



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



**भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA**

**DELHI AIR TRAFFIC SERVICES COMPLEX,
I.G.I. AIRPORT, NEW DELHI**

e-TENDER No. 2022_AAI_119722

TENDER DOCUMENT FOR

**Name of work – Annual rate contract for
Printing, Xeroxing and Binding for day to day
use in CNS/ ATM department at DATS
Complex for the year 2022-23**

AUTHORITY

**General Manager (CNS), DATS Complex
I.G.I. Airport, New Delhi.**

Tender ID. 2022_AAI_119722

Tender. No. CNS-IGIA/E03/2022-23

Tender Fee Rs.560/- (Inclusive of GST)



I N D E X

Name of work – Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23.

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-----Sd-----

Jt. General Manager (CNS)
Airports Authority of India,
DATS Complex
I.G.I. Airport, New Delhi.
Tel.: 011-28703301



TENDER SCHEDULE

Name of Work.	Name of work – Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23.
Tender Reference No.	CNS-IGIA/E03/2022-23
Estimated Cost	Rs. 17,05,614.00 + GST extra
Tender Fee (Non-refundable, online)	Rs.560.00 (Inclusive of GST)
EMD (online only)	Rs. 34,112.00

CRITICAL DATES

01.	Tender Publish Date	02/07/2022
02.	Tender Download / Sale Start Date & Time	02/07/2022, 0900 IST
03.	Tender Download / Sale End Date & Time	15/07/2022, 1200 IST
04.	Clarification Start Date & Time (Pre-bid queries, if any by Bidders)	02/07/2022, 1200 IST
05.	Clarification End Date & Time (to be given by Bid Manager, AAI)	08/07/2022, 1200 IST
06.	Bid Submission Start Date & Time	02/07/2022, 1200 IST
07.	Bid Submission End Date & Time	14/07/2022, 1200 IST
08.	Bid Opening Date & Time	15/07/2022, 1500 IST
09.	Financial Bid Opening Date & Time (Tentative)	22/07/2022, 1200 IST

Note:-

- AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- Corrigendum if any, will be uploaded only on e-tendering portal.
- Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.



SECTION: I

NOTICE INVITING E-TENDER

Tender ID. **2022_AAI_119722**

1. **Tenders are invited through the NIC CPP e-tendering portal by General Manager (CNS), DATS Complex, I.G.I. Airport, New Delhi** on behalf of Chairman, AAI from various Dealers/ suppliers for Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23 at an estimated cost of **Rs. 17,05,614.00 + GST extra.**
- 1.1 Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23 as detailed Section-VI (Special Conditions of Contract).
 - 1.1.1 The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring bidders may go through the tender document by “Guest User” login.
 - 1.1.2 Prospective Tenderers are advised to get themselves registered at CPP-portal, obtain ‘Login ID’ & ‘password’ and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The bidder may also take guidance from AAI Help Desk Support as given Section-II of the tender.
- 1.2 **SUBMISSION OF DOCUMENTS (ONLINE):**

Bidders shall submit the following documents online in CPP portal

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE SUBMITTED
(i)	Tender Fee	Online fee submission receipt or Copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium
(ii)	EMD	Online fee submission receipt Copy of Registration Certificate of NISC / MSME / UAM/ DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises for exemption of
(iii)	Undertaking-cum-Declaration	duly signed on company's letter head with Stamp/Seal, as per Annexure-A.
(iv)	MSME/NSIC certificate	Copy of MSME / NSIC certificate if applicable
(v)	Power of attorney / Authorization Letter	Copy of Power of attorney / Authorization Letter



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(vi)	Experience	Work order/completion certificate of value/quantity as mentioned in tender
(vii)	Turnover	abridged Balance Sheet along with Profit & Loss account of the firm (bidder) for last three years

Note: -

- a. **MSME/NSIC Bidders:** MSEs who are registered with District Industries Centers (DICs) / Khadi & Village Industries Commission (KVIC) / Khadi & Village Industries Board (KVIB) / Coir Board / NSIC / Directorate of Handicrafts and Handloom or under Udyog Aadhaar Memorandum (UAM) or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) in the relevant field of registration are eligible for availing benefits under the Public Procurement Policy extended by Govt of India.
- b. Office memorandum No F.20/2/2014-PPD(Pt.) from Ministry of Finance Department of Expenditure procurement policy-Divison dated 25 July 2016 shall be applicable

1.3 The following shall be submitted **ONLINE** by the bidders via CPP portal:-

1.3.1 **COVER-I:** Containing **Qualifying requirement & Technical criteria** of Contractor / Firm.

The Bidders shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

ANNUALIZED AVERAGE FINANCIAL TURNOVER: Firm (bidder) shall have annualized average financial turnover of at least INR Rs. 5,11,684/- or higher during last three financial years, ending 31st March or 31st December of previous year, as per practice prevailing in the country of the firm. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the firm (bidder) for last three years shall be submitted.

The bidder firm shall have successfully executed orders for Printing of A3 or A4 papers in last 07 years to the Government organizations, Public Sectors or Private sectors in line with any one of A1 to A6 listed below:

- A1) Single order of printing of A3&A4 Paper quantity 543749 pages
OR
- A2) Two orders each of printing of A3&A4 Paper quantity 339843 pages
OR
- A3) Three orders each of printing of A3&A4 Paper quantity 271874 pages
OR
- A4) Single order of printing of A3&A4 Paper of value Rs 1364491 + GST
OR
- A5) Two orders each of printing of A3&A4 Paper of value Rs 852807 + GST
OR
- A6) Three orders each of printing of A3&A4 Paper of value Rs 682245 + GST



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EXPERIENCE/PERFORMANCE CERTIFICATE: Bidder shall submit experience/performance certificate(s) in respect of the works experience claimed by it against Para above. These certificate(s) endorsed by the bidder, may indicate:

- Name & scope of work.
- Date & No. of contract/order.
- Contract Value/quantity.
- Date of completion of Works.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criteria mentioned below in **“Cover-I”**: -

SL. NO.	DESCRIPTION	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
i)	Tender Fee – Rs.560.00 online on CPP portal	Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.
(ii)	EMD - Rs. 34,112.00 online in CPP portal	Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of EMD.
(iii)	Undertaking-cum-Declaration	Scanned copy duly signed with company's seal, as per Annexure-A.
(iv)	MSME/NSIC certificate	Scanned Copy of MSME / NSIC certificate
(v)	Power of attorney / Authorization Letter	Scanned Copy of Power of attorney / Authorization Letter

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have GST Registration.	Scanned copy of GST Registration Certificate.
(ii)	Should have Permanent Account Number (PAN).	Scanned copy of PAN Card.



