

1134890/2022/O/o APD(SURAT)-WR



भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY INDIA

Ref. No.: AAI/SRT/HR/Store/2022/CISF-Printing

Date: 13/04/2022

DRAFT NOTICE INVITING QUOTATION

Sealed quotations are invited by the Airport Director, Airports Authority of India, Surat Airport for **“Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport, Surat 394550”** (as per attached schedule Annexure-III)”. The sealed envelope containing quotation should be super scribed **“Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport”**.

NIQ upload on AAI Website (Display of NIQ): 19/04/2022 11:00 IST**Last date and time of receipt of quotations: 03/05/2022 17:00 IST****Date and time of opening Technical bid envelope: 04/05/2022 11:00 IST****Opening of Financial bid envelope: will be intimate later****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. AAI shall not be responsible for any delay in delivery of quotations through courier/post.

Address: (Kind Attention: **V G PATIL, MGR(HR)**)
 O/o AIRPORT DIRECTOR
 1st floor, ATC Building
 Airports Authority of India
 Surat Airport
 Surat, Gujarat-394550
 Tel No.- 0261-2700213,9638090360

2. NIQ documents can be downloaded from AAI website www.aai.aero. Quotations submitted in any other format will be rejected.



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3. Maximum Estimated Cost (including of GST) for “Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport, Surat 394550 (as per attached schedule Annexure-III) ” (including packing and freight charges, toll charges and any other cost associated) is Rs. 130006/- (including GST) (Rupees One lakh thirty thousand and six only) (including of GST).

4. The quotations should be submitted on two envelope basis, The main sealed Master envelope (super scribed as **Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport, Surat 394550**) should contain two sealed envelopes **cover no: A** and **cover no: B** as described below:-

4.1 **Cover No. A:** super scribed as Technical Bid must contain:

- 4.1.1 Unconditional acceptance of AAI terms and conditions (Annexure- I) duly signed (with seal) by bidder.
- 4.1.2 Proof of PAN No. & GST registration proof shall be attached.
- 4.1.3 Duly signed copy of NIQ (All pages)

4.2 **Cover No. B:** super scribed as Price Bid must contain: -

- 4.2.1 Price & taxes etc. for Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport, Surat 394550 being quoted as per **Annexure-III** 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)

Opening of Financial Bid(s): It may be clearly noted that offer(s)/quotation(s) is not accompanied by all or any of the documents asked for Envelope-A such quoted/offer may be rejected by the Authority and their Financial bid (Envelope-B) will not be opened.

- (i) The “Financial Bid” should contain the price of all the line items in the prescribed format given in Annexure-III.
- (ii) Quotations once submitted shall be final and no amendment shall be permitted. One bidder shall submit only one Quotation.
- (iii) GST charges will be paid as per Govt. Guidelines.
- (iv) AAI shall avail GST Input Tax Credit.
- (v) Price Evaluation will be made on excluding of GST.



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- (vi) It may be clearly understood and noted that the 'Price bid' document is for pricing alone. No condition, whatsoever, should be stipulated in this part. Everything the Bidder has to say, other than pricing, should be stated only in the Technical bid. If any conditions are stipulated in the Price Bid (Annexure-III), it is liable to be rejected.

5. Technical bid will be opened on 04.05.2022 at 11:00 IST and Price bid opening date Will be intimated later, in presence of interested bidder or their authorized representatives.

6. The price quoted in **Annexure-III** should be inclusive of packing and freight charges, toll charges, Excluding of GST and any other cost associated. No extra payment will be made other than the quoted amount. The lowest bidder (L-1) shall be considered on the basis of total quoted amount (Excluding of GST) not on the basis of quoted value for individual items.

7. The validity of quotation and prices quoted should be for a minimum period of 120 days.

8. Incomplete and ambiguous quotations will be rejected.

9. The indicated quantity of individual item may increase/decrease as per actual requirements at the time of placing the order. The successful bidder has to supply the same accordingly

10. The vendor should ensure print quality/stamp quantity. Contents of stamps(No. of lines, binligual/single etc) shall be as per **Annexure II**. The printing/Stamp making will be done as per samples available in Office of the Manager (HR)/General Store, ATS Complex, AAI, Surat Airport, or as per the directives of CISF. The items may be inspected before quoting the rates, if required during office hours on working days except Saturday/Sunday/Holidays.

