



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA  
**CHENNAI INTERNATIONAL AIRPORT : CHENNAI – 600 016**

NO: AAI/CA/MMD/04(03)/

Date: 30.05.2022

**NOTICE INVITING QUOTATION**

Sealed rate quotations are invited for “**Annual Rate Contract for Procurement of Printed stationery 2022-23**” by Asst. Manager (MM), Materials Management Department, Airports Authority of India, Chennai Airport, Chennai-16, at an estimated cost of Rs.1,46,400/= (Rupees One Lakh Forty-Six thousand and four hundred only) (excluding GST) in two envelope System as per Annexure-I; for supply of the enlisted printed items as mentioned in the Financial Bid.

<b>Last Date &amp; time of Receipt of Sealed Quotation</b>	<b>Date: 07.06.2022, Time: 02.00 P.M</b>
Date & Time of opening of Technical Bid	Date: 07.06.2022, Time: 03.00 P.M
Date of opening of Financial bid (Qualified in the tech. bid)	Date: 10.06.2022, Time: 03.00 P.M

**2. TWO ENVELOPE SYSTEM:** Quotations shall be submitted in two separate envelopes.

**A. ENVELOPE – A - Technical Bid** – Shall contain following documents mandatorily: -

- Copy of GST registration certificate or exemption certificate to be obtained from Chartered Accountant,
- Copy of PAN,
- Duly signed and stamped NIQ. Page 1 to 4 in original (downloaded from AAI website). The bidder shall sign and stamp in each page in token of accepting the terms & conditions of this NIQ.
- For MSEs benefits/facilities (If vendor desires to avail): Attach copy of Udyam Registration or Udhayog Adhar Memorandum (UAM).

**B. ENVELOPE – B** – Financial Bid – Shall contain the following document: -

- Un- conditional Financial bid in the prescribed format as per Annexure – I (Page – 5).

Both the envelopes super-scribing Envelope- A (Technical Bid) & Envelope-B (Financial Bid) shall be separately sealed and placed in a **master envelope**. The master envelope shall also be sealed and super scribed with the name of the supply/work and submitted to “Asst. Manager (MM), Airports Authority of India, Materials Management Dept, IIIrd Floor, Chennai Airport, Chennai-600 016”. The name of work/supply for which the quotation submitted shall be super-subscribed on the top of the Envelopes.

Offers not adhering to two envelope system, any conditional bids (either in Technical or Financial Bid), bids without sufficient/valid documents as enumerated above or unsigned offers shall be rejected out rightly.

Envelope -B shall be opened on the above-mentioned date after evaluation of basic required documents of Envelope – A.

Vendors can participate/witness in the bid opening process, in case they wish to do so.

Signature of the Bidder  
With company rubber stamp/seal

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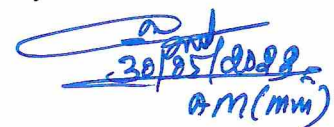
**A. TERMS & CONDITIONS:**