(iii)	Should fill and sign Technical Compliance Annexure-B for conformity of AAI Technical Specifications. Should read Annexure-B for AAI 's Specification and the certificates required as mentioned in the specification .	Scanned copy of filled & signed copy of technical compliance as per Annexure-B.
(iv)	Duly signed tender Document	The scanned copy of complete set of tender documents duly signed / digitally signed by the tenderer.
(v)	Certificate showing Shop & Establishment Act from any govt/organization certifying that the shop/office is in the name of the party participating in the tender	The scanned copy of Certificate showing Shop & Establishment Act from any Govt/ Organization certifying that the shop/office is in the name of the party participating in the tender.
(vi)	EXPERIENCE/PERFORMANCE CERTIFICATE	The certificate(s) endorsed by the bidder, may indicate: Name & scope of work, Date & No. of contract/order, Contract Value/quantity Date of completion of Works.
(vii)	ANNUALIZED AVERAGE FINANCIAL TURNOVER	The scanned copy of complete set of ANNUALIZED AVERAGE FINANCIAL TURNOVER signed / digitally signed by the tenderer.

1.3.3 **COVER-II: Financial Bid**

All rates shall be quoted in the format provided and no other format is acceptable. The Annexure- C may be referred for guidance. The Financial Bid has been given as a standard **BOQ format** with the tender document and the same is to be downloaded and filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it **online**, without changing the file name. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

1.4 **BIDS OPENING PROCESS**

The bid opening process will be as below: -

- 1.4.2 **Cover-I:** Containing Qualifying requirement of Contractor / Firm (uploaded by the Bidders) shall be opened as per the Tender Schedule. The intimation regarding acceptance / rejection of their Bids will be intimated to the Bidders through CPP Portal. If any clarification is needed from the Bidder about the deficiency in the uploaded documents in Cover-I, the same shall be asked to be provided through Shortfall document folder in CPP portal. The Bidder shall



upload the requisite clarifications / documents within date & time specified by AAI, failing which tender will be liable for rejection.

- 1.4.4 **Cover-II:** Financial Bid of those bidders who are found meeting all the requirements of “Cover-I ” shall only be opened. Depending on Technical Bid evaluation, the date shall be intimated through CPP portal.
- 1.5 AAI reserves the right to accept or reject any or all applications without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.
- 1.6 The firm / bidder who are blacklisted / debarred by the CBI / CVC / BCAS / AAI or any other Department of Govt. of India or State Government shall not participate in the tender. A declaration to that effect shall be submitted by the parties as per prescribed form (Annexure-A).
- 1.7 AAI reserves the right to disallow the issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary / Permanent debar by any Department of AAI, AAI reserve the right to verify the credentials submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm, then AAI shall take the following action:
- (a) Forfeit the entire amount of E.M.D submitted by the firm.
- (b) The agency shall be liable for debarment for 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.
- 1.8 If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

2.0 INDEPENDENT EXTERNAL MONITOR (IEM):

In this tender, following are the independent external monitors:

- a) Mr J.K. Khanna, IPS(Retd.)
E mail: jkkhannaips@yahoo.com
- b) Mr M. R. Ramanujam, IAS, (Retd.)
E mail: raamaanuj@gmail.com



SECTION : II

E-TENDERING GUIDELINES TO BIDDERS

- 2 **Requirement of E-Tendering Participation**
Tenderers are advised to get themselves acquainted for e-tendering participation requirements at “Guidelines for Bidders” and go through the ‘Self Help files’ available in the Home Page after logging-in to the portal <https://etenders.gov.in>. Vendors are required to carry out the following activities:
- 2.1 **Registration**
Registration shall be on CPP e-Procurement Portal free of cost, at <https://etenders.gov.in>.
- 2.2 **Login ID:**
Bidder shall click ‘**Apply for Access Authentication**’ and fill in the required details as reflected on screen. After saving the details, a password for the registered bidder will be generated by the system and the password will be sent to the **e-mail id** provided by the bidder during registration. On receipt of email, the login id is ready with the bidder to proceed further.
- 2.3 **General guidelines for bidders:**
Guidelines to proceed further in the tender process are available in the CPP e-Procurement portal under Self Help Files Tab. Bidders are advised to go through these guidelines before submitting their bids, on-line.
- 2.4 **Digital Certificate:**
Bidder shall have a legally valid **class III digital certificate** as per Indian IT Act, 2000, from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (Please visit : www.cca.gov.in). Licenced CA’s in India are:
a) Safescrypt b) NIC c). IDRBT d) TCS
e) MtnlTrustline f) GNFC g). e-Mudhra CA
- 2.5. **Online Tendering:**
For all AAI tenders hosted on CPP e-Procurement portal, the Cover-I, II & III shall be submitted on-line only.

Upload the tender in multiple files (by breaking the same into multiples files), each file should not be of more than 10 MB. However, documents which have to be submitted in originals like Tender Fee, EMD or any other such documents mentioned in the tender documents will have to be physically submitted as advised in this tender document.
- 2.6 On-line training & technical assistance for interested bidders shall be available as follows:
- 2.7 **Bidder’s training support system:**
Detailed information in this regard, have been provided to the bidders at CPP e-Procurement Portal i.e. <https://etenders.gov.in> under the Self Help Tab. However, training support system is given inside the portal and are **visible to the registered bidders only**.



2.8 Help Desk Services:

CPPP under GePNIC, Help Desk Services

*** The Help desk services shall remain closed on all Govt. Gazetted Holidays.**

The tendering process is online at e-portal URL address

<https://etender.gov.in/eprocure/app> or www.aai.aero. Aspiring bidders may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'Password' and go through the instructions available in the home page. After log in to the CPP-portal **<https://etender.gov.in/eprocure/app>** or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day's time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk support](http://aai.aero/tender/e-tender/help%20desk%20support).

