



भारतीय विमानपत्तन प्राधिकरण Airports Authority of India

Ref: AAI/SR/IT/2020-21/NIQ/IT Accessories/01

Date: 16/10/2020

NOTICE INVITING QUOTATION

Sub: - Notice Inviting Quotations (NIQ) for “Procurement of IT accessories” at O/o Regional Executive Director, Regional Head Quarters (RHQ), Airports Authority of India (AAI), Southern Region (SR), Chennai.

Estimated Cost of the Work: Rs. 1,07,213.00 (One Lakh seven Thousand and Two Hundred Thirteen Rupees Only) excluding of GST.

Sealed quotations are hereby invited for “Procurement of IT accessories” at O/o Regional Executive Director, Regional Head Quarters (RHQ), Airports Authority of India (AAI), Southern Region (SR), Chennai by The Joint General Manager (JGM), Information Technology, AAI, Regional Head Quarters, Southern Region, Chennai.

Last date for submission of duly filled and signed sealed quotations with Envelope 'A' – Technical Bid & Envelope 'B'-Financial Bid enclosed in a Master Envelope super scribing “Quotations for Procurement of IT accessories at RHQ of AAI, Southern Region, Chennai” is 27/10/2020 up to 1500 Hrs. and the quotations shall be opened on 27/10/2020 at 1530 Hrs.

Visit our website www.aai.aero for further information.

Joint. General Manager (IT),
Airports Authority of India,
Regional Head Quarters, Southern Region, Chennai
Ph.: 044-22567512

Notice Inviting Quotation

Sub: - Notice Inviting Quotations (NIQ) for “Procurement of IT accessories at RHQ of AAI, Southern Region Chennai.”

Sealed Quotations in the prescribed format of TWO bid system consisting of Technical and Financial Bid are invited by Joint General Manager, Information Technology Division, AAI, Regional Head Quarters, Southern Region, Chennai on behalf of the Chairman, AAI for Procurement of IT accessories at RHQ of AAI, Southern Region, Chennai.

Schedule of Important Activities:

Sl. No	Activity	Date	Time in IST	Remarks
1.	Last date and Time of receipt of quotations	27/10/2020	1500Hrs	
2.	Date and Time of opening Technical Bid	27/10/2020	1530Hrs	
3	Date and Time of Financial Bid	28/10/2020	1500Hrs	Financial Bid shall be opened after scrutiny of the documents submitted in Technical Bid. Quotations qualified in the Technical Bid only will be considered for the Financial Bid.

Terms & Conditions

The quotation should be submitted in two parts, Envelope-A (Technical Bid) and Envelope-B (Financial Bid), each envelope super scribed “Technical Bid” and “Financial Bid” respectively. Both the envelopes should be sealed and put inside a Master envelope and should

be sealed properly. The Master envelope should be super scribed as “Procurement of IT accessories at RHQ-SR of AAI, Southern Region - Chennai “due to be opened on date 27/10/2020 at 1530 Hrs.

Duly completed quotation along with requisite documents should reach this office by Registered post, Speed Post or in person at the following address on or before 27/10/2020 up to 1500 hrs. positively. AAI will not be responsible for any delay.

Address:

THE JOINT GENERAL MANAGER,
INFORMATION TECHNOLOGY DIVISION,
AIRPORTS AUTHORITY OF INDIA,
REGIONAL HEAD QUARTERS-SOUTHERN REGION,
CHENNAI-600027. Ph: 044-22567512

Technical Bid will be opened on 27/10/2020 at 1530 Hrs. in presence of the Committee constituted by the Joint General Manager, Department of Information Technology, Regional Head Quarters, Southern Region and interested bidders may also participate either themselves or their authorized representatives. No separate intimation will be issued for the technical bid opening.

5. Technical Bid :(Envelope-A)

5.1 The “Technical Bid” should contain only the technical specification details of the offer. The price must not be written in this bid.

5.2 The envelope sealed and super scribed ‘Technical Bid’ should contain:

A. Make and Model offered along with Technical compliance statement (Annexure – A) duly filled and signed by the bidder on the company’s letter head. The submission of compliance statement as described in Annexure-A is an essential for evaluation.

B. Unconditional acceptance of AAI Terms & Conditions (Annexure - B), duly signed by the Bidder.

C. Documentary proof of PAN No. & GST No.

D. A Copy of NIQ document signed by the bidder (With office seal) in all the pages.

E. Manufacturer Authorization Certificate /Form (MAF) for the Digital Signature Pad with Digitizer Pen, Web Camera, Head Set with microphone.

