

No.AAI/HYD/LEGAL/MISC/DPS/2018-19

Date: 17.04.2018

NOTICE INVITING QUOTATION

1. Quotations are invited on behalf of the Airports Authority of India for “**Provision of Data Processing Services to Legal Section, AAI, Begumpet Airport, Hyderabad - 500016**”.
2. The period of contract shall be initially for a period of 12 (twelve) months (or) 250 jobs, which shall be extended for further period by mutual consent of both the parties. [1 job is equal to data entry work / other related computer work done during one day of 8 hours]
3. The Notice Inviting Quotations shall be in the prescribed form.
4. AAI reserves the right to accept or reject any or all Quotations without assigning any reasons.
5. A Tenderer/ Party should quote the rates in figures as well as in words rate(s). Special care shall be taken to write rates in figures as well as in words, and the amounts in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.
6. All rates shall be quoted on the Quotation form only.
7. The Quotations shall be received by AAI from **18.04.2018 to 25.04.2018** upto **1500** Hrs and the Technical Bid will be opened at **1530** Hrs on **25.04.2018**, timings of opening of financial bid will be intimated later on.
8. The accepting authority reserves himself the right of accepting the whole or any part of the Quotation and the tenderer shall be bound to perform the same at his quoted rate.
9. AAI shall have the right of rejecting all or any of the Quotations without assigning any reasons.
10. The Quotation for work shall remain open for acceptance for a period of 45 days from the date of opening of Quotations. If any tenderer withdraws his quotation before the said period or makes any modification in the terms and conditions of quotation, which are not acceptable to AAI, the same is liable to be rejected and such tenderer will be debarred.
11. Payment for the work done for calendar month shall be made on submission of bill by the tenderer which is subject to statutory deductions in force.
12. Canvassing in connection with the quotations is strictly prohibited and the quotations submitted by tenderers who resort to canvassing will be liable for rejection.

13. Mode of submission of Quotation:-

Quotations shall be submitted in 2 separate envelopes, Envelope-A for Technical Bid and Envelope-B for Financial Bid.

- Envelope-A shall contain (i) Unconditional Acceptance of AAI's quotation conditions in the company's Letter Head (ii) Documentary proof relating to PAN card issued by I-Tax Dept, ESI/EPF Registration Number allotted by the concerned authorities, GST registration certificate, if applicable.
- Envelope-B shall contain (i) Quotation documents duly signed by the bidder in all the pages (ii) Financial Bid (Bill of Quantity) duly signed & stamped by the bidder.

14. Corrections / Omissions / Insertion or Overwriting if any shall be duly signed and stamped by the tenderer. At the stipulated time of quotation opening, the offers from those tenderers who are unable to unconditionally accept AAI's quotation conditions & for non-submission of proof relating to Photo Copy of PAN Card, ESI, EPF Registration will be rejected. Once the tenderer has given the unconditional acceptance to AAI's quotation conditions in its entirety, he is not permitted to put any remarks/conditions.
15. The Notice Inviting Quotations shall form part of the contract agreement. The successful Tenderer or Tenderers on acceptance of his tender by accepting Authority shall be within **07** days from the stipulated date of start of the work sign the agreement consisting of notice inviting Quotations, General conditions of the contract as issued at the time of invitation of quotation and acceptance thereof together with any correspondence thereto.
16. The contractor shall be responsible for settling any claim / compensation against all damage and accidents caused due to negligence on the part of his employees and shall keep AAI indemnified from any compensation / liability arising out of such act.
17. The contractor shall comply with the provisions of the State / Central Government Acts rules & regulations relating to Labour and Taxation or any amendments thereof or any other laws relating thereto and rules made there under from time to time.
18. Compliance of the provisions of statutory requirements: The contractor shall comply with all applicable laws, ordinance, rules & regulations of Central Local State Government related to this contract and the contractor shall be responsible to maintain all requisite documents for reference to statutory authorities and AAI as and when asked for. Any expenditure in compliance with the statutory requirements related to the contract shall be borne by the contractor.
19. The successful contractor shall comply the provision of contract Labour (Regulation and Abolition) Act of 1970 and contract Employees Provident Fund & Miscellaneous Provident Act 1952, Employees State Insurance Act, 1948 Workmen's Compensation Act 1923 Labour (Regulation and Abolition) Central Rules 1971 and Minimum Wages Act 1948 & Rules thereof Central and State Government.