(i) For any technical related queries please call the Helpdesk. The 24x7 Help Desk details are as below:-

Tel: 0120-4200462, 0120-4001002, Mobile: 918826246593; E-mail: support-eproc@nic.in

Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between.

AAI Help Desk				
Support Persons	Escalation Matrix	E-Mail Id	Contact Numbers	Timings*
Help Desk	Instant Support	<u>eprochelp@aai.aero</u>	011-24632950 Ext-3512 (Six Lines)	08:00-20:00Hrs. (MON-SAT)*
Mr.Sanjeev Kumar SM(IT)	After 4 Hrs. of Issue	<u>etendersupport@aai.aero</u>	011-24632950 Ext-3523	09:30-17:30Hrs. (MON-FRI)*
Mr.Dharmendra Kumar, JtGM(IT)	After 12 Hrs	<u>dkumar@aai.aero</u>	011-24632950 Ext-3527	09:30-17:30Hrs. (MON-FRI)*
General Manager(IT)	After 24 Hrs	<u>gmitchg@aai.aero</u>	011-24657900	09:30-17:30Hrs. (MON-FRI)*

Bid Manager:- A.K.Mor, AGM(CNS) 011-28703331, ashwinimor@aai.aero



SECTION-III

DEFINITIONS

- 3.0 “AAI” means the “Airports Authority of India”.
- 3.1 The Chairman means the “Chairman”, Airports Authority of India or his successors.
- 3.2 “Bidder / Tenderer” means the individual or firm who participates in this tender and submit their bid.
- 3.3 “Bid Manager” means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the project with the bidder / contractor.
- 3.4 “The Contractor” means the person/firm or company with whom the order for the stores is placed and shall be deemed to include the contractor’s successors (approved by the purchaser) representative’s executors and administrators as the case may be unless executed by the terms and the contract.
- 3.5 “Acceptance of Tender” means the letter of memorandum communicating to the contractor regarding acceptance of his tender. This includes an advance acceptance of his tender.
- 3.6 “The Purchaser” means the “chairman, Airports Authority of India, New Delhi – 110003 or his representative.
- 3.7 Stores to be supplied at: - As per name of consignee mentioned in tender document/supply order.
- 3.8 “The Inspecting Officer” means the persons, firm or department authorized by the purchaser to inspect the stores on his behalf. This includes representatives of the inspecting officers so nominated.
- 3.9 “Specifications” means a specification accepted or approved by the purchaser for the compliance by the contractor.
- 3.10 “Day” means a day starting from 0000 hrs. to 2400 hrs.
- 3.11 “Month” means a calendar month or a cycle month depending on the date of commencement of the contract. For all pro-rate calculation, the number of days considered in a month will be 30.
- 3.12 “The Award Letter / Work Order” means the order placed on contractor / firm for supply of the said item for which the tender is called.
- 3.13 “The Contract” means the agreement signed between the AAI and the Contractor as per the terms and conditions contained in the tender.
- 3.14 “The Contract Price” means the price payable to the Contractor under the Purchase Order for the full and proper performance of its contractual obligations.
- 3.15 “Non-responsive Bid” means a bid, which is not submitted as per the instructions to the bidders or Earnest Money Deposit has not been attached, or



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the required data has not been provided with the Bid or incomplete bids or intentional errors have been committed in the Bid.



SECTION : IV

INSTRUCTIONS TO BIDDERS

4.0 Tender document:

- 4.1 The tender document consists of six sections. The bidder shall go through all these sections:

Section – I	: Notice Inviting e-Tender.
Section – II	: E-Tendering Guidelines Bidders
Section – III	: Definitions.
Section – IV	: Instructions to Tenderers.
Section – V	: General Conditions of Contract.
Section – VI	: Special Terms & Conditions of Contract.

Bidders shall comply with each clause of all the above six sections.

- 4.1.1 Bidders willing to participate may download the digitally signed tender document on-line from CPP e-Procurement portal at <https://etenders.gov.in> and submit digitally counter-signed tender document on-line at the same portal.
- 4.1.2 The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.
- 4.1.3. Bidder shall upload tender on CPPPP E-Portal well in advance i.e. 24 hrs before scheduled closing time of bid submission to avoid last minute hassles. **AAI shall not entertain any queries on such subject after last date of downloading tender document.**

- 4.2 **Transfer of Tender document:** Tender documents are not transferable.

4.3 Amendment to Tender document:

At any time, prior to scheduled date of submission of bids, AAI, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference to this tender and binding on the bidders. Addendum /corrigendum will be notified through CPP e-Procurement portal at <https://etenders.gov.in>.

4.4 Clarifications of Bid Documents:

Bidder, requiring any clarification of the tender documents may submit their queries, if any, only through CPP e-Procurement Portal at <https://etenders.gov.in> during clarification period provided in CPPPP and AAI shall not respond to any queries sent through by any other means or emails or letters after clarification period.

- 4.4.1 Request for clarifications received from bidders shall be responded by AAI till the schedule date and time indicated in the Tender Schedule or as extended thereto by AAI.



- 4.4.2 Replies to Clarifications by AAI will be uploaded through CPP e-Procurement Portal. The bidders are advised to visit the same at <https://etenders.gov.in> regularly.
- 4.4.3 Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.
- 4.4.4 AAI makes no representation or guarantee as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- 4.4.5 In order to provide reasonable time to bidders to take the amendments made by AAI into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.
- 4.5 AAI shall summarily reject a bid as non-responsive if found valid for a shorter period than specified in the Tender documents. Only in exceptional circumstances, AAI may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.
- 4.6 **Post Tender Qualification for Technical Evaluation:**
Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:
- 4.6.1 **If any document submitted in Cover-1 is found to be false or fabricated, the EMD shall be forfeited, besides black listing of the bidder.**
- 4.6.2 Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder.
- 4.7 **Composition of Bids and General Guidelines for bid process:**
- 4.7.1 Bidders shall submit their bids as per scheduled date & time through CPP e-Procurement portal at <https://etenders.gov.in> only.
- 4.7.2 Bidders shall submit the tender before the deadline as specified in the Tender Schedule of this tender document. **e-tender CPP Portal shall not allow bidders to submit their tender after the scheduled date & time.**
- 4.7.3 The Cover-I, II will be opened online by AAI at the time and date as given in the Tender schedule. All the statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for evaluation.
- 4.7.4 The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPP e-Procurement portal.
- 4.8 **On-line E-Tendering General Guidelines:**
- 4.8.1 System shall not permit upload of bids after the scheduled time of submission.