1. Quantity & specifications: The supply/work to be executed is as indicated in the Financial bid.
2. Deviation: AAI may change the quantity or part thereof to be supplied by +/- 30% of the tendered quantity but within the overall deviation limit of 30% of the contract value.
3. Extra Item: AAI may purchase extra item, substitute items as per the site requirements up the overall limit of 30% of the contract value.
4. Delivery: Supply shall be completed within 15 days from the date of issue of each purchase order under ARC. Supply destination is at Chennai Airport(MM Godown) on door delivery basis.  
Consignee: Asst. Manager(MM), AAI, Chennai Airport.
5. COMPENSATION FOR DELAY: A sum of equivalent to 0.5(half) per cent per week for the price of uncompleted portion/activity/delivery of contract cost executed/completed beyond delivery schedule shall be recovered as liquidated damages. The total damages shall not exceed 10(Ten) per cent of the value of delayed goods. The liquidated damages shall be calculated on the base cost without the Govt. taxes and duties. In case of the supply/work could not be completed within the stipulated time, the same shall be intimated through written means to the officer in-charge of work/supply for grant of extension of time. L.D shall not be waived off, except under exceptional conditions with valid reasons supported by documentary evidences and only after obtaining approval of competent authority.
6. **Public Procurement Policy** notified vide S.O 581(E) dtd:23.03.2012 by Gol, Ministry of MSME is applicable to AAI and for considering the vendors/extending eligible benefits & preferences under this scheme, they shall attach copy of Udyam Registration or Udhdyog Adhar Memorandum (UAM).
7. **Financial Bid:**
  - 7.1 The rate quoted in the Financial bid shall be inclusive of all and excluding GST. While quoting the applicable GST % may please be indicated in the relevant column of Financial bid.
  - 7.2 The rates shall be valid for acceptance for a minimum 90 days from the date of opening of technical bid.
  - 7.3 GST should be clearly specified and in case it is not applicable, the relevant row / column should indicate "Not Applicable" or "Nil". And in the event it is left blank, it shall be deemed to have been included in the basic cost and accordingly basic rate will be derived for ascertaining L-1 bidder.
  - 7.4 The bidders are requested to offer their best/lowest/competitive/discounted rates excluding GST in the financial bid. The rates & GST percentage in the Financial Bid shall be shown separately.
  - 7.5 No extra payment will be made other than the quoted amount except for the extra items.
  - 7.6 No price escalation shall be accepted under any circumstances on the quoted price, after submission of quotation, except in the case of variation in Taxes/duties which are imposed by Govt. and actually paid by the vendor/bidder.
  - 7.7 Use of eraser, over writing and or corrections in the Financial bid shall 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 near the corrected area.
  - 7.8 Transparent cellophane tape shall be fixed on the quoted rates.

**8. ANNUAL RATE CONTRACT**

The rate quoted in the Financial bid is the rate for each requirement (case to case basis) for one year. As such, the same rate shall be considered as base for executing Annual Rate contract (ARC) which shall be valid for **one year** with effect from the date of ARC award. The ARC can be extended for a further period of 6 months on mutual consent basis at the discretion of AAI with same rate, terms and conditions. During the course of ARC, the vendor shall ensure that, they shall supply the items at the initially quoted rate throughout one year. However, any increase in price which is due to the hike of TAX/GST shall be considered subject to production of valid documentary evidence.

Signature of the Bidder  
With company rubber stamp/seal

  
30/05/2022  
AM(MM)



**B. GENERAL TERMS & CONDITIONS:**

1. It is advised that the vendor/bidder shall inspect and examine the site and surroundings and satisfy himself before submitting the Quotation.
2. Submission of duly filled and signed NIQ documents by the vendor/bidder implies that he has read the entire NIQ and made himself aware of the scope and specification of the supply/work and have full knowledge of the items/supply/work for which the quotation is submitted.
3. AAI is not bound to accept lowest quotation and reserves the right to accept or reject any or all quotation without assigning any reason there-of, and to call for any other details or information from any of the bidder.
4. AAI shall not be responsible for any postal delay and offers/quotations received beyond the stipulated date and time shall not be considered.
5. Bidders shall regularly visit AAI website to keep themselves up dated.
6. It is not permissible to put any conditional bid. Any conditional bid shall be rejected.
7. All time extensions, corrigenda, agenda, amendments, clarification etc. if any to the NIQ document will be posted on AAI website [www.aai.aero](http://www.aai.aero)
8. The evaluation criteria for comparison of rates for the purpose of identifying the lowest bidder shall be on the basis of lowest quoted quote for all the items/overall basis.
9. Payment shall be made through RTGS against submission of GST invoice/delivery challan, on receipt and acceptance of the materials in good condition/satisfactory completion of the supply. No advance payment shall be made.
10. In case of any dispute, the decision of the Airport Director, A.A.I, Chennai International Airport is final and shall be binding on both the parties.