GENERAL CONDITIONS OF CONTRACT

1. The Contractor shall deploy persons competent for rendering efficient and expeditious performance for the specification covered under this job contract.
2. If at any time the work(s) is /are found unsatisfactory by AAI such jobs shall be rectified by the contractor immediately and replaced with suitable substitute.
3. The contractor shall at his sole cost and expenses furnish and provide for rendering services covered under this contract to the entire satisfaction of Airports Authority of India.
4. The Contractor shall comply with all applicable laws, Ordinances, Rules & Regulations prescribed in various Labour Laws in respect of this contract and shall pay at his own cost all charges in connection therewith.
5. The personnel engaged by contractor shall be experienced as required for the nature of job.
6. The work force deployed for this job contract shall be the regular employee of the contractor. The Contractor shall be responsible for the recruitment, retaining and retrenchment of the employee for their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.
7. The In-Charge or an Officer as authorized by Airports Authority of India shall give instructions to the personnel deployed by the contractor on all matters relating to this job. Similarly, the authorized person of the contract shall report on all matters concerning the above to the In-Charge or to the officer nominated by Airports Authority of India.
8. If the job rendered by the Contractor is not up to the standard as detailed in the scope of job, the same shall be brought to the notice of the firm with a view to improve the same in a stipulated period. Alternatively, AAI shall take necessary actions as per the provisions of the contract.
9. Any condition(s) not included in the contract will be discussed mutually and settled.
10. The Contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. Maximum care and precautions shall be taken to avoid any system break down. In case workforce deployed by the Contractor resort to any kind of industrial action, the Contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain normal flow of work.
11. AAI reserves the right to immediately step in and carry out a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the contractor without resorting to the formalities of issuing notices.
12. The contractor has to apply for BCAS pass by paying the requisite fee to the security section for the person deployed by him as Data Entry Operator from time to time.

QUOTATION FORM

To
General Manager (C.I.C)
Airports Authority of India
Begumpet Airport
Hyderabad-16

Sir,

I/ We have read and examined the following documents relating to the work of “**Provision of Data Processing Services to Finance Section, AAI Begumpet Airport, Hyderabad-500016**”

- (a) Notice Inviting Quotation
- (b) Quotation Form
- (c) General Conditions of Contract
- (d) Schedule/ Bill of Quantities
- (e) Acceptance Letter

I / We hereby tender for execution of the work referred to in the aforesaid documents upon the terms & conditions contained or referred to therein and in accordance with the scope of work, General Conditions and other relevant details.

In consideration of I / We being invited to tender and promises by AAI to consider the award of work if I / We are found to be the lowest responsive bidder as stipulated in the conditions of contract, I / We agree to keep the quotation open for acceptance for 45 days from the date of opening and no to make any modifications in its terms and conditions which are not acceptable to AAI.

Date.....

Signature of the contractor.....

Name.....

Agency.....

Postal Address.....

Telephone No.....

Mobile No.....

Fax No.....

Email.....

ACCEPTANCE LETTER

To
The General Manager (CIC),
Begumpet Airport,
Hyderabad-500 016.

Acceptance of AAI's Quotation Conditions

Sir,

1. The Quotation documents for “**Provision of Data Processing Services for 12 months from _____ to _____ to Legal Section, AAI, Begumpet Airport, Hyderabad-500016**” have been forwarded to me / us by Airports Authority of India and I / We hereby certify that I / We have read the entire terms and conditions of the quotation document and I / We shall abide by the conditions / clauses contained therein.
2. The contents of clause 13 and 14 of Notice Inviting Quotation documents have been noted wherein it is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebate on quoted rates, if any) and the same has been followed in the present case.