11. The rates once quoted/approved shall be final and no escalation or deviation shall be accepted under any circumstances.

12. The proof of each item has to be submitted within 07 days from the date of issue of purchase order and the same has to be got approved before final printing is done.



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13. The full order quantity has to be executed within 30 days as the case may be from the date of issue of purchase order. In case of delay in delivery, liquidated damages shall be applicable @0.5% of the total value of the undelivered items per week subject to a ceiling of 5% of the ordered value.

14. In case any quantity arises during a period of one year the same shall be supplied by the party on the same rate (s) and terms & conditions on repeat order basis upto the 50% of original ordered quantity.

15. AAI reserves its right to accept/reject/cancel any or all the offers fully or partly without assigning any reason and to call for any more detail/documents or information. AAI shall not be responsible for any inconvenience/loss occurred to the bidder (s) in this regard. Any loss or damage to the items under handling, transportation till such time the items are delivered at destination is the sole responsibility of the agency.

16. **Payment terms:** The payment will be made through the e-Payment system. As such the following information may please be provided in format to be provided to L1 bidder:

- Name of the Bank and branch to which payment is to be credited.
- IFSC code of branch for e-payment.
- Account number allotted by branch to the supplier.
- Bill should be raised in the name of Airport Director, Surat airport.

-----Sd-----

HR In-Charge

For Airport Director

Surat Airport

Surat 394550



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AIRPORTS AUTHORITY INDIA

Annexure-I

ACCEPTANCE LETTER

To,
The Airport Director
Airports Authority of India,
Surat Airport, Dumas Road
Surat-394550

ACCEPTANCE OF AAI'S NIQ CONDITIONS

Sir,

01. The NIQ Document “**Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport**” have been issued to me/us by Airports Authority of India and I/We hereby certify that I/We have read the entire terms and conditions of the NIQ document and I/We shall abide by the conditions/ clause contained therein.

02. I/We hereby unconditionally accept the tender conditions of AAI's NIQ documents in its entirety for the above work.

03. The contents of NIQ documents 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.

Yours faithfully,
(Signature of Tenderer)
With seal/ rubber stamp

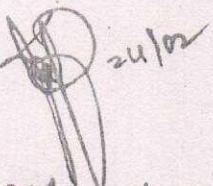
Sl. No.	NAME OF STAMPS	QTY	REMARK	Reviewed
				Quantity
01	उप कमाण्डेन्ट/कासो DY. COMMANDANT/CASO केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	1 CASO office 1 ADM. Section 1 Discipline Section 1 Document Ser.	(4)
02	सहायक कमाण्डेन्ट ASSTT. COMMANDANT केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	1 for AC office 1 for ADM Sec.	(2)
03	आरक्षित निरीक्षक RESERVE INSPECTOR केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	01.	
04	(निरी/कार्य अरविन्द कुमार) INSP/EXE (ARVIND KUMAR) परिचलन अनुभाग प्रभारी OPERATION IN-CHARGE केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	01.	
05	भंडारपाल प्रभारी QUARTER MASTER IN-CHARGE केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	01.	
06	(निलेश कुमार गौड़) (NILESH KUMAR GAUR) उप कमाण्डेन्ट/कासो DY. COMMANDANT/CASO केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	01.	
07	REGISTERED POST	01	01.	
08	Service Verified form Pay Bill Register fromTo.....	02	02.	
09	SPEED POST	01	01.	
10	उप कमाण्डेन्ट/डीडीओ DY. COMMANDANT/DDO केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	1 for Bill Section 1 for CASO office	(2)
11	सहायक कमाण्डेन्ट/डीडीओ ASSTT. COMMANDANT/DDO केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	02	02	
12	प्रेषक DESPATCHER केओसुब इकाई एसजी सूरत CISF UNIT ASG SURAT	01	01.	

