



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**  
**NSCBI AIRPORT, KOLKATA – 52**

No. AAI/ER/FINANCE/2021-22

DT 13.04.2022

**Sub: Notice Inviting Quotation for Binding & Marking of Bills/Vouchers/Records of Finance department, on Annual Rate Contract basis.**

- Sealed quotations are invited by the General Manager (Finance), Eastern Region, Airports Authority of India, NSCBI Airport Operational Building, 2No Airport Gate, Kolkata-700052 for binding & marking of Bills/vouchers/records Department of Finance, ER Kolkata for a period of 12 months. ( F.Y. 2022-23)
- **Scopes of work:**

SL No.	Name of Work	Estimated Rate (Excluding GST) (Per Bundle) Rs
1	Day-to-Day Binding & Marking of Bills/vouchers/Records and keeping in Record Room including providing the vouchers as per requirement from time to time Department of Finance, ER, Kolkata on Annual Rate Contract	52

- Estimated number of bundles for the year 2022-23 shall be 3800nos. However actual no. of bundles may vary as per site requirement.
- Bid must be sealed in Envelop A which should include the following valid documents:
  1. Duly Signed and stamped copy of Pan card.
  2. Duly Signed and stamped copy of Trade License.
  3. Duly Signed and stamped copy of GST Registration Number
  4. GST undertaking duly filled in signed & stamped
  5. Duly Signed and stamped copy of NIQ
  6. Quoted rate as per schedule of work in a separate sealed Envelope B inside Envelope A, super scribing " PRICE BID FOR ARC- BINDING & MARKING OF BILLS/VOUCHERS.
  7. Certificate of experience for minimum 2 years in the similar nature of work.



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SL No	Activity	Date	Time in IST
1	Start Date and Time for Issuance of NIQ	13.04.2022	10:00 Hrs
2	Date and time for submission of quotations	From:14.04.2022 To 25.04.2022	14.00 Hrs 16.00 Hrs
3	Date and time of opening of Quotations	25.04.2022	17.00 Hrs

**Terms & Conditions: -**

1. AAI shall not be responsible for delay in submission of quotation sent by post.
2. Incomplete and ambiguous quotations shall be rejected.
3. AAI reserves the right to accept/reject any quotation without assigning any reasons. AAI also reserves the right to call off Quotation process at any stage without assigning any reason.
4. Submission of Signed and stamped copy of NIQ shall be treated as bidder's unconditional acceptance to the T&C of this NIQ.
5. Bidders who qualify in technical bid evaluation shall be eligible for opening of price bid (Cover B).
6. L 1 bidder will be decided based on the lowest quote in Envelope B.
7. AAI may at any time terminate the Contract by giving one month written notice to the Contractor, without compensation to the Contractor.

**Special Terms & Condition: -**

1. Contract may be extended by another one year under the same rate & terms and condition on mutual Consent based on satisfactory performance of the contractor.

  
ABANI KUMAR BAISHYA  
A.G.M. Finance  
For General Manager (Finance)  
AAI.ER.Kolkata

**Copy to: -**

1. Notice board
2. AAI Website



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**GST UNDRETAKING**

Name and address of the agency: .....

G.S.T. NUMBER:- .....

PAN NO:- .....

I..... do hereby undertake:

1. My agency is registered under GST and complaint of GST provision
2. All input credit shall be passed on to AAI.
3. In case of non compliance of GST provision and blockage of any input credit.I  
shall be responsible to indemnify AAI.

[Signature and stamp of Agency]



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**SCHEDULE OF WORK**

**Name of Work:-** Day to day Binding & Marketing of Bills /Vouchers/Records and keeping in Record Room including providing the vouchers as per requirement from time to time Department of Finance, ER Kolkata.

SL No.	Name of Work	Quoted Rate(Excuding GST) (Per Bundle) Rs
1	Day-to-Day Binding & Marking of Bills/vouchers/Records and keeping in Record Room including providing the vouchers as per requirement from time to time Department of Finance,ER,Kolkata	

Yours sincerely,

[Authorized signatory with stamps]

Name and address of the firm: -

Telephone & Fax Nos: -

Mobile No: -

E-mail Address: -