



**AIRPORTS AUTHORITY OF INDIA
BIJU PATNAIK INTERNATIONAL AIRPORT
BHUBANESWAR**

**NOTICE INVITING QUOTATION (NIQ)
FOR PREPARATION PHOTO IDENTITY-CUM-MEDICAL CARDS**

Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar invited sealed quotations from the reputed firms for **preparation of Photo Identity-cum-Medical Cards (Appx. – 200 nos.)** of its employees (serving & retired) as per the **terms and conditions attached herewith.**

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 Jt.G.M.(CNS)/In-Charge(HR),
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.	07.06.2022 at 1600 Hrs.
2.	Submission of Quotation Bids/Proposal(s)	Upto 15.06.2022 by 1300 Hrs.
3.	Opening of Sealed Envelope for Technical Bid (Master Envelope and Envelope-A)	15.06.2022 at 1600 Hrs.
4.	Opening of Financial Bids (Envelope-B)	17.06.2022 at 1600 Hrs.

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 PREPARATION OF PHOTO IDENTITY-CUM-MEDICAL CARDS”** and has to be addressed to **The Jt.G.M.(CNS)/In-Charge(HR),O/o The Airport Director, Airports Authority of India, New Integrated Office Building, B.P.I. Airport, Bhubaneswar.**

“ENVELOPE-A”/TECHNICAL BID 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.

“ENVELOPE-B” 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 **excluding GST** 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.
- (viii) In case of any clarification, following officer of AAI, Bhubaneswar may be contacted:
 - **Shri Debasis Mohanty, Asstt. Manager (HR), Mob. No. 9777897071 / 9439245665**

Sd/-

(S. K. Rout)
Jt.G.M. (CNS)/In-Charge (HR)
B.P.I. Airport, Bhubaneswar

TERMS AND CONDITIONS

1. Quotations shall be valid for a minimum period of 30 days from the date of its opening.
2. The sample shall keep along with the quotation wherever possible.
3. The supplier is advised to study the schedule and he shall be deemed to have full knowledge of the item before the quotation is submitted.
4. The quoted rate shall be firm inclusive of all, like, material cost, transportation charges, packing and forwarding etc. and no extra claim shall be entertained in this connection including port-rage. The supplier is requested to deliver the items at Office of the Airport Director, Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar - 751020. Hence, the amount shall be quoted by considering all the above factors.
5. On satisfactory completion of supply, the final bill shall be submitted to the Airport Director, Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar-751020.

6. TERMS OF PAYMENT :

100% payment shall be made to the supplier by AAI against delivery of materials.

7. DELIVERY :

The ID cards are to be delivered at O/o the Airport Director, Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar as mentioned in Para 5 above, in one lot at the same quoted rate within 15 days from the date of award of contract or mutual date agreed with Jt.G.M.(CNS)/In-Charge(HR), O/o The Airport Director, Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar-751020.

8. Specifications:

(A sample ID Card/ Medical Card is also be provided for reference)

Sl.No.	Name of Items	Quantity (Minimum assured numbers) which may exceed in later days
01	AAI Hologram logo printing in silver mercury colour	200 nos. (for regular, transferred, newly joined and retired employees
02	ID CARDS	200 nos. (printing in bi-lingual of employees personal data back, size of 8 cm. of Height and 5 cm. of width, 800 gsm thickness with green colour lamination approximately 200 nos. as and when required in the period of two years for regular, transferred, new joined and retired employees).
03	PHOTOS	Soft/Hard copies of Photos of employees/dependants will be provided by AAI, BPI Airport, Bhubaneswar
04	STAMPS/TAGS	200 nos. AAI logo print in bi-lingual plain satin tag in blue colour both sides wearing in neck while on duty hours for distribution each issue Size: Height 20 inches and Length: 18 mm.
05	Marking of ID Pouches	200 Nos. keep ID card pouches/ holders size 8.3 cm of height & 5.3 cm width along with hook.
06	Data of Print	The texts for printing shall be provided by AAI along with the purchase order in excel sheet (soft copy format) and the application together with its photographs. The photographs and signature of respective employee and issuing officer is to be scanned and pasted on the appropriate box. The ID cards of the employees shall bear photograph of the employee in front side and his/her dependents/ family members on its back side.

