

AIRPORTS AUTHORITY OF INDIA

ATS BUILDING

IGI AIRPORT, NEW DELHI – 110037



NOTICE INVITING QUOTATION

QUOTATION DOCUMENT

For “Supply of SATA Hard Disk Drives (HDD’s) at DATS Complex IGI Airport, New Delhi”

QUOTATION No: NIQ /E02/ (CNS-IGIA) / 2022-23

Name of Bidder :

Address of Bidder :

**FOR GENERAL MANAGER (CNS)
AIRPORTS AUTHORITY OF INDIA
DATS COMPLEX, IGI AIRPORT NEW DELHI 110037**

(This document with all pages shall be signed & submitted with the **TECHNICAL BID**)

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IMPORTANT ACTIVITIES

QUOTATION NO.	:NIQ/E02/ (CNS-IGIA) /2022-23	
QUOTATION FOR	:Supply of SATA Hard Disk Drives (HDD's) at DATS Complex IGI Airport, New Delhi	
LAST DATE OF SUBMISSION	: 16-05-2022	1400 IST
OPENING OF QUOTATION ENVELOPE A	: 16-05-2022	1500 IST

SECTION – A

NOTICE INVITING QUOTATION

NIQ /E02/ (CNS-IGIA) / 2022-23

On behalf of the Chairman, Airports Authority of India, General Manager (CNS), AAI, IGI Airport New Delhi, invites sealed quotations from bidders for **Supply of SATA Hard Disks at DATS Complex IGI Airport New Delhi - 110061**

1. **Name of the Work:** *"Supply of SATA Hard Disk Drives (HDD's) at DATS Complex IGI Airport, New Delhi"*.
2. **Estimated Cost(GST included) :** Rs.1,25,682.00 (Rupees One Lakh Twenty Five Thousand Six Hundred Eighty Two only)
3. **Last date for download of NIQ document:** 16-05-2022
4. **Last date of submission of Quotation/bid:** 16-05-2022 upto 1400 IST
5. Duly completed quotation document downloaded from AAI website i.e. www.aai.aero along with requisite documents should reach by registered post or dropped in person at the following address on or before last date & time indicated in the Quotation document.
CNS Store (Room No. 216)
O/o General Manager (CNS)
DATS Building, IGI Airport,
New Delhi-110037.
Ph No. 011-28703357

In case of any problem in downloading the quotation form, the same may be collected from above given address.

6. **Eligibility Criteria:** The bidder / firm
 - (a) Shall be a registered firm with the concerned Govt Agency.
 - (b) Shall have Service Tax Registration number
 - (c) Shall have valid PAN Details
7. Quotation will be opened on the date & time mentioned in presence of interested bidders or their authorized representatives; AAI will not be responsible for delay in submission of quotation sent by post.
8. The **price quoted in the Annexure-II** should be inclusive of all taxes, transportation and delivery at the ultimate consignee address. No extra payment will be made other than quoted amount plus GST.
9. Quotations are to be given for the item with the given specification as per Section-C. Incomplete and ambiguous quotation will be rejected.
10. The payment will be made after satisfactory supply/delivery of the item duly certified by the representative of GM (CNS), AAI, IGI Airport New Delhi
11. AAI reserves the right to accept/reject any quotation without assigning any reason.

SECTION – B

GENERAL INFORMATION AND GUIDELINES

The General Terms & Conditions and Guidelines will form a part of Notice Inviting Quotation (NIQ).

1. A quotation document is not transferable.
2. Not more than one quotation shall be submitted by a bidding firm. Submission of a quotation 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 works to be done, local conditions, local material rates and other factors bearing on the execution of the works. The Bidder may contact this office for any clarification on terms and conditions of the quotation document, if required.
3. If at any stage, any information/documents submitted by the bidder is found to be false, the bidder shall be liable for debarment from bidding in AAI, apart from any other appropriate/legal action.
4. The Technical bid and Financial bid shall be submitted in two different sealed envelopes marked as **Envelope "A"** and **Envelope "B"** and both envelopes are to be sealed in the **"MASTER ENVELOPE"**, **super-scribed as "Supply of SATA Hard Disk Drives (HDD's) at DATS Complex IGI Airport New Delhi"** and Addressed to