Yours faithfully

(Signature of Tenderer)
With Seal / Rubber Stamp

BILL OF QUANTITY

S.No.	Nature of Work	Quantity	Rate per Job (Rs.)	Rate Rs. In Words	Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)=(3)*(4)
1.	Provision of Data Processing Services to Finance Section, AAI, Begumpet Airport for 12 months @ 26 Jobs* per month	312 Jobs*	653.00	Six hundred and Fifty Three only	2,03, 736.00
2	Add: Percentage of Service Charges on Rs. 2, 03, 736/- to be quoted				
3	Add: GST (applicable percentage to be mentioned)				

**Signature of the Tenderer
With Seal/stamp**

*** One job= Data Entry work/ other related computer work done in a section during one Day of 8Hrs**

Note:

1. The GST registration copy should be furnished.
2. The quotation shall be evaluated based on the % quoted for Service Charges. The Minimum Wages mentioned in the BOQ is fixed and shall be ensured by the successful bidder, to the Data Processing Operators.

PROFORMA OF LETTER FOR E - PAYMENT

To
The General Manager (CIC)
Airports Authority of India
Hyderabad Airport
Hyderabad- 500 016

Subject: Request for E-Payment.

Sir,

Following particulars are given for effecting E-payment in respect of our claim / Bill.

1. Name of the Company:

2. Address:

3. Bank A/c number:

**4. Name of Bank / Branch
& Address:**

5. Branch Code:

6. IFSC Code of the Bank:

7. PAN of the Company:

8. Mobile No. of the Account Holder:

We also enclose herewith a cheque duly cancelled of our bank A/c.

Thanking You,

Yours Faithfully

(Authorized Signatory)

Note: Any erroneous information may lead to harmful transaction for which either AAI or the Bank will not be liable / responsible.

AGREEMENT FORM

(To be printed on Rs. 100/- stamp paper)

This agreement made in this (Date in figures& words) between Airports Authority of India, a statutory corporation incorporated under the Airports Authority of India Act 1994 having its head office at Rajiv Gandhi Bhavan, Safdarjaung Airport, New Delhi 110 003 through its Airports Authority of India, Begumpet Airport, Hyderabad-16 (hereinafter referred to as “owner” or AAI which expression shall include its administrators, successors, executors and assigns) of the other part.

Whereas AAI is desirous getting the work of ‘ **Provision of data processing service to AAI**’ Begumpet Airport, Hyderabad-16(hereinafter called work) done by means of a contract and had invited tenders for this work as per tender documents forwarded for this purpose.

And whereas the contractor had participated in the above referred bidding vide his offer and other subsequent letters, AAI accepted his aforesaid proposal and awarded the work to the contractor on the terms and conditions contained in its acceptance letter no dated and documents referred to therein which have been accepted by M/s resulting into a contract.

NOW THEREFORE THIS DEED WITNESSTH AS UNDER

The owner has awarded the contract to the contractor for the work of ‘Data processing Service and Data Support Service’ at Airport Authority of India, Begumpet Airport, Hyderabad-16 on the terms and conditions contained in its acceptance letter dated and documents referred to therein, the award has taken effect from i.e. the date on which the date on services has commenced. The terms and expression used in this agreement shall have the same meaning as are assigned to them in the contract documents referred to in the succeeding articles.

2.0 Contract Documents:

The contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as contract documents).

Sr. No.	Particulars
1	Work order No. dated
2	Contractors Offer No. dated
3	Acceptance letter
4	Index Sheet for Tender Document
5	Quotation Document
6	Quotation Notice
7	Quotation Forms
8	General conditions of Contract
9	Scope of work
10	Schedule of Quantities

(All correspondences between the Owner and the contractor before award of work shall form of the Agreement)