



**भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA**

**मदुरै हवाई अड्डा  
MADURAI AIRPORT**

**NOTICE INVITING QUOTATION  
No. AAI/MDU/S-5(2) /2025 Dated 21.01.2025**

**for the work**

**Provision of Photocopier (04 Nos.) Machines on Annual Rental  
Contract at Madurai Airport**

(NIQ Documents contains 1 to 10 pages)

## **NOTICE INVITING QUOTATION**

Sealed Item Annual Rate Quotation from Authorized Suppliers/Manufacturers/ Authorized Distributors/ Dealers/Authorized Service Providers/ specialized agency of Branded Photocopier/ Specialized agency having experience in similar nature of work are hereby invited in the prescribed format by the following work with Technical Specification mentioned in Annexure – II.

Sr	Details	Name of the Work
1.	Name of Work	Provision of photocopier machines on Annual Rental Contract at Madurai Airport Quantity: 04 (Four)
2.	Period of Agreement	01 Year
3.	Estimated Cost	RS. 88,200/- including GST 18%
4.	Date and time for submission of quotation (up-to)	05/02/2025 at 1500 Hrs.
5.	Quotations shall be addressed to	The Assistant General Manager (HR) O/o Airport Director Airports Authority of India Madurai Airport, Madurai-22.
6.	Quotation Document can be obtained from.	1. Directly downloaded from AAI Website <a href="http://www.aai.aero">www.aai.aero</a> 2. All working days before 21/01/2025 during the working hours and on 05/02/2025 till 1500 Hrs.
7.	Bid Manager	ARUN MAHADEVAN Assistant General Manager(HR) Email – vomd_stores@aai.aero Ph: 8848473115 / 9952454469

The sealed bid documents will be received till **and** will be opened on same day at **1600 hours** in the presence of interested Bidders or their authorized representatives in the office of Assistant General Manager (HR) / Stores

Intimation of opening of Price bids (Envelope–B) will be sent to qualified bidders after the scrutiny of Technical Bid documents (Envelope-A). Bidders are advised to give their contact details like Mobile No. & email id for timely intimation.

**MODE OF SUBMISSION OF QUOTATION**

**The Quotation consists of two bid system i.e., Technical Bid in Envelope A & Financial Bid in Envelop B (properly sealed) enclosed in Master Envelope.**

A properly sealed and signed **Master Envelope shall -**

- Be Super scribed with "**Master Envelope - Provision of 04 Nos. of Photocopier Machines on rental**
- Have address of the bidder
- Be Addressed to
- 

**The Asst. General Manager (HR),  
O/o Airport Director,  
Airports Authority of India,  
Madurai Airport,  
Madurai-22.**

- Contains the **Technical Bid in Envelope A & Financial Bid in Envelop B**
- Have duly Completed and properly sealed quotation along with requisite documents should reach by registered post or in person on above address on or before **05/02/2025 up to 1500** hours positively. Any postal delay will not be entertained.

**Envelope A: Technical Bid (Super scribed with "Technical Bid" on the envelope) containing:**

1. All Pages of the Quotation document duly filled and Signed by the bidder.
2. Technical Brochures from OEM for the quoted Item  
[The machine not matching the required specifications or the specifications details not provided in Technical bid may be rejected in technical bid].
3. Self-attested copy of proof of experience / completion certificate(s) or work order issued in respect of similar work.
4. Self-attested copy of PAN Card and GST no. (mandatory) issued by Govt. of India.
5. Unconditional acceptance letter on letter head in the format as per Annexure I, duly filled in, signed and sealed by the bidder/ authorized signatory.
6. Duly signed bank A/C details of agency as per Annexure IV

**Envelope B: Price Bid (Super scribed with "Price Bid" on the envelope) containing:**

1. Price Bid in the format as per Annexure III, duly signed and sealed

[No paper/ document other than the quotation form should be put in. In case any such paper is found enclosed, the same shall not be considered.]

