

भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

क्षेत्रीय मुख्यालय - दक्षिणी क्षेत्र

REGIONAL HEAD QUARTERS, SOUTHERN REGION

सूचना प्रौद्योगिकी प्रभाग

INFORMATION TECHNOLOGY DIVISION



ARC FOR THE SUPPLY OF VARIOUS CARTRIDGES AT REGIONAL HEAD QUARTERS, SOUTHERN REGION, CHENNAI

Tender No: AAI/SR/IT/Cartridge/2020-21/NIT/O2

Date: 12/01/2021

Tender ID: 2021_AAI_66840_1

Tender Fee: Rs.590.00(Rs.500 + Rs.90.00 GST)

Work	ESTIMATED COST	EARNEST MONEY DEPOSIT
ARC FOR THE SUPPLY OF VARIOUS PRINTER CARTRIDGES AT REGIONAL HEAD QUARTERS, SOUTHERN REGION, CHENNAI	Rs. 9,63,525.00 (Excluding Applicable Taxes)	Rs. 19,271.00

SCHEDULE OF IMPORTANT ACTIVITIES

Sl. No.	Description	Date
1	Publishing Date	12/01/2021 - 1730Hrs
2	Bid Document Download/ Sale Start Date	12/01/2021- 1730Hrs
3	Clarification Start Date	12/01/2021 - 1730Hrs
4	Clarification End Date	21/01/2021 - 1500Hrs
5	Bid Document Download/ Sale End Date	21/01/2021 - 1400Hrs
6	Bid Submission Start Date	13/01/2021 - 1000Hrs
7	Bid Submission End Date	21/01/2021 - 1600Hrs
8	Bid Opening Cover-I [Fee details /Pre-qualification / Technical]	22/01/2021- 1600Hrs
9	Bid Opening Cover –II [Price bid]	29/01/2021- 1600 Hrs

INDEX

Sl. No	Section	DESCRIPTION	Page No
1	Section – A	Notice Inviting Tender	04
2	Section – B	Instruction to Bidders	13
3	Section – C	General Terms and conditions of the Contract	25
4	Section – D	Special Conditions of the Contract	34
5	Annexure - A	Unconditional Acceptance Letter	36
6	Annexure - B	MSME declaration	38
7	Annexure - C	PQ Performa	39
8	Annexure - D	GST Undertaking	42
9	Annexure - E	Schedule of Items	43
10	Annexure - F	Technical Compliance Statement	44
11	Annexure - G	Proforma Bank Guarantee	45
12	Annexure - H	Application for Extension of Time	47
13	Annexure - I	Intimation of Force Majeure Occurrence	50
14	Annexure - J	Undertaking for not Blacklisted	51
15	Annexure - K	Sample Price bid	52
16	Annexure - L	Letter for e-payment	53
17	Annexure - M	Procedure for Online payment of Tender Fee and EMD	54

AIRPORTS AUTHORITY OF INDIA

REGIONAL HEAD QUARTERS, SOUTHERN REGION, CHENNAI - 600 027

INFORMATION TECHNOLOGY DIVISION

Tender No: AAI/SR/IT/Cartridge/2020-21/NIT/O2

Date: 12/01/2021

NOTICE INVITING E-TENDER (TWO ENVELOPES OPEN TENDER)

(Bid No: 2021_AAI_66840_1)

1. E-Tenders are invited through CPP e-tendering Portal by Joint General Manager - Information Technology, Airports Authority of India, Regional Head Quarters, Southern Region, Chennai-600 027 on behalf of the Chairman, AAI, New Delhi from the Eligible Contractors for the work of “**ARC for the supply of various printer cartridges at RHQ, Southern region, Chennai**” for an Estimated Cost of Rs. 9,63,525.00 (Excluding GST). The Tendering Process is online at NIC e-Portal URL Address <http://etenders.gov.in/eprocure/app>. Aspiring Bidders may download and go through the Tender Document. Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements available at “INSTRUCTION FOR ONLINE BID SUBMISSION”, register themselves at NIC E-Tender Portal, obtain ‘User ID’ & ‘Password’ and go through the ‘Self Help Files’ available in the Home Page after log into the Portal “<http://etenders.gov.in>.” They should also obtain Class II or Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03-day time. The tenderer may also take Guidance from AAI Help Desk Support through path [aai.aero/tender/E-Tender/help desk support](http://aai.aero/tender/E-Tender/help%20desk%20support). For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as: - Tel: 0120-4200462, 0120-4001002, Mobile: 91 8826246593, E-mail: support-eproc@nic.in

Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between

(i) 08.00 hrs to 20.00 hrs (Mon-Sat)- 011-24632950, Ext-3512 (Six Lines), E-Mail: eprochelp@aai.aero

- (ii) 09.30 hrs to 18.00 hrs (Mon-Fri)- 011-24632950Ext-3523, E-Mail: etendersupport@aai.aero, sanjeevkumar@aai.aero and snita@aai.aero
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)- 011-24657900, E-Mail: - gmitchq@aai.aero

Tender fee of Rs.590/- (i/c GST) and EMD of Rs. 19271/- will be required to be paid online through the payment gateway of CPP Portal and the corresponding information/remittance Challan needs to be uploaded. Necessary documents need to be submitted for those who are availing EMD exemption under MSME benefits.