OTHER TERMS AND CONDITIONS

- a. The printing design, layout etc. shall be strictly as per the sample/ template. No deviation in size, specification and quality stipulated is permissible. In case of any clarifications and for verification of the sample etc. Printed matter shall be bi-lingual (Hindi & English) and only approved text/DTP shall be taken up for printing.
- b. **Rate Contract (R.C.):** Quantity requirement as per number (each) basis. However, the ID cards shall be delivered as per the same quoted rate for a period of two years against the purchase order, as and when required basis. **The Rate Contract is extendable with same rate, terms and conditions for a further period of one year if both parties agreed.**
- c. The vendor shall ensure that, the PICs, photographs, datum etc. should not be copied, duplicated or disseminated for any other purpose. Confidentiality shall be ensured on the photographs and corresponding datum in respect of employees and on completion of the work the datum including photographs are to be destroyed from the system permanently for avoiding any misuse.
- d. **COMPENSATION FOR DELAY:** The vendor/bidder shall supply the items as per delivery clause as mentioned above. If the vendor/bidder fails to complete the supply as per the NIQ, the purchaser has the right to cancel the order or get the suppliers from an alternative source at the risk and cost of the contractor, however, in exceptional cases, the purchaser may agree to receive the ordered items even beyond the delivery schedule subject to levy of liquidated damages/ penalty calculated @ 0.5% of the basic value of undelivered portion of supply per week for delay upto 02 weeks and 01% of the basic value of undelivered portion of supply per week for delays beyond 02 weeks and less than 04 weeks.
- e. The vendor / bidder shall be responsible to replace at his own expenses, any defective material.
- f. No price escalation will be accepted under any circumstances on the quoted price, after submission of quotation, except in case of variation in Taxes/duties which are imposed by Govt. and actually paid by the vendor/ bidder.
- g. **Public Procurement Policy** notified vide S.O. 581(E) dated 23.03.2012 By GOI, Ministry of MSME is applicable to AAI and for considering the vendors/extending eligible benefits and preferences under the scheme, they shall submit a request to this effect attaching with necessary self-attested documentary supports [for MSEs EM part-II acknowledgement (or) UdhdyogAdhar certificate), (or) for NSIC registered units Single Point Registration certificate or necessary documentary support with regard to

their registration under the scheme as specified in Para-2 of above order] along with this bid itself.

- h. The vendor/ bidder are advised to examine and get satisfied with the terms and conditions before submitting this quotation.
- i. **The vendor/ bidder shall sign in the place provided (in all pages) as a proof of acceptance of terms and conditions and the same (full set) may be submitted to the above mentioned address. While opening the quotations, in case it is found that any of the pages of NIQ is not signed by the vendor, the quotation shall be summarily rejected.**
- j. In case of any dispute, the decision of the Jt. General Manager (CNS)/In-Charge (HR), O/o the Airport Director, AAI, B.P.I. Airport, Bhubaneswar is final and will be binding on both the parties.
- k. Airports Authority of India, Biju Patnaik International Airport, Bhubaneswar is not responsible for any delay, loss, non-receipt of quotations sent by post.

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 PHOTO IDENTITY-CUM-MEDICAL CARD** 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 entirety for Preparation of **PHOTO IDENTITY-CUM-MEDICAL CARD**.
3. The contents of NIQ 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 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:



**AIRPORTS AUTHORITY OF INDIA
BIJU PATNAIK INTERNATIONAL AIRPORT
BHUBANESWAR**

(FINANCIAL BID)

(To be submitted in Envelope-“B” only as per terms and conditions of NIO).

Name of work : **Sealed Quotation for Preparation & Supply of PHOTO IDENTITY-CUM-MEDICAL CARD at Integrated Office Building, B.P.I. Airport, Bhubaneswar.**

Sl. No.	Specifications	Unit	Rate (INR)	Amount (INR) Excluding GST
1.	Preparation & Supply of PHOTO IDENTITY-CUM-MEDICAL CARD Including :- a) AAI Hologram logo printing in silver mercury colour b) ID Cards c) Stamps/ Tags d) Marking of ID Pouches <i>(Remarks : Total ID Cards : 200 nos. Approximately)</i>	Per Card (Each)		

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.

NOTE 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.

NOTE 3: Change in nomenclature of schedule and added optional items in this schedule attract action as per AAI terms and conditions.

Date:_____

(SIGNATURE OF THE BIDDER WITH RUBBER STAMP)

Name of Signing Authority