



भारतीयविमानपत्तनप्राधिकरण  
Airports Authority of India  
ताजीसुभाषचन्द्रबसुअन्तरराष्ट्रीयएयरपोर्ट, कोलकाता  
NSCBI Airport, Kolkata.  
सामग्रीप्रबन्धनविभाग  
Department of Material Management



No. AAC/MM/408/Consumable/Thermal Cuss Roll/2020/273

Date: 15.10.2020

**NOTICE INVITING QUOTATION (N.I.Q)**

1. Sealed quotations are invited by Senior Manager (Tech) / In-Charge MM on behalf of Airport Director from the experienced and reputed Agencies, in Two Envelope System for 'Supply of Thermal Cuss Roll for the use at NSCBI Airport, Kolkata' as per the details given in the enclosed Schedule of Quantities (Annexure-II) to Airports Authority of India, N.S.C.B.I. Airport, Kolkata.

Last Date of Receipt of Sealed Quotation	21.10.2020 up to 1500 hrs.
Date of opening of Technical Bid	21.10.2020 at 15.30 hrs.
Date of opening of Price bid	21.10.2020 at 16.00 hrs. (Technically qualified Bidder)

**2. TWO ENVELOPE SYSTEM.**

Quotations should be submitted in two separate envelopes.

**A. ENVELOPE-A (TECHNICAL BID)** – shall contain the following documents (Self attested)

- Copy of valid Trade License,
- Copy of Valid GST Registration Certificate,
- Copy of PAN Card,
- Unconditional letter of Acceptance duly signed by the vendor in Company's letter head as per **Annexure-I (Sheet – 6)**.
- Copy of Experience Certificate – TAX Invoice /Purchase Order/Performance Certificate from clients for having supplied similar type of Thermal Paper Roll to Govt. Agencies/Departments for the past 7 years ending 30-09-2020.
- Copy of Notice Inviting Quotation (NIQ) – **Sheet 1,2,3,4 and 5**(either downloaded from AAI website or obtained from MM department, AAI) duly signed and stamped by the Bidder accepting the terms & conditions of the NIQ.

**B. ENVELOPE-B (PRICE BID)** – shall contain the following documents.

- Un- conditional price bid in prescribed format as per the **Annexure -II (Sheet -7)**.

2.1 Conditional offer in any, received from the Bidder shall be rejected outright.

2.2 Both the envelopes super-scribing Envelope-A (Technical Bid) & Envelope-B (Price Bid) bearing the name & address of Bidders, shall be separately sealed and placed in a Master Envelope.

2.3 The sealed Master Envelope containing the Envelope-A & B, shall also be super-scribed with the name of Quotation with due date of submission and bearing name & address of the Bidders, to enable the bid to be returned unopened in case it is declared as 'late receipt' or 'rejected'.

- 2.4 The quotations shall either be sent by registered/speed post/courier or delivered in-person. The responsibility for ensuring that the Quotations are delivered in time, would vest with the Bidder. The Quotations to be delivered in person, shall drop the sealed Quotation into the Tender Box provided in the office of **Senior Manager (Tech.), Airports Authority of India, Metro Airport Division, Material Management Dept., (near gate No 7, International Cargo Complex), N.S.C.B.I Airport, Kolkata - 700 052** on or before the due date of its submission. The AAI shall not be responsible if the bids are delivered somewhere else instead of above specified location.
- 2.5 The Quotations not adhering to 'Two Envelope System 'or unsigned offer shall be rejected outright.
- 2.6 The Price Bid (Envelope- B) of technically qualified Bidders shall only be opened after evaluation of basic documents submitted in the Envelope- A for qualifying the Technical Bid, by notifying the same to the Bidder.

### **3. GENERAL TERMS & CONDITIONS:**

- 3.1 The quoted rates shall be valid for acceptance for a period of **30 days** from the date of opening of Technical Bid.
- 3.2 If the lowest rates quoted by two parties are the same, the Order Quantity shall be split equally (50 % each) to the extent possible and the Supply Order shall be awarded to both the parties.
- 3.3 Special care shall be taken to write the rates in figures as well as in words and the amount in figures only in such a way that interpolation, are not possible. The Correction, insertion etc. if any made, shall be duly signed and stamped by the person signing the Quotation. The arithmetical error shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.
- 3.4 **The Transparent cellophane tape should be fixed on the quoted rates against any possible tampering with the figures /words.**
- 3.5 The taxes and other charges if any should be clearly specified and in case it is not applicable the relevant row / column should indicate "Not Applicable" or "Nil" or "Included" and in the event it is left blank, it shall be deemed to have been included in the Basic Price.
- 3.6 The Bidders are requested to offer their lowest rates by offering maximum discount. The rates quoted in **Annexure - II (sheet 7)** shall be net inclusive of cost of materials, freight charges, packing and forwarding, loading / unloading charges, transit insurance etc. but exclusive of GST. No extra payment will be made other than the quoted amount, on any account.
- 3.7 In the event of the date of opening of Technical Bid or Price Bid is postponed due to administrative or technical reasons, the same shall be opened on the next working day at the specified time given earlier. The Bidders or their authorized representative can participate in the opening of the Quotation (technical and price bid) if they wish to do so.
- 3.8 In order to assist in the examination, evaluation and comparison of bids, AAI may, at its discretion ask the Bidder for the clarification of its bid. The request for the clarification and the response shall be in writing and the Bidder shall submit his/her clarification within stipulated date failing which the Bid will

