



AIRPORTS AUTHORITY OF INDIA MBB AIRPORT, AGARTALA

NIQ DOCUMENT

FOR

Ref No. AAI/AT/Store/Printing/ 2022-23/

Dated:-12/04/2022

Name of work: **Annual** Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, *Agartala*.

Estimated Cost: Rs. 4, 19, 204/- (Including GST)

Time Period (Completion of work): For a period of One (01) year.

Last date and time submission: 27.04.2022 up to 15:00 Hrs

INDEX

Sl.No.	Particulars	Pages
1.	Index & Cover	1-2
2.	Notice Inviting Quotation	3-5
3.	Form of Quotation	6
4.	Form of RTGS	7
5.	Unconditional Acceptance	8
6.	Schedule of Quantity (Annexure-I)	9
7.	Financial BID (Annexure-II)	10

Certified that this NIQ contains 01 to 10 (One to Ten Only) including cover & Index pages.

S/d-
Sr. Manager (ATSEP/Store)
For
Airport Director
AAI, MBB Airport, Agartala



भारतीय विमानपत्तन प्राधिकरण/AIRPORTS AUTHORITY OF INDIA
विमानपत्तन निदेशक का कार्यालय/O/o the Airport Director
म.बी.बि. हवाई अड्डा, अगरतला /MBB Airport, Agartala

AAI/AT/Store/Printing/2022-23

Dt.12.04.2022

NOTICE INVITING QUOTATION

Sealed item rate quotations are invited by Sr. Manager (ATSEP)/Store for Airport Director, Airports Authority of India, MBB Airport, Agartala on behalf of the Chairman, AAI from eligible Contractors/Dealers/Firms/Agencies for the work of **“Annual Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, Agartala”**.

Name of work	Estimated cost (Rs. In Lakh) including GST	Completion Period
Annual Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, Agartala	Rs.4,19,204/-	One(01) Year

2. Quotation Document (PDF Format) for the said work can be downloaded from AAI website **www.aai.aero** and can be collected from the office of the Airport Director, Airports Authority of India, MBB Airport, Agartala.

3. Parties should submit the **NIQ in two envelopes** i.e **Technical Bid in ‘envelope A’** and **Financial Bid (Annexure-II) in ‘envelope B’**. Both the envelopes should be inscribed with **“Annual Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, Agartala”** and addressed to the **Sr. Manager (ATSEP)/Store, AAI, MBB Airport, Agartala. Both the covers should be put into a Master/Main envelope. All the documents should be duly signed by the party.**

3. The duly filled, signed & stamped quotations along with following documents in One Sealed Envelope System should be delivered to **O/o the Airport Director, Airports Authority of India, MBB Airport, Agartala** on or before **last date & time for submission of Quotations: -**

- Form of Quotation.
- Schedule of Quantities as per Annexure-1
- Unconditional Acceptance Letter
- Copy of PAN
- Copy of GST Registration.
- RTGS Details as per attached format.

Last Date and Time for submission of Quotations: **27.04.2022 up to 15:00 Hrs**

Date and Timing of Opening of Quotations: **27.04.2022 at 15:30 Hrs**

4. AAI reserves to itself the right to reject any or all the quotation without assigning any reason thereof and to call for any other details / information from any of the agency.

5. Price should be quoted including **GST%**.

6. Interested representative of the Contractors/Dealers/Firms/Agencies submitting the quotation may remain present during opening of Quotation.

7. Should a quotationer not have a relation or relation employed in the capacity of an official or AAI, the Authority inviting quotation shall be informed the fact along with the name and designation etc. of the official(s), failing which AAI, at its sole discretion may reject the tender or cancel the contract.

8. AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

9. **Award of contract:** - Award of contract will be intimated by e-mail/Fax/Registered post/by hand letter or like means.

10. **Acceptance of contract:** - The firm must forward the letter of acceptance within 07(Seven) days from the date of issue of the supply order to this office.

11. **Contract period:** - The contract will be valid for a period of One(01) year.

12. **Payment terms & conditions:** - 100% payment will be made through online bank transfer only after satisfactory supply of items in accordance to specification and after submission of bill in duplicate along with signed challan.

13. **Paying Authority:** - Airport Director, AAI, Agartala Airport, Agartala.

