



Notice Inviting Quotation (NIQ)

For

PRINTING & SUPPLY OF ENVELOPES FOR HRM SECTION

At

Integrated Office Building Biju Patnaik International Airport, Bhubaneswar

Name & Address of Bidder:	••••••••••••
•••••••••••	•••••••••••••••••••••••••••••••••••••••
Date of uploading of quotation on AAI website:	18.04.2022 at 1600 Hrs.
Last Date & Time of receipt of Quotation :	26.04.2022 upto 1300 Hrs.

AIRPORTS AUTHORITY OF INDIA BHUBANESWAR AIRPORT

Name of Work: PRINTING & SUPPLY OF ENVELOPES FOR HRM SECTION at Integrated Office Building, B.P.I. Airport, Bhubaneswar.

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Certified that this quotation document contains total $\underline{\mathbf{8}}$ pages, duly numbered from $\underline{\mathbf{01}}$ to $\underline{\mathbf{8}}$ only, including Cover Page and Index.

Dated:

Notice Inviting Quotation

Subject: Printing & supply of ENVELOPES for HRM Section at Integrated Office Building, B.P.I. Airport, Bhubaneswar...

Sealed quotations are invited in two bid system by Airport Director, Airports Authority of India, B.P.I. Airport, Bhubaneswar on behalf of Chairman, Airports Authority of India, for **Printing & supply of ENVELOPES for HRM Section at Integrated Office Building, B.P.I. Airport, Bhubaneswar** as per detailed Specification/Schedule of Quantity (Financial Bid) format enclosed as Annexure-B.

The sealed Bid duly completed in all respect should reach to this office by Registered Post, Courier or in person at the following address as schedule given below during working days (Mon-Fri 1000 – 1730 Hrs.); excluding notified Holidays.

THE ASSTT. MANAGER (HR/GEN. STORE)
O/o The Airport Director,
Airports Authority of India,
New Integrated Office Building,
B.P.I. Airport, Bhubaneswar-751020 (Odisha)

AAI will not be responsible for any delay in submission of quotation sent by Post/Courier.

CRITICAL DATES:

SL.No.	ACTIVITY	SCHEDULE DATES & TIME
1.	Date of uploading of NIQ.	18.04.2022 at 1600 Hrs.
2.	Submission of Quotation Bids/Proposal(s)	Upto 26.04.2022 by 1300 Hrs.
3.	Opening of Sealed Envelope for Technical Bid (Master Envelope and Envelope-A)	26.04.2022 at 1600 Hrs.
4.	Opening of Financial Bids (Envelope-B)	27.04.2022 at 1700 Hrs.

Bidder may download the quotation documents from the AAI website and submit their bid on downloaded Quotation. However bidder can download the NIQ document published on the AAI website www.aai.aero. No alteration in NIQ document is permitted. If any bid received with altered/modified conditions, the bid document will be rejected out rightly.

TWO BIDS SYSTEM:

"TECHNICAL BID" must be sealed in Envelope marked 'A' and "FINANCIAL BID" in Envelope marked 'B' and both the Envelopes duly sealed are to be put in another Envelope marked as "MASTER ENVELOPE".

Please note that all the envelopes shall be sealed/ intact condition and bidder shall clearly indicate the name & address of their firm on all the envelopes.

The MASTER ENVELOPE duly sealed shall be super scribed "Quotation for Printing & supply of ENVELOPES for HRM Section at Integrated Office Building, B.P.I. Airport, Bhubaneswar." and has to be addressed to Asstt. Manager (HR/G.Store), O/o The Airport Director, Airports Authority of India, New Integrated Office Building, B.P.I. Airport, Bhubaneswar.

<u>"ENVELOPE-A"/TECHNICAL BID</u> shall be opened first which shall contain following essential documents specified as under:

- (i) GST Registration Number alongwith documentary proof.
- (ii) PAN number with documentary proof.
- (iii) Unconditional Acceptance Letter (Annexure-A)

The price for the work must not be written in this bid. If any price information is provided in Technical bid, bid is liable to be rejected.

<u>"ENVELOPE-B"</u> shall contain **Financial Bid** only and no other documents have to submit in this envelope (which shall be opened after scrutiny of the required documents of Envelope-A.

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-B.
- (ii) The price quoted in the Annexure-B should be inclusive of all taxes, cess, entry tax and other charges as applicable <u>excluding GST</u> for supply and delivery at site. No additional payment will be made other than the quoted amount.
- (iii) GST charges will be paid as per Govt. Guide lines.
- (iv) AAI shall avail GST Input Tax Credit.
- (v) Price Evaluation will be made on excluding of GST.
- (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-B), it is liable to be rejected.

