



ए ए आई कार्गो लॉजिस्टिक्स एंड एलाइड सर्विसेज कंपनी लिमिटेड

AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED

ए ए आई का सहायक कंपनी: : (An AAI subsidiary)

एकीकृत विमानन माल परिसर, चेन्नई हवाई अड्डा, चेन्नई- 600 027

INTEGRATED AIR CARGO COMPLEX, CHENNAI AIRPORT, CHENNAI – 27

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from local book binders based in Chennai for undertaking the work of binding of office records in Integrated Air Cargo Complex, Chennai Airport. The quotations should reach the Office of Regional Manager, AAICLAS, Integrated Air Cargo Complex, Meenambakkam, Chennai Airport, Chennai -600 027 on or before 1400 hrs on 30.07.2018. The quotations shall be opened on same day at 1500 hrs, where the bidders may also be present.

Approximate Number of books : 8000 books
4 months from the date of acceptance of
Job completion Time : order or completion of 8000 books,
whichever is earlier

Nature of job: **Sorting, Stitching and binding of Import Bank Challan, Gate Pass, Export documents, Office Files with thick board and calico cloth pasting on side corner comprising of approx. 400 pages per book.**

Other Terms and Conditions:

1. Rates must be quoted in figures and words with proper signature and date by the authorized signatory in the prescribed format as per Annexure "A" only and submit in a sealed envelope super scribing name of job on top of the envelope. In case of discrepancy, the rates quoted in words will be taken as valid.
2. The successful bidder has to arrange their own manpower and material for stitching and binding of office records inside the AAICLAS premises only on all working days between 1000hrs to 1800 hrs.
3. Job work rates quoted are purely for entire lot of 8000 books
4. AAICLAS may at its own discretion may increase or decrease the lot size any time before completion of job. In such case, the rate of work shall be computed on pro-rata basis.
5. In case the performance is found unsatisfactory, the payment shall be withheld until the job is completed satisfactorily.
6. The bidder has to submit a self-attested copy of GST and PAN Card.
7. The bidder has to sign on all pages of the NIQ in acceptance of the terms and conditions of the NIQ.
8. In case of any dispute, the decision of Regional Manager, AAICLAS, Chennai Airport shall be final and binding.
9. The rates quoted shall be valid for a period of four months from the date of award /acceptance.
10. No official record shall be allowed to be taken out of AAICLAS premises.
11. The successful bidder has to make arrangement for their own tools, materials, manpower etc for carrying out the job in AAICLAS premises.
12. The Entry pass will be issued on payment basis only to those workmen having valid Police clearance certificate issued from the Police Commissioner Office, Chennai or possessing a valid Passport.
13. No additional payment shall be made other than the quoted rates.
14. Interested bidders may contact this office at 044-2256 0432/5962 for queries/clarifications.

**Sd/-
Sr Manager (Cargo) Admin
for Regional Manager**

Signature of Bidder



ए ए आई कार्गो लॉजिस्टिक्स एंड एलाइड सर्विसेज कंपनी लिमिटेड
AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED

ए ए आई का सहायक कंपनी: : (An AAI subsidiary)

एकीकृत विमानन माल परिसर, चेन्नई हवाई अड्डा, चेन्नई- 600 027

INTEGRATED AIR CARGO COMPLEX, CHENNAI AIRPORT, CHENNAI – 27

Annexure “A”

Financial Quote and Details of bidder for Sorting, Stitching and binding of bunch of Import Bank Challan, Gate Pass, Office Files with thick board and calico cloth pasting on side corner comprising of approx. 400 pages each.

1	Name of Bidder	
2	Communication Address of Bidder	
3	Contact Phone Number	
4	E-Mail ID	
5	PAN Number (Enclose self-attested copy of PAN Card)	
6	GST Registration Number (Enclose self-attested copy of GST Registration Certificate)	
7	Bank Account Number	
8	Name of Bank and Branch	
9	IFSC Code	
10	Financial Quote for Sorting, Stitching and Binding of 8000 books (Excluding GST)	Rupees _____ (in figures) Rupees _____ _____ (in words)
11	Rate of GST in percentage (GST %)	
12	Total rate including GST	Rupees _____ (in figures) Rupees _____ _____ (in words)

Place :

Date :

Signature of Bidder with Seal