**Ensure that all the pages of quotation document and all documents submitted are duly signed by bidder. Ensure all the required documents mentioned above are placed as directed in NIQ.**

## **SPECIAL CONDITIONS OF CONTRACT (SCC)**

1. **Provisioning of Photocopier Machines Quantity 04 nos. as mentioned in technical specifications, under Annual Contract for photocopier machines on rent including cost of first 72,000 copies and 18,000 scanning of image consolidated per year for each machine.**
2. The installation, Maintenance & Upkeep of Machines, Software, Networking, Software/Hardware if any (other than NIC of PC) in the computer etc. shall be responsibility of agency. Periodical maintenance will be carried out by the Agency. The Agency shall be responsible for any breakage/damage during maintenance/operation, Madurai Airport shall not be held responsible in this regard.
3. Time period: **Provision of machines on site shall be done within 7 days** from the date of issue of Work Order. Billing shall start from date of successful commissioning of machines at site.
4. The quotation offer shall remain valid for 90 days (ninety days) from the date of opening.
5. The successful bidder has to provide the Photocopier Machines that will be installed by the agency at the designated place.
6. Brochure that clearly states the specification of the machines of Make & Model Mentioned in technical specifications shall be supplied for qualification of the Machines as per Technical Specifications.
7. Photocopy Paper, Electricity and space will be provided by **Airports Authority of India, Madurai Airport** at free of cost.
8. The agency will give operational training to the operators of Madurai Airport.
9. In case the machine installed by the agency is not working, the same should be repaired or replaced with Substitute/Standby machine matching to same specifications within 02 working days otherwise recovery @rate of Rs.250/- per day per unserviceable machine. It is the responsibility of agency that all the existing users can use all the services of Substitute/Standby machine. Software, Hardware, Configuration or any requirement in this regard shall be responsibility of Agency.
10. If Prints/ copies quality is not satisfactory the same shall be made satisfactory within 1 working day otherwise recovery @rate of Rs.100/- per day per machine.
11. Decision of concerned HOD, MADURAI AIRPORT in regards to deduction of Penalty shall be final & binding on the agency.

***NIQ Provision of photocopier 04 Nos. machines on Annual Rental Contract at Madurai Airport***

12. **Security deposit:** Equal to 3% of Rate Quoted shall be deducted from first or subsequent bills as security deposit.
13. **Release of SD:** Security Deposit deducted from the contractor's bill shall be released within 3 months after successful completion of Agreement/ Work without interest.
14. Page count shall be governed by meter installed in the machines.
15. Payment will be made on monthly basis to agency on submission of relevant document and GST and payment shall be made through TPT/NEFT/RTGS after necessary applicable deductions like TDS etc.
16. The price quoted in the Price Bid shall be inclusive of all taxes excluding GST. No extra payment will be made other than quoted amount.
17. The present requirement is of 04 Machines; however, Madurai Airport reserves the right to deviate the quantity. Any deviation in Quantity shall be considered on Pro-Rata Basis.

- Sd-

**The Assistant General Manager (HR)  
O/o Airport Director  
Airports Authority of India  
Madurai Airport, Madurai-22.**

**UNCONDITIONAL ACCEPTANCE LETTER**  
(To be submitted in Envelope-I, printed on Bidders Letter Head)

To,

**The Assistant General Manager (HR)**  
**O/o Airport Director**  
**Airports Authority of India**  
**Madurai Airport, Madurai-22.**

Sir,

**ACCEPTANCE OF MADURAI AIRPORT NIQ CONDITIONS**

1. The Quotation documents for the work “Provision of photocopier 04 Nos. machines on rental contract at MADURAI AIRPORT” as per NIQ has been provided to me/us by MADURAI AIRPORT / Downloaded from Airports Authority of India Website and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the quotation documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/clause contained therein.
2. I/We hereby unconditionally accept the NIQ conditions of MADURAI’S AIRPORT NIQ documents in its entirety for the above work.
3. The contents of Notice Inviting Quotation of the Quotation documents have been noted wherein it is clarified that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to upload any additional file or put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the NIQ Document and the same has been followed in the present case. In case, this provision of the quotation if found violated after opening of NIQ, I/We agree that the quotation shall be rejected.
4. **‘That, I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI, Madurai Airport for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of MADURAI AIRPORT asks for bribe/gratification, I will immediately report it to the Appropriate Authority in MADURAI AIRPORT’.**

Yours Faithfully

Date:

(Signature and seal of the bidder)

