

**भारतीय विमानपत्तन प्राधिकरण**  
AIRPORTS AUTHORITY OF INDIA  
क्षेत्रीय मुख्यालय - दक्षिणी क्षेत्र  
REGIONAL HEAD QUARTERS - SOUTHERN REGION  
सूचना प्रौद्योगिकी प्रभाग  
INFORMATION TECHNOLOGY DIVISION



**TENDER DOCUMENT**

**SITC of CCTV System at ATS Complex, Regional Head Quarters, Southern Region, Chennai**

**Tender No: AAI/SR/IT/CCTV/2019-20/NIT/08**

**Date:08/01/2020**

**Tender ID: 2020\_AAI\_39780\_1**

**Tender Fee: Rs. 590 (Rs. 500 + Rs. 90 GST)**

<b>Work</b>	<b>ESTIMATED COST</b>	<b>EARNEST MONEY DEPOSIT</b>
<b>Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai</b>	<b>Rs. 3,34,228/-</b>	<b>Rs. 6,685/-</b>

**SCHEDULE OF IMPORTANT ACTIVITIES**

<b>Sl. No.</b>	<b>Description</b>	<b>Date</b>
<b>1</b>	Publishing Date	08/01/2020 -1800Hrs.
<b>2</b>	Bid Document Download/ Sale Start Date	09/01/2020 -0930Hrs.
<b>3</b>	Clarification Start Date	09/01/2020 -0930Hrs.
<b>4</b>	Clarification End Date	20/01/2020 -1400Hrs.
<b>5</b>	Bid Document Download/ Sale End Date	20/01/2020 -1630Hrs.
<b>6</b>	Bid Submission Start Date	09/01/2020 -0930Hrs.
<b>7</b>	Bid Submission End Date	20/01/2020 -1630Hrs.
<b>8</b>	Last date for offline submission of original DD towards Tender fee, EMD & self-attested NSIC certificate (if claiming EMD relaxation) as per eNIT	24/01/2020 -1430Hrs.
<b>9</b>	Opening of Physical Cover	24/01/2020 -1530Hrs.
<b>10</b>	Bid Opening Cover-I [Fee details /Pre-qualification Qualifier / Technical]	24/01/2020 -1630Hrs.
<b>11</b>	Bid Opening Cover -II [Price bid]	31/01/2020 -1600 Hrs.

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SITC of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai

**AIRPORTS AUTHORITY OF INDIA**  
**REGIONAL HEAD QUARTERS SOUTHERN REGION, CHENNAI - 600 027**  
**INFORMATION TECHNOLOGY DIVISION**

Ref No.: AAI/SR/IT/CCTV/2019-20/NIT/08

Dated:08/01/2020

**SECTION A**

**NOTICE INVITING e-TENDER (TWO ENVELOPES OPEN TENDER)**

**(Bid No: 2020\_AAI\_39780\_1)**

1. Item Rate Tenders are invited through the 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 **“Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai”** for an Estimated Cost of **Rs. 334228.00 (Excluding of GST)** with a Completion Period of 30 (**Thirty**) Days.

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

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09.30 hrs. to 18.00 hrs. (Mon-Fri)- 011-24632950 Ext-3523, E-Mail: etendersupport@aai.aero, sanjeevkumar@aai.aero .

09.30 hrs. to 18.00 hrs. (Mon-Fri)- 011-24657900, E-Mail: - gmitchq@aai.aero

Tender fee of Rs.590/- (Including GST) Non-refundable will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should reach by post/ courier/ given in person to the concerned officials, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft / any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

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

**2 CRITICAL DATASHEET:**

<b>Sl. No.</b>	<b>Description</b>	<b>Date</b>
<b>1</b>	Publishing Date	08/01/2020 -1800Hrs.
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**3 BID SUBMISSION:**

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

- 1) Scanned Copy [in PDF Format] of Tender Fee (Non-Refundable) of Value **Rs. 590.00** in the Form of Demand Draft drawn in favor of “Airports Authority of India” payable at Chennai.

(Or)

Scanned copy of Valid Registration certificate of MSME/NSICs which are registered under MSME act if applicable, exemption certificate and MSME declaration for availing tender fee exemption.

- 2) Scanned Copy [in PDF Format] of Earnest Money Deposit [EMD] of Value **Rs.6,685/-** in the Form of Demand Draft drawn in favor of “Airports Authority of India” payable at Chennai.

(Or)

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

- 3) Scanned copy of Unconditional Acceptance of AAI's Tender Condition (Annexure-A)
- 4) Permanent Account Number (PAN)
- 5) GST Registration & GST Undertaking (Annexure-E)
- 6) Power of Attorney authorizing the designated executive to sign all the documents and to execute the project on behalf of the company.
- 7) Articles of Memorandum of Association or Partnership deed.
- 8) PQ Proforma /Checklist (Annexure-C)
- 9) Undertaking for not blacklisted as per Annexure I.

10) 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 of 40% of Estimated Cost i.e., Rs. 133,691/- each** or **two works of 50% of Estimated Cost i.e., Rs. 167,114/- each** or **one work of 80% of Estimated Cost i.e., Rs. 267,382/-** in single contract of similar nature of work (SITC of CCTV) during last **seven** years ending on 31.10.2019 in India along with **work order copy, bill of quantity and completion certificate**. Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. Firms should submit copy of Tax Deduction 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. 133,691.00
02	02	Rs. 167,114.00
03	01	Rs. 267,382.00

11) Annualized average financial turnover of **Rs. 1,00,268/-** 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.

12) List of clients served with contact details.

13) Digitally Signed Copy of all the pages of original tender document along with corrigendum (if any)

14) Letter for e-Payment as per Annexure J.

15) OEM certificate as Authorized Service Provider (ASP).

16) Technical Compliance Statement (Annexure G), Make and Model offered (Annexure L) along with respective technical brochures from OEM

**B.Envelope-II:** 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 colored (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.

(a) Original DD towards tender fee or tender fee exemption certificate, (b) Original DD towards EMD or 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) along with EMD exemption certificate (c) Hard copy of signed Unconditional Acceptance of AAI's Tender Conditions (Annexure A) are to be sent to the Office of The **Joint**

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**General Manager - Information Technology, AAI, Operational Office Complex, Regional Head Quarters, Southern Region, Chennai-600 027** [in a Sealed Cover with the Name of Work on top of the Cover] by post / courier should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose **Original DD towards tender fee /MSME declaration attested by notary public, Original DD towards EMD / MSME declaration attested by notary public/ affidavit – Annexure B** (if applicable) along with EMD exemption certificate, Hard copy of signed Unconditional Acceptance of AAI's Tender Conditions (Annexure A) are not received by the time of the opening of pre-qualification of tender then their tenders will be summarily rejected. AAI is not responsible for any postal delay caused for the delay in submission of the required physical documents.

- (b) If monetary limit is less than the value of work(s)/ Supply is/ are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender, they should obtain **Competency Certificate** from NSIC for participating in this tender as well as to avail MSME benefits and the **self-attested hardcopy of the Competency Certificate also needs to be submitted in physical cover.**

Qualifying requirements of contractors / firms.

- a. Agency should have Permanent Account Number (PAN).
- b. 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. 133,691/-- or two works, each of Rs. 167,114/- or one work of Rs. 267,382/-** in single contract of similar nature of work (SITC of CCTV) during last seven years ending on 31.10.2019 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”.**

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. Firms showing work experience certificate from non-government/non- PSU organizations should submit copy of tax deduction at sources (TDS) certificate in support of their claim for having experience of stipulated value of work.

- c. Should have annualized average financial turnover of **Rs. 1,63,395/-** against works executed during last three years ending 31<sup>st</sup> March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be

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submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

- d. Agency should be OEM or Authorized Service partner of OEM for the products offered.
- e. 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.

#### **4 Bids Opening Process is as below: -**

**Envelope-I:** Documents for pre-qualification bid (uploaded by the contractors / firms) shall be opened as per **CRITICAL DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal/e-mail.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I, the same will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

**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 Bill of quantity (BOQ) is attached in the portal for entering the financial quotes, Name of the bidder etc. No other cells (protected- uncolored) should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing

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the filename. **If the BOQ file is found to be modified/alterd in protected un-colored cells by the bidder, the respective bid will be rejected and EMD will be forfeited.**

5. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

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 disallow issue of tender document to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary/Permanent debar by any department of AAI. **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](mailto:itd_sr@aai.aero). 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

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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.

## SECTION –B

### INSTRUCTIONS TO BIDDERS

#### DEFINITIONS

“AAI / The Buyer” means the Airports Authority of India.

"The Bidder / Vendor" means the individual or firm who participates in this tender and uploads its bid.

“Project Leader AAI” means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the project with the bidder / contractor. "The Supplier / Contractor" means the individual or firm taking up the work as defined under the Notice Inviting Tender.

"The Works Order" means the order placed for the supply, installation, testing & commissioning of systems / works by the Buyer with the Contractor signed by the Buyer including all attachments and appendices thereto and all documents incorporated by reference therein.