- 4.8.2 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission.
- 4.8.3 To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in CPP e-tendering portal.
- 4.8.4 Bidders may submit their response to AAI queries through provision of CPP e-procurement Portal Only.
- 4.8.5 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.
- 4.9 **Preparation / Submission of Bids:** Bids shall be prepared and submitted in three parts: the first, second and third part shall comprise of the Qualifying Requirement (Cover-1), Technical Bid (Cover-II) and the Financial Bid (Cover-III) specifying the price offer respectively and the relevant documents, as specified in Section-I, be uploaded in CPP e-procurement portal.
- 4.10 **Language and Currency:**
The bidder shall quote the rates in English language and in international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. Over writing is not permitted. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.
- 4.11 It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. No condition, whatsoever, shall be stipulated in this part.
- 4.12 Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive Bid and are liable to be rejected. If the bidder gives wrong information in his/her tender, **AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the Earnest Money Deposit / Security Deposit.**
- 4.13 AAI reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in Technical bid evaluation shall not be opened. AAI also reserves the right at its sole discretion not to award any order for which the tender is called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by tenderers shall not be returned.
- 4.14 AAI shall evaluate the Bids to determine whether they are complete, the documents have been properly signed and the bids are in order.
- 4.15 AAI will determine the substantial responsiveness of each bid to the Bid documents. For the purposes of these clauses, a substantially responsive bid is



one which conforms to all the terms and conditions of the Bid Documents without material deviations. AAI's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as substantially non-responsive will be rejected by AAI.

- 4.16 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender during the tendering process.
- 4.17 Date of submission and opening of tender can be extended at the sole discretion of the Competent Authority.

4.18 Award of Contract:

- 4.18.1 The acceptance of the tender shall be intimated to the successful bidder by AAI through Fax / Letter/ Telephone / e-mail etc.
- 4.18.2 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.



SECTION : V

GENERAL CONDITIONS OF CONTRACT

5. The e-Tenders as per the prescribed Form, are invited in open tender three cover system:
- (i) **Cover- I : Qualifying Eligibility Criteria Requirement and Technical Bid**
- (ii) **Cover-II : Financial Bid**
- 5.1 Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.
- 5.2 Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate tender applications.
- 5.3 The right to accept the tender in full or in part / parts will rest with AAI. The Tender is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.
- 5.4 The Submission of a tender 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 job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
- 5.5 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to rejected.
- 5.6 On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Airport Director or his authorized representative, which shall be communicated to the AAI.
- 5.7 Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the technically qualified and responsive Bidder offering and lowest evaluated bid in technically are commonly conformity with the requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard.
- 5.8 A responsive bidder is one who submits priced tender and accepts all terms and conditions of the specifications. Complete compliance of Technical Specification is required failing which the bids shall be rejected.
- 5.9 Bidder shall submit a responsive bid, failing which his/her tender will be liable to be rejected.
- 5.10 All rates shall be quoted in Financial Bid only. Conditional Financial Bid shall be rejected.



- 5.11 The bidders shall quote their rates in international numerals. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.
- 5.12 The bidder shall duly attest all corrections, cancellation and insertions.
- 5.13 The Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.
- 5.14 All the tenders in which, any of the prescribed conditions are not fulfilled / incomplete in any respect are liable to be rejected.
- 5.15 The Bidder shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority.
- Note:** - The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.
- 5.16 No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of Government of India or AAI is allowed to work as contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India/AAI. The contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the contractor's service.
- 5.17 Tenders shall be received by the Accepting Authority up to the date and time and shall be opened on the due date and time as detailed in the Notice inviting Tender.
- 5.18 **Termination of Contract at Purchaser's Initiative:**
- The Purchaser reserves the right to terminate the contract either in part or in full due to any reasons other than terms and conditions specified herein, by giving 15 day notice in writing to the contractor of his intention to do so.
 - The contractor upon receipt of such notice shall discontinue the work on the date and to the extent specified in the notice, make all reasonable efforts of obtain cancellation of all orders and contracts to the extent they are related to the work terminated and terms satisfactory to the purchaser, stop all further sub-contracting or purchasing activity related to the work terminated.
 - In the event of such termination the contractor shall be paid compensation to the actual loss incurred by him, against production of proper proof to the satisfaction of the Purchaser and all material available at site or at the



manufacturing unit for which compensation is claimed shall become the property of the Purchaser.

5.19. Arbitration and Laws:

- a. Except where otherwise provided for in the contract, all questions and disputes relating to the provisions of this contract shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996 and its amendments, within thirty (30) days (or such longer period as may be mutually agreed upon from the date that either party notifies in writing that such dispute or disagreement exists. The single Arbitrator for settlement of any dispute with regard to this contract shall be appointed by the Chairman AAI. The venue of Arbitration shall be New Delhi, India. The arbitration resolution shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.
- b. All questions, disputes or difference arising under and out of, in connection with the contract if concluded shall if required to be referred to any court of law, be referred to the courts in India at New Delhi and the said court shall have jurisdiction and decide matters according to the laws of India.

5.20 Contract Document:

The agreement shall be executed on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred only) within 30 days from the date of placement of order and cost of the stamp paper shall be borne by contractor.



SECTION : VI

SPECIAL CONDITIONS OF CONTRACT

6. SCOPE OF WORK

Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23 .

The consignee address is as follows:

**General Manager (CNS),
DATS Complex,
I.G.I. Airport, New Delhi**

6.1 TECHNICAL SPECIFICATIONS

Materials to be supplied with AAI's Descriptions / Specifications as given in Annexure-B (Schedule – B).

6.2 Change in Quantity & Variation in Prices:

- 6.2.1 The Purchaser reserves the right to vary the quantity of items or group of items to be ordered as specified in the tender document as may be necessary, during the execution of the contract; but such variations unless otherwise specified in the accompanying Technical specification shall be limited to 30% of the original quantity ordered during the currency of the contract. The contractor / supplier shall not be entitled for variation in the prices due to change in the quantity.
- 6.2.2 Purchaser further reserves the right to purchase additional 30% of the original quantity (over and above of Annexure-C) within one years of placing of initial Purchase Order, subject to consent of the contractor / supplier to execute the order at the same terms, price and conditions.
- 6.2.3 Scheduled quantity as ordered under Annexure-C above could be for any other location in Western Region the Transportation cost on pro rata basis shall be applicable for such locations.