2. Following 2 envelopes shall be submitted through online at CPP-portal by the bidder as per the following schedule: -

CRITICAL DATASHEET:

Sl. No.	Description	Date
1	Publishing Date	12/01/2021 - 1730Hrs
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6	Bid Submission Start Date	13/01/2021 - 1100Hrs
7	Bid Submission End Date	21/01/2021 - 1600Hrs
8	Bid Opening Cover-I [Fee details /Pre-qualification / Technical]	22/01/2021- 1600Hrs
9	Bid Opening Cover –II [Price bid]	29/01/2021- 1600 Hrs

3. **BID SUBMISSION:**

I. **Envelope-I** shall contain the following Documents:

- (a) Copy of Online Payment receipt/Remittance Challan obtained in CPP Portal (in PDF Format) for the tender fee of Rs.590.00.

(b) Copy of Online Payment receipt/Remittance Challan obtained in CPP Portal (in PDF Format) for the EMD of Rs.19,271.00

(Or)

Self-attested scanned copy of Valid Registration certificate of NSIC / MSE's which are registered under MSME act if applicable, exemption certificate and MSME declaration/ affidavit as per (Annexure-B) for EMD fee exemption.

(c) Scanned Copy of Duly signed Unconditional Acceptance letter of AAI's Tender Conditions (**Annexure-A**).

(d) PQ Performa/ Checklist (**Annexure-C**)

(e) Articles of Memorandum of Association or Partnership Deed or proprietorship deed

(f) Permanent Account Number (PAN) of the firm

(g) GST Registration & GST Undertaking (**Annexure-D**)

(h) Power of Attorney authorizing the designated executive to sign all the documents and to execute the project on behalf of the company.

(i) Completion certificate of satisfactorily completed (Phase/Part completion of the Scope of Work in a Contract shall not be considered, however predetermined phasing of the work will be accepted) three works, each of Rs. 3,85,410.00 or two works, each of Rs 4,81,763.00 or one work of Rs. 7,70,820.00 in single contract of similar nature of work (supply of printer cartridges) during last seven years ending on 31st December 2020 in India along with work order copy, bill of quantity and completion certificate. Client certificate for experience should show the nature of work done, Workorder number, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. To claim the experience of work from non-government organisations, the firms should submit a copy of Tax Deducted at Source [TDS] Certificate in support of their claim for having experience of stipulated value of work.

Sl. No	Number of completed Works	With Minimum Value of Each Work
01	03	Rs. 3,85,410.00
02	02	Rs. 4,81,763.00
03	01	Rs. 7,70,820.00

(j) Annualized average financial turnover of Rs. **2,89,058.00** against works executed during last three years ending 31st March 2019. As a proof, copy of Abridged Balance Sheet along

with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

- (k) List of clients served with contact details.
- (l) Digitally Signed original tender document (including Corrigendum if any)
- (m) Technical Compliance Statement (Annexure F)
- (n) Undertaking of not blacklisted (Annexure J).
- (o) Letter for e-Payment (Annexure L).
- (p) Bidder Must produce manufacturer authorization certificate from the OEM as authorized cartridge reseller.

II **Envelope-II** shall contain the following Documents:

The tenderer shall upload the digitally signed **Schedule of price bid in the form of BOQ.xls**. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

1. **Scope of the work**

Validity of the **ARC for the supply of various printer cartridges at RHQ, Southern region, Chennai** will be **1 year** from the date of acceptance of work order. During the course of ARC, the vendor shall ensure that, they shall supply the items at the initially quoted rate throughout one year against the purchase order. During the ARC period any decrease/fall in price shall be intimated to AAI, and necessary discounts in this regard shall be passed on to the purchaser (AAI). However, any increase in price which is due to the hike of GST shall be considered subject to production of valid documentary evidence. Order will be placed on the basis of requirement of printer cartridges. Supply should be made full against the order; no part supply will be allowed.

