



# **AIRPORTS AUTHORITY OF INDIA**

**MSSR Site, Narendrapur  
BERHAMPUR (Odisha)- 760007.**

## **Notice Inviting Quotation**

**For**

**[JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES & ACCESSORIES FROM MSSR  
SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand)]**

**NIQ No.: AAI/BAM/MSSR/CONTRACT/NIQ-002/2019**

## Notice Inviting Quotation

**Scope of Work:** JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES & ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand).

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**O/O Officer-in-Charge  
AAI, MSSR Site, Narendrapur,  
BERHAMPUR, ODISHA-760007**

**NIQ NO: AAI/BAM/MSSR/CONTRACT/NIQ-002/2019**

**Dated: 18.12.2019**

**Notice Inviting Quotation**

**1. Scope of Work: JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES & ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand).**

Sealed quotations are invited by Officer-in-Charge on behalf of Chairman, Airports Authority of India from reputed Courier Agencies / Logistics Rental Firms/ Packers & Movers for **TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES & ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand) on job contract basis** as per details given below:

**2. Technical specifications:-**

Sl. no	Description	Specifications	Qty.
1.	<b>JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES &amp; ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand)</b>	<ol style="list-style-type: none"><li>1. Wooden Packing of UPS (60KVA) Qty.02 after bubble sheet/card board wrapping of same.</li><li>2. Card board wrapping with lamination for batteries 12V/150AH (Qty.64).</li><li>3. Cardboard wrapping of battery enclosures.</li><li>4. Cardboard box packing of electronics modules/items with bubble sheet &amp; thermo-cool wrapping.</li><li>5. Loading/picking up of items from site.</li><li>6. Transportation of items to Ranchi Airport in a single vehicle by road.</li><li>7. Unloading of items at Ranchi Airport.</li></ol>	<b>01 Job</b>

**3. Estimated Cost: INR 1,57, 750/- Excluding GST.**

**Last Date and Time for submission of Quotation : 22.01.2020 up to 15:00 Hrs.**

**Date and Timing of Opening of Technical bid : 23.01.2020 at 12:00 Hrs.**

**Date and Timing of Opening of Financial bid : 23.01.2020 at 15:00 Hrs.**

**NOTE:** NIQ document can be downloaded from AAI website [www.aai.aero](http://www.aai.aero) free of cost and to be submitted at MSSR Site, Berhampur on or before **22.01.2020 till 15.00 Hrs.** Technical & Financial bid will be opened on 23.01.2020 at 12:00 hrs. and 15:00 Hrs. respectively at **O/o CNS-In-charge, AAI, BPI Airport, Bhubaneswar.** Bidders who wished to witness the opening of bid are advised to avail themselves or send their representatives to the above place.

#### **4. Eligibility criteria:**

- a. The applicant agency should have valid PAN & GSTIN Registration no, in the name of firm participating in NIQ.
- b. A party or an individual falling under the following categories is **not** eligible:
  - i) Having outstanding dues in respect of any contract with Airports Authority of India at any airport under its administrative Control.
  - ii) Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India (International or National Airports Division).
  - iii) Parties facing action under PPE Act, with AAI.

**NOTE: Agency has to submit an affidavit in this regard duly signed by NOTARY on a non-judicial stamp paper of Rs.50/-.**

#### **5. Bid Procedure**

The quotation consists of two bid system i.e. **Technical Bid & Financial Bid.**

##### **(A) TECHNICAL BID:**

The "Technical Bid" should contain only the necessary technical documents. ***The price of the offered item must not be written in this bid.***

The Envelope sealed and super scribed '**Technical Bid**' should contain:

- (i) A complete set of the Notice Inviting Quotation documents duly signed with seal by the bidder in all pages.
- (ii) Technical compliance statement (**Annexure-A**) duly filled with signature & seal by the bidder preferably on **company's letter head**. The failure to submit the compliance statement in the said format may result in rejection of the quotation.
- (iii) Unconditional acceptance of AAI terms and conditions (**Annexure-B**) with signature & stamp by the Bidder preferably on **company's letter head**.
- (iv) Self-attested copy of **PAN No and GST Registration certificate** shall be submitted.
- (v) Affidavit on a non-judicial stamp paper of Rs.50/- for **Clause-4 Point-b** above.

##### **(B) FINANCIAL BID:**

- (i) The Envelope sealed and super scribed "Financial Bid" should contain the offered price for the job in the prescribed format given in **Annexure-C**.
- (ii) The price quoted in the **Annexure-C** should be **Exclusive of GST** but Inclusive of all other applicable charges/taxes/expenses for the Job contract being quoted. No additional payment will be made other than the quoted amount.

