



AIRPORTS AUTHORITY OF INDIA



COIMBATORE INTERNATIONAL AIRPORT - 641 01-.

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NOTICE INVITING QUOTATION

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Signature of Contractor

Signature of issuing officer

Date:

Date:

AIRPORTS AUTHORITY OF INDIA COIMBATORE INTERNATIONAL AIRPORT

Ref: AAI/CBE/COMML/NIQ/JOB CONTRACT

11.05.2018

NOTICE INVITING QUOTATION

1. Sealed Quotations are invited on behalf of the Airport Director, Airports Authority of India, Coimbatore for Data Processing work in Commercial Department at Coimbatore International Airport, Coimbatore.
2. The quotation shall be in the prescribed form.
3. Applications for issue of Quotation forms shall be submitted to Airport Director, Airports Authority of India, Coimbatore International Airport, Coimbatore – 641 014 before **1100 Hrs on 28th May 2018**. Quotation document containing detailed scope of job, contract terms and conditions, etc can be had from the office of Manager (HR/Commercial), Airports Authority of India, Coimbatore International Airport, Coimbatore. Quotation documents can also be downloaded from our website www.aai.aero & the same submitted along with the requisite documents.
4. Willing parties/agencies must attach with their application, particulars of list of similar job executed during last One year. The estimated cost of Job is Rs.1,21,882/- (Rupees One Lakh Twenty One thousand Eight hundred and Eighty Two only) exclusive of Goods and Services Tax. GST payment will be regulated as per GST Tax Regulations in force.
5. AAI reserves the right to accept or reject any or all application without assigning any reasons.
6. The prospective parties/agencies should quote in figures as well as in words rate tendered. The total amount shall be written both in figures and in words. In case of difference in figures and words, the quote in words will be taken for finalization of bid.
7. All rates shall be quoted on the quotation form as per the Schedule of Quantity only.
8. The Quotations shall be received by AAI up to 1100 Hrs on 28.05.2018 and the same will be opened at 1130 Hrs on the same day.
9. The accepting Authority reserves himself the right of accepting the whole or any part of the Quotation and the quotationer shall be bound to perform the same at his quoted rate.
10. The quotation for Job shall remain open for acceptance for a period of 90 days from the date of opening of quotations. If any quotationer withdraws his quotation before the said period or makes any modification in the terms and conditions of quotation, which are not acceptable to AAI, the quotation shall be summarily rejected.
11. Payment for the Job done for calendar month shall be made on submission of bill by the quotationer which is subject to statutory deductions in force.

(To Be Signed and Submitted by the Quotationer in Envelope- A)

12. Canvassing in connection with the quotations is strictly prohibited and the quotations submitted by quotationers who resort to canvassing will be liable for rejection.

13. Mode of submission of quotations:-

Requirement of Documents:-

- (i) Unconditional Acceptance of AAI' s quotation conditions
- (ii) Quotationer must attach with their particulars list of similar jobs executed during the last One year with relevant proof.
- (iii) Quotation documents issued by AAI/ downloaded from AAI website duly signed by the Quotationer.
- (iv) Valid copies of Registration in the name of Quotationer for GST, EPF, ESI and PAN.
- (v) Price bid as per Schedule of Quantity shall be duly signed by the Quotationer. Corrections / omissions / Insertion or overwriting, if any shall be duly signed and stamped by the quotationer.

14. The above documents should be sealed inside an envelope and submitted in the tender box in the office of Manager (HR/Commercial), Airports Authority of India, Coimbatore Intl Airport, before the stipulated time and date.

15. At the stipulated time of quotation opening, Envelope A shall be opened first. The offers from those quotationers who do not unconditionally accept AAI's quotation conditions or who fail to submit the documents mentioned as per clause 13 (ii) to (iv) above will be rejected and Envelope B shall not be opened.

16. Once the quotationer has given the unconditional acceptance to AAI's quotation conditions in its entirety, he is not permitted to put any remarks/conditions (except unconditional rebate on quoted rates), if any, in / along with the quotation enclosed in Envelope B.