"The Purchase Order / Work Order" means the order placed for the supply of items by the Buyer with the Supplier signed by the Buyer including all attachments and appendices thereto and all documents incorporated by reference therein.

“The Contract” means the agreement signed between the Buyer and the Contractor as per the terms and conditions contained in the Purchase Order / Work Order.

"The Contract Price" means the price payable to the Contractor under the Purchase Order / Work Order for the full and proper performance of its contractual obligations.

“Non-responsive Bid” means a bid, which is not uploaded as per the instructions to the bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or intentional errors have been committed in the Bid.

#### **1. Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>

#### **1.1 Registration**

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **1.2 Searching for Tender Documents**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

### **1.3 Preparation of Bids**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents -including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing

size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents and keep it as a repository.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of PQQ/Technical Bid.

#### **1.4 EMD Exemption under MSME Act.**

The following procedure is adopted for the bidders registered with NSIC under MSME Act: The MSEs who intent to claim benefits under MSME act, shall fulfil the following, otherwise they run the risk of their bid being passed over as “INELIGIBLE” for the benefits applicable to MSE’s and their bid will not be considered for evaluation.

a) EMD and tender fee if paid by Bidder shall be refunded offline by the bid manager if claimed by submitting the Attested/ Self-certified NSIC registration certificate and EMD exemption certificate, subject to the following conditions along with:

i. MSEs which are specified by the Ministry of Micro, small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing and Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).

ii. NSIC certificate with monetary limit indicated should be valid on the scheduled date/ extended date of submission of tender. Certificate without monetary limit will not be considered.

iii. The items of Product / Services mentioned under NSIC certificate should be the same or similar to the tendered items (Schedule of Items of Tender).

iv. The Monetary limit stipulated in the NSIC certificate of MSEs should be equal or more than the value of work(s)/ Supply is/ are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemption.

v. If monetary limit is less than the value of work(s)/ Supply is/ are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender, they should obtain “Competency Certificate” from NSIC for participating in this tender as well as to avail MSME benefits. The competency certificate along with Performa attached in **Annexure “B”** duly attested by Notary Public should be uploaded in the Cover I. During the bid evaluation, EMD exemption shall be granted to the NSIC/MSEs registered firm **subject to satisfying above criteria**. In case the NSIC/ MSEs registration certificate is found invalid during evaluation, the bid of such bidder

shall be rejected.

MSEs shall submit the proforma attached in Annexure “B” duly attested by Notary Public which shall be uploaded in the PQQ/Technical Bid. (Cover-I).

### **1.5 Submission of Bid**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ given in person to the concerned official as specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) 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 white colored (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.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become

readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

11) AAI is not responsible for any postal delay or delay due to link failure / internet problem etc. in respect of submission /receipt of any documents or in submission of e-Bid. Bidders who are intending to submit responsive e-Bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the Bidder to make sure that the required documents /e-Bid is submitted in time.

12) Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Tenders (as far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require, working conditions including space for stacking of materials, installation of T & P conditions affecting accommodation and movement of labours etc., and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Tender. A Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

#### **1.6 Assistance to Bidders**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

#### **2. Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of the bid. The Buyer, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of

bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

**3. Amendment to Bid Documents:**

**3.1** 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.

**3.2** The amendments shall be notified on E-tender portal and these amendments will be binding on them.

**4. Bid Prices:**

**4.1** The Financial Bid shows the bill of material for all items with scheduled quantities. This financial Bid shall be submitted online on the E-tender portal. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.

**4.2** The Rate offered by the bidder shall be inclusive of all taxes.

**4.3** The Rate (Inclusive of all taxes) shall be used for calculating the total amount in the Financial Bid.

**4.4** In the event of any errors or Ambiguity in Rate itself the Price Bid of the Vendor shall be rejected. In case the bidder not quoting price for all the items or not quoting for few items his price bid will not be considered.

**4.5** The prices quoted by the bidder shall remain firm on the date of submission of the Bid and shall not be subject to variation on any account.

**4.6** Post offer discount, if any, offered by the bidders shall not be considered. Bidders' planning to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking into account discount, free supply etc. However, such discounts from the firm declared as L1 on the basis of post bid negotiations if any shall be considered and such negotiated offers when agreed by AAI & the bidder shall form a part of the financial Bid. Taxes as applicable and in force will be paid as per prevailing rules.

**5. Period of Validity of Tender (Bid)**

**5.1** The tender (Bid) shall remain valid for a minimum of 90 days from the date of opening of the tender. The bidder shall not be entitled, to revoke or cancel the offer or to vary any term thereof, during the said period of validity without the consent in writing of AAI. In case of the bidder revoking or cancelling the offer or varying any term in regard thereof, the bidder's earnest money

deposit shall be forfeited.

**52** If there is any delay in finalization due to unforeseen factors, all the bidders shall be asked to extend the validity for an appropriate period, specifying a date by which tender is expected to be finalized. However, the tender process shall not be vitiated if any tenderer declines to extend the offer as requested for.

**6. Formats Signing of Bid:**

**6.1** The e-Bid shall be digitally signed by the bidder at e-tendering portal duly authorized to bind the bidder to the contract. Written power-of-attorney accompanying the bid shall indicate the letter of authorization. The person or persons signing the e-bid shall sign the bid, except for printed literature. The e-bid submitted shall be in properly in readable form and encrypted as per e-tendering portal requirements. Standard Printed terms and conditions of the company other than the NIT conditions shall not be considered.

**6.2** The bid shall contain no interline insertions, erasures or overwriting. Any correction if necessary, shall be made by scoring the incorrect figures/words and shall be signed physically for scanned documents / electronically otherwise) by the person or persons signing the bid.

**6.3** 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.

**6.4** In case, the condition 6.3 above 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.

**6.5** This Notice Inviting Tender shall form part of the contract documents. The successful Tenderer/ contractor, on acceptance of his Tender by the Accepting Authority, shall within 15- days from the date of award of work sign the contract consisting of Notice inviting Tenders, General conditions of contract, special/ additional condition, Technical specifications, drawings, Tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to.

**7.** The Buyer may, at its discretion extend this deadline for the submission of the bids by amending the bid documents in accordance with Clause 5 in which case all rights and obligations of the Buyer and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**8.** Any bid uploaded after the deadline e-portal system shall not permit uploading of bids after the schedule time of submission.

**9.** The bidder may correct, modify his bid after submission prior to the deadline digitally

signed bids through provisions of e-tendering portal.

**10.** The Buyer shall open Eligibility/Technical and Financial Bids on-line through e-tendering portal as per schedule. The bidders may monitor the bid opening event on-line. They may even depute an authorized representative to witness the event if they so desire. The bidder shall submit authority letter to this effect before they are allowed to participate in bid opening event.

**11.** Representative whose bid is not opened cannot monitor or witness the bid opening event.

**12.** AAI may seek performance report on a vendor from other clients whose reference are given in the tender. An adverse report from a client shall make the vendor technically unfit leading to his rejection. The process of seeking performance report shall be kept confidential so that the vendor is not able to influence the process.

**13.** AAI may visit the vendor workshop and see the facilities available with the vendor for undertaking the repair maintenance activity. Shortcomings observed during the visit shall be recorded. The vendor shall be asked to show its latest ISO documents or manuals for repair & maintenance and the vendor whose PQQ/technical bid not found in line with the ISO manual shall be liable for rejection.

**14.** Only technically successful bids will be considered for financial bid opening. The PQQ/technical bid of the bidders found to be meeting all general eligibility criteria shall be evaluated further against the technical requirements of the tender. The requirements shall be verified against the manuals / technical literature submitted by the vendors through CPP portal. The vendors may be asked in writing to substantiate their compliance submitted in the tender by suitable documentation from OEM wherever the same is lacking. The Technical evaluators on their own may download the information from the websites of the OEM(S) to verify the claims of the vendors. The PQQ/technical Bid of the vendors who fail to substantiate their claim on meeting the technical requirements even after the above process shall be rejected.

**15. Opening of the Financial Bids:**

15.1 Financial Bids of those vendors who qualify technically shall be opened electronically at AAI e-portal. Time and date of opening shall be notified in writing through e-tendering portal.

15.2 The comparison for evaluation shall be based on the total cost of the bid inclusive of all taxes, levies and charges.

15.3 No correspondence shall be entertained from the bidders after opening of Financial Bid of the Tender.

**16. Contacting the Buyer:**

16.1 Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing are liable for rejection. Such rejected tenders

will not be returned.

16.2 No bidder shall try to influence directly or through external source, the Buyer on any matter relating to its bid, from the time of publication of NIT till the time the contract is awarded.

16.3 Any effort by a bidder to influence the Buyer in the bid evaluation, bid comparison or contract award decisions shall result in the rejection of the bid, and such actions will be considered as bad performance for future Projects.