(vii) Quotations once submitted shall be final and no amendment shall be permitted. One bidder shall submit only one Quotation.

TERMS & CONDITIONS:

1. Rates: The rates have to be quoted F.O.R. AAI, B.P.I. Airport,

Bhubaneswar indicating GST etc.

2. Payment: Payment will be made after execution of full order

satisfactorily & submission of bill. The payment shall be made through RTGS/NEFT after submitting the bank

details, GST No. alongwith copy of PAN Card

3. Quantity: 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.

4. Repeat Order: In case any quantity arises during a period of one year

the same shall be supplied by the party on the same rate (s) terms & conditions on repeat order basis upto the

50% of original ordered quantity.

5. Escalation of rates: The rates once quoted/approved shall be final and no

escalation or deviation shall be accepted under any

circumstances.

6. Samples: The printing will be done as per samples available in

Office of the Asstt. Manger(HR/G.Store), AAI, B.P.I. Airport, New Integrated Building, Bhubaneswar or as per the directives of User Department(s). The items may

please be inspected before quoting the rates.

7. **Submission of Proof:** The proof of each item has to be submitted within 04 days

from the date of issue of purchase order and the same has to

be got approved before final printing is done.

8. Execution of order: The full order quantity has to be executed within 7 days as

the case may be from the date of issue of purchase order.

9. Packing: All packing shall be strong enough to withstand rough

handling during loading, un-loading and transporting of the packages. Fragile articles shall be packed with special precaution and shall bear the marking like 'Fragile',

'Handle with care' and 'This Side Up' etc

10. Award of order: The order will be awarded to the lowest bidder only

based on overall L-1 amount quoted. Hence, the rates

have to be quoted for all the items.

11. Acceptance/Rejection: 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.

Sd/(MANORANJAN PATRA)
Asstt. Mgr. (HR/G. Store)
for Airport Director
E-Mail: mpatra@aai.aero
Mob. 9777749409

Distribution:

- 1. Notice Board
- 2. www.aai.aero

(SIGNATURE & SEAL OF THE BIDDER)

ANNEXURE-A

UNCONDITIONAL ACCEPTANCE LETTER

(To be submitted in "Envelope-A" only in applicant's letter head)

To,

THE AIRPORT DIRECTOR
Airports Authority of India
Biju Patnaik International Airport,
Bhubaneswar-751020.

Sir,

- 1. The Notice Inviting Quotation (NIQ) for Printing & supply of ENVELOPES for HRM Section at Integrated Office Building, B.P.I. Airport, Bhubaneswar. have been provided to me/us by Airports Authority of India and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the NIQ 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 the NIQ conditions of AAI in NIQ documents in its entirely for Printing & supply of ENVELOPES for HRM Section at Integrated Office Building, B.P.I. Airport, Bhubaneswar..
- 3. The contents of NIQ have been noted wherein it is clarified that after unconditionally accepting the NIQ conditions in its entirely, it is not permissible to put any remarks / conditions in Price bid except in Technical bid document.
- 4. That, I 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.
- 5. That if any officer of AAI ask for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

Yours faithfully,

Date:	(SIGNATURE OF THE BIDDER
	Seal/Stamp of Company
	Name:
	Address:
	Mob.:
	Email:

Annexure - B



AIRPORTS AUTHORITY OF INDIA BHUBANESWAR AIRPORT

(FINANCIAL BID)

(To be submitted in Envelope-"B" only as per terms and conditions of NIQ).

Name of work: Sealed Quotation for Printing & supply of ENVELOPES for HRM Section at Integrated Office Building, B.P.I. Airport, Bhubaneswar.

Sl. No.		Specification	Qty.	Unit	Rate (INR)	Amount (INR) Excluding GST	
-	1	NDOW ENVELOPES :: 10" × 4.5"	2000	Each			
1.		er : 120 GSM e side printing on envelope	pcs.				
		AIN ENVELOPES					
		:: 10" × 4.5"	2000				
2.	1	er : 120 GSM	pcs	Each			
	_	e side printing on envelope					
	Total price in INR excluding GST :						
	word	otal Price in INR including GST:ds :					
NOT	NOTE 1: The Amount Quoted should be inclusive of all taxes, cess, entry tax and other charges excluding GST. AAI will not provide any Form "C" or "D" for exemption or reduction in Govt. Duties.						
NOT	TE 2:	Use of eraser, over writing and or corrections in the price bid should be avoided. However, in case it becomes unavoidable to use any of these for correction, the same must be authenticated by the person signing the bid with his signature.					
NOT	E 3:	: Change in nomenclature of schedule and added optional items in this schedule attract action as per AAI terms and conditions.					
Date	e:						
		`			R WITH RUB Authority.	,	