6.3 PATENTS AND OTHER INDUSTRIAL PROPERTY RIGHTS

The prices stated in the present Supply Order shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.



6.4 **PACKING, FORWARDING AND SHIPMENT**

- 6.4.1 The Contractor wherever applicable, shall properly pack all stores in such a manner so as to protect them from deterioration and damage during Air/Rail/Sea and Road Transportation to the site and the Contractor shall be held responsible for all damages due to improper packing. The cost of damages or replacement of store will be on the account of the Contractor.
- 6.4.2 The Contractor shall notify the purchaser of the date of each dispatch and the expected date of arrival at the destination, for the information of the Purchaser and Consignee.
- 6.4.3 The Contractor shall also give all dispatch information concerning the right size and the content of each packing including any other information promptly to the Purchaser and Consignee.

6.5 **DELIVERY SCHEDULE & LIQUIDATED DAMAGES**

The supply of material at Consignee's destination is on "as and when required basis" throughout the contract period of one year from the date of placement of confirmed Purchase Order through email.

- a) The Supplier should collect documents to be printed from the office of the undersigned.
- b) The proof shall be submitted within 5 working days from the date of collection of documents.
The Sample should be get approved before printing bulk quantity.
- b) The material has to be supplied as per approved sample kept in the office of undersigned.
- c) The items to be supplied are of tentative quantity and the party has to supply any of the items within the financial limit as indicated in their Purchase order value. The quantity may increase or decrease from the tentative quantity but restricted to total financial limit.
- d) The party has to supply the material within a week or as and when required as per the requirement given by Materials Management Deptt immediately on intimation.
- e) **Financial Limit** : Since, quantitative projected is of tentative nature and the actual quantity to be procured is on actual requirement basis we may place the order on the party for the total financial limit as projected against them but with the clause stating
"The quantity of the work/items to be done/supplied is of tentative nature and the actual quantity of work/items to be procured shall be based on requirement basis and the party has to do the work any of the items within the financial limit as indicated in their Work order value. The quantity may increase or decrease from the tentative quantity but restricted to total financial limit."

- 6.5.1 If the contractor fails to complete the supply as per the delivery schedule, the purchaser has the right to cancel the order or get the supplies from an alternative source at the risk and cost of the contractor.
- 6.5.2 However in exceptional cases, the purchaser may agree to receive the supply even beyond the delivery schedule subject to levy of Liquidated Damages



calculated @ 0.5% (point 5 %) of undelivered portion of supply for delay per week or part thereof subject to a maximum of 10% (ten%) shall be levied.

- 6.5.3 The amount of liquidated damages for delay and waiver of the same in case of justified reasons shall be decided at the discretion of Accepting Authority and the same shall be final and binding on the contractor. Time taken by AAI and local statutory authorities for approval of drawings, design, estimate etc. force majeure reasons and any other reasons beyond control of the contractor shall be considered as justified reasons. The amount of liquidated damages may be adjusted or set off against any sum payable to the contractor.

6.6 SUFFICIENCY OF TENDERS

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his/her tenders of the works and of the rates and the process quoted in the schedule of work/items /Quantities or in Bills of Quantities which rates and prices shall, except as otherwise provided, cover all his completion and maintenance of works.

6.7 INSPECTION

The Authorized representative of AAI as deputed by the officer placing the purchase order, shall inspect the entire lot at the premises of the supplier and pick sample in the ratio of 01 sample out of lot of 14 Nos. and shall be tested as per the technical specifications of NIT. The test report of authorized lab shall also be taken in account for inspection.

The Supplier should intimate regarding readiness of supply of subject line items. The items should meet the Technical specification of AAI as mentioned in Annexure B. In case the supplied material does not meet AAI's Specification, the supplied items shall be rejected without any liability to AAI and the cost of collecting back the rejected material lies solely with the supplier. Hence the supplier is advised to ensure complete compliance to AAI's Specification including requisite certificates before dispatch of material from supplier's point.

6.8 ACCEPTANCE CRITERIA

The Acceptance Criteria shall be conformance with all dimensional, inspection and testing requirement specified in Technical Specification(s).

6.9 REPLACEMENT OF DEFECTIVE STORES

The stores supplied against this order shall bear a warranty/guarantee of the contractor against defective materials, workmanship and performance. If the stores supplied and found defective by the purchaser, the same shall be replaced immediately with serviceable stores by the contractor free of cost at site.

6.10 RECTIFICATION CLAUSE

In the event of stores given back to the manufacturers for rectification of defects. The manufacturer will ensure that the defects are attended immediately without loss of time, so that the stores can be reinstated.



6.11 EARNEST MONEY DEPOSIT (E.M.D)

- 6.11.1 EMD of the value as per Section-I to be submitted online on CPP portal
- 6.11.2 EMD of bidders who fails to qualify in the Pre-Qualification / Technical Bid shall be refunded immediately. For all bidders, whose financial bids are opened, the refund of EMD (except for L-1 bidder) shall be processed within 7 days of opening of financial bid. No interest or any other expenses, whatsoever, will be payable by AAI on the EMD. On acceptance of the tender, EMD of successful bidder will be treated as part of the security deposit. The EMD will be forfeited under the following conditions: -
- 6.11.3 If any bidder withdraws his Tender before the validity period of Tender or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then the AAI shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely.
- 6.11.4 The EMD will be forfeited if the contractor fails to comply with any terms and condition of this tender documents without prejudice to other right of AAI under this contract.
- 6.11.5 The EMD shall be forfeited if the bidder fails to furnish the security deposit by due date.
- 6.11.6 Any bidder who does not accept the offer after its award in their favour would result into forfeiture of their EMD and action will be taken to debar from future participation in Tender for a period of 3 (three) years.
- 6.11.7 If the credential submitted by the firm is found to be incorrect or have some discrepancy which disqualifies the firm, then the EMD submitted by the Firm will be forfeited and the firm will be debarred from tendering for a period of 3 (three) years apart from any other appropriate / legal action.