**17. Award of Contract:**

17.1 The acceptance of the tender will be intimated to the successful bidder by AAI. On acceptance of Tender earnest money will be treated as part of the security deposit. The Tender shall remain open for acceptance for a period of 15 Days from the date of opening of Price Bid. If any Tenderer withdraws his Tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.

17.2 AAI shall issue the purchase/work order to successful bidder. Successful bidder shall acknowledge the receipt of purchase/work order within five working days as a confirmation to acceptance of terms and conditions of purchase/work order duly signed by him on each page of the order.

17.3 Successful bidder has to enter into an agreement with AAI on terms and conditions mentioned in the tender, its corrigendum and technical queries and responses against which purchase/work order has been issued.

17.4 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

**18. Right to Accept or Reject the Tenders:**

18.1 The right to accept the tender in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest tender and reserves to it-self the authority to reject any or all the tenders received without assigning any reason whatsoever.

18.2 Tenders not accompanied with prescribed information or are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered non-responsive and are liable to be rejected.

18.3 The Buyer reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer's action.

18.4 AAI also reserves the right at its sole discretion not to award any order under the tender

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called. AAI shall not pay any costs incurred in the preparation and submission of any tender.

18.5 If the bidder gives wrong information in his Tender, AAI reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and forfeit the Earnest Money.

18.6 Should a bidder have a relation or relations employed in AAI in the capacity of an officer, the authority inviting tender, shall be informed. In the event of failure to inform and in a situation where it is established that the relation or relations employed in AAI has / have tried to influence the tender proceedings then AAI at its sole discretion may reject the tender or cancel the contract and forfeit the Earnest Money.

18.7 The requirements indicated in this NIT are the minimum and bids of the firms not complying with these minimum requirements or having deviations equivalents to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable without any additional financial implication.

18.8 Any correspondence after the opening of the PQQ/technical bid, from the bidder, regarding the bid unless specifically sought by AAI shall not be considered. Such post bid offers / clarifications may be liable for action as per clause 16 above.

18.9 Tenders where Earnest Money Deposit (EMD) is not paid OR non-submission of related documents relating to Exemption of EMD which shall be applicable to SSI or PSU shall be rejected outright.

**19. Issue of Work Order:**

19.1 The acceptance of the tender will be intimated to the successful bidder by AAI, either by fax or by letter, e-portal/email.

19.2 The issue of a Works Order / Purchase Order shall constitute the intention of Buyer to enter into the contract with the bidder.

19.3 Acceptance of the Works order / Purchase Order will be deemed as effective from the date of issue of Works Order / Purchase Order. All formalities of submission of the Contract Performance Bank Guarantee and signing of the contract shall be completed within 30 days of the Work Order.

19.4 AAI shall be the sole judge in the matter of award of contract and decision of AAI shall be final and binding.

**20. Signing of Contract:** The issue of Works Order / Purchase Order shall constitute the award of contract on the bidder. The signing of the Contract and submission of Undertaking by L1 Bidder/ Agency must be completed within 7 days of the acceptance of the Work Order / Purchase Order.

**21. Annulment of Award:** Failure of the successful bidder to comply with the requirement of

Signing of Contract as mentioned above in this section shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event the Buyer may make the award to any other bidder at his discretion or call for new bids.

**22. Quality Assurance Requirements:** The supplier shall submit copies of Valid Certificates to ensure that all works comply with standards specified in the QRs.

**23. Transfer of Tender Document:** Transfer of Tender Documents by one bidder to another is not permissible. Similarly transfer of tenders submitted by one bidder in the name of another vendor is not permissible.

**24. Local Conditions**

24.1 Each Bidder is expected to fully get acquainted with the local conditions and factors, which would have any effect on the performance of the contract and / or the cost.

24.2 The Bidder is expected to visit and ascertain the feasibility and examine the sites of AAI offices and its surroundings and obtain all information that may be necessary for preparing the bid and execution of the contract at their own interest and cost.

24.3 The Bidder and any of their employees/agents/subcontractors will be granted permission by the Purchaser to enter upon its premises and lands for the purpose of such inspection, but only upon the condition that the Bidder and any of their employees/agents/ subcontractors will be responsible for any personal injury (whether fatal or otherwise), loss of or damage to life, property and other loss damage, costs and expenses however caused.

24.4 The electricity for all purposes under the contract shall be provided by AAI without any charge to the vendor

**25. Post receipt / pre-installation testing**

This testing / inspection shall be performed at the AAI site at the time of delivery of the equipment and the inspector shall inspect the goods against any physical damage on delivery. The inspector shall also check the goods delivered against the models ordered. The inspector shall reject the items, which are not delivered as per the contract or any subsequent modifications to the contract, in terms of make & model. The inspector shall also receive the goods after inspection.

**26. Post installation Acceptance testing / Inspection**

This testing / inspection shall be performed after the completion of installation. The inspectors shall verify the component level details during this testing and shall sign the installation report after successful completion of the post installation testing. Defects / shortcomings brought out in this testing shall have to be attended as per the contract within the permitted time schedule.

## SECTION – C

### GENERAL TERMS & CONDITIONS OF THE CONTRACT

#### 1. PURPOSE & SCOPE

This document sets out the terms & conditions to be met in connection with the “**Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai**” for the work as per details given in the notice inviting e-tender with specifications as in **Annexure - G**. Bidders bidding for part of the total requirements will be rejected.

#### 2. COMPLIANCE

- a) The unconditional acceptance of all the terms & conditions of the E-tender has to be uploaded through a letter. The format of the letter is attached at **Annexure A** and hard copy of Unconditional Acceptance of AAI’s Tender Conditions to be sent to, The Joint General manager, Information technology Division, Operational Offices Complex, Airports Authority of India, Regional Head Quarters, Southern region, Chennai.
- b) The submission of the tender will imply acceptance of all the tender conditions by the bidder laid in tender document including all the Annexure & Schedules to the tender document.
- c) The compliance to the technical specifications as in **Annexure G** and terms & conditions should be supported by authenticated documentation wherever required.
- d) The submission of unconditional acceptance as described above is essential for the tender evaluation. The failure to upload the unconditional acceptance statement in the said format shall result in the bid being rejected.

#### 3. EARNEST MONEY

- a) Earnest Money Deposit of the technically unsuccessful bidders shall be returned after the completion of the technical evaluation process.
- b) No interest or any other expenses, whatsoever, will be payable by AAI on the EMD in any manner.
- c) The EMD of the successful bidder will be returned after receipt of Performance Bank Guarantee (PBG).
- d) The EMD amount shall be forfeited in the following events:
  - i) If the successful bidder fails to enter into a contract with AAI within 7 calendar days after the receipt of the work order.
  - ii) If the successful bidder fails to submit the Performance Bank Guarantee as stipulated in **Annexure –H**.
  - iii) In the event of not accepting the conditions of the contract even after agreeing to do

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so and uploading the letter of un-conditional acceptance of terms as per letter in

**Annexure-A.**

#### **4. SECURITY DEPOSIT**

a) The security deposit @ 10% of the quoted value will be deducted from the bill payment or Bidder can submit a Bank Guarantee (BG) (Annexure H) after award of the work within 15 days.

b) The security deposit/BG will be returned to the successful bidder after 15 Months from the day of completion of the Site Acceptance Test without any interest.

#### **5. STANDARDS & PROVEN PRODUCT**

a) State of the art technology shall be deployed in the equipment for the system offered and all designs, materials, manufacturing techniques and workmanship shall be in accordance with the highest accepted international standards for this type of equipment.

b) The bidder shall also state, where applicable, the National or other International Standard(s) to which the whole, or any specific part, of the equipment or system complies. The spares of system having same functionalities / offered for supply should be proven product.

**6. TIME/DELIVERY & INSTALLATIONS SCHEDULE AND PART SUPPLIES: 30 days from the date of receipt of work order.** The supply, installation and commission of goods ordered should be fully completed within the stipulated delivery schedule.

#### **7. LIQUIDATED DAMAGES**

In case of delay in completion of the contract, liquidated damages (L.D.) shall be levied @ 0.5% of the full value of uncompleted portion of work per week (part of week to be treated as one week) subject to maximum of 10% of total contract value. If the uncompleted work, restricts the operation of complete system then LD shall be applicable to total value of contract with approval of Competent Authority.

**Delay in any stage of work shall invite L.D. according to value of the activity as defined above** AAI, if satisfied, that the works can be completed by the contractor within a reasonable time after the specified time for completion, may allow further extension of time at its discretion with or without the levy of L.D. In the event of extension granted with levy of L.D., AAI will be entitled without prejudice to any other right or remedy available in that behalf, to recover from the contractor an agreed compensation amount calculated @ 0.5% of the total value of the uncompleted portion of work per week or part thereof subject to a maximum of 10% of total contract value.

#### **8. TIME: THE ESSENCE OF CONTRACT**

The time and date of completion of the works as contained in this tender and as agreed to contractually shall be final and binding upon the contractor firm except for Para 16 of this section.