F. Technical brochures of the materials offered.

G. E-payment details as per Annexure-D.

6.Financial Bid:(Envelope-B)

6.1 It may be clearly understood and noted that the 'Financial Bid' document is for pricing alone. No condition, whatsoever, should be stipulated in this part. Everything the Bidder has to say, other than pricing, should be stated only in the Technical bid. Conditional bid is liable to be rejected.

6.2 The envelope – B sealed and super scribed "Financial Bid" should contain the price (inclusive of applicable taxes and duties) of the offer in the prescribed format given in Annexure- C.

6.3 No additional payment will be made other than quoted amount.

6.4 The bidder shall quote the rates in English language and international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words (shall be in Rupees). In the event of any discrepancy, the price quoted in words will be taken as the correct price.

Other conditions:

7.1 The Digital signature pad with digitizer pen should be an AAI approved model Iball 5.5" *4.0" / Evolis 100_SIG).

7.2 AAI will not be responsible for any delay in submission of quotations sent by post/courier.

7.3 The validity of quotation should be for a minimum period of 60 days from the date of opening of the Technical Bid.

7.4 Incomplete and ambiguous quotations will be rejected.

7.5 Quotations once submitted shall be final and no amendment shall be permitted. A Bidder shall submit only one bid.

7.6 AAI reserves the right to change the Quantity as per the requirement.

7.7 AAI reserves the right to accept/reject any quotation without assigning any reason.

7.8 In case of any dispute the decision of The Regional Executive Director, AAI, Southern Region, Chennai is final and binding to the party.

7.9 In case of any Query, please contact Mr. K S Prasad, Senior Manager (IT) on the telephone No. 044-22567512 on all working days (Monday -Friday) in between 1000 IST to 18000 IST except closed holidays.

7.10 Bidder shall comply with the GST registration.

8. Liquidated Damages: -

In case of failure to execute the order in full within the specified period liquidated damages shall be charged @ 0.5 % per week or part thereof but not exceeding 5% of the total contract value. Even the order can be cancelled at the risk and cost of the supplier. In case the supplier fails to Supply the items as indicated in the purchase order, the material shall be procured from open market to meet the immediate demand /requirement at the risk and cost of the supplier.

9. Delivery Period: Within 15 days from the date of receipt of supply order and the delivery should be made without any delivery charges.

10.Deviation of Quantity: AAI reserves the right to change the quantity to be supplied to the extent to $\pm 25\%$ of the tendered quantity or part thereof, at the time of placement of purchase order.

11.Repeat Order: AAI reserves the right to place repeat order, within validity of contract period i.e. expiry of warranty as mentioned in contract, not exceeding 50% the quantity of the original order.

12.Warranty/guaranty: From the date of supply, warranty should be provided by the supplier as per the Technical compliance (Annexure-A).

13.Payment Terms: - Payment will be made on submission of Original Invoice in Triplicate along with delivery Challan. 90% of the payment shall be made after the delivery of the materials and 10% of the amount withheld as Security Deposit, which will be released only after one year from the date of supply of products.

Joint General Manager (IT)
For Regional Executive Director
AAI, Southern Region

Technical Compliance Statement (To be put in ENVELOP-A)

Name of the work: Procurement of IT accessories at RHQ of AAI, Southern Region, Chennai

S.No	Item Description	Qty in Nos	Make Offered	Model Offered
01	Digital Signature Pad with Digitizer Pen	02		
02	Web Camera	25		
03	Head Set with microphone	25		
04	Mouse pad	20		
05	4 port USB hub	20		
06	External Hard Disk	05		

A. Digital Signature Pad with Digitizer Pen:

S.No	Technical Specifications	Compiled/ Not-Complied
01	4" working/display area for sketching and drawing	Yes/No
02	Resolution should be 4096*4096 pixel/2214*1130 ppi or 2540 LPI	Yes/No
03	Stylus pen with 1024 levels of pressure for drawing	Yes/No
04	With USB interface	Yes/No
05	Should support OS of Windows 7 or higher	Yes/No
06	Should have a warranty of 1 year	Yes/No

B. Web Camera:

S.No	Technical Specifications	Compiled/ Not-Complied
01	Should be With USB Interface	Yes/No
02	Should have a Video resolution of 1920*1080 with 30 FPS	Yes/No
03	Should have Automatic white balancing mechanism	Yes/No
04	Should have Built-in Microphone	Yes/No
05	Should be With CMOS Image Sensor	Yes/No

06	Should have a warranty of 1 year	Yes/No
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C. Headset with microphone:

