

Ref: AAI/TRY/ENGG (E)/Stores(XEROX /2020-21/

15.10.2020

To

**NOTICE INVITING QUOTATION**

**NAME OF WORK: ANNUAL RATE CONTRACT FOR PHOTOCOPYING SERVICES FOR  
AAI AND CIST OFFICES AT TRICHY AIRPORT**

01. Sealed quotations are invited for the above mentioned work by the **AIRPORT DIRECTOR, AAI, Trichy Airport, Trichy**, on behalf of Chairman, AIRPORTS AUTHORITY OF INDIA. You are requested to quote your lowest offer for items given in the schedule of quantities.
02. The quotations invited are item rate basis. The contractor shall **take print out of the schedule of quantities and write in ink the rate** against items, shown in the schedule of quantities attached. The rates shall be indicated in figures as well as in words. The contractor shall indicate GST percentage wherever applicable. The contractor shall sign and seal in original below the quotation. The quotations should be put in a sealed envelope. The Name of work shall be written clearly on the top of the envelope.
03. Quotation shall be received by the **AIRPORT DIRECTOR, AAI, Trichy Airport**. Quotations will be received by hand or by post addressed to Office of ENGG-CIVIL, AAI, Trichy Airport, Trichy-7. Upto **1130 Hrs. on or before 19.10.2020** and opened on the same day at **1130 Hrs.**
04. The quoted rates are firm on F.O.R. Airport destination basis and inclusive of all taxes, duties, transportation of materials etc (Except GST). No extra claims shall be entertained in this connection. GST is payable as per the government of India guide lines prevailing on the applicable value of services, for this, the contractor shall submit tax invoice along with the bills.
05. **Scope of work:** Taking photocopying for offices of AAI and CISF at Trichy Airport.
06. **Payment:** payment shall be made after the supply the items along with delivery Challan and tax invoice.
07. **Paying Authority:** APD, AAI, Trichy Airport, is the paying Authority.
08. Final bill will be paid to the agency against successful completion supply along with the

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**Tiruchirappalli International Airport, Trichy – 620 007, Phone – 0431 -2340 551 (Extn: 328)**

**FAX – 0431-2341226, website : [www.aai.aero](http://www.aai.aero)**

CORRECTION - NIL OMISSION - NIL INSERTION – NIL

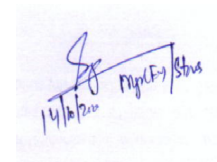
following documents:

- (1) Tax Invoice
- (2) Delivery challan

09. **Period of completion:** The period of the contract will be **12 months**, which can be extended for a period of 02 months on mutual consent with the same terms and conditions of this contract.
10. For full or part supply, made beyond stipulated delivery period LD shall be applicable @0.5% per day of the undelivered or incomplete item subject to a maximum of 2.5% of the undelivered or incomplete items.
11. The quotation shall be valid for 60 days from the date of opening as mentioned para 3 above.
12. AIRPORTS AUTHORITY OF INDIA reserves the right to reject the whole or any part of the quotation without assigning any reasons there of.

Encl.: (1) Annexure –'I'

**SIGNATURE OF CONTRACTOR  
WITH SEAL**



**FOR AIRPORT DIRECTOR  
Manager(ENGG-CIVIL) / STORES  
AAI / TRICHY AIRPORT.**

**AIRPORTS AUTHORITY OF INDIA**  
**TRICHY INTERNATIONAL AIRPORT**  
**SCHEDULE OF QUANTITIES**

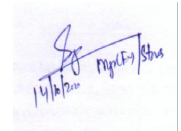
Name of work: Annual rate contract for photocopying services for offices of AAI and CISF at Trichy Airport

Item description	Quantity	Unit	Rate (excluding GST)		GST %	Amount (excluding GST)
			In figures	in words		
A4 SIZE BLACK AND WHITE ONE SIDE	1	Page				
A4 SIZE BLACK AND WHITE BACK TO BACK	1	page				
FS SIZE BLACK AND WHITE ONE SIDE	1	Page				
FS SIZE BLACK AND WHITE BACK TO BACK	1	page				
A3 SIZE BLACK AND WHITE ONE SIDE	1	Page				
A3 SIZE BLACK AND WHITE BACK TO BACK	1	page				
SPIRAL BINDING	1	book				
COLOUR COPYING	1	page				
SCANNING PER PAGE	1	page				
LAMINATION	1	page				

Total Rs. \_\_\_\_\_

Rupees \_\_\_\_\_ only

Signature of Contractor with seal



Signature of Issuing Authority