6.12. Security Deposit:

- 6.12.1 The successful tenderer, awarded with the contract, shall furnish Security Deposit towards successful performance of the contract and defects liability period i.e. **Annexure II & III**, in the following form:
- 6.12.2 Bank guarantee towards performance of the contract to the extent of an amount to a sum equal to @ 3% of amount of contract value, to AAI as prescribed in **Annexure- II&III** attached with this tender document, from a Nationalised Bank as per RBI Schedule (but not from any co- operative or Garmin Bank), acceptable to the purchaser. This BG shall be submitted within 30 days of award of contract, before the agreement is executed, between the purchaser and the contractor. The security deposit in the form of Bank Guarantee shall remain valid till the expiry of the contract plus three months.

OR

The security deposit shall be recovered @10% of gross amount of each running bill, till the total security deposit 3% of the contract amount. In other words, the total amount of security deposit shall be 3% of contract value. The Security Deposit will be refunded 6 months after the satisfactory completion of the



contract period. No interest shall be payable by the Authority on the amount of Security Deposit so held.

6.12.3 No other form of security deposit than the above shall be acceptable.

6.13.4 The security deposit shall be released on completion of guarantee and defects liability period, without interest.

- a) **Verification of Bank Guarantees:** Bank guarantees submitted by the tenderers / suppliers as EMD / Performance securities shall be immediately verified from the issuing bank before acceptance.

Verification through SFMS of ICICI Bank

- a) Verification of Bank Guarantees submitted by Bidders to AAI will be done through Structured Financial Messaging System (SFMS) of ICICI bank.
b) Successful bidder while submitting the documents to BG issuing bank, will also submit letter to the issuing bank as per Format mentioned in the Annexure-E.

CORPORATE NAME : AIRPORTS AUTHORITY OF INDIA

BANK NAME : ICICI BANK

IFSC CODE : ICIC0000007

BG ADVISING MESSAGE : IFN 760COV (BG ISSUE)

IFN 767COV (BG AMENDMENT)

UNIQUE IDENTIFIER CODE : AAIRHQNR

SWIFT CODE : ICICINBB007

ADDRESS of Bank : 9A Phelps Building, Connaught Place New Delhi -110001

6.13 BID EVALUATION

6.13.1 The evaluation criteria / comparison of rates as quoted in BOQ for identifying the lowest bidder shall be based on the lowest quoted Amount.

6.13.2 While comparing the price bids of all the participating parties, it may be noted that the Overall L-1 Amount, excluding GST, of price bid will be considered for comparison. All the parties have to quote their prices for all the items. The Overall lowest quoted Amount, excluding GST, will be considered as L1.

6.13.3 If any tenderer has not quoted for any individual item, then their price-bid will be rejected outrightly and will not be considered for comparison.

6.14 RATES

6.14.1. Rate for each of the items of schedule of quantities shall be on Overall quoted amount basis for material/equipment delivered at site including all taxes and levies. Prices shall remain firm and free from variations due to rise and fall in the cost of material, equipment, labour or any other reason whatsoever except due to changes in statutory rules and regulations in so far as admissible under



the conditions of contract. Such rate(s) shall be inclusive of transportation, freight insurance, packing, forwarding and all other associated incidental charges i.e landed cost at DATS Building, I.G.I. Airport, **Exclusive of GST.**

- 6.14.2 The GST shall be quoted separately as per annexure F . GST will be paid as per actuals

6.15 VALIDITY

The bids shall remain valid for 180 days from the scheduled due date of submission of bids.

6.16 GOODS & SERVICES TAX (GST)

- 6.16.1 The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST.

- 6.16.2 The copy (self-attested) of GST Certificate should be submitted.

- 6.16.3 No claim on account of penalties, interest etc. if any levied by statutory authorities on account of non-compliance of provision of GST shall be entertained.

- 6.16.4 Goods & Services Tax as applicable will be paid extra by AAI. During currency of the contract, any change in the GST rate, as notified by the Govt. of India from time to time shall be applicable.

6.17 TERMS OF PAYMENT & PAYING AUTHORITY

The payment shall be made within 30 days by Airports Authority of India on receipt of the material at site in good condition and compliance to AAI specification. The contractor, whose tender is accepted, will be required to furnish by way of a security deposit for the due fulfillment of his contract, the amount equivalent to 3% of the contact value as specified in Section 6.12 and 6.13.

6.18 FORCE MAJEURE CLAUSE

AAI may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the supplier's control, subject to what is stated in the following sub paragraphs and to the procedures detailed there in being followed. Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions and strikes (only those which exceed a duration of ten continuous days) at supplier's factory. The supplier's right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures:

- a. That within 10 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the supplier informs the



purchaser in writing that the supplier considers himself entitled to an extension of the time limit.

- b. That the supplier produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.
- c. That the supplier proves that the said conditions have actually been interfered with the carrying out of the contract.
- d. That the supplier proves that the delay occurred is not due to his own action or lack of action.
- e. Apart from the extension of the time limit, force majeure does not entitle the supplier to any relaxation nor to any compensation of damage or loss suffered.



ANNEXURE - I

FORMAT OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT IN INDIVIDUAL CONTRACT

(On Non – Judicial stamp paper of Rs 100/-, to be submitted to Jt. GM (CNS), Airports Authority of India, DATS Building, I.G.I. Airport, New Delhi - 110037)

