



CALICUT INTERNATIONAL AIRPORT
NOTICE INVITING QUOTATION

No. AAI/CL/CNS/NIQ/2025-26/001

Date: 05.05.2025

NAME OF THE WORK: CAMC OF KONICA MINOLTA PHOTOCOPIERS – PER COPY CONTRACT AT
CALICUT INTERNATIONAL AIRPORT.

ESTIMATED COST : Rs. 96,913/-

1. Sealed quotations are invited for the above-mentioned work from the Manufacturers/ Authorized dealers/distributors, system Integrators of KONICA MINOLTA PHOTOCOPIERS by the Airport Director, Airports Authority of India, Calicut International Airport, on behalf of the Chairman, Airports Authority of India.

2. Manufacturers/ Authorized dealers/distributors/ are required to submit their offer in two sealed cover namely: Envelope 'A' Technical bid & Envelope 'B' Price Bid, super scribing the Quotation number and due date.

3. ENVELOPE: A

Following documents should be submitted along with Technical Bid (Envelope-A)

- a) Self-attested copy of PAN card
- b) Self-attested copy of GST registration certificate.
- c) OEM/ Dealership certificate.
- d) Unconditional acceptance letter
- e) Signed Tender document. (The venders/ Bidders shall sign in each page of the Tender document as a proof of acceptance of the Terms and condition of the NIQ. The person signing the Quotation shall be duly competent and empowered to affix his signature as the authorized signatory.

All the above documents are to be enclosed in a sealed cover named "cover A" super scribing the Quotation number and due date. The financial bid shall be opened later for the vendors found to be meeting the technical eligibility criteria.

4. ENVELOPE: B

- a) Price bid (Annexure A) with rates duly filled, signed and stamped by the bidder.
NOTE: Corrections or over writing, if any, must be signed by the bidder.
The bid should be quoted in the prescribed format only. Any deviation from the given format will be liable to reject the bid.
- b) Both the envelopes are to be sealed separately and enclosed in a master envelope and should be super scribed NIQ for CAMC OF KONICA MINOLTA PHOTOCOPIERS AT CALICUT INTERNATIONAL AIRPORT.
- c) Quotation documents will be issued from the office of JGM (CNS) on working days between 10AM to 1700 HRS from 06/05/2025
- d) The Completed quotations received till 16/05/2025 1100 hrs. shall be opened on 16/05/2025 at 1500 hours. The time of opening the financial bid will be intimated to the qualified bidders.
- e) Quotations can also be downloaded from AAI web Site www.aai.aero
- f) In case of any clarification, you may contact itadmin_calicut@aai.aero

The Joint General Manager (CNS)
Airports Authority of India,
Calicut International Airport, 673647

Terms and conditions

- 1 Quotations shall be valid for a minimum period of 90 days from the date of submission.
- 2 Quotations shall be posted in a sealed cover duly signed, stamped, indicating CAMC OF KONICA MINOLTA PHOTOCOPIERS AT CALICUT INTERNATIONAL AIRPORT on the top of the envelope and by affixing sufficient postal stamp.

“The Joint General Manager (CNS), Airports Authority of India, Calicut International Airport, Calicut Airport P.O. PIN-673 647”

- 3 NIQ documents duly filled and signed shall be submitted to the above-mentioned address only. Quotations can also be dropped in the Tender Box provided in the Office of The Joint General Manager (CNS), Calicut International Airport for the above purpose.
- 4 Submission of duly filled and signed NIQ documents by the vendor/bidder implies that he has read the entire NIQ and made himself aware of the scope and specification of the supply and have full knowledge of the items for which the quotation is submitted
- 5 Incomplete & ambiguous quotations will be rejected.
- 6 The per copy contract charge inclusive of toner and other charges for consumables/spares (excluding paper/electricity) for unlimited service/repair calls.
- 7 The payment will be against the certified monthly metered copies i.e. per copy price plus GST as applicable/at actuals.
- 8 Approximate number of copies expected based on the previous trend is 210000 /year subjected to variation by 50% . Payment will be made on actual basis.
- 9 Period of contract: Three year from the date of issue of work order. The contract is extendable for one more year on satisfactorily completion of the work on same terms and conditions of the work and under mutual agreement of both the parties.
- 10 The technically qualified bidder/vendor whose total amount works out to be the lowest shall be determined by A.A.I as the L-1 for placing Purchase order.
- 11 Airport Director, A.A.I, Calicut International Airport reserves the right to award the purchase/work order in part or in full as per the decision of the Competent Authority.