**9. DELAY & NON-CONFORMANCE**

In case of time schedule including approved delay with or without levy of liquidated damages for late delivery of equipment or late completion of supply whichever if applicable as contained in Para 6 & 7 above not being adhered to, AAI shall have the right to cancel the order wholly or in part thereof without any liability of cancellation charges and procure the goods elsewhere in which case the successful bidder shall make the difference in the cost of goods procured elsewhere and price set forth in the order with the successful bidder. In the event of rejection of non-conforming goods, the successful bidder shall be allowed to correct the non-conformities without extension in delivery period. If successful bidder fails to do so within the stipulated time, the purchaser shall have the right to take recourse.

**10. DEDUCTIONS FROM CONTRACT PRICE**

All costs, damage or expenses which the AAI may have paid, for which under the contract the supplier is liable, will be claimed by the Airports Authority of India (AAI). All such claims shall be billed by the AAI to the Supplier regularly as and when they fall due. Such bill shall be supported by appropriate and certified vouchers or explanations to enable the supplier to properly identify within fifteen days of the receipt of the corresponding bills and if not paid by the supplier within said period, the AAI may then deduct the amount from any money due or becoming due to the supplier under the contract or may be recovered by actions of Law or otherwise, if the supplier fails to satisfy the AAI of such claims.

**11. CORRESPONDENCE**

All correspondence would be directly with the bidder and correspondence through agents will not be entertained.

**12. PATENTS, SUCCESSFUL BIDDER'S LIABILITY & COMPLIANCE OF REGULATIONS**

Successful bidder shall protect and fully indemnify the AAI from any claims for infringement of patents, copyright, trademark, license violation or the like. Successful bidder shall also protect and fully indemnify the AAI from any claims from successful bidders' workmen/employees, their heirs, dependents, representatives etc. or from any person(s) or bodies/companies etc. for any act of commission or omission while executing the order.

Successful bidder shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the AAI from any claims/penalties arising out of any infringements and indemnify completely the AAI from any claims/penalties arising out of any infringements.

**13. SETTLEMENT OF DISPUTES**

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a) If a dispute of any kind whatsoever arises between the AAI and the Contractor in connection with, or arising out of the Contract or the execution of the works, whether during the execution of the Works or after their completion and whether before or after repudiation or after termination of the contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Project Leader or his nominee, the matter in dispute shall, in first place be referred to the Jt. General Manager (IT),RHQ,SR who shall act as the conciliator on the matter. The disputes will firstly be settled by the Conciliator, failing which any party may invoke arbitration clause.

b) Unless the Contract has already been repudiated or terminated or frustrated the Contractor shall in every case, continue to proceed with the works with all due diligence and the Contractor and AAI shall give effect forthwith to every decision of the Project Leader or his nominee unless and until the same shall be revised, as hereinafter provided, by the Conciliator or in an Arbitral Award.

#### **14. ARBITRATION AND LAW.**

All disputes and differences arising out of or in any way touching or concerning this contract (except where otherwise provided for in the contract) shall be referred to the sole arbitration of the Regional Executive Director, RHQ, SR. The award of the Arbitrator shall be final and binding on both the parties. The Arbitration and Conciliation Act, 1996 shall be applicable. It will be no bar if the Arbitrator appointed as aforesaid is or has been an employee of the Authority and the appointment of the Arbitrator will not be challenged or be open to question in any Court of Law, on this account Indian laws shall govern this contract.

#### **15. TERMINATION OF CONTRACT AT PURCHASER'S INITIATIVE**

a) The AAI reserves the right to terminate the contract either in part or in full due to the reasons other than specified herein. The AAI shall in such an event give 15 days' notice in writing to the Supplier of their decision to do so.

b) The supplier upon receipt of such notice shall discontinue the work on the date to the extent specified in the notice, make all reasonable efforts to obtain cancellation of all orders and contract to the extent they are related to the terminated and terms satisfactory to the AAI, stop all further subcontracting or purchasing activity related to the work terminated, and assist the AAI in maintenance protection and disposition of the work acquires under the contract by AAI.

#### **16. FORCE MAJEURE**

a) AAI may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject to what is stated in the following sub paragraphs and to the procedures detailed there in being

followed. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, flood, storms etc), acts of states, the direct and indirect consequences of wars (declared or un-declared), hostilities, nationalemergencies, civil commotion and strikes (only those which exceed a duration of ten continuous days) at successful Bidders factory. The successful bidders right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures.

- b) That within 10 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the bidder informs the AAI in writing about the occurrence of Force Majeure Condition and that the Bidder considers himself entitled to an extension of the time limit.
- c) That the contractor produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.
- d) That the contractor proves that the said conditions have actually interfered with the carrying out of the contract.
- e) That the contractor proves that the delay occurred is not due to his own action or lack of action.
- f) Apart from the extension of the time limit, force majeure does not entitle the successful bidder to any relaxation or to any compensation of damage or loss suffered.

#### **17. START OF CONTRACT**

The Contract shall be considered as having come into force from the date of issue of work order by AAI.

#### **18. PRICE: FOLLOW THE INSTRUCTIONS AVAILABLE ON E-TENDER PORTAL**

The bidder shall confirm that quoted prices shall be firm and fixed and subject to no escalation whatsoever till the validity period of the tender. The supplier shall quote the prices up to Door Delivery basis. In case of item rate tender, only rates quoted shall be considered.

#### **COST OF SUPPLY OF ITEMS:**

Bidder shall indicate the cost of supply of items in INR.

#### **COST OF FREIGHT AND INSURANCE:**

Successful bidder is responsible for delivering the items up to consignee Airports. He shall make his own arrangement for obtaining Road permits/entry passes for transporting the system to consignee Airport; however, AAI will provide the requisite documents for obtaining road permits i.e. copy of purchase order, authorization letter etc. Nothing extra shall be paid by AAI.

#### **Prices quoted by the supplier shall on Door Delivery basis**

Bidder shall quote the price up to destination on Door Delivery basis so that AAI can

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evaluate the financial impact of project in total, that means bidder shall arrange freight and insurance, loading/unloading etc. then bidder shall fill the price bid to ascertain net cost to AAI.

In case of Public Sector Undertakings (Govt. of India) and SSI registered with NSIC under single point registration scheme entitled for purchase preference facilities under the existing policy of Govt. of India, necessary price break-up indicating clearly the value-added content of the manufacturer must be indicated in the pricing schedule.

Prices quoted strictly as per the format of BOQ only, will be considered for price comparison.

## **19. GUARANTEE/WARRANTY**

All goods or material shall be supplied strictly in accordance with the specifications. No deviation from such specifications of these conditions shall be made without AAI's agreement in writing must be obtained before any work against the order is commenced. All materials furnished by the successful bidder pursuant to the Order (irrespective of whether engineering/design or other information has been furnished, reviewed or approved by AAI) are required to be guaranteed to be of the best quality of their respective kinds (unless otherwise specifically authorized in writing by AAI) and shall be free from faulty design to the extent such design is not furnished by AAI. The goods/material used by the successful bidder and its workmanship should be of proper quality so as to fulfil in all respects, the operating conditions and other requirements specified in the order. If any trouble or defect originating from the design, materials, workmanship or operating characteristic of any materials arise **during warranty period** bidder is notified thereof, the bidder at his own expense (including freight, duty and customs for items sent for repair) and at no cost to AAI, as promptly as possible make such alterations, repairs and replacement at the site as may be necessary to permit facilitate the functioning of the equipment in accordance with the specifications. The warranty period of repaired or replaced goods shall be extended for a period equal to the turnaround time (out of service period).

In the event that the materials supplied do not meet the specifications and/ or are not in accordance with the drawings and datasheets and rectification as required at the site. AAI shall inform the bidder giving full details of deficiencies. The bidder shall at his own expense, meet and agree with the representatives of AAI the action required to correct the deficiencies and shall attend to the deficiencies at his own expense. Replacement under warranty clause shall be made by the supplier free of all charges at site including freight, insurance and other incidental charges.

Successful bidder shall repair the unserviceable items failed during the warranty period within turnaround time of 10 days (for Indian suppliers). Turnaround period is defined as the time period between the unserviceable item received by the supplier in factory and time when

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serviceable item is dispatched from the factory. Any delay in repairing the unserviceable card shall attract Liquidated Damage (LD) which shall be deducted either from the performance Bank Guarantee or from Security Deposit.

AAI reserves the right to en-cash complete value of performance Bank guarantee or forfeit security deposit, if the performance of supplied items is not satisfactorily without assigning any reason.

## **20. PACKING AND MARKING**

- a) All packing should be strong enough to withstand rough handling during loading, unloading and transporting of the packages.
- b) The supplier sends the goods to ultimate AAI owned user consignee site, in a fully packed condition as per requirement of component/equipment and fully insured.

## **21. SUBSTITUTION & WRONG SUPPLIES**

Unauthorized substitution or materials delivered not complying with the description or quality or supplied in excess quantity or rejected goods shall be taken back by the Successful Bidder at his cost and risk.