##### **NOTE:**

- 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. If any conditions are stipulated in the Financial Bid (Annexure-C), it is liable to be rejected. The amount shall be worked out and the requisite totals be given. Special care shall be taken to write rates in figures as well as in words and the amount in figures only in such a way that interpolation is not possible. The total amount shall be written in both figures and in words. ***in case of any discrepancy; the rate mentioned in words shall prevail.***
- 2) The Financial bid of only those bidders will be opened whose papers submitted in Envelope (Technical Bid) are found to be in order.

(Signature & Seal of the bidder)

Both the envelopes are to be sealed in another Envelope marked '**Master Envelope**'. The Master envelope should be super scribed "**Quotation for JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES & ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand)**" along with Name and address of the bidder/agency/firm. Duly completed Quotation along with requisite documents should reach this office by registered post, courier or in person at the following address on or before **22.01.2020 up to 15:00 hrs.** positively. AAI will not be responsible for any delay in submission of quotation sent by post/Courier. *The quotation shall be submitted on following address:*

**To,  
The Officer-In-Charge,  
Airports authority of India,  
MSSR Site, Narendrapur,  
Berhampur-760007 (Odisha)**

## **6. Terms & Conditions**

- 6.1. You are advised to inspect and examine the materials to be transported and satisfy yourself about the scope of work before submitting the Quotation. You shall be deemed to have full knowledge of the scope of work whether you inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 6.2. Bidder shall submit the complete set of NIQ document duly signed in all pages. The duly filled in and signed quotation shall be placed in a cover, properly sealed and be submitted. Quotations received after the due date will not be considered nor returned. Only sealed quotations will be considered. AAI will not be responsible for any delay in submission of quotations sent by post / courier.
- 6.3. The firm shall have the capability / sources network for the job. Logistic shall be provided with trained, skilled manpower as necessary for the work.
- 6.4. The Work shall be executed without damaging to AAI property or any other property. All necessary safety precautions shall be observed.
- 6.5. **Validity of Offer:** The Quotation for the said works shall remain open for acceptance for a period of **90 (Ninety) days** from the Due Date of opening of Quotations
- 6.6. Rates Quoted shall be exclusive of GST but inclusive of all operating costs, Drivers, helpers wages/allowances, Fuel cost, Consumables, Maintenance, etc. & all statutory requirements for the work. **GST will be paid extra as applicable at the prevailing rates.**
- 6.7. Prices shall be quoted in **INR** with figure and words only. In case of any discrepancy, the price quoted in words shall prevail.
- 6.8. Rates offered shall remain fixed till execution of contract. The revision of offered rates due to price Escalation / De-escalation of fuel is not allowed.
- 6.9. Incomplete and ambiguous quotations will be rejected.
- 6.10. Quotations once submitted shall be final and no amendment shall be permitted. One bidder shall submit only one Quotation.
- 6.11. The successful Bidder shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the central, state or local authorities by reason of any violation by the contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the AAI arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of contractor, by third parties or by central, authority or any political subdivision thereof.
- 6.12. Consignor AAI will provide the transit insurance cover for the items to be transported. However, Bidder will be responsible for any damage to the items under handling & transportation.

- 6.13. Bid Evaluation will be made based on the lowest of total charges payable. Lowest QUOTED qualified bidder L-1 will be awarded the CONTRACT after considering all other bidders.
- 6.14. **Arbitrator:** All disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract or breach thereof shall be settled by arbitration for which Arbitrator will be appointed by AAI. The applicable law will be the laws of India in force. The jurisdiction for all disputes will be within limits of Bhubaneswar/Berhampur Courts only.
- 6.15. **Paying Authority:** The Regional Executive Director-ER, AAI, NSCBI Airport, Kolkata-700052
- 6.16. **Payment terms:** Payment is payable in 15-20 days of successful completion of work and submission of Bills. AAI will not make any advance payment. Statutory deductions /TDS wherever applicable are deductible as per rules. The bill/invoice for the **job contract** shall be submitted to O/o The Officer-in-Charge, AAI, MSSR Site, Berhampur-760007. However the same will be accepted for payment on satisfactory delivery report submitted by authorized AAI official. The payment will be made through E-Payment system. As such the following information may please be provided along with invoice/bill:
- i. Name & address of the Bank and Branch to which the Payment is to be credited.
  - ii. The IFSC Code Number allotted by the Branch for E-Payment/RTGS.
  - iii. The Account Number allotted by the Branch to the Bidder / Contractor or agency.
  - iv. One Cancelled cheque.
- 6.17. The acceptance of a Quotation will rest with the **AAI** who does not bind himself to accept the lowest Quotation and reserves to himself the Authority to reject any or all the Quotations received without the assignment of any reason. All the quotations in which, any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The work is liable to be canceled subject to our administrative reasons. Also, AAI reserves the right to cancel the entire NIQ process at any stage without assigning any reason.