12 TERMS OF PAYMENT: 100% payment shall be made to the vendor/bidder by A.A.I. on production of the invoices generated after taking the meter reading of each machine and on certification of the competent authority.

- 13 The bidder should inspect the condition of the machines installed before submitting the bid.
14. The Bidder should have the Registered office/Registered service center within 100 KMs from Calicut International Airport.
15. No price escalation will be accepted under any circumstances on the quoted price, after submission of quotation, except in the case of variation in Taxes/duties which are imposed by Govt. and actually paid by the vendor/bidder.

- 16 Airport Director, A.A.I, Calicut International Airport reserves the right to reject any or all the quotations and shall not be bound to accept the lowest quotation.
- 17 Airport Director, A.A.I, Calicut International Airport shall not be responsible for any delay, loss, non-receipt of quotations sent by post.
- 18 The vendor/bidder may make sure that the filled in Quotation reaches before the due date and time at this office. Quotation received after the due date & time shall be summarily rejected.
- 19 The NIQ shall be disqualified in the following grounds
 - a) If required documents as per item No 3 in Page 1 is not submitted
 - b) If full pages of NIQ are not submitted/not signed by the vendor/bidder,
 - c) If any conditional bid is submitted,
 - d) In case quotation/rate for all the item are not submitted,
- 20 In case of any dispute, the decision of the Airport Director, A.A.I, Calicut International Airport is final and shall be binding on both the parties.

The Joint General Manager (CNS)
Airports Authority of India,
Calicut International Airport.

Scope of work: CAMC OF KONICA MINOLTA PHOTOCOPIERS- PER COPY CONTRACT AT CALICUT INTERNATIONAL AIRPORT.

The work is Annual Maintenance Contract of 12 Number of Konica Minolta photocopiers installed at various locations of calicut international airport. Service Engineer should attend the issues when called upon for smooth maintenance within 24 hours of call. Further a service engineer should visit monthly for routine checkup and maintenance as well as noting meter reading of each machine. Signature from the concerned user to be obtained on the Meter reading statement and it should be duly signed by the service engineer who attend the machine. Invoice to be generated on the basis of this meter reading and to be submitted for payment purpose. Any spare /toner/cartridge to be replaced to be done within 24 hours of the service call made.

Annexure-A

Price bid

1. Name and Address of the Vendor/Bidder :

Phone/Mobile No:

E-Mail id:

2. Status of the vendor/Bidder : (Proprietary/Partnership)

3. Name of the Proprietor/Partner :

4. Cost for each item:

Sl No	Description	No. of Machines	Approximate number of Copies/Year A	Unit Rate for single copy (B)	Total Amount C= (AxB)	GSTAmount
1	Konica Minolta Bizhub 215	02 Nos	38,000			
2	Konica Minolta Bizhub 195	07 Nos	1,28,000			
3	Konica Minolta Bizhub 206	02 Nos	38,000			
4	Konica Minolta Bizhub 205I	01 Nos	6000			
	Total					

Note:

1. The bid should be quoted in the prescribed format only. Any deviation from the given format will be liable to reject the bid.
2. Use of eraser, over writing and or corrections in the price bid shall 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.

I/we agree to all the terms & conditions and note above.

Signature of the vendor with seal

Price bid (Annexure A) with rates duly filled, signed and stamped by the bidder should be submitted in separate cover)

ANNEXURE-B

No. AAI/CL/CNS/NIQ- 001 /2025-26

Date:

UN CONDITIONAL ACCEPTANCE LETTER

To

The Airport Director,
Airports Authority of India
Calicut Int'l Airport
Calicut-673647

Sub: Acceptance of Terms and Conditions of NIQ

Name of work: CAMC OF KONICA MINOTA PHOTO COPIERS AT CALICUT INTERNATIONAL AIRPORT.

Sir,

1. The NIQ document for the above mentioned work has been supplied to me/us by AAI/ downloaded from site and I/We hereby certify that I/we have read the entire terms and conditions of the tender document made available to me/us in the office of the Airport Director, AAI, Calicut International Airport, 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 tender conditions of AAI's tender document in its entirety for the above works.
3. It is certified that after unconditionally accepting the quotation document in its entirety, it is not permissible to put any remarks/ conditions (except unconditional rebates on quoted rates if any) in the tender enclosed in cover "A" & "B" and the same has been followed in the present case. In case any provisions of this NIQ are found violated after opening envelope I/We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.
4. I/We have not paid /will not pay any bribe to any official of AAI for awarding this contract at any stage during its execution or at the time of payment of bills and further if any official asks for any bribe/gratification, I/We will report it to the appropriate authority in AAI.

Yours faithfully,

Signature of the bidder with seal