

**AIRPORTS AUTHORITY OF INDIA**  
O/O THE REGIONAL EXECUTIVE DIRECTOR, NER  
LGBI AIRPORT,  
GUWAHATI - 781015.

NO: AAI/NER/MM(RHQ)/2022

DATED : 22.07.2022

**Notice Inviting Quotation**

Name of Work/Material : "Printing & Supply of Lanyard with Holder for AAI,RHQ,NER, Guwahati.  
"

Sealed quotations are hereby invited in two envelopes system from the reputed firms/suppliers for **Printing of above mentioned item** for AAI, RHQ,NER,Guwahati as per terms & conditions mentioned overleaf.

Quotations should be in sealed cover specifically written on the cover **"Printing & Supply of Lanyard with Holder."** addressed to The Jt. General Manager(CNS/MM), Airport Authority of India, RHQ,NER, LGBI Airport, Guwahati-15, on or before **29.07.2022 IST. Up to 1300 hrs IST.** The tender should be dropped in Tender Box is available in front of MM(Section)RHQ. The same will be opened on the same day at **1530 hrs IST.**The NIQ document can also be downloaded from the AAI, website [www.aai.aero](http://www.aai.aero).

- 1. Envelope - A,** (for eligibility criteria.): Vendor has to submit their Photo copy of Valid (a) GST Registration Certificate(b) Valid PAN Card (c) Compliance statement (d) Acceptance letter given at annexure-I (Technical specifications).
- 2. Envelope - B,** ( Financial Bid ) Party should quote their rate using the Annexure - II attached with this NIQ, with their seal and Signature in each page or they may quote their rate in their Letter Pad with their seal and signature as per our prescribed format with Terms & conditions.

For any further quires and clarification for the above item(s)/work, undersigned may be contacted on any working day between 0930 hrs IST to 1530 hrs IST.

The Regional Executive Director, Airports Authority of India, NER, LGBI Airport, Guwahati, reserves the right to reject any or all the quotations without assigning any reason there.

Jt.GENERAL MANAGER(CNS/MM)  
For, RED,AAI,NER,LGBI,AIRPORT,GHY-15

## **Terms & Conditions :-**

01. **Delivery** :- Items are to be delivered at this office located at RED,AAI,RHQ, LGBI Airport, at free of costs, within 30 days which will be reckoned from the 7<sup>th</sup> day of issue of the supply order or finalization of proof reading and approval of printing materials.
02. **Name & Address of Consignee**: Material Management Office, AAI, RHQ,NER,LGBI Airport. Guwahati- 15.
03. **Mode of Supply : Items will be supplied of the ordered items on the stipulated date.** Part supply of the ordered items will not be accepted.
04. **Quality** : Quality of the item should be maintain as per specification.
05. **Rate** : The Unit Rate of the item should be quoted inclusive of GST, and including any other charges like Freight , Labour ,Inward GST Permit etc. Rate to be quoted both in figure and words. In case of discrepancy in words and figure the rate given in words will be taken as actual rate .It is mandatory to apply cello tape on the quoted rate in Financial Bid.
06. **Escalation of Rates** : The rate once approved shall be final. No escalation of deviation shall be accepted under any circumstances.
07. **Liquidated damaged for delay in supply** : In the event of delay in supplying of item ordered, a liquidated damage @ 1% per week of delay, treating part of the week as a whole week subject to a maximum of 10% of the contract value will be deducted while making payment.
08. **Arbitration** : All dispute arising out of his contract shall be referred to the competent authority, i.e. The Regional Executive Director, AAI,LGBI Airport, Guwahati, who will be the sole arbitrator and his decision or award will be final and binding on all companies/suppliers/contractors.
09. **Specification** : The work shall be carried out strictly as per enclosed specification given in Annexure - I and any variation of the of the work will not be accepted.
10. **Payment** : Payment will be made after completion of ordered after submission of Bill along with Challan 2 copies each.
11. **Payment Authority** : The Regional Executive Director, AAI, LGBI Airport, is the paying Authority.
12. **Quantity** : The above quantity is only on approximation basis, however AAI, reserved the right to change the quantity at the time of placing supply order. AAI also reserve the right to place repeat order up to 50% of the 1<sup>st</sup> order within one year from the date of supply order, at the same rate, terms and conditions.
13. **Deciding of lowest vendor**:- The lowest will be decided on the basis of lowest total amount .
14. **Participation**:- Only one tender document will be entertained from a single party either a firm or an individual. The proprietor of one company or firm will be considered as single party and one legal entity.
15. **Proof of the same should be submitted to this office before final printing by the lowest vendor which will be mentioned in the Works/Supply order.**

**ANNEXURE - I ( Envelope - A )**

**SPECIFICATION OF ITEMS**

(To be submitted With Envelope-A)

SL.NO	DESCRIPTION	QUANTITY (each item)	(COMPLIANCE) Write (YES OR NO)
01	<p><b><u>PRINTING &amp; SUPPLY OF LANYARD WITH HOLDER:-</u></b></p> <p><u>SPECIFICATIONS:-</u> (a) SIZE OF LANYARD:W-20MM L-90CM (b) PRINTING SHOULD BE BOTH SIDE MULTICOLORED WITH METAL DOG HOOK ( c) HOLDER SIZE: W-6CM L-9CM PLASTIC HOLDER WITH BOTH DIRECTION HANGING CLIP (d) MATERIALS SHOULD BE FABRIC SATIN CLOTH WITH BOTH SIDE DIGITAL PRINTING OF AAI LOGO MATTERS OR AS PER SPECIFICATION AVAILABLE WITH THIS OFFICE. LANYARD DESIGNED ATTACHED AT ANNEXURE-</p>	600 NOS	

Signature of Vendor:

Name:

Name & Address of the Firm:

## ACCEPTANCE LETTER

To  
The Regional Executive Director,  
  
Airports Authority of India,  
  
RHQ,NER,L.G.B.I. Airport,  
  
Guwahati-781015

Sub: Acceptance of AAI's Quotation conditions.

Sir,

1. The NIQ for Printing & supply of "**Lanyard with Holder.**" by us to Airports Authority of India and I/We hereby unconditionally accept the general conditions of AAI's documents in its entirety for the above work.
  
2. After unconditionally accepting the conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on price, if any). In case the provision of the quotation is found violated after opening the Quotations submitted, I agree that the quotation shall be liable to be rejected and AAI shall without prejudice to any other right or remedy will be at liberty to forfeit the full earnest money absolutely.

Yours faithfully,

Signature of Tenderer:

Name of Signatory:

Name & Address of the Firm:

**ANNEXURE - II (Envelope - B)**

**FINANCIAL BID**

(To be submitted with NIQ)

- 01 Name and address  
of the Vendor
02. Status of the Vendor  
(Proprietor / Partnership)
03. Name of Proprietor /  
Partner
04. Cost quoted for each item :-
05. Rate should be inclusive of GST

SL.NO	ITEMS/DESCRIPTIONS	QUANTIT Y	RATE: Each item		AMOUNT
			FIGURE	WORDS	
01	<b>PRINTING &amp; SUPPLY OF LANYARD WITH HOLDER:-</b>	600 nos			
TOTAL AMOUNT (words & figure):-					Rs.

EVALUATION WILL BE DONE ON TOTAL VALUE WISE

Signature of Vendor:

Name:

Name of the Firm :

Address :

## ANNEXURE-III

### LANYARD DESIGNED