**CNS Store (Room No.216)
O/o General Manager (CNS)
DATS Building, IGI Airport,
New Delhi-110037.
Ph No. 011-28703910**

5. **Envelope 'A', which shall be opened first, shall contain the following documents:**
 - i) Self-certified Copy of PAN /Service Tax /Sales tax/DVAT/GST Registration Number/certificate as applicable.
 - ii) Acceptance letter for accepting all the terms & condition given in quotation documents. This letter shall be as per the acceptance letter Performa given in Annexure – 'III'.
 - iii) Compliance to Technical Requirements as in Section C along with Technical Brochures/ technical documents (If any).
6. **Envelope 'B' shall be opened only for those bidders who qualify in the technical bid after scrutiny of the documents contained in Envelope 'A'. Envelope 'B' shall contain 'Price Schedule' indicating financial bid** to be quoted by the Bidder and no other documents.
7. Envelope 'B' may be opened on the same day or on any later day as decided by AAI and same will be intimated to parties whose documents in Envelope 'A' are found correct.
8. The authorized signatories of the Bidder(s) should duly sign any overwriting, correction or insertion.
 - i. No extra payment will be made other than the quoted amount. The price quoted shall be firm and fixed and subject to no escalation whatsoever till the validity period of 180 days. The rates shall be quoted both in figures and words.
 - ii. In the event of any discrepancy, the unit price quoted in words will be taken as the correct basis. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.

When the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words should be taken as correct. When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

- iii. The bidder firm shall make its own arrangements for Insurance, transportation, loading/unloading/Road permit etc. of material for delivery at the site at no additional cost to AAI.

9. Rates:

- i. The rates shall be quoted inclusive of all taxes, GST applicable, duties, levies, freight & insurance, loading/unloading etc... ***No additional amount shall be paid on any account other than the amount quoted in bid document.***
- ii. A Bidder shall quote the rates in the **Price Schedule** of the quotation. The amount for each item should be worked out and all requisite totals should be given in the format provided in Bidder Document. The total amount shall be written both in figures and in words, Amount mentioned in figures should be prefixed by "Rs." (For ex. Rs. 0000.00). The amount written in word should be suffixed by the word "only".
- iii. **Taxes:** Quoted rate should be inclusive of all types of taxes, duties and levies etc.

10. GST applicable shall be reimbursed on production of proof of payment to the Govt. authorities.

11. TIME/ DELIVERY OF SUPPLY

- a) **Supply:** 10 Calendar days from date of issue of the purchase/work order.
- b) Supply shall be construed complete on successful work completion by AAI.

12. Validity: The quotations shall remain valid for 90 calendar days.

13. Escalation of rates: The rates once approved shall be final and no escalation or deviation shall be accepted under any circumstance and shall remain valid for six months.

14. Payment:- Payment will be made on satisfactory supply & performance of the item at the site and on submission of following documents:

- a) Invoice for the Item Supplied.
- b) Receipt certificate from the representative of the consignee.
- c) Bank Details as required for electronic fund transfer through NEFT/RTGS (along with a cancelled cheque).

SECTION – C**TECHNICAL & QUALITATIVE REQUIREMENTS (Envelope A)**

S.No	TECHNICAL SPECIFICATION	COMPLIANCE	
		YES	NO
1	SATA HDD 2TB: Preferred make : WD/Seagate/Sony		
a	Preferred Type- Enterprise Class/Data centre Drive		
b	Capacity- 2 TB		
c	Form Factor- 3.5-inch		
d	Interface- SATA 6 Gb/s		
e	Data Transfer Rate (max sustained)- ≥150MB/s		
f	Performance Class- 7200 RPM Class		
g	Cache- ≥64 MB		
h	Warranty- ≥ 3 years		

Terms & Conditions:

Warranty: 3 Year

Freight charges: Including

Shipment mode: Air/Sea/Road (Best possible)

SECTION – D
SCOPE OF WORK

1.1 SCOPE OF WORK(SOW):

- 1.2** The bidder shall supply, & confirm satisfactory performance of the Items, whose specifications are detailed as below:

S.NO.	ITEM DESCRIPTION	Qty.
1.	SATA Hard Disk Drives	09

- 1.3** The bidder shall be responsible for supply of all items as mentioned in the SOW of the Quotation at **CNS Store, Airports Authority of India, DATS Complex, IGIA, New Delhi-110037.**
- 1.4** The bidder shall obtain receipt certificate from the consignee on complete delivery of materials at the DATS Complex, IGI Airport Site.
- 1.5** The bidder shall ensure that the item supplied under work order is of the same make and model as specified in the in Section C.