S.No	Technical Specifications	Compiled/ Not-Complied
01	Headphone should have single 3.5mm jack	Yes/No
02	Speaker drive should be of 40mm	Yes/No
03	Should have Sensitivity in the range 105dB-110dB	Yes/No
04	Frequency response should be in the range of 20Hz~20kHz	Yes/No
05	Impedance should be 32 Ohm	Yes/No
06	Should have a standard 3.5mm single jack connector	Yes/No
07	Should be a Omnidirectional Microphone	Yes/No
08	Length of the cable should be 1m or more	Yes/No
09	Should have a warranty of 1 year	Yes/No

D. USB Hub

S.No	Technical Specifications	Compiled/ Not-Complied
01	USB HUB should be Self-powered, plug and play, 4 port USB 3.0 with backward compatibility.	Yes/No
02	Should have a warranty of 1 year	Yes/No

E. External Hard drive

S.No	Technical Specifications	Compiled/ Not-Complied
01	Hard disk should have USB3.0 connectivity and support Windows 7 and Above OS device	Yes/No
02	Should have a warranty of 3 years	Yes/No

F. Mouse Pad

S.No	Technical Specifications	Compiled/ Not-Complied
01	Lightweight, Foam Wrist Rest Support mousepad	Yes/No

I/We hereby declare that product offered is complied to all the specifications mentioned above.

Seal of the Firm

Signature of the Authority

UNCONDITIONAL ACCEPTANCE OF AAI'S TERMS & CONDITIONS

(To be provided on company's letter head)

To

REGIONAL EXECUTIVE DIRECTOR- SOUTHERN REGION,
OPERATIONAL OFFICES COMPLEX,
CHENNAI-600027

Sir,

1. The Notice Inviting Quotation (NIQ) for Procurement of IT accessories at RHQ of AAI, Southern Region, Chennai have been provided to me/us by Airports Authority of India and I/we hereby certify that I/we read the entire terms and conditions of the NIQ made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/Clauses contained therein.
2. I/WE hereby unconditionally accept the NIQ conditions of AAI in NIQ documents in its entirety for NIQ of-Procurement of IT accessories at Regional Head Quarters, Southern Region, Chennai.
3. The contents of NIQ have been noted wherein it is clarified that after unconditionally accepting the NIQ conditions in its entirety it is not permissible to put any remarks/ conditions (except unconditional rebate on the quoted rates if any) in the NIQ.
4. That, I 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.
5. That if any officer of AAI asks for bribe/gratification, I will immediately report it to the appropriate authority in AAI.

Yours faithfully,

Seal of the Firm

(Signature of the bidder with date)

Financial BID (To be put in ENVELOP-B)

Name of the work: Procurement of IT accessories at RHQ of AAI, Southern Region, Chennai

S No	Supply Item	Qty (A)	Base Rate (B)	GST Amount (C)	Total Amount (A X (B+C))	Amount in Words
1	Digital Signature Pad with Digitizer Pen	02				
2	Web Camera	25				
3	Head Set with microphone	25				
4	Mouse pad	20				
5	4 port USB hub	20				
6	External Hard Disk	05				
Total Amount						
Total Amount in Words						

Note 1: Amount quoted should be inclusive of all applicable Taxes and the bidders should re-ensure unit rate, total amount, and Gross amount etc.

Note 2: Concessional duty shall not be acceptable for AAI for exemption or reduction in Govt. Duties.

Note 3: Use of eraser, over writing and or corrections in the price Bid should be avoided. However, in case it becomes unavoidable to use any of these for correction, the same must be authenticated by the person signing the bid with his signature.

Note 4: Change in nomenclature of schedule and added optional items in this schedule attract action as per AAI terms and conditions

Note 5: No rows and columns should be left blank. In case price already included in the basic price and break up cannot be given or there is no cost, same may be indicated in the column or row as "Included" or "Not applicable" or "Nil" as may be appropriate. In case of non-compliance of the same, action will be taken by AAI.

Note 6: In case of any ambiguity in total unit price or total amount figures or non-adherence to Note 4, all calculations will be carried out taking Basic Unit rate as base.

I / We agree to all terms and conditions and Note above

Seal of the Firm

Signature of the Bidder with date

E-Payment details

1	Name of the Company	
2	STREET (ADDRESS)	
3	Postal Code	
4	City	
5	Telephone No	
6	Fax no	
7	Mobile No	
8	Email	
9	PAN Number	
10	Bank A/c holder name	
11	Bank A/c Number	
12	Type of Account	
13	Name of Bank	
14	IFSC Code	
19	GSTIN	

Seal of the Firm

(Signature of the bidder with date)

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