13	समवाय प्रभारी COY COMMANDER केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	01
14	CISF UNIT ASG SURAT No..... Date..... Dy.Comdt..... Asstt Comdt..... Head clerk..... Section.....	<input checked="" type="checkbox"/>	01
15	CONFIDENTIAL	<input checked="" type="checkbox"/>	01
16	QUARTER MASTER CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	01
17	ON GOVT. SERVICE	<input checked="" type="checkbox"/>	01
18	ANNUAL STOCK VERIFICATION CARRIED OUT AND FOUND CORRECT	<input checked="" type="checkbox"/>	02
19	UNIT ARMOURER CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	01
20	TRAINING IN-CHARGE CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	01
21	DEPARTURE/ARRIVAL GD NO..... DATE..... TIME..... SIGN	<input checked="" type="checkbox"/>	02 1 for control room 1 for office
22	आसूचना प्रभारी CIW IN-CHARGE केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	01
<input checked="" type="checkbox"/>	दस्तावेज प्रभारी DOCUMENT IN-CHARGE केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	Not Not Required.
<input checked="" type="checkbox"/>	लेखा प्रभारी ACCOUNT IN-CHARGE केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	Not Required
<input checked="" type="checkbox"/>	प्रशासन प्रभारी ADM IN-CHARGE केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	Not Required
<input checked="" type="checkbox"/>	गैर सरकारी निधी प्रभारी NGF IN-CHARGE केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	<input checked="" type="checkbox"/>	Not Required.

27	दिनांक..... से तक दिन का अर्जित/अर्द्धवैतिक/वेतन रहित/ परिणत अवकाश स्वीकृत किया गया है। इ०से०आ० भाग-दो सं०..... दिनांक..... के तहत। (पृष्ठ सं.....)	12	02
28	दिनांक..... से दिनांक..... तक दिन का चिकित्सीय अवकाश को इकाई सेवा आदेश भाग-दो सं०..... दिनांक..... के तहत स्वीकृत/नियमितिकरण किया गया है। (पृष्ठ सं.....)	12	02
29	सेवा सत्यापन के०औसुब इकाई एसएसजी ग्रेटर नोएडा के पे बिल रजिस्टर की कार्यालय कापी से दिनांक से तक का सेवा सत्यापन किया जाता है।	12	02
30	चरित्र एवं पूर्ववृत्त सत्यापन चरित्र एवं पूर्ववृत्त सत्यापन जिला मजिस्ट्रेट द्वारा कराया गया, इसके विरुद्ध कोई आपत्ति जनक सामग्री उपलब्ध नहीं है, जिसके कारण इन्हें सरकारी सेवा के उपयुक्त समझा जायें। पत्रांक सं०..... दिनांक..... (पृष्ठ सं.....)	12	02
31	परिवीक्षा काल पुष्टि करण घोषित किया जाता है कि उसने परिवीक्षा काल दिनांक..... को सन्तोष जनक ढंग से पूर्ण कर लिया है और जब कभी भी के०औसुब में पद की स्थाई उपलब्धि होंगी, वह पुष्टि के योग्य होगा। इ०से०आ० भाग-01 सं०..... दिनांक..... (पृष्ठ सं.....)	12	01 01
32	वार्षिक वेतन वृद्धि स्वीकृत वार्षिक वेतन वृद्धि वर्ष..... रु०..... दिनांक..... से जारी किया गया। इ०से०आ० भाग-02 सं०..... दिनांक..... (पृष्ठ सं.....)	12	01
33	फार्म-13 यह प्रमाणित किया जाता है कि रु०..... के०स०क०स०बी०योजना के ग्रुप-..... की अवधि दिनांक-..... से दिनांक तक वेतन से मासिक वसूल किया गया।	12	01

34	एआरसी/पीईटी/एएमई का वर्ष..... भाग लिया जिसका परिणाम..... है इ०से०आ० भाग-दो सं०..... दिनांक..... के तहत । (पृष्ठ सं.....)	2	01.
35	पारी प्रभारी SHIFT IN-CHARGE केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	2	01
36	एसएचए प्रभारी SHA IN-CHARGE केओसुब इकाई एएसजी सूरत CISF UNIT ASG SURAT	2	01.

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 (CDEELAK MERTIYA)
 INSP/KPE

(SR)

Schedule for Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport.