To,
The Airports Authority of India

1. In consideration of the Airports Authority of India having its head office at New Delhi (herein after called the “AAI” which expression shall unless repugnant to the subject or context include its administrators, successors and assigns) having agreed under the terms and conditions of Contract Agreement No.....Dated..... made betweenand AAI in connection with the work of(herein after called the said contract), to accept Deed of Guarantee as herein provided for Rs.(Rupees..... Only) in lieu of the Security Deposit to be made by the contractor or in lieu of the deduction to be made from the contractor(s) bills, for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said contract. We, the Bank (herein after referred to as “the said Bank” and having our registered office at do hereby undertake and agree to indemnify and keep indemnified AAI from time to time to the extent of Rs.(Rupees..... only) against any loss or damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAI by reason of any breach or breaches by the said Contractor(s) of any of the terms and conditions contained in the said contract and to unconditionally pay the amount claimed by AAI on demand and without demure to the extent aforesaid.
2. We the Bank, further agree that AAI shall be the sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAI on account thereof and the decision of AAI that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by AAI from time to time shall be final and binding on us.
3. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contracts and till all the dues of AAI under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the Accepting Authority of the contract certifies that the terms and Conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharges this guarantee subject, however that AAI shall have no claim under this Guarantee after 90 (Ninety) days from the date of expiry of the Defects Liability Period as provided in the said Contract, i.e. _____ (Date) or from the date of cancellation of the said Contract, as the case may be unless a notice of the claim under this Guarantee has been served on the Bank before the expiry of the said period in which case the same shall be enforceable against the Bank notwithstanding the fact, that the same is enforced after the expiry of the said period.
4. AAI Shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or Indemnity from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor or postpone for any time and from time to time any of the powers exercisable by it against the said Contractor and either to enforce or forbear from enforcing any of terms and conditions governing the said Contract or securities available to AAI and the said Bank shall not be released from its liability under these presents by any exercise by AAI of any liberty with reference to the matters aforesaid or by reason of time being given to the said Contractor or any other forbearance, act or omission on the part of AAI or any indulgence by AAI to the said Contractor or any other matter or thing whatsoever which under the law relating to sureties would but for this provisions have the effect of so releasing the Bank from its such liability. It shall not be necessary for AAI to proceed against the Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which AAI may have obtained or obtain from the Contractor at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.



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AIRPORTS AUTHORITY OF INDIA

5. We, the said Bank, lastly undertake not to revoke this Guarantee during its validity period stated above except with the previous consent of AAI in writing and agree that any change in the Constitution of the said Bank shall not discharge our liability hereunder.

In the presence -of; Dated this _____ Day of _____

WITNESS

1.For and on behalf of (The Bank)

Signature _____

2.Name and Designation _____

Authorisation No. _____

Name & Place _____

Bank's Seal _____

The above Guarantee is accepted by Airports Authority of India.

For and on behalf of Airports Authority of India.

Signature _____

Name _____

Designation _____

Dated _____

“For Partnership Concerns

1.Sh. _____ son of _____ resident of _____

2.Sh. _____ son of _____ resident of _____ carrying on business in co-partnership under the name and style of _____ at _____ (hereinafter collectively called “the said Contractor” which expression shall unless the context requires otherwise include each of them and their respective heirs, executors administrators and legal representatives).

For Companies

M/s. _____ a Company registered under the Companies Act, 1956 and having its registered office in the State of (Hereinafter called “the said Contractor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).



Annexure – II

Format for Letter to Bank for Encashment of Bank Guarantee

Registered/Speed Post

Date: _____

No. _____

The _____ (Designation of Bank Officer),
The _____ (Name of the Bank),
_____ (Bank address)
_____ (Bank address)

Kind Attn: _____ (Name and designation of officer issued the Bank Guarantee)

Subject: Encashment of Bank Guarantee No. _____ dated _____ for Rs. _____
(Rupees _____ only) – Reg.

Dear Sir,

M/s. _____ (Name of the contractor) has participated in the e-tender invited by Airports Authority of India (AAI) under tender ID _____ for _____ (Name of the work) and submitted the Performance Guarantee Bond / Performance Bank Guarantee / Bank Guarantee in lieu of Security Deposit issued by your bank under Bank Guarantee No. _____ dated _____ for a total amount of Rs. _____, valid upto _____ (Copy enclosed).

The Purchase / Work Order for the contract / work awarded to M/s. _____ (Name & address of the contractor) for _____ (Name of the work) has been cancelled by AAI due to non-performance / non-completion of work / not delivery of item (s) as per terms & conditions of the contract and above mentioned Performance Guarantee Bond / Performance Bank Guarantee / Bank Guarantee in lieu of Security Deposit, deposited by M/s. _____ (Name of the contractor) for the said contract has been forfeited by AAI.

You are therefore requested to deposit the proceeds i.e. Rs. _____ of the above mentioned bank guarantee in the bank account of AAI as per following details:

Name of the Bank: _____
Address of the Bank: _____
Account No.: _____
IFS Code: _____
Permanent Account Number of AAI: _____

Yours faithfully,

Encl.: As above.

(Name _____)
Designation _____



(TO BE SUBMITTED IN COVER-I)

UNDERTAKING-CUM-DECLARATION

**UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF TENDER,
NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND
NON-BLACKLISTING / DEBARRING OF FIRM**

Name of work: Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23.

Tender No. : CNS-IGIA/E03/2022-23

1. I / we hereby certify that I / we have read the entire terms and conditions of the tender document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the tender conditions of AAI's tender document in its entirety for the above works.

It is clarified that after unconditionally accepting all the tender conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the tender enclosed in Cover-I, II & III and the same has been followed in the present case. In case any provisions of this tender are found violated after opening Cover-I, II & III. I / We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said Earnest Money Deposit (EMD) absolutely.

2. 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 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.
3. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.
4. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.
5. I / We do hereby declare and state that all the above information given by me/ us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.



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AIRPORTS AUTHORITY OF INDIA

6. I / We do further declare and state that I have checked the samples personally and will be quoting the rates accordingly.

Date:

**Signature of Bidder / Authorized Signatory
(with Company Seal)**



Annexure-B

(TO BE SUBMITTED IN COVER-I)

COMPLIANCE OF AAI'S TECHNICAL SPECIFICATION

Name of work: Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23.

Tender No. : CNS-IGIA/E03/2022-23

Sr. No.	Particular	Paper Size Sheet	Approx. Quantity	Unit	confirm whether your product meets the required specifications (indicate Yes/No)
Annual Rate Contract for supply of below items within Financial limit					
1.	Printing/ Xeroxing of sheet Black & White from hard copy OR soft copy on NORMAL PAPER	a) A4 Size	6,22,500	Copies	
		b) A3 Size	14,625	Copies	
2.	Printing/ xeroxing of sheet Colour from hard copy OR soft copy on NORMAL PAPER	a) A4 Size	36,000	Copies	
		b) A3 Size	4,912	Copies	
		c) A2 Size	1180	Copies	
		d) A0 Size	195	Copies	
3.	Printing/ Xeroxing of sheet coloured from hard copy OR soft copy on GLAZE PAPER	a) A4 Size	1650	Copies	
		b) A2 Size	225	Copies	
		c) A1 Size	412	Copies	
		d) A0 Size	375	Copies	
4.	Printing/ Xeroxing of sheet coloured from hard copy OR soft copy on Ivory paper or 300 gsm paper	a) A4 Size	1875	Copies	
5.	Book Binding	a) Hard Book Binding	1575	Nos.	
		b) Ordinary Book Binding	562	Nos.	
6.	Spiral Binding	a) A4 Size Spiral Binding	4650	Nos.	
		b) A3 Size Spiral Binding	90	Nos.	
7.	Printing of serial numbers on pages	N/A	5250	Nos.	