be rejected. However, no post bid clarification at the initiative of the Bidder will be entertained in any case.

- 3.9 AAI shall not be responsible for any postal delay and any bid received by the AAI after the stipulated date & time / deadline for submission of bids prescribed by the AAI, shall be rejected and returned unopened to the Bidder.
- 3.10 The extension, corrigendum, addendum, amendments, clarifications etc. if any pertaining to the NIQ document will be posted on the AAI official website. Bidders shall regularly visit the website to keep themselves updated.
- 3.11 Only one quotation shall be accepted from a single bidder either a firm or an individual. The propriety of the company or firm will be considered as single party and one legal entity.
- 3.12 The Quotations submitted for part supply of materials, will not be accepted and such quotations shall be summarily rejected.
- 3.13 A.A.I reserves the right to award the Purchase Order in part or in full as per their requirement and the Bidder shall deliver the same without any objection.
- 3.14 AAI also reserves the right to increase/decrease Order Quantity during the currency of contract and the Bidder shall effect delivery at the quoted price without any price escalation.
- 3.15 AAI is not bound to accept the lowest quotation and reserves the right to accept or reject any or all or all quotation without assigning any reasons thereof.

#### **4. SPECIAL TERMS & CONDITIONS**

- 4.1 Scope of Works:** Supply of materials as per the specification given in the Schedule of Quantities and deliver the material in accordance with the terms & conditions of the Contract.
- 4.2 Contract Period:** The period of contract shall be for a period of one month from the date of issue of Purchase Order and the Contractor shall deliver the materials as one lot during the stipulated delivery period.
- 4.4 Rate:** The quoted rates shall be net inclusive of cost of materials, freight charges, packing and forwarding, loading / unloading charges, transit insurance etc. but exclusive of GST and no extra payment will be made on any accounts. The rate quoted shall be remain firm during the contract period and no escalation / deviation shall be accepted under any circumstances. However, in case of any increase / decrease of GST percentage announced by the Government during the tenure of the contract (and extensions thereof, if any), the difference of such increase/ decrease of GST percentage shall be reimbursed / recovered from the bills as per the actual difference, on production of documentary proof. TDS and other taxes as applicable shall be deducted from each bill.
- 4.5 Variation in Quantity:** The Order Quantity as given in the “Schedule of Quantity” is only indicative in nature based on rough estimate and not firm. The AAI reserves the right to increase / decrease the OrderQuantity of any item(s) to be ordered during the execution of the contract, but such variations shall be limited up to 30 % and the Contractor shall deliver the items ordered without change of the Unit Price or other terms and conditions during the currency of the contract.