Sr No.	Item/Register description	Size of paper/ GSM of paper	Binding type (Hard/Soft)	If numbering required	Printing (Single/double side)	Pages/ Sheets	Qty type (A)	price per Unit excluding GST (B)	Total price Quoted excluding GST (C=A*B)	Total GST (if any) (D)	Total price Quoted including GST (E=C+D)
1	Arms & Ammunition Issue & Deposit Register	Legal/140	Hard	Yes	Double side	200/1	10 nos				
2	Arms and Ammunition Statement Register	Legal/140	Hard	Yes	Double side	200/1	10nos				
3	Arms and Ammunition Stock Register	Legal/140	Hard	Yes	Double side	200/1	10nos				
4	Assistance Diary	Legal/140	Hard	Yes	Double side	200/1	4 nos				
5	Attendance Register	Legal/140	Hard	Yes	Double side	200/1	4 nos				
6	Bean Card	7.5''*5''/250	Nil	Yes	Single side	Single Card	200nos				
7	Beat Book	7.5''*5''/100	Hard	Yes	Double side	100/1	100 nos				
8	Dak Dispatch Register (Out Going)	Legal/140	Hard	Yes	Double side	300/1	4 nos				
9	Dak Receipt Register	Legal/140	Hard	Yes	Double side	300/1	4 nos				

Signature of party with stamp and Date

Schedule for Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport.

10	General Diary Book (GDBook)	Land scape 16"11"/140	Hard	Yes	Double side	200/1	50nos				
11	Individual Kit Record Register	16"*11"/140	Hard	Yes	Double side	200/1	4 nos				
12	New Arrival Register	Legal/140	Hard	Yes	Double side	200/1	2 nos				
13	Pay Bill Register	Land scape 20"*16"/140	Hard	Yes	Double side	400/1	4 nos				
14	Stock Ledger Register	Legal/140	Hard	Yes	Double side	200/1	6 nos				
15	Stationary Items Issue Register	Legal/140	Hard	Yes	Double side	200/2	2 nos				
16	Annual Medical Examination Report Form	A4/90	Soft	No	Single side	200/2	10pad				
17	Declaration of Birth of Child	A4/90	Soft	No	Single side	200/ 1	2 pad				
18	Declaration of Marriage	A4/90	Soft	No	Single side	200/ 1	3 pad				
19	Details of Family	A4/90	Soft	No	Single side	200/ 1	3 pad				
20	First Schedule5(3) Form of Nomination(GPFS	A4/90	Soft	No	Single side	200/1	2 pad				
21	Medical Bill Form(PAD)	A4/90	Soft	No	Single side	200/1	5 pad				
22	Nomination Form for Death Cum Retirement Gratuity	A4/90	Soft	No	Single side	200/1	3 pad				

Signature of party with stamp and Date

Schedule for Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport.

23	Nomination for Family Pension Form	A4/90	Soft	No	Single side	200/1	3 pad				
24	TA-DA Form for Tour	A3/90	Soft	yes	Single side	200/2	10 pad				
25	TA-DA Form for Transfer	A3/90	Soft	yes	Single side	200/2	05 pad				
26	Rubber Stamps as per Annexure II						45				
Total Price											

Total Price **excluding** GST (in words) =

Total Price including GST (in words) =

Note-

1. Rate should be quoted in the appropriate column mentioned above and Taxes should be written in a separate column.
2. Qty. may vary & quoted rate will Remain the same. Nothing will be paid extra.
3. L1 bidder will be decided based on Total Price quoted excluding GST
4. Cello tape should be applied over quoted rates. No correction and overwriting on quoted rates.
5. The quotation will be rejected in case of any change in nomenclature of schedule is performed by the bidder in NIQ.

Signature of party with stamp and Date

Schedule for Printing of Register, Forms and Making Office Rubber Stamps for CISF at Surat Airport.

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

It is certified that the above quotation is quoted after accepting all the terms and conditions as mentioned in the quotation document.

AUTHORIZED SIGNATURE
NAME OF THE SIGNATOR
NAME & ADDRESS OF THE BIDDER/SEAL
(With Seal & Date)

Signature of party with stamp and Date