Bidder shall not substitute any item at the time of delivery against the item mentioned in purchase order unless the item is no longer available in the market due to obsolesce or any other reason and OEM issues the certificate to this effect. AAI shall accept the higher version of item of same make and better Technical specifications if it is approved by Joint General Manager (IT), RHQ, SR.

## **22. DISPATCH OF DOCUMENTS:**

The successful bidder shall forward two sets of the following documents, one each to the Joint General Manager (IT), RHQ, SR and the Port consignee as soon as goods are dispatched

- a) Invoice + 2 copies
- b) Itemized Packing list with cost of each item + 2 copies
- c) Proof of dispatch of items
- d) Certificate of goods received at site in physically good condition

## **23. TAXES, PERMITS AND LICENCES**

Bidder shall be liable to pay any and all duties, levies and taxes lawfully assessed against AAI or bidder in pursuance of the contract.

Quoted / tendered rate inclusive of all taxes, duties, freight including GST in **BoQ**. In case supplies are delayed for reasons attributed to the suppliers, the increase rate of statutory taxes shall be borne by the supplier. However, any benefit accruing due to decrease in statutory taxes shall be passed on to AAI.

**24. MISCELLANEOUS**

In addition to the above any other information / description, the bidders may wish to provide, like the features / performance figures specified/indicated should be with supporting documents /calculations. All figures indicated by the bidders must be fully qualified and subject to coordinated performance.

AAI reserves the right to change the quantity to be supplied to the extent to  $\pm 30\%$  of the tendered quantity or part thereof, indicated in **Annexure-F**, at the time of placement of purchase 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 **30%** the quantity of the original order.

**SECTION – D**

**SPECIAL CONDITIONS OF THE CONTRACT**

**1. Standards**

All designs, codes, developing platforms, developing techniques and workmanship shall be in accordance with the highest accepted international standards for this type of work. The bidder shall also state, where applicable, the National or other International standard(s) to which the whole, or any specific part, of the system, software complies.

The requirements given in this document are firm and no deviation of any kind is acceptable.

**2. Lowest bidder (L1) shall be finalized on the basis of net cost to AAI**

Price Bid of the bidder shall be considered on the basis of lowest net cost. Price bid shall be full in all respect. Partial bid will not be considered for evaluation.

**3. Time Schedule**

The supply, installation and commissioning as per the Notice Inviting Tender shall be completed within 30 days of placement of firm order from AAI or as per the schedule submitted by the bidder whichever is less.

**4. Payment terms**

**4.1** No mobilization advance shall be paid.

**4.2** 60 % of the cost of the product / equipment supplied as per bill of material & 100% taxes (GST) shall be released against the delivery of the goods at site in good condition on submission of the following documents in ORIGINAL.

- a) Invoice + 2 copies
- b) Itemized Packing list with cost of each item + 2 copies
- c) Certificate of goods received at site in physically good condition issued by authorized representative of AAI.

**4.3** Balance 40% of the payment towards the cost of the Products / Equipment's and 100% installation, commissioning charges if any shall be released after the Site Acceptance Test of the items and Training, against submission of the following documents in ORIGINAL:

- a) Invoice in duplicate.
- b) Certificate of completion of Installation, testing & commissioning issued by authorized representative of AAI.

**5. Payment Authority:**

Bill shall be raised in Favor of “**AIRPORTS AUTHORITY OF INDIA**”, Chennai.

**6. Substitution & Wrong Supplies**

Unauthorized/Pirated substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or old versions shall be returned to the successful bidder at his cost and risk.

**7. Warranty/Guarantee:** Minimum 1-year warranty /guarantee shall be provided on the supplied items/equipment's, whereas additional warranty period as specified by OEM shall be benefited to AAI.

**8. Change of Model:** No change of model after the placement of order shall be entertained unless the alternate model offered are equivalent or higher in specifications and approval of the competent authority has been obtained in writing for such a change of model before the delivery of the product. Delivery of the alternate product without such an approval shall not be accepted and AAI shall not be responsible for any delay in delivery schedule on this account.

**9. Training:** Bidder may be asked to provide minimum one day hands on training to explain configuration of the equipment installed as per handing over documents (If required).

**10. Scope of work:**

- a. Vendor has to take up the contract on turnkey basis, i.e. Supply, Installation, Testing and Commissioning for IP BASED CCTV SURVEILLANCE system as per AAI requirements.
- b. 12 nos. Fixed cameras should be installed and configured as required by AAI & with suitable mounting arrangement. Quantity of 2 cameras need to be configured with backup of 365 days and 10 cameras with 90 days.
- c. Laying, terminating & connecting cables with redundancy between cameras & control room.
- d. Establishing control rooms for configuration, operation, monitoring & maintenance with one display (Monitor) for Surveillance purpose, has to be setup.
- e. Installation, configuration & customization of Network Video Recorder (NVR) will support up to 32 channels at a time from the Main Control Room.
- f. Installation, configuration & commissioning NVR with 12 cameras, Switches, Cable Laying & Termination, LAN/Power cables, rack mounting, Centralized UPS of suitable capacity to power the entire CCTV System, Power to camera etc.
- g. If there is any gap between AAI's requirement and OEM warranty, then it will be the responsibility of bidder to fill up the gap.

**11. Technical Manual**

The bidder shall supply complete set of technical/ operations and maintenance manuals

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(as applicable) along with the delivery. The cost of such manuals supplied will be included in the cost of the system.

- 12.** The vendor should deploy well trained personnel at the site. AAI shall not be responsible for any incident or accident happening at the site due to the negligence of the personnel deployed by the bidder. The bidder shall absolve AAI against all such claims.
- 13.** The Supplier is responsible for all unpacking, assemblies, wiring, installations, cabling between hardware units and connecting to power supplies at site.

**UNCONDITIONAL ACCEPTANCE LETTER**

**(TO BE SUBMITTED IN “COVER- I”)**

To

Joint General Manager (IT),

Regional Head Quarters, Southern Region, Airports Authority of India,

Chennai – 600 027 Tamil Nadu.

Sir,

**UNCONDITIONAL ACCEPTANCE OF AAI'S TENDER CONDITIONS – Reg**

1. The tender document for the work “**Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai**” has been sold 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 tender document (AAI GENERAL CONDITIONS OF CONTRACT) made available to me/ us in the Office of Joint General Manager (IT), 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(s) the tender conditions of AAI's tender documents in its entirety for the above work.
3. The contents of Clauses of Notice Inviting of e-Tender Documents, Clause 17 of Section -A has been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks/ conditions (except unconditional rebate on quoted rates, if any) in / along with the Tender Document and the same has been followed in the present case. In case, this provision of the tender is found violated after opening of tender, 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 10% of Earnest Money Deposit.
4. “That I / We declare that I / We 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, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the Appropriate Authority in AAI”.

Yours faithfully,

**SIGNATURE OF THE TENDERER WITH COMPANY SEAL**

**Place and Date:**

**ANNEXURE-B**

**(To be submitted in Non-Judicial Stamp Paper value of Rs.100/- and to be uploaded in COVER- I)**

**DECLARATION (For MSE Units only)**

I, \_\_\_\_\_ on behalf of M/s. \_\_\_\_\_ in the capacity of \_\_\_\_\_ (Position) hereby declare that

**1. Our MSE Unit(s) is/ are availing benefits extended by MSME, Government of India to Micro and Small Enterprises (MSEs) for the work of “Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai” invited vide Tender ID: 2020\_AAI\_39780\_1**

**2. Our MSE Unit(s) has/ have not been awarded any work /supply\* under MSME benefit during the current financial year.**

**OR**

Our MSE Unit(s) has/have been awarded work /supply for a total value of

Rs \_\_\_\_\_ (Rupees\_ only) under MSME benefits as on date and same work(s)/Supply is/are “In hand (Progress)/ Incomplete\*\*” during the current financial year. Further we confirm that the value of work(s)/ Supply is/are in hand (awarded under MSME benefits) during the financial year plus estimated cost of this tender has not crossed the “Monetary Limit” mentioned in NSIC certificate.