- 4.6 Quality / Standards:** The brand name and specification of individual items, if any, mentioned in Schedule of Quantities is to be followed strictly, if or any other reasons, a known better quality items are offered, the same may be considered if found good on scrutiny. The delivered items shall be in good condition and free from any defect. If any Alteration/Duplication/Adulteration is found during the contract period, AAI may reject/cancel the contract. The Specimen/samples for the items are displayed in MM Dept. of AAI, which can be inspected before the submission of offer by the Bidders if they wish to do so, during any office working days between 11.00 AM and 04.00 PM. with the permission of Unit-in-Charge (Contact Tele/ Mob. No. **9830279226 /8700627698**).
- 4.7 Payment:** No advance payment will be made to the Contractor in any circumstances and the payment will only be made after execution of order successfully. 100% payment will be made within 20 days through the RTGS to the Contractor by AAI from the date of receipt of the material along with its bills/Invoice at site (MM Dept. of AAI), in good condition and correct quantity as per the specifications.
- 4.8 Delivery:** The Contractor shall deliver the materials as per the Order Quantity, specification etc. within a period of **3 Weeks** at MM Dept. of AAI as a lot on free delivery, from the date of issue of Purchase Order.
- 4.9 Liquidated Damages:** The essence of contract shall be to deliver the material as per the schedule, specifications and quantity as stipulated in the Purchase Order. If at any time during the performance of the contract, the Contractor encounters conditions hindering timely delivery of the materials, the Contractor shall promptly inform the AAI in writing the fact of the delay and likely duration of the same. After receipt of the communication, the AAI shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the Contractor fails to deliver the material within the delivery period for reasons other than circumstances beyond the his/her control (which will be determined by the AAI) and the AAI extends the delivery period, the AAI will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price (basic cost excluding GST & duties) of the delayed goods for each week of delay or part thereof until actual delivery. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of delayed goods. AAI shall have the right to cancel the Purchase Order in case the contractor fails to deliver the material within the specified time limit. The decision of the AAI shall be final and binding on the contractor in this case.
- 4.10 Loss/ Damages:** The Contractor shall be responsible for all loss, destruction, damage or deterioration of the materials for any cause whatsoever at any stage of production or are in the course of transit from his production site to the Delivery Point.
- 4.11 Rejection of Defective Materials:** The Contractor shall be responsible to replace at his own cost the delivered material if found defective due to manufacturing defect or poor workmanship.
- 4.12 Inspection:** The AAI or their representative shall have the right to inspect the goods as per prescribed schedules for their conformity to the specifications. Should any inspected goods fail to conform to the specifications, the purchaser may reject them and the Contractor shall either replace the rejected goods or make all alterations necessary to meet Specification requirements free of cost to the AAI.
- 4.13 Termination of Contract:** If the AAI considers that the performance of the contractor is unsatisfactory or not up to the expected standard, the AAI shall have the option to terminate the contract by giving **7 days'** notice in writing to the contractor and the decision of the AAI shall be final and binding on the Contractor.

**4.14 Evaluation Criteria of Bid:** The successful Bidder will be determined to be substantially responsive Bidder who have quoted the lowest price as per the items put to bid. However, if prices for each and every item are not quoted, net lowest / bundled price offered shall not be accepted for bid evaluation and the offer will be rejected outright.

**4.15 Award of works:** The AAI shall consider placement of orders for commercial supplies only on those eligible Bidder whose offers have been found technically, commercially and financially acceptable.

**-Sd./-**  
**Jr. Executive (Tech.)**  
**For Senior Manager(Tech.)**

**I/We have carefully read and fully understood the terms & conditions incorporated in the NIQ. I/We do agree to abide by the terms & conditions to be fulfilled as per the NIQ**  
(To be submitted in Envelope-A)

Date:.....

Signature of Bidder /authorized signatory with Rubber Stamp

Name of Bidder /authorized signatory .....

Postal Address  
.....  
.....  
.....  
.....

E-mail ID .....  
Office Telephone No. ....  
Mobile No. ....

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

**UNDERTAKING-CUM-DECLARATION**

**UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF NIQ,  
NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND  
NON-BLACKLISTING / DEBARRING OF FIRM**

**Name of work: Supply of Thermal Cuss Roll.**

**NIQ No.:AAC/MM/408/Consumable/Thermal Cuss Roll/2020/273**

1. I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the Terms & Conditions of AAI's NIQ document in its entirety for the above works.

It is clarified that after unconditionally accepting all the Terms & Conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in envelope "A" & B " and the same has been followed in the present case. In case any provisions of this bid are found violated after opening envelope "A" & "B". I / We agree that the AAI shall without prejudice to any other right or remedy be at liberty to reject my Bid.

2. In response to your NIQ, we do hereby undertake that on receipt of confirmed Purchase Order at your end, the materials so asked will be supplied of good quality as per specification and sample shown to us and no deviation will be made from the same. It is also confirmed that we have not stipulated any condition in our quotation for the above mentioned supply.

3. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

4. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.

5. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.

6. I / We do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

**Date:.....**

**Signature of Bidder / Authorized Signatory  
(with Company Seal)**

**Annexure-II**

**PRICE BID**

**Name of work:** Supply of Thermal Cuss Roll.

**NIQ No.:** AAC/MM/408/Consumable/Thermal Cuss Roll/2020/273

**Amount in Rupees**

<b>Sl. No.</b>	<b>Description of Items</b>	<b>unit</b>	<b>Qty.</b>	<b>Rate per unit in figure</b>	<b>Rate per unit in Word</b>	<b>Total Amount</b>
1.	Thermal Cuss Roll (80 GSM , Size-203 mm X 100 meter , Magnetic Strip/Sensor on Both sides).	Rolls	500			
2.	Applicable GST	%				
<b>Total Amount in Rs.</b>						

**Date:**.....

**Signature of Bidder / Authorized Signatory  
(with Company Seal)**