



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

Ref. No.: AAIRNC//IT/2022

Date: 11/05/2022

DRAFT NOTICE INVITING QUOTATION

Sealed quotations are invited by the Airport Director, Airports Authority of India, Ranchi Airport for "Replacement of compatible printer cartridges at Ranchi Airport, Ranchi 834002" (as per attached schedule Annexure-III)". The sealed envelope containing quotation should be super scribed "Replacement of compatible printer cartridge at Ranchi Airport".

NIQ upload on AAI Website (Display of NIQ): 12/05/2022 1100 IST

Last date and time of receipt of quotations: 27/05/2022 15:00 IST

Date and time of opening Technical bid envelope: 30/05/2022 15:00 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.

Address: (Kind Attention : Braj Bhushan, SM (CNS)
O/o CNS In-charge
ATC Building
Airports Authority of India
Birsamunda Airport, Ranchi
Jharkhand-834002

2. Quotations submitted in any other format will be rejected.

3. Maximum Estimated Cost (including GST) for "Replacement of compatible printer cartridge at Ranchi Airport, Ranchi 834002 (as per attached schedule Annexure-III) at Ranchi Airport, Ranchi 834002" (including packing and freight charges, toll charges and any other cost associated) is **1,94,029/- (including GST) (Rupees One Lakh Ninety-four Thousand Twenty-Nine Only) (including GST)**.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

| S No | Name of work | Maximum Estimated cost (in Rs.) (Exclusive of all taxes) | Period of works |
|------|--|--|-----------------|
| 1 | Replacement of compatible printer cartridge at Ranchi Airport, as per attached schedule (Annexure-III) | 1,94,029/- (including GST) (Rupees One Lakh Ninety-four Thousand Twenty-Nine Only) (including GST). (Maximum Expenditure per annum) | One Year |

4. The quotations should be submitted on two envelope basis, The main sealed Master envelope (super scribed as **Replacement of compatible printer cartridge at Ranchi Airport**, Ranchi 834002) 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 Shop registration certificate or MSME certificate.
- 4.1.4 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 Replacement of compatible printer cartridge at Ranchi Airport, Ranchi 834002 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 (including GST)

5. Technical bid will be opened on 30.05.2022 at 1500 IST followed by Price bid opening date of which Will be intimated later in presence of interested bidder or their authorized representatives. AAI will not be responsible for delay in submission of quotations sent by post.



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

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 with transportation. 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 (including of GST) not on the basis of quoted value for individual items.

7. The **validity of quotation should be for a minimum period of 60 days**. The period of contract will be for One year from the date of issue of award letter & the same can be extended for further one more year on same terms and conditions as per AAI, Competent Authority, Ranchi requirements.

8. Incomplete and ambiguous quotations will be rejected.

9. **Successful bidder has to submit an agreement with security deposit of 10% of Total quoted rate (including GST.).**

10. The vendor should ensure that the material used for Replacement does not degrade the print quality.

11. **Minimum number of compatible Cartridge replacement from awarded bidder shall not be binding on AAI**, Ranchi and Replacement of compatible Cartridge shall be as per requirement duly filled format attached in [Annexure-II](#)

12 Payment terms:

i) Payment shall be carried out on quarterly basis as per total cartridges of printer replaced in the period and submit to the office along with duly signed by the concerned user.

ii) The payment will be made through the e-Payment system. As such the following information may please be provided in the quotation:

a) Name of the Bank and branch to which payment is to be credited.

b) IFSC code of branch for e-payment.

c) Account number allotted by branch to the supplier.

d) Bill should be raised in the name of Airport Director, Ranchi Airport.

13. **Penalty-** If service (compatible Cartridge replacement) is not provided by vendor within 72 hours (three working days), then **the vendor shall be penalized at Rs. 50 per day per demand.**



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

14. EXTENSION OF CONTRACT

AAI reserves the right to give Extension order of one more year with the same terms & conditions after completion of rate contract period which may include or exclude printers at quoted unit rates of similar type with corresponding change in total cost.

15. AAI reserves the right to accept/reject any quotation without assigning any reason.

16. NIQ documents can be downloaded from AAI website www.aai.aero

-----Sd-----

CNS In-Charge
For Airport Director
Ranchi Airport
Ranchi 834002



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

Annexure-I

Ref. No.: AAI/RNC/IT/2022

Date:11/05/2022

ACCEPTANCE LETTER

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

ACCEPTANCE OF AAI'S NIQ CONDITIONS

Sir,

01. The NIQ Document “**Replacement of compatible printer cartridge at Ranchi Airport, Ranchi**” 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



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

Annexure-II

| Sr No. | Name & Designation | Department | Printer Make & Model | Previous Refilling Date | Refilling Date | Sign | HOD Sign | Remarks |
|--------|--------------------|------------|----------------------|-------------------------|----------------|------|----------|---------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

Annexure-III

Ref. No.: AAI/RNC/IT/2022

Date: 11/05/2022

Schedule for Replacement of compatible printer cartridge at Ranchi Airport.

| Quotation for Compatible Printer Cartridge Replacement | | | | | | |
|--|--|--|---|-----------------------------|---|---|
| Sr. No | Type of printer | Estimated Annual Quantity Cartridge Required (A) | Price Per Unit (Cartridge Replacement) (Exclusive of GST) (B) | GST if any (Rs.) (C) | Total Cost of Replacement (Inclusive of GST) (Rs.) (D)= (B)+(C) | Total Amount (Inclusive of GST) (Rs.) (E)= (A) X(D) |
| 1 | HP CARTRIDGE 388/88A | 15 | | | | |
| 2 | CANON 337A | 3 | | | | |
| 3 | CANON 925A | 8 | | | | |
| 4 | BROTHER 2365 DT | 8 | | | | |
| 5 | HP 56A/56X | 10 | | | | |
| 6 | SAMSUNG MLT D203 | 25 | | | | |
| 7 | HP 277X/277A | 20 | | | | |
| 8 | HP CE410/CE411/CE412/CE413(4 SET) COLOUR | 01 | | | | |
| 9 | HP 201X (4 SET) COLOUR | 5 | | | | |
| Total Price (Exclusive of GST) | | | | Total Price (Including GST) | | |
| Total Amount (Including GST) In word Rupees | | | | | | |
| | | | | | | |
| | | | | | | |



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY INDIA

Note-

1. Rate should be quoted in the appropriate column mentioned above and all Taxes should be written in a separate column.
 2. Qty. may vary during the contract period & quoted rate will Remain the same.
- Nothing will be paid extra.

(Signature of party with stamp and Date)

Note 1: The quotation will be rejected in case of any change in nomenclature of schedule is performed by the bidder in NIQ.

Note 2: 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. Also, it is certified that the amount quoted is as per the data mentioned in the Annexure-III.

AUTHORIZED SIGNATURE

NAME OF THE SIGNATOR

NAME & ADDRESS OF THE BIDDER/SEAL

(With Seal & Date)