**3. Our firm is participating in this tender under “MSE unit”.**

**NOTE\*:** Strike out the conditions in (2) whichever is not applicable. **Decision on any discrepancy in this “DECLARATION” shall be at the discretion of AAI and shall be final and binding.**

**SIGNATURE WITH COMPANY SEAL**

**ATTESTED BY NOTARY PUBLIC**

ANNEXURE-C

**PQ PROFORMA/ CHECKLIST FORMAT TO BE SUBMITTED BY THE BIDDER  
ALONG WITH APPLICATION FOR SHORT LISTING (To be uploaded in Cover-I)**

<b>Qualifying Criteria</b>	<b>Particulars to be filled in by the firm</b>
a) Name of the agency / firm	
a) Address Organization ID b) Mobile No. / Tel. No. c) e-mail address	
<b>Cover - I shall contain scanned copy of</b>	
d) Tender Fee details (DD Copy) e) If Tender Fee not paid Valid Exemption certificate f) EMD Details (DD Copy) g) If EMD not paid i. Valid Exemption certificate (NSIC registration) ii. MSE Declaration Form – MSME (Annexure – B) Duly h) Signed unconditional acceptance letter (Annexure A) i) Permanent Account No. (PAN) j) GST Registration & GST Undertaking (Annexure-E) k) Power of Attorney authorizing the designated executive for signing the documents. l) Articles of Memorandum of Association or Partnership deed m) Undertaking for not blacklisted as per Annexure I. n) <b>Experience certificate details (Works completed during the period last seven years ending on 30 June 2019)</b>	

<p><b><u>I. Work No. 1</u></b></p> <p>Name of Work:</p> <p>Name of the organization / department where work has been executed:</p> <p>Completion cost (in INR):</p> <p>Date of Start:</p> <p>Date of Completion (Stipulated):</p> <p>Date of Completion (Actual):</p> <p>Tax Deduction at Source [TDS] Certificate if completion certificate is from Non-Government/ Non-PSU Organizations</p> <p><b><u>II. Work No. 2</u></b></p> <p>Name of Work:</p> <p>Name of the organization / department where work has been executed:</p> <p>Completion cost (in INR):</p> <p>Date of Start:</p> <p>Date of Completion (Stipulated):</p> <p>Date of Completion (Actual):</p> <p>Tax Deduction at Source [TDS] Certificate if completion certificate is from Non-Government/ Non-PSU Organizations</p> <p><b><u>III. Work No. 3</u></b></p> <p>Name of Work:</p> <p>Name of the organization / department where work has been executed:</p> <p>Completion cost (in INR):</p> <p>Date of Start:</p> <p>Date of Completion (Stipulated):</p> <p>Date of Completion (Actual):</p>	
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<p>Tax Deduction at Source [TDS] Certificate if completion certificate is from Non-Government/ Non-PSU Organizations</p> <p>o) <b>Annual Financial Turnover</b></p> <p>i. <b>Financial Year 2016-17:</b></p> <p>ii. <b>Financial Year 2017-18:</b></p> <p>iii. <b>Financial Year 2018-19:</b></p> <p>iv. <b>Average:</b></p> <p>p) List of clients served with contact details.</p> <p>q) Digitally Signed Copy of all the pages of original tender document along with corrigendum (if any)</p> <p>r) Letter for e-Payment as per Annexure- J</p> <p>s) OEM certificate as Authorized Service Provider (ASP).</p> <p>t) Technical Compliance Statement (Annexure-G)</p> <p>u) Make and Model offered (Annexure L)</p>	
<p><b>Cover – II shall contain</b></p> <p>a) Financial bid through CPP portal</p>	

Sl. No	Number of completed Works	With Minimum Value of Each Work
01	03	Rs. 133,691.00
02	02	Rs. 167,114.00
03	01	Rs. 267,382.00

Place:

Signature

Date:

Authorized Signatory of the Contractor/ Firm

## ANNEXURE - D

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

**<http://etenders.gov.in/eprocure/app> REGISTRATION**

- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- a. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case

there is any corrigendum issued to the tender document.

c. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, Service Tax or GST & VAT Registration, Annual Audit Reports, Auditor Certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “**offline**” to pay the tender fee / EMD as applicable and enter details of the instrument.

4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ couriered/ submitted in person to the concerned official, latest by as

specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. 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 colored (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.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key.

Further this key is subjected to asymmetric encryption using buyers/ bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.

This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

a. Any queries relating to the tender document and the terms and conditions contained therein

should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

b. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

CPPP under GePNIC, Help Desk Services

1. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Numbers are 0120-4200462, 0120-4001002, Mobile: 91826246593

E-Mail: support-eproc@nic.in

*Note-* 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 issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

2. For any Policy related matter / Clarifications please contact Dept of Expenditure, Ministry of Finance. E-Mail: cPPP-doe@nic.in

3. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)

a) All the queries of the Bidders pertaining to Bid procedure / technical support on CPP – portal (URL: <https://etender.gov.in/eprocure/app>) for submission of tender documents normally addressed to AAI Help Desk Support as below:

011-24626632,

011-24632950, Ext – 3512, 011-24632950 Ext-3505

011-24647596

Mobile Numbers: 08510096161, 08510096262, 08510096363

Email addresses: esap1@aai.aero, etendersupport@aai.aero, aniruddhasharma@aai.aero, gmit@aai.aero In case of queries regarding Bid procedure / technical support on e-tender portal, if the AAI Help Desk is non responsive, the Bid Manger, Name: K.S.Prasad may be contacted at Mobile No. 8377914813 (Enquiries during working days and working hours i.e. Monday to Friday between 9:30 to 18:00 Hrs.), E-mail ID: prasadksiva@aai.aero. All bid procedure related queries be referred to HELP DESK as above and then to Bid Managers only. Please note that no bid procedure related queries should be referred to Independent External Monitors (IEM).

b) Before submitting queries, bidders are requested to follow the instructions given in “Guidelines to Bidders” and get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”.

**4. In case of any issues faced, the escalation matrix is as mentioned below:**

Sl. No	Support Persons	Escalation Matrix	E-mail Address	Contact Nos.	Timings*
1	Help Desk Team	Instant support	eprochelp@aai.aero	011-24632950, Ext-3512  <b>(Six Lines)</b>	(MON-SAT) 0800-2000 Hrs..
2	SM (IT)	After 4 hours of issue	sanjeevkumar@aai.aero	011-24632950,  <b>Ext- 3505</b>	(MON-FRI) 0930-1800 Hrs..
3	AGM(IT)	After 12 hours	snita@aai.aero	011-24632950, Ext-3523	(MON-FRI) 0930-1800 Hrs..
4	General Manager (IT)	After 03 Days	gmitchq@aai.aero	011-24657900	(MON-FRI) 0930-1800 Hrs..

**\*The Helpdesk services shall remain closed on all Govt. Gazette Holidays.**

The above-mentioned help desk number are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. **For queries related to the tenders published on the portal, bidders are advised to contact concerned.**

5. Updates with regard to Integrity Pact may please be seen on AAI website by following the access path [www.aai.aero](http://www.aai.aero) > Vigilance > Integrity Pact or [www.aai.aero](http://www.aai.aero) > Vigilance > Vigilance events > Integrity Pact.

**GST UNDERTAKING**

**Name of work: Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai**

We hereby declare that we are registered under GST and comply with all provisions of GST Act.

Our GST details are furnished as below:

1	GST Registration No. (Enclose 1. copy of GST Regn.)	
2	PAN	
3	Legal Name	
4	Trade Name	

Further, I / We hereby unconditionally accept the following conditions in its entirety for the above work.

1. We undertake that we are registered under GST and comply with all provisions of GST Act.
2. We undertake that all input credit shall be passed on to AAI.
3. In case of non-compliance of GST provision and blockage of any input credit, we shall be responsible to indemnify AAI.
4. In case of any change in rate of Tax or any provision to levy of Tax resulting in increase in burden of, we shall be entitled to receive any compensation for such increase in quantum of Tax payable by us. Similarly, recovery shall be made from us on account of decrease of rate of Tax or any provision relating to tax.

Signature with name and Company Seal.

**SCHEDULE OF ITEMS**

<b>S. No</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>
1	2MP IR Dome Camera	12	Nos
2	32 Channel Network Video Recorder	1	Nos
3	24-inch LED Full HD Monitor	1	Nos
4	24port Gigabit PoE+ Managed Switch	1	Nos
5	3 KVA online UPS with inbuilt batteries	1	Nos
6	Floor mountable 19" 42U Rack.	1	Nos
7	Supply and laying of CAT6 Cable of 305 Mtrs. through PVC pipe.	1	Box
8	6 TB Surveillance Hard Disk (Should support at least 20TB usable capacity)	4	Nos
9	Back box for the Dome Camera.	12	Nos
10	Installation charges.	1	Lumpsum

**TECHNICAL COMPLIANCE STATEMENT****2MP IR Dome Camera**

<b>Sl. No</b>	<b>Description</b>	<b>Specification</b>	<b>Complied/not-complied</b>
1	Image sensor	1/2.8" 2MP progressive scan CMOS	
2	Minimum illumination	At most 0.08 lux at F1.4 or more, 0 lux with IR on	
3	Shutter speed	1/100000s to 1/3s, Auto, Manual	
4	White balance	Available	
5	Lens	Min 2.7mm	
6	Angle of view(min)	Horizontal: 87 degrees Vertical: 48 degrees	
7	Video compression	H.265/H.264/MJPEG	
8	IR LEDs	Min. 24	
9	Image enhancement	BLC, HLC, WDR	
10	True WDR	120dB or better	
11	Frame rate	Min 30fps at 2MP	
12	S/N ratio	Min 48db	
13	Resolution	2MP (1920x1080)	
14	Digital zoom	Available	
15	Motion detection	Available	
16	Privacy mask	Available (min. 3 zones)	
17	ROI	Available	
18	Day/night IR cut filter	Available	
19	Alarm	Available	
20	Bit rate	14Kbps-9.2Mbps	
21	Protocol	TCP/IP, HTTP, DHCP, DNS, DDNS, RTP, RTSP, PPPOE, SMTP, NTP, SNMP, HTTPS, FTP, ONVIF S	
22	User authentication	Yes	
23	Smart detection	Tripwire, intrusion	
24	Ethernet	RJ-45(10/100Base-T)	
25	Type	IP dome indoor camera	
26	ONVIF Support	Available	
27	IR range	Min 30 mtrs.	