**Technical Specification  
(To be Submitted in Envelope –A)**

	<b>Photocopier machine</b>
<b>Make of Machine</b> (Should match with Brochure Supplied)	
<b>Model Of Machine</b> (Should match with Brochure Supplied)	
<b>Brochure Enclosed in Envelope A (Yes / No)</b>	

<b>Sr.</b>	<b>Specification</b>	<b>Parameter</b>	<b>Photocopier Complied (State Yes/No)</b>
1.	Photocopying, Printing & Scanning Function.	All three functions supported on Directly Connected PC as Well PC Connected via Network/LAN.	
2.	Page Size Supported	A3, Legal & A4 for Photocopy, Printing and Color Scanning.	
3.	Duplex Printing.	Auto Supported.	
4.	At least two Tray	-----	
5.	Zoom Option	50% to 200%	
6.	Scanning Resolution	600 dpi minimum	
7.	Printing Resolution	1200 dpi	
8.	Printing / Photocopy Speed (Minimum)	20 cpm minimum.	
9.	OS Supported for Network Printing / Scanning Function.	Windows XP/Vista/7/8/8.1/10 Windows Server 2003/2008/2010/2012 (all versions)	
10.	Scanning Format	TIFF, JPEG, PDF, PNG Etc.,	
11.	Interfacing Port	USB & Ethernet	

**Machine with Specification equal to or Above shall be acceptable however no Extra cost shall be payable for better specifications/ features.**

AUTHORIZED SIGNATURE\_\_\_\_\_

NAME OF THE SIGNATORY\_\_\_\_\_

NAME & ADDRESS OF THE BIDDER WITH SEAL

**PRICE BID**

**(TO BE SUBMITTED IN ENVELOPE - B)**

Name of Work: Provision of 04 Nos. of Photocopier machines on Annual Rental Contract at MADURAI Airport.

Sr.	Description of Items	Quantity	Units	BASIC RATE in Figures Without GST per month	TOTAL AMOUNT Without GST	TOTAL AMOUNT In Words Without GST
1.	Provision of Photocopier machines under Annual Rental Contract Qty. 04(Four) nos. of specified technical specifications, including cost of 72,000 copies and 18000 scanning images are consolidated per year (Collectively termed as Rental).	12	Month	Rs. _____ (For 4 Machines)	Rs. _____ (For 04 (Four) machines x 12 months)	
2.	Rate of 6000 copies and 1500 scanning images from Photocopier Machine beyond 72,000 copies and 18,000 scanning which is included in Item 1(refer Note2)	4	No.	Rs. _____ (From 6001 nos. of Copies and 1501 nos. of scanning image)		
<b>Total in figure</b>						
<b>Total in words</b>						

***NIQ Provision of photocopier 04 Nos. machines on Annual Rental Contract at Madurai Airport***

**\*Provision of Photocopier 04 nos. Machines under Rental maintenance contract (termed as Rental).**

**Note 1:** The rates quoted shall be all inclusive of all Taxes (excluding GST), Levies, delivery/ freight/ insurance/ Installation/ Service etc. & no charges other than mentioned above shall be payable to agency.

**Note 2:** Bidder must ensure that there is no Overwriting or Correction in Price Bid. However, in case it become necessary for any correction, the same must be authenticated by the person signing the bid with his signatures.

**Note 3:** Copies implies the Total Count of Printing and Photocopy during the month.

**Note 4:** Form D (etc.) for concessional duty shall not be applicable for AAI, Madurai Airport for exemption or reduction in Govt. Duties.

AUTHORIZED SIGNATURE\_\_\_\_\_

NAME OF THE SIGNATORY\_\_\_\_\_

NAME & ADDRESS OF THE BIDDER WITH SEAL

**Bank Account Details**

<b>1. Name of Agency: -</b>	
<b>2. Name of Account holder: -</b>	
<b>3. Address: -</b>	
<b>4. Bank A/C no.: -</b>	
<b>5. Bank name: -</b>	
<b>6. Branch code &amp; address: -</b>	
<b>7. IFSC code: -</b>	
<b>8. PAN no.: -</b>	
<b>9. GST no.: -</b>	
<b>10. Phone /Mobile No.: -</b>	
<b>11. Email ID.: -</b>	

**Date:**

**(Signature & Seal of bidder)**