ANNEXURE-I

Checklist of the Documents

To be enclosed with Technical Bid (Envelope 'A'):-

S. No	Document to be enclosed	Check
1.	Copy of PAN card duly signed and stamped.	
2.	Copy of Sales Tax/ VAT Registration/GST Certificate duly signed and stamped.	
3.	Agreement to Terms & Conditions (Annexure-III) duly signed and stamped.	
4.	Performa of letter of e-payment.(Annexure IV)	
5.	All pages of NIQ duly signed and stamped.	

ANNEXURE – II

Financial Bid for **"Supply of SATA hard disk drives (HDD's) at DATS Complex IGI Airport, New Delhi."**

(To be enclosed in Envelope B)

SL.NO (1)	DESCRIPTION OF ITEM As per Specification of Section C of this quotation Document (2)	QTY. (3)	Unit	UNIT RATES IN FIGURES (INR) (4)	GST (5)	TOTAL AMOUNT WITH GST (INR) (6)=3X(4+5)
1.	SATA Hard Disk Drives (HDDs)	09	Ea			
	Total	09	Ea			

I / We agree to all terms and conditions and Note above.

Date

Place

(To be submitted on Company's letter head)

ANNEXURE-III

AGREEMENT TO TERMS & CONDITIONS

(TO BE SUBMITTED WITH TECHNICAL BID IN ENVELOPE – A)

To

The **General Manager (CNS)**,
Airports Authority of India,
DATS, Complex, I.G.I. Airport,
Delhi New -110037.

Subject: Agreement to Terms and Conditions of NIQ

Name of Work: *Supply of SATA hard disk drives (HDD's) at DATS Complex IGI Airport, New Delhi.*

Sir,

1. I/we hereby certify that I/we have read the entire terms and conditions of the NIQ made available to me/us from the office of the GM (CNS), IGI Airport, I / we shall abide by the conditions / clauses contained therein.
2. I/We hereby **unconditionally** accept the conditions of **AAI's NIQ documents** in its entirety for the above supply works.
3. It is clarified that after unconditionally accepting the Quotation conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebates on quoted rates if any) in the Quotation enclosed in envelope "**B**" & "**A**" and the same has been followed in the present case. In case any provisions of this quotation are found violated after opening **envelope "A" & "B"**, I/we agree that the quotation shall be rejected.
4. I/We understand that AAI is not bound to accept the lowest or any bid AAI it may receive or change +/- 50% quantities of quoted items.
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 any 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 the Bidder)

Date: _____ with stamp

ANNEXURE - IV**PROFORMA OF LETTER FOR E-PAYMENT**

To

**The General Manager (CNS),
Airports Authority of India
DATS Complex, IGI AIRPORT
New Delhi – 110037.**

Subject: - Request for E-Payment.

Sir,

Following particulars are given for effecting E-payment in respect of our claim / Bill.

S. No.	Particulars	Details	Remarks
1	Name of the Party		
2	Office Address		
3	Type of Party's Organization		
	(a) Sole Proprietor		
	(b) Partnership		
	(c) Private Ltd. Company		
	(d) Public Ltd. Company		
4	Name of Bank in which Party maintains A/c		
5	Bank Branch Code		
6	Bank Account No.		
7	IFSC Code		
8	PAN No.		
9	VAT/Sale Tax No.		
10	MICR Code		
11	NEFT Code		

We also enclose herewith a **cheque duly cancelled/ copy of cancelled cheque** of our bank A/c.

Thanking You,

Yours Faithfully

(Signature of Bidder/Authorized Signatory With seal)

Note: Any erroneous information may lead to harmful transaction for which neither AAI nor the Bank will be liable/ responsible

AAI OWNED ULTIMATE USER CONSIGNEE SITE

S.No	ULTIMATE AAI CONSIGNEE SITE	Qty
1.	GENERAL MANAGER (CNS), DATS Complex, IGI Airport, New Delhi.	All LOT