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28	Local storage	Min. 128GB (Micro SD)	
29	Network Storage	NAS	
30	Power source	12V/2A, POE (IEEE 802.3af)	
31	Weather proof standard	IP67, IK10	
32	Certifications	FCC Part 15 Subpart B, CE, UL	
33	Mounting kit	Yes	
34	Warranty	Min 1 year	

**32 Channel Network Video Recorder**

Sl. No	Description	Specification	Complied/not-complied
1	Processor	Intel Quad-core processor or better	
2	IP camera input	32 Channel	
3	Operating system	Embedded LINUX	
4	Video output	HDMI (2.0) – 1 Port	
5	Compression	H.265/H.264/MJPEG	
6	Incoming bandwidth	384Mbps or more	
7	Video recording resolution	4K (3840 x 2160) supports image resolution 2MP	
8	Video recording bandwidth	Max 384 Mbps	
9	Motion detection	Available	
10	Video loss	Supports	
11	Alarm support	Available	
12	Playback resolution	Min 64 Mbps	
13	Hard disk	At least 4 SATA Port (10TB each)	
14	Trigger events	Recording on Selected Channel, FTP/Email server, Email Notification with Snapshot, TCP Notification, Recall PTZ Preset Position, Turn On/Off Alarm Outputs, Buzzer Notification, SMS Notification, Calling from Mobile App	
15	RAID level	RAID-0, RAID-1, RAID-5, RAID-10, Single Disk	
16	Recording mode	Scheduled, Manual, Alarm and COSEC	
17	Search mode	Date and Time, Camera, Event, Recording Type	
18	Backup mode	Manual Backup over USB and NAS,	

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		Scheduled Backup over USB, NAS and FTP	
19	Interface ports	3 Ports (1x USB 3.0, 2x USB2.0), VGA	
20	Record interval	Pre-record: Up to 30 Sec, Post-record: 10-300 Sec	
21	Ethernet	2 Ports x Ethernet (RJ-45) 10/100/1000Mbps	
22	Protocols	TCP/IP, DHCP, PPPOE DNS, DDNS, Free Matrix DNS, FTP, SMTP, NTP, RTP/RTSP, HTTP, CIFS/NFS, UPnP	
23	Power supply	100-240-volt AC	
24	ONVIF Support	Available	
25	Chassis	19-inch rack mountable	
26	Certification	FCC, UL, CE	
27	Warranty	Min 1 year	

**24-inch LED Full HD Monitor**

Sl. No	Description	Specification	Complied/not-complied
1	Device Type	24-inch (60.45cm) LED monitor	
2	Panel Type	IPS	
3	Aspect Ratio	16/9	
4	Native Resolution	Full HD (1080p) 1920 x 1080 at 60 Hz	
5	Brightness	Min 250 cd/m <sup>2</sup>	
6	Contrast Ratio	1000 /1	
7	Response Time	5ms	
8	Color Support	16.7M colors	
9	Input Connectors	HDMI, VGA	
10	Certification	TCO Certified, ENERGY STAR Qualified	
11	Warranty	Min. 1 year	

**24 port Gigabit PoE+ Managed Switch**

Sl. No	Description	Specification	Complied/not-complied
1	Downlinks total 10/100/1000 or PoE+ copper ports	24 ports full PoE+	
2	No: of ports	Minimum 24	
3	Type	Managed, POE, 19-inch rack mountable	

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4	SFP ports	2 x 10 G Ports	
5	Total number of MAC addresses	Min. 32000	
6	IPv4 routing entries	Min. 2000	
7	IPv6 routing entries	Min. 1000	
8	Packet buffer size	Min. 4MB	
9	DRAM	1 GB or more	
10	Flash memory	1 GB or more	
11	Power rating	At least 445 W	
12	Switching capacity	128 Gbps or more	
13	Warranty	Min. 1 year	
14	Standards	FCC, EN, UL, IEC	

**Online UPS with inbuilt batteries**

Sl. No	Description	Specification	Complied/not-complied
1	Capacity/Technology	3000 VA - Online UPS 19"-Rack /Tower Convertible	
2	Input phase	Single Phase, 230 V AC	
3	Input Frequency range	40 - 70 Hz	
4	Efficiency	90 % or above	
5	Standards	IEC 62040	
6	Power backup	Min 15 minutes at full load	
7	LCD display	Yes	
8	Noise	<55db	
9	Waveform	Sine wave or better	
10	Communication Port	USB, RS232C	
11	Battery	Maintenance-free sealed Lead-Acid battery with suspended electrolyte: leak-proof Warranty: 1 year	
12	Accessories: Stand, PDU, cables, External battery cabinet, rack mount rail kit etc.	Yes	
13	Onsite warranty	Min. 1 year	

**Floor mountable 19" 42U Rack.**

Sl. No	Description	Complied/not-complied
1	Conforms to DIN 41494, Load rating min. 500 Kgs, Height 42U, depth:800mm	
2	Lockable Rear Steel Door Perforated with Hexagonal Perforation, Lockable Front Glass Door, Fan housing Unit with 4 Fans 90CFM 230VAC, Castors with foot operated brakes; Accessories	
3	Min. 1 Year Onsite Warranty	

**Cat6 cable**

Sl. No	Description	Specification	Complied/not-complied
1	Type	Unshielded twisted pair cabling system, TIA / EIA 568-C.2 Category 6 Cabling system	
2	Network support	Should support ultrahigh speed data networks such as Gigabit Ethernet (1000 Base-T and 1000 Base-TX) and beyond.	
3	TIA / EIA 568-B.1	ETL Verified	
4	IEEE 802.3ab	ETL verified	
5	Conductors	23 AWG solid bare copper	
6	Approvals	UL Listed and UL Channel verified, ETL verified to TIA / EIA Cat 6	
7	Frequency tested up to	600 MHz minimum	
8	Packing	Box of 305 meters	
9	Impedance	100 Ohms + / - 15 ohms	
10	Delay Skew:	45ns Max	
11	Conductor DC Resistance:	66.5Ω/km	

**6TB Surveillance Hard Disk**

S.NO	Description	Complied/not-complied
1.	6 TB Surveillance Hard Disk (Should support at least 20TB usable capacity) compatible with quoted NVR	

**Back box for the Dome Camera**

S.NO	Description	Complied/not-complied
1.	Back box compatible with quoted Dome Camera	

**Services**

S.NO	Description	Complied/not-complied
1.	Installation, Testing and Commissioning of above supplied items	

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

Seal of the Firm

Signature of the Authority

**PROFORMA BANK GUARANTEE FOR CONTRACT PERFORMANCE**

**(To be stamped in accordance with Stamp Act)**

**(The non-judicial stamp paper should be in the name of issuing Bank)**

Ref: Bank Guarantee No:

Date:

To

AIRPORTS AUTHORITY OF INDIA

O/o REGIONAL EXECUTIVE DIRECTOR CHENNAI AIRPORT

CHENNAI-600 027

Dear Sirs,

In consideration of the Airports Authority of India (hereinafter referred to as the Owner", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators a n d assigns) having awarded to M/s -----  
-----

(hereinafter referred to as the 'Contractor', which expression shall unless repugnant to the context of meaning thereof, include its successors, administrators' executors and assigns), a contract. Bearing No. ----- dated----- valued at ----- for -----

- and the contractor having (scope of contract) agreed to provide a Contract Performance of the entire Contract equivalent to ----- (10 per cent) of the said value of the Contract to the Owner. We at ----- (hereinafter referred to as the 'BANK', which expression shall, unless repugnant to the context or meaning thereof, include the successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Owner, on demand any and all money payable by the Contractor to the extent of -----  
---- as aforesaid at any time up to ----- (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the owner the Bank shall be conclusive and binding notwithstanding any difference between the owner and contractor or any dispute pending before any court, tribunal or any authority.

Date:

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be

SITC of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai

enforceable till the Owner discharges this guarantee. The Owner shall have the fullest liberty, without affecting in any way the liability of the Bank under this guarantee, to postpone from time to time the exercise of any powers vested in then or of any right which they might have against the Contractor. And to exercise the same at any time in any manner, and either to enforce or to forebear to enforce any covenants, contained or implied, in the Contract between the Owner and the Contractor or any other course of or remedy or security available to the Owner. The Bank shall not be released of its obligations under these presents by any exercise by the Owner or by any other matters or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank. The Bank also agrees that the Owner at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Owner may have in relation to the Contractors liabilities.