14. **Validity period:** - Quotation should remain valid for a period of 90 days from the date of opening the bid.

15. **Comparison & Evaluation of Quotation:** - The valid Quotations received will be evaluated by AAI to ascertain the best and lowest Quotation in the interest of AAI for the complete scope of proposal.

16. AAI reserved the right to change the quantity of the item.

17. Price applicable at the time of purchase order for the items should be valid for a period of 12 months from the date of issue of purchase order.

18. **Delivery address:** - Manager(HR)/Store, o/o the Airport Director, Airports Authority of India, Agartala Airport, Agartala.

19. **Substitution and Wrong Supplies:** - Unauthorized substitution of materials delivered in error of wrong description or quality or supplied in excess quantity or reject goods shall be returned to the successful Quotationer at his cost and risk.

20. **Delay & Non-Conformance:-** In case of Delivery Schedule originally agreed upon by AAI and not being adhered to by the supplier, the following procedure shall be applicable:-

- a. The supplier shall give reason for delays and apply for extension of delivery period.
- b. AAI may extend the delivery period without Liquidated Damages if the reasons given by the supplier are found justified. Otherwise delivery period may be extended with levy of Liquidated Damages @ 1% of the value of undelivered stores per week of delay subject to a maximum of 10% of contract value. Part of a week shall be treated as one whole week.

21. **Escalation in Prices :-** The accepted prices shall be firm and fixed and subject to no escalation whatsoever till the completion of work.

22. **Correspondence :-** All correspondences with AAI would be directly made by the Quotationer or his authorized representative only. Correspondence through agents will not be relevant to the contract.

23. **Rejection of Quotation :-** Airports Authority of India reserves the right to reject any or part of Quotation without assigning any reason. The documents submitted by Quotationer shall not be returned. AAI also reserves the right as its sole discretion not to place any order under this Quotation call. This decision does not commit AAI to pay any costs or damages or loss incurred in the preparation and submission of any requisite Quotation or technical proposal or to procure or contract for any of the items described herein.

- a. If the Quotationer deliberately gives wrong information in his Quotation, AAI reserves the right to reject such Quotation at any stage or to cancel the Quotation.
- b. Canvassing in any form in connection with the Quotationer is strictly prohibited and the Quotation submitted by firms who resort to canvassing are liable for rejection.
- c. No correspondence shall be entertained from the Quotationer after the opening of Quotation, unless called by AAI.
- d. Quotations received in open condition/tampered/incomplete/after due date &/or time/wrong information are liable to be rejected.
- e. AAI also reserves the right to cancel the whole Tendering process without assigning any reason thereof.

24. **Arbitration of Law:** - The contract shall be governed by Indian laws. Any dispute or differences arising out of or touching these Terms & Conditions shall be subject to the court of law at Agartala only.

Sr.Manager (ATSEP/Store)
For Airport Director

**AIRPORTS AUTHORITY OF INDIA
FORM OF QUOTATION
(TO BE FILLED & SUBMITTED)**

1. Quotation: **Annual Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, Agartala.**

2. Location: - **MBB Airport, Agartala**

3. Name & Address of the Bidders (in block letters):

.....

.....

4. Status of the Bidders (Proprietorship/Partnership/Limited company/Self owned):-

.....

5. Name of the Proprietor/Partner/MD, as the case may be:

.....

6. PAN No

.....

7. Bank Account No

.....

8. Offer amount to be given in the list attached with Quotation form.

9. I/We have carefully read and understood the terms and conditions of the contract as contained in the Quotation. Document issued by Airports Authority of India and accepts the same unconditionally:

(a) If on award of the contract, I/we fail to comply with any of the conditions stipulated with NIQ documents within the prescribed period and also participation in AAI Quotation at any of its airports for a period of 01 year.

(b) Quotation is liable to be rejected by AAI on account of furnishing any inadequate or wrong information.

10 AAI reserves the right to reject the tender at any time and at any stage even after the award of work. No incidental or any cost incurred on this will be paid to be agency.

Signature of the Bidders

Bank details form for RTGS/NEFT
(To be provided on company's letter head)

To,
The Airport Director
Airports Authority of India,
MBB Airport, Agartala

Sub: Bank details for RTGS/NEFT.