## **7. Checklist of Documents:**

- i. A complete set of the Notice Inviting Quotation documents duly signed with seal by the bidder in all pages.
- ii. Self-Attested Copy of PAN of Bidder.
- iii. Self-Attested Copy of GST Registration certificate of Bidder.
- iv. Technical specification & compliance statement as per Annexure-A
- v. Unconditional Acceptance of NIQ Terms & Conditions as per Annexure-B
- vi. Affidavit on a non-judicial stamp paper of Rs.50/- for **Clause-4 Point-b.**
- vii. Financial Bid as per Annexure-C.

**Note: Please go through the Clause-5 "Bid Procedure" carefully.**

Sd/-  
**(S.K.Sahoo)**  
Sr. Manager (ATSEP)  
For Officer In-charge

Copy:

1. [www.aai.aero](http://www.aai.aero)
2. Notice Board

(Signature & Seal of the bidder)

**NIQ No: AAI/BAM/MSSR/CONTRACT/NIQ-002/2019**

**Technical Specification and Compliance Statement**

**(To be provided on company's letter head)**

<b>Description</b>	<b>Technical Specification</b>	<b>Qty.</b>	<b>Complied / Not Complied.</b>
<b>JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES &amp; ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand).</b>	<ol style="list-style-type: none"><li><b>1.</b> Wooden Packing of UPS (60KVA) Qty.02 after bubble sheet/card board wrapping of same.</li><li><b>2.</b> Card board wrapping with lamination for batteries 12V/150AH (Qty.64).</li><li><b>3.</b> Cardboard wrapping of battery enclosures.</li><li><b>4.</b> Cardboard box packing of electronics modules/items with bubble sheet &amp; thermo-cool wrapping.</li><li><b>5.</b> Loading/picking up of items from site.</li><li><b>6.</b> Transportation of items to Ranchi Airport in a single vehicle by road.</li><li><b>7.</b> Unloading of items at Ranchi Airport.</li></ol>	<b>01 Job</b>	

(Signature of the bidder with Stamp)

**NIQ No: AAI/BAM/MSSR/CONTRACT/NIQ-002/2019**

**UNCONDITIONAL ACCEPTANCE OF AAI'S TERMS & CONDITIONS**  
**(To be provided on company's letter head)**

To

The Officer-in-Charge,  
Airports Authority of India,  
MSSR Site, Narendrapur,  
Berhampur-760007 (Odisha)

Sir,

1. The Notice Inviting Quotation (NIQ) for the **JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES & ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand)** have been provided to me/us by Airports Authority of India and I / we hereby certify that I / we have inspected the site and 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 **JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES & ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand)**.
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 in price bid except in Technical bid document.
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 ask for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

Yours faithfully,

Date: \_\_\_\_\_

(Signature of the bidder)  
Name:

(Signature & Seal of the bidder)

## Annexure – C

**NIQ No: AAI/BAM/MSSR/CONTRACT/NIQ-002/2019**

### (Financial Bid)

**(To be submitted in separate sealed envelope as per terms and Conditions of NIQ).**

Sl.No.	Description of work	Offer Price in INR "A"	Qty. "B"	Total (A X B)
	<b>JOB CONTRACT FOR TRANSPORTATION OF DUAL 60 KVA UPS WITH BATTERIES &amp; ACCESSORIES FROM MSSR SITE, BERHAMPUR (Odisha) TO RANCHI AIRPORT (Jharkhand).</b>		<b>01 Job</b>	
<b>Total</b>				
<b>(Rupees..... only)</b>				

**NOTE 1:** The Amount Quoted should be **Exclusive of GST** but inclusive of all operating costs, Drivers, helpers wages/allowances, Fuel cost, Consumables, Maintenance etc. and all other statutory requirements for the work. **GST will be paid extra as per prevailing rates.**

**NOTE 2:** Use of erasure, 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 3:** Change in nomenclature of schedule and added optional items in this schedule attract action as per AAI terms and conditions.

**NOTE 4:** 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 as under Note 5 below for the purpose of comparative statement and placement of order.

**NOTE 5:** 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.

Date: \_\_\_\_\_

(Signature of the bidder with Rubber Stamp)