Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	RATE excluding GST In Figures To be entered by the Bidder Rs. P	% of GST applicable in each item of rate column(5)	TOTAL AMOUNT OF (Excluding GST) RS.	TOTAL AMOUNT In Words (Excluding GST)
1	2	3	4	5	6	7	8
1	Supply of Self Adhesive Baggage Tag Kiosk Rolls for Self Service Kiosk as per IATA specifications. Cutting of Labels/Stickers - Die cutting, Material of Labels/Stickers - Polyester, Material of backing release liner-Super calendered glassine paper, Height-540mm, Width-52mm, Grammage of paper of stickers/labels-80 GSM, Grammage of backing liner-60 GSM, Number of Labels/Stickers in a pack-100Nos.	1	Roll (each roll containing 100 nos)			0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					