Apart from other guarantees this Bank Guarantee explicitly provides for the following:

A) The Hardware / Software where the major spares involved under the contract and services shall be free from all defects / bugs and upon written notice from AAI, the successful bidder shall fully remedy, free of expenses to AAI, all such defects / bug as developed under the normal use of the said hardware / software within the period of guarantee/Warranty/AMC.

B) The performance guarantee is intended to secure the performance of the entire system. However, it is not to be construed as limiting the damages stipulated in any other clause. Notwithstanding anything mentioned herein above our liability under this guarantee is restricted to Rs. ----- and it shall remain in force up to and including----- and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s on whose behalf this guarantee has been given.

WITNESS

Dated this ----- day of ----- 2019 at -----

Signature -----

Signature -----

Name -----

(Bank's Rubber Stamp)

Official address -----

Name -----

Designation with Bank Stamp

Attorney as per Power of Attorney No. -----

**UNDERTAKING FOR NOT BLACKLISTED**

**(On Company Letter Head)**

(To be uploaded in Cover-I)

To

The Regional Executive Director, Regional Head Quarters- Southern Region, Airports Authority of India, Chennai.

Sub: Undertaking for Not Blacklisted

Name of the work: Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai

Reference No:

Dear Sir,

We, M/s\_\_\_hereby declare and undertake that our firm or our partners or our Directors have not 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 Governments Departments or Public Sector Undertaking of India.

Date:

Yours Faithfully,

(Signature of the Tenderer)

**LETTER FOR e-PAYMENT**

To:

The Regional Executive Director, Regional Head Quarters- Southern Region, Airports Authority of India, Chennai.

Subject: Request for E-Payment.

Name of the work: Supply, Installation, Testing and commissioning of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai

Tender reference No:

Sir,

Following particulars are given for effecting E-payment in respect of our claim / Bill.

1. Name of Company
2. Company Address
3. City
4. Postal Code
5. Telephone No.
6. Fax no
7. Mobile No
8. Email-Id
9. GSTN registration number
10. PAN No
11. Date from which above PAN number is valid
12. Company Bank A/c Number
13. Account holder name
14. Account holder address
15. Name of Bank / Branch
16. Branch Code
17. Bank Address
18. City

SITC of CCTV system at ATS Complex, Regional Head Quarters, Southern Region, Chennai

19. Mode of Payment

20. Swift code

21. RTGS/NEFT details

We also enclose herewith a cheque duly cancelled of our bank A/c.

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

Thanking You,

Yours Faithfully

(Authorized Signatory)

**APPLICATION FOR EXTENSION OF TIME**

1. Name of the Contractor
2. Name of the work as given in the agreement
3. Agreement No.
4. Contract Amount
5. Date of Commencement of work as per agreement
6. Period allowed for completion of work as per agreement
7. Date of completion stipulated in agreement
8. Date of actual completion of work
9. Period for which extension is applied for.
10. Hindrances on account of which extension is applied for with dates on which hindrances occurred and the period for which these are likely to last.

Sl No	Name of Hindrance	Date of occurrence of hindrance	Date of over of hindrance	Period of hindrance	Overlapping Period	Net extension applied for	Remarks if any

Total period for which extension is now applied for on account of hindrances mentioned above.

**Month \_\_\_\_\_ Days \_\_\_\_\_.**

11. Extension of time required for extra work.
12. Details of extra work and the amount involved: -

Total value of extra work	Proportionate period of extension of time based on estimated amount put to tender on account of extra work
(A)	(B)

13. Total extension of time required for 10 & 11. Submitted to the Project Leader

\_\_\_\_\_.

Dated:

Signature of Contractor

**Part II**

(For Official Use)

1. Date of receipt of application from M/s \_\_\_\_\_ Contractor for the work of "SITC of CCTV system at ATS Complex, RHQ, SR, Chennai" in the office of the Joint General Manager (IT), O/o Regional Executive Director, Chennai Airport

\_\_\_\_\_.

2. Recommendations of the project Leader as to whether the reasons given by the contractor are correct and what extension, if any, is recommended by him. If he does not recommend the extension, reasons for rejection should be given.

Dated:

Signature of the Installation In-Charge

(To be filled in by the Project Leader)

1. Date of receipt in the Office: -

2. Project Leader's remarks regarding hindrances mentioned by the contractor.

- |       |  |
|-------|--|
| (i)   | Serial No  |
| (ii)  | Nature of hindrance  |
| (iii) | Date of occurrence of hindrance  |
| (iv)  | Period for which hindrance is likely to last   |
| (v)   | Extension of time applied for by the contractor  |
| (vi)  | Overlapping period, if any, giving reference to items which overlap  |
| (vii) | Net period for which extension is recommended (viii) Remarks as to why the hindrance occurred and justification for extension recommended. |

1. Project Leader's Recommendations. The present progress of the work should be stated and whether the work is likely to be completed by the date up to which extension has been applied for. If extension of time is not recommended, what compensation is proposed to be levied under Clause 10 of the agreement.

Signature of Project Leader

Signature of Accepting Authority

**MAKE AND MODEL OFFERED****Name of Work: SITC of CCTV system at ATS Complex, RHQ, SR, Chennai****Tender No.: 2020\_AAI\_39780\_1**

<b>S. No</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Make</b>	<b>Model</b>
1	2MP IR Dome Camera	12	Nos		
2	32 Channel Network Video Recorder	1	Nos		
3	24-inch LED Full HD Monitor	1	Nos		
4	24port Gigabit PoE+ Managed Switch	1	Nos		
5	3 KVA online UPS with inbuilt batteries	1	Nos		
6	Floor mountable 19" 42U Rack.	1	Nos		
7	Supply and laying of CAT6 Cable of 305 Mtrs. through PVC pipe.	1	Box		
8	6 TB Surveillance Hard Disk (Should support at least 20TB usable capacity)	4	Nos		
9	Back box for the Dome Camera.	12	Nos		

**FORMAT FOR INTIMATION OF FORCE MAJEURE OCCURRENCE**

The Joint General Manager,  
Directorate of Information Technology,  
O/o Regional Executive Director,  
Regional head Quarters, Southern Region, AAI,  
Chennai – 600 027

Name of Work: - “SITC of CCTV system at ATS Complex, RHQ, SR, Chennai”

Tender No.: - 2020\_AAI\_39780\_1

Subject: Intimation regarding Force Majeure Case:

Sir,

Pursuant to Clause No.16 - FORCE MAJEURE of Section- C, it is for your kind information that a case of force majeure has since occurred. Details are given below:

Date of occurrence	Detail of Incident	Activity affected	Likely Delay	Requested Extension

We are entitled to an extension in the date of completion as requested above. Bar Chart with revised schedule of activities is attached. Please approve the extension in the time. Evidence of the date of occurrence is also enclosed. It is certified that performance of the Contract has been interfered with. It is also certified that the incident has not occurred due to our own action and that there has not been any lack of action by us in preventing the occurrence. We are only claiming the extension in the date of completion of the activity/ies and not claiming the loss incurred in the course of the incident.

Yours truly,

(Project Leader)

Enclosures:

1. Revised Bar Chart. & Evidence of the occurrence of the Force Majeure case sheets

**Price Schedule****SAMPLE PRICE BID****Name of Work: SITC of CCTV system at ATS Complex, RHQ, SR, Chennai****Tender No.: 2020\_AAI\_39780\_1**

<b>S. No</b>	<b>Description</b>	<b>Quantity (a)</b>	<b>Unit</b>	<b>Unit Rate (Rs.) (b)</b>	<b>GST (c)</b>	<b>Total Price in Rs. (Inclusive of GST) a x (b +c)</b>
1	32 Channel Network Video Recorder	1	Nos			
2	2MP IR Dome Camera	12	Nos			
3	3 KVA online UPS with inbuilt batteries	1	Nos			
4	Supply and laying of CAT6 Cable of 305 Mtrs. through PVC pipe.	1	Box			
5	24port Gigabit PoE+ Managed Switch	1	Nos			
6	6TB Surveillance Hard Disk (Should support at least 20TB usable capacity)	4	Nos			
7	Back box for the Dome Camera.	12	Nos			
8	Floor mountable 19" 42U Rack.	1	Nos			
9	24-inch LED Full HD Monitor	1	Nos			
10	Installation charges.	1	Lumpsum			
<b>Total Value (Rs.)</b>						

**Note:**

- 1) The above rates quoted by the bidder shall be inclusive of charges w.r.t the manpower to be deployed for the work.
- 2) Users are able to fill only the colored Cells in the BOQ. This is a sample format only for illustration, Financial bid should be submitted through BOQ FORMAT Only, in the cover 2 in E-Portal.
- 3) Form D for concessional duty shall not be applicable for AAI for exemption or reduction in Govt. Duties.

AUTHORIZED SIGNATURE:

NAME OF THE SIGNATORY:

NAME &amp; ADDRESS OF THE TENDERER

**END OF THE DOCUMENT**