Sir,
The Bank details of our organization duly verified by bank with seal is given below for RTGS/NEFT of payment. Kindly make payment accordingly.

- 1) Name of Party :.....
- 2) Account type :.....
- 3) Account No :.....
- 4) Bank Name :.....
- 5) Bank Address :.....
- 6) IFSC Code of Bank :
- 7) MICR Code of Bank :
- 8) PAN No of Party :
- 9) Contact No of Party :

With regards

Authorized Signature with Seal of
Party Address:
Mail id:
Tel ph no.

**UNDERTAKING FOR UNCONDITIONALLY ACCPETANCE OF
THE AAI's QUOTATION TERMS & CONDITION**

To,
The Airport Director
AAI, MBB Airport, Agartala.

**SUB: UNDERTAKING FOR UNCONDITIONALLY ACCPETANCE OF THE
QUATATION TERMS & CONDITION.**

1. The Quotation document for the work of “**Annual Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, Agartala**” has been provided to me / us by Airports Authority of India and I/we have downloaded from the website. I /We hereby certify that I/we have inspected the site and read the entire terms and conditions of the tender documents 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(s) the quotation condition of the AAI's quotation documents in its entirety for the above work.
3. The contents of Quotation have been noted wherein it is clarified that AAI reserves the rights to reject the conditional quotation without assigning any reason there to.
4. 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 in AAI.

Yours faithfully,
(Signature of tenderer)
With Rubber Stamp

**Schedule of Quantity (ANNEXURE-I)
(TO BE FILLED)**

Name of Work: **Annual Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, Agartala.**

SL No	Description of Items	Compliance (Yes/No)
1.	Black & White Printing (A4 size)	
2.	Black & White Printing (A3 size)	
3.	Colour Printing (A4 size)	
4.	Colour Printing (A3 size)	
5.	Black & White Xerox (A4 size)	
6.	Black & White Xerox (A3 size)	
7.	Colour Xerox (A4 size)	
8.	Colour Xerox (A3 size)	
9.	Spiral Binding of Manuals (A4 size)	
10.	Hard Board Cloth Binding of Manuals/Register (A4 size)	
11.	Log Book Printing (A4 size)	
12.	Hard Board Cloth Binding of Books/Log Books (A4 size)	
13.	Note Sheet Printing (Legal Size)	
14.	Letter Head Printing (A4Size)	
15.	Colour Map Print A3 Size	
16.	Colour Map Print A4 Size	
17.	Rubber Stamp (Self Ink)	
18.	Security Stamp	
19.	Rubber Stamp (Normal)	
20.	ADP (Car Pass) Card Print	
21.	Entry Ticket Books	

Signature with Seal

FINANCIAL BID (ANNEXURE-II)
(TO BE FILLED)

Name of Work: **Annual Rate Contract for printing and Binding/Spiral Binding of Manuals, Books, Registers and Log Book etc. at MBB Airport, Agartala.**

SL No	Description of Items	Unit	Item rate	Amount
1.	Black & White Printing (A4 size)	per page		
2.	Black & White Printing (A3 size)	per page		
3.	Colour Printing (A4 size)	per page		
4.	Colour Printing (A3 size)	per page		
5.	Black & White Xerox (A4 size)	per page		
6.	Black & White Xerox (A3 size)	per page		
7.	Colour Xerox (A4 size)	per page		
8.	Colour Xerox (A3 size)	per page		
9.	Spiral Binding of Manuals (A4 size)	per Book		
10.	Hard Board Cloth Binding of Manuals/Register (A4 size)	per Book		
11.	Log Book Printing (A4 size)	per Book		
12.	Hard Board Cloth Binding of Books/Log Books (A4 size)	per Book		
13.	Note Sheet Printing (Legal Size)	per page		
14.	Letter Head Printing (A4Size)	per page		
15.	Colour Map Print A3 Size	per page		
16.	Colour Map Print A4 Size	per page		
17.	Rubber Stamp (Self Ink)	Per unit		
18.	Security Stamp	Per unit		
19.	Rubber Stamp (Normal)	Per unit		
20.	ADP (Car Pass) Card Print	Per Book		
21.	Entry Ticket Books	Per Book		

Sub Total
Less Discount, if any (Rs)
Grand Total after Discount(Rs)

Signature with Seal