

REQUEST FOR SHORT TENDER

PRINTING OF ANNUAL REVIEW OF TRAFFIC AT INDIAN AIRPORTS DURING 2021-22

TENDER ID: 2022_AAI_120676_1



Airports Authority of India

Directorate of Corporate Planning & Management Services

CHQ, "C" Block, Rajiv Gandhi Bhawan

Safdarjung Airport

New Delhi – 110 003

NOTICE INVITING SHORT TENDER (1 Cover Open Tender)

1. Short tender are invited through the e-tendering portal at <https://etenders.gov.in> by General Manager (CP&MS), Airports Authority of India, Rajiv Gandhi Bhawan, Safdurjung Airport, New Delhi-110003 Ph no. 011- 24619238, (Bid Manager) on behalf of Chairman, AAI from agencies experienced in printing work for the work of **“Printing of Annual Review of Traffic at Indian Airports during 2021-22”** The time allowed to complete all the work is 30 days (As per clause no.3- Scope and general conditions of Work) excluding time taken by AAI for scrutiny and approval.

The tendering process is online at e-portal URL address <https://etender.gov.in/eprocure/app>. Aspiring bidders may download and go through the tender document.

Prospective bidders 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://etender.gov.in/eprocure/app>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The bidder 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/helpdesk/support).

For any technical related queries, please call the Helpdesk. The 24 x 7 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:

(i) 08.00 hrs to 20.00 hrs (Mon-Sat)-

011-24632950, Ext-3512 (Six Lines), E-Mail: eprochelp@aai.aero

(ii) 09.30 hrs to 18.00 hrs (Mon-Fri)- 011-24632950 Ext-3523,

E-Mail: etendersupport@aai.aero, sanjeevkumar@aai.aero & snita@aai.aero.

(iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24657900, E-Mail: gmitchq@aai.aero

Tender documents may be downloaded from CPP portal: <https://etenders.gov.in> and Airports Authority of India web site www.aai.aero (for reference only) as per the schedule given in CRITICAL DATE SHEET below.

Publishing Date	29.06.2022 From 12:00 Hrs
Bid Document Sale Start Date	29.06.2022 From 12:10 Hrs
Seek Clarification Start Date	29.06.2022 From 12:20 Hrs
Seek Clarification End Date	05.07.2022 upto 18:00 Hrs
Bid Submission Start Date	11.07.2022 From 10:00 Hrs
Bid Submission End Date	13.07.2022 upto 14:00 Hrs
Bid Opening Date: COVER I	14.07.2022 at 14:30 Hrs
Date of Start of work	Immediately on issue of LOA
Validity of Quotation	60 days from opening of cover I

Eligibility:

2. Should have experience in Printing jobs including page setting and formatting.
3. Should have PAN & GST. Upload copy of both the documents in Cover I failing which bid will be rejected.

GENERAL CONDITIONS

4. In case it is found that agency has forged any document or has participated in the work without meeting the eligibility conditions, it will be liable for action as deemed fit by the Authority.
5. Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.
6. Accepting Officer hereinafter, referred to as such for the purpose of this contract shall be the person in whose power the acceptance of the work falls as per extant Delegation of Power (DoP).
7. Submission of tender by bidder implies that the bidder has read this notice and all other contract documents and has made himself aware of the scope of works to be done as given in Terms of Reference (TOR) and the conditions and other factors bearing on the successful completion of the contract.
8. **The offer of the bidder should be inclusive of all taxes & levies excluding GST.**
9. Applicants are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. Applicants are required to download the BOQ file (which is in excel format), open it and complete the colored (unprotected) cells with their respective financial quotes. No other cells should be changed. Once the details have been completed, the Applicant should save it and submit it online, without

changing the file name. If the BOQ file is found to be modified by the Applicant, the bid will be rejected.

10. The submission of the bid is sufficient declaration and acceptance from the bidder for maintaining secrecy of the tender documents, drawings, data or other records connected with the work given to them under the official Secret Act 1923.

11. The bidder with lowest financial bid shall be the successful bidder subject to fulfilling all eligibility conditions.

TERMS OF REFERENCE (TOR)

1.0 The specification of the job is given below:

- (i) Quantity 10 copies printed on A4 size paper in minimum four colors.
- (ii) Annual Review consisting of 400 pages (approx.) \pm 5% in PDF/excel/word/JPG/PNG format will be provided by AAI. The selected agency will be required to do formatting and page setting also. The final soft copy (searchable PDF format) of the review after making all necessary changes is to be provided to the AAI.
Cover and back page: Art paper 300 GSM
Other Pages and Separator: 120 GSM
Binding: Spiral

2.0 NOTICE OF QUALITY

If the performance is not found satisfactory in terms of following, a notice will be given to explain the reasons for poor quality.