Signature of the Bidder  
With company seal



**जयकृष्णन . के / JAYAKRISHNAN . K**  
सहायकप्रबंधक (सा.प्र) / ASST. MANAGER (M.M)  
भा.वि.प्रा, चेन्नई हवाईअड्डा, चेन्नई - 600016  
A.A.I, Chennai Airport, Chennai - 600016

TO BE SUBMITTED IN COMPANY'S/CONTRACTOR'S LETTER HEAD OR BY AFFIXING  
BIDDERS RUBBER STAMP

UN-CONDITIONAL ACCEPTANCE LETTER

(To be submitted along with Tech. Bid in "Envelope- A")

NO:

Date:

To,  
Airports Authority of India,  
Chennai International Airport,  
Chennai, Tamil Nadu.- 600 016.

Sub:- ACCEPTANCE OF AAI'S TERMS & CONDITIONS BY THE BIDDER

Sir,

1. I/We have carefully read and fully understood the terms & conditions incorporated in the NIQ.
2. I/We do agree to abide by the terms & conditions to be fulfilled as per NIQ.
3. I/We hereby certify that I / we have inspected and read the entire terms and conditions of the NIQ. document and I / We shall abide by the conditions / clauses contained therein.
4. **I / We hereby unconditionally accept the conditions** of AAI's NIQ. documents in its entirety for the above work/supply.
5. I/We hereby declare that, the documents submitted/enclosed are true and correct. In case any document at any stage found fake/incorrect action as deemed fit by AAI can be taken against me.
6. 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 of AAI'.

Yours faithfully,

SIGNATURE OF THE BIDDER  
WITH RUBBER STAMP

  
AM(MM)

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## AIRPORTS AUTHORITY OF INDIA

(MATERIALS MANAGEMENT DEPARTMENT)

**CHENNAI INTERNATIONAL AIRPORT: CHENNAI – 600 016**

**SUB:- "Annual Rate Contract for Procurement of Printed stationery 2022-23"**

### FINANCIAL BID

Sl. No.	Item Description	Unit	Rate quoted for each Unit excluding GST						
			A	B	C	D	E	F	G
			1 No.	2 Nos.	3Nos.	4Nos.	5Nos.	10Nos.	20Nos
<b>I</b>	<b>Supply of Forms &amp; Registers</b>								
1	Legal size, 60 GSM white paper, printing in black ink) (Single side printing, pad binding)	Pad (@100 sheets per pad)							
2	Legal size, 60 GSM white paper, printing in black ink, both side printing (2 page DTPs), pad binding.								
3	Legal size, 60 GSM white paper, printing in black ink, both side printing (single DTP), pad binding.								
4	A.4 size, 60 GSM white paper, printing in black ink) (Single side printing, pad binding)								
5	A.4 size, 60 GSM white paper, printing in black ink, both side printing (2 page DTPs), pad binding.								
6	A.4 size, 60 GSM white paper, printing in black ink, both side printing (single DTP), pad binding.								
7	Register (Legal/F.C size, 80 gsm ledger paper, printing on both sides, good quality binding, serially numbered 1 to 200, printing with black ink on both sides) (Both side same matter/single DTP)	Books (@100 sheets per book)							
8	Register (Legal/F.C. size, 80 gsm ledger paper, printing on both sides, good quality binding, serially numbered 1 to 100, printing with black ink on both sides (Each side different matter/Two DTP)								
9	Register A.4 size, 60gsm bright paper, printing on both sides, good quality binding, serially numbered 1 to 200, printing with black ink on both sides) (Both side same matter/single DTP)								
10	Register A.4 size, 60gsm bright paper, printing on both sides, good quality binding, serially numbered 1 to 100, printing with black ink on both sides (Each side different matter/Two DTP)								

Applicable Rate of GST \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Bidder  
With rubber stamp/Seal

  
am(mm)