DECLARATION

I/WE () hereby declare that the documents submitted / enclosed are true and correct. It is also here confirmed that we have read and understood the technical specifications / features of the tender items and the same are matching with the technical specifications / features of the item(s) for which we are quoting.

In case any document at any stage found fake / incorrect, action as deemed fit by AAI can be taken against me.

Place:

Authorized Signatory of the contractor/ supplier

Date:

company seal



Annexure-C

FINANCIAL BID

(To be submitted in Cover –II online in CPP portal)

(This format is only indicative for guidance; bidders may submit rates as per BOQ online in CPPP)

Name of work: Annual rate contract for Printing, Xeroxing and Binding for day to day use in CNS/ ATM department at DATS Complex for the year 2022-23

Tender No. : CNS-IGIA/E03/2022-23

Sr. No.	Particulars	Paper Size Sheet	Approx. Quantity	Unit Rate (in Rs.) Excluding Taxes	Amount (in Rs.) Excluding Taxes
	Annual Rate Contract for supply of below items within Financial limit				
1.	Printing/ Xeroxing of sheet Black & White from hard copy OR soft copy on NORMAL PAPER	a) A4 Size	6,22,500		
		b) A3 Size	14,625		
2.	Printing/ xeroxing of sheet Colour from hard copy OR soft copy on NORMAL PAPER	a) A4 Size	36,000		
		b) A3 Size	4,912		
		c) A2 Size	1180		
		d) A0 Size	195		
3.	Printing/ Xeroxing of sheet coloured from hard copy OR soft copy on GLAZE PAPER	a) A4 Size	1650		
		b) A2 Size	225		
		c) A1 Size	412		
		d) A0 Size	375		
4.	Printing/ Xeroxing of sheet coloured from hard copy OR soft copy on Ivory paper or 300 gsm paper	A4 Size	1875		



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

5.	Book Binding	a) Hard Book Binding	1575		
		b) Ordinary Book Binding	562		
6.	Spiral Binding	a) A4 Size Spiral Binding	4650		
		b) A3 Size Spiral Binding	90		
7.	Printing of serial numbers on pages	N/A	5250		
TOTAL AMOUNT					

Note :

1. The above basic rate(s) / total amount(s) shall be inclusive of transportation, freight insurance, packing-forwarding and all other associated incidental charges i.e. landed cost at consignee site but exclusive of GST.
2. The evaluation criteria / comparison of rates as quoted in BOQ for identifying the lowest bidder shall be based on the lowest quoted Amount.
3. While comparing the price bids of all the participating parties, it may be noted that the Overall L-1 Amount (excluding GST), of price bid, will be considered for comparison hence, all the parties have to quote their prices for all the items. The Overall lowest quoted Amount (excluding GST), will be considered as L1.
4. If any tenderer has not quoted for any individual item, then their price-bid will be rejected out rightly and will not be considered for comparison.

Authorized Signatory with Seal

Name of the firm with complete address:

Contact No:

Email ID:

Place:



PROFORMA OF AGREEMENT
(to be submitted in Rs.100/- non-judicial Stamp paper
After receipt of Purchase Order)

This agreement made on the _____
Between the Airports Authority of India, a statutory Corporation set under the Act of Parliament and having its Operational Offices at Gurgaon Road, New Delhi- 110 037, hereinafter called Authority which terms shall mean and include its successors in law and other party _____ hereinafter called supplier which terms shall include their legal representatives and successors in law any other party. Whereas the supplier has submitted tenders for supply of _____ vide their letter dated _____ to Airports Authority of India, Northern Region Hqrs and the same has been accepted by the Authority on the terms and conditions contained in the Purchase Order No. _____ dated _____.

NOW THE DEED WITNESSETH AS UNDER

That the terms and conditions contained in the Purchase Order No. _____ dated _____ shall form part of the agreement.

Following documents shall also form part of this agreement.

1. Authority's NIT No. _____ dated _____.
2. Supplier's Technical Bid.
3. Supplier's Commercial Bid.
4. Other relevant correspondence, if any.

PURCHASER

**General Manager (CNS),
DATS Complex,
I.G.I. Airport, New Delhi**

**SIGNATURE WITH SEAL
SUPPLIER**

Date:

Note: This affidavit is to be attested by a First Class Magistrate / Notary Public on non-judicial stamp paper of Rs. 100/-.

Date: _____

To

AIRPORTS AUTHORITY OF INDIA
I.G.I. AIRPORT



Annexure E

Request letter: Transmission of Bank Guarantee Cover Message
(to be submitted by applicant to BG issuing bank)

Date:

The Manager,
.....(Bank)
.....(Branch)

Sub: Inclusion of unique identifier code of AAI while transmitting BG cover messages where beneficiary bank is ICICI Bank (IFSC-ICIC0000007).

Dear Sir /Ma'am,

I/We,, request you to include unique identifier-----
----- in field 7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank- IFSC- ICIC0000007).

Thanking you,

.....
(Vendor/Customer/Concessionaire)



Annexure F

ITEM CODE & GST RATES

Sr. No.	Particular	ITEM HSN Code	Applicable GST %
1.	Printing/ Xeroxing of sheet Black & White from hard copy OR soft copy on NORMAL PAPER		
2.	Printing/ xeroxing of sheet Colour from hard copy OR soft copy on NORMAL PAPER		
3.	Printing/ Xeroxing of sheet coloured from hard copy OR soft copy on GLAZE PAPER		
4.	Printing/ Xeroxing of sheet coloured from hard copy OR soft copy on Ivory paper or 300 gsm paper		
5.	Book Binding		
6.	Spiral Binding		
7.	Printing of serial numbers on pages		