- i. Delay in delivery of printed copies of Annual Review of Traffic beyond 30 days as stipulated in clause no. 3- Scope and general conditions of work.
- ii. Poor composition of photographs.
- iii. Error / mistake in printed matter.
- iv. Poor designing of printed matter etc.

3.0 SCOPE AND GENERAL CONDITIONS OF WORK:

- i) The agency will collect the material for Annual Review of Traffic at Indian Airports – 2021-22 and do the necessary work to make design /art works etc. and submit the first proof in Black & White within 10 days of receipt of material for approval from AAI.
- ii) After incorporating corrections, if any, as pointed out by AAI, the final dummy (printed copy) has to be submitted within 10 days of approval of first proof and the same shall be got approved from AAI before preparation of the final printed copies.

- iii) The final 10 color printed copies as per the approved final dummy must be supplied within 10 days of approval of final dummy.
- iv) The final 10 nos. color printed copies of Annual Review of Traffic at Indian Airports 2021-22 are to be delivered to AAI within 10 days from the date of approval of dummy from AAI. If due date for delivery is a holiday for AAI, then it can be delivered on the next working day.
- v) Any delay in delivery of final printed copies of Annual Review of Traffic of AAI 2021-22 beyond 10 days from the date of approval of dummy from AAI, a penalty of Rs.500/- per day will be imposed subject to a maximum of 10% of the total cost quoted by the agency.
- vi) If the delay is more than 4 weeks, AAI reserves the right to cancel the order and shall not entertain any claim whatsoever may be from the agency.
- vii) AAI reserves the right to reject any or all the tender without assigning any reason thereof.

4.0 RATE:

- i) The agency shall quote the rate for 10 nos. printed copies of Review of Traffic at Indian Airports –2021-22 as per the format given below.
- ii) Utmost care should be taken to upload the Financial Bid. Any change in the format of Financial Bid file shall render it unfit for bidding. Following Steps may be followed in uploading of Financial Bid:
 - i. Download the BoQ (Financial Bid) in XLS/ XLSX format.
 - ii. This is a password protected file. Don't unprotect the file.
 - iii. Fill 'Bidder's Name' & quote in coloured back-ground cells in the downloaded Financial Bid format. Don't fill-in other cells.
 - iv. Validate the above sheet and save the same file in your computer and upload this duly filled file.
- iii) **The rate quoted shall be firm and shall be inclusive of all taxes and duties excluding GST.** Cost of all stationery items including delivery, packing & handling charges if any must be included in the rate quoted.

5.0 SETTLEMENT OF DISPUTES

The parties shall make their best efforts to settle amicably all disputes arising out of and in connection with this contract or the interpretation thereof. However, if a dispute is not settled amicably the decision of the Executive Director, AAI shall be final and binding on the parties.

6.0 JURISDICTION

This tender shall be subject to the exclusive jurisdiction of Courts of Delhi/New Delhi.

7.0 PAYMENT:

100% payment will be made after deduction of applicable taxes to the bank account of the agency, upon receipt of final 10 printed copies of the Annual Traffic Review 2021-22 in good condition.

(TO BE QUOTED AT RELEVANT PLACE ON CPP PORTAL NOT TO BE FILLED IN THIS FORM)

Name of Work: **PRINTING OF ANNUAL REVIEW OF TRAFFIC AT INDIAN AIRPORTS DURING 2021-22**

Schedule of Quantity

Validate	Print	Help	Item Rate BoQ				
Tender Inviting Authority:							
Name of Work: Printing of Annual Review of Traffic at Indian Airports during 2021-22							
Contract No:							
Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER # Sl. No.	TEXT # Item Description	NUMBER # Quantity	TEXT # Units	NUMBER Estimated Rate in Rs. P	NUMBER # BASIC RATE In Figures To be entered by the Bidder Rs. P	NUMBER # TOTAL AMOUNT Without Taxes in Rs. P	TEXT # TOTAL AMOUNT In Words
1	2	4	5	6	13	53	55
1	Printing of Annual Review of Traffic at						
1.01	Printing of Annual Review of Traffic at Indian Airports for the year 2021-22 consisting of 400 pages (approx.) + /-5%. The content will be provided in JPG/PNG/PDF/excel/word format by AAI which may require formatting and page setting also etc complete as required as per Term of reference. The quoted rate shall be all inclusive except GST.The brief of printing requirement are as under. Printing-Minimum In Four Colours Cover and Back Page- Art Paper 300GSM with transparent laminate sheet Text Pages- 120GSM Separator Cover- 120GSM Binding- Spiral	10.000	Nos			0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

Printing of Annual Review of Traffic at Indian Airports during 2021-22