The quantity indicated in the schedule of quantity (Annexure E) is just an estimated maximum annual requirement. It may vary depending on various factors and AAI does not guarantee any minimum quantity to be procured during a year. The ordered cartridges should be supplied to the O/o: Joint General Manager (Information Technology), Operational Office Complex, Regional Herd Quarters-Southern Region, Chennai

2. Qualifying requirements of contractors / firms.

- a. Agency should have Permanent Account Number (PAN).
- b. The bidder should have valid GST registration.
- c. Agency should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, however pre-determined phasing of the work will be accepted) three works, each of Rs. 3,85,410.00 or two works, each of Rs 4,81,763.00 or one work of Rs. 7,70,820.00 in single contract of similar nature of work (supply of printer cartridges) during last seven years ending on 31st December 2020 in India. **“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid”.**
- d. Should have annualized average financial turnover of **Rs. 2,89,058.00** against works executed during last three years ending 31st March,2019. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- e. Agency should be OEM or Authorised Cartridge Reseller of OEM for the products offered.
- f. Any party either a firm or an individual or a company falling under any of the following categories are not eligible to participate in tender.
 - i. Debarred/black listed by CBI or AAI or any Public-Sector Undertaking/Departments like Railways, Défense or any other department of Govt. of India or State Govt.
 - ii. Bidder either a firm or its partner or its Directors have been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organization etc. or any Indian State/Central Government Departments or Public-Sector undertaking.

- iii. If the entity participating in the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors /Partners of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to Authority, then said entity shall not be allowed to participate in AAI tenders.
- iv. Consortium/JV companies shall not be permitted to participate in tender process.
- v. No single firm shall be permitted to submit two separate applications. The proprietor of more than one company or firm will be considered as single party and one legal entity.

3. Bids Opening Process is as below: -

A. Envelope-I:

Envelope-I submitted in online portal shall be opened first . Those whose details are not in-line with the requirement of Tender conditions shall be summarily rejected. If any clarification is needed from the bidder about the deficiency in these uploaded documents in **Envelope-I**, the same shall be asked to provide it through e-tendering portal. The bidder shall upload the requisite clarification / documents within stipulated time intimated by Bid Manager, failing which tender will be liable for rejection.

B. Envelope-II:

Envelope-II of those firms who are found meeting all the requirements of “Envelope-I” only shall be opened.

Bidders may please note that the schedule of quantities is attached in the portal. The entering the financial quotes, Name of the bidder etc. No other cells (protected- uncoloured) should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. **If the BOQ file is found to be modified/alterd in protected uncoloured cells by the bidder, the respective bid will be rejected and EMD will be forfeited.**

4. AAI also reserves the right to call off tender process at any stage without assigning any reason.
5. AAI reserves the right to accept or reject any or all applications without assigning any reasons.
6. At any time, prior to the date of submission of bids, the Buyer may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. Amendments (if any) shall be notified through CPP Portal to all prospective bidders by the Buyer and these amendments will be binding on them.

Corrigendum in respect of any amendments will be published only on CPP Portal and AAI web-site. No further news-paper notification will be published.

7. AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award of work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the firm then AAI shall take the following action:
 - a) Forfeit the entire amount of EMD submitted by the firm.
 - b) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/legal action.
8. Purchase preference to Central Public-Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
9. Concessions to Indian Micro & Small Enterprises (MSEs) unit will be given as per the provisions (para-10) of public procurement policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc.
10. No correspondence shall be entertained from the bidders after opening of PQQ/Technical bid, except for the clarifications sought by AAI.
11. Date of acceptance and opening of tender can be extended on sole discretion of JGM(IT), AAI, Regional Head Quarters, Southern Region, Chennai.
12. For any queries related to the Bidding Documents please send an e-mail to: itd_sr@aai.aero or dial to 044- 22567512. The bidders can seek their clarification up to the time mentioned in the critical date sheet.
13. The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder. Bidder shall upload tender on CPP Portal well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject after last date of downloading tender document.
14. Tenderer(s) fulfilling eligibility criteria and having valid registration with National Small Industries Corporation (NSIC), MSE are exempted from payment of EMD but these bidders has to follow the procedure stated in para 1.4 of Section – B (General Information and Guidelines) of tender document for availing the exemption of EMD benefit available to valid NSIC Registered firms / companies.

15. Bidders are advised to visit the AAI website and CPP portal regularly to keep themselves updated as any change/ modification in the tender will be intimated through the AAI website and CPP portal only.
16. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
17. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
18. Once the contractor has uploaded the digitally signed unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the Tender Document. In case, if this condition is found violated, the tender shall be rejected and AAI shall without prejudice to any other remedy be at liberty to forfeit the 10% of said earnest money absolutely.

Sd/-

Joint General Manager- Information Technology,
AAI, Regional Head Quarters, Southern Region,
Chennai.

***** End of Document*****