17. In case, conditions mentioned above found violated after opening Envelope B, the quotation shall be summarily rejected.

18. The Notice Inviting Quotation, General conditions of the contract as issued at the time of invitation of quotation and acceptance thereof together with any correspondence thereto shall be the terms of the contract .

19. The Quotationer shall be responsible for settling any claim / compensation against all damage and accidents caused due to negligence on the part of his employees and keep AAI indemnified from any compensation / liability.

20. Compliance of the provisions of statutory requirements : The contractor shall comply with all applicable laws, ordinance, rules & regulations of Central / Local State Government related to this contract and the contractor shall be responsible to maintain all requisite documents for reference to statutory authorities and AAI as and when asked for. Any expenditure in compliance with the statutory requirements related to the contract shall be borne by the contractor. However, in respect of Service Tax, the same shall be reimbursed on production of valid documents regarding payment of the same to the concerned Authorities.

21. The following documents are to be enclosed along with the Quotations:-

1. Unconditional Acceptance Letter
2. Proof of Similar Job executed
3. Quotation documents issued by AAI /downloaded from AAI website duly signed by the Quotationer.
4. Valid copies of Registration in the name of Quotationer for GST, EPF, ESI and PAN.
5. Price bid (Schedule of Quantity)

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(To Be Signed and Submitted by the Quotationer in Envelope- A)

GENERAL CONDITIONS OF CONTRACT

1. The Contractor shall deploy one person competent for rendering efficient and expeditious performance for the specification covered under this job contract at a time. In case of the requirement of addl. hands to take care of any pending urgent jobs at any stage of the contract period, the same shall be provided at no extra cost to AAI. The person deployed shall :-
 - (a) Have experience in English/Hindi typing works.
 - (b) Have good typing speed in English.
 - (c) Minimum a Graduate.
 - (d) Knowledge of office file maintenance, office automation equipment like scanning, photocopying, good knowledge of MS word, MS Excel etc.
2. If at any time the Job or conduct of any job or jobs is/ are found unsatisfactory by AAI such job or jobs shall be rectified by the contractor immediately and replaced with suitable substitute.
3. The contractor shall at his sole cost and expenses furnish and provide for rendering services covered under this contract to the entire satisfaction of Airports Authority of India.
4. The Contractor shall comply with all applicable laws, Ordinance, Rules & Regulations prescribed in various Labour Laws in respect of this contract and shall pay at his own cost all charges in connection therewith. The employee deployed for the work shall be paid not less than minimum wages for the type of work.
5. The work force deployed for this job contract shall be the regular employee of the Contractor. The contractor shall be responsible for the recruitment, retainment and retrenchment of the employee for their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.
6. The In-Charge or an Officer as authorized by Airports Authority of India shall give instructions to the personnel deployed by the contractor on all matters relating to this job. Similarly, the authorized person of the contract shall report on all matters concerning the above to the In-Charge or to the officer nominated by Airports Authority of India.
7. If the job rendered by the Contractor are not up to the standard as detailed in the scope of job, the same shall be brought to the notice of the firm with a view to improve the same in a stipulated period. Alternatively, AAI shall take necessary actions as per the provisions of the contract.
8. Any condition(s) not included in the contract will be discussed mutually and settled.
9. The Contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. Maximum care and precautions shall be taken to avoid any system break down. In case workforce deployed by the Contractor resort to any kind of industrial action, the Contractor shall arrange to deploy alternate work force of sufficient strength and competence to maintain normal flow of work.

10. AAI reserves the right to immediately step in and carry out a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the contractor without resorting to the formalities of issuing notices, etc for rescinding the contract and the Contractor would have no claim for compensation in such cases.

11. Monthly running payments will be made in the following month after deducting any taxes, recoveries, penalties, etc., which the Contractor might have rendered himself liable. The Contractor has to submit his bill every month for the completed period of one calendar month with all supporting documents as required.

12. The quotation shall be valid for acceptance for a period of 90 days from the date of opening of the quotation.

13. The period of contract shall be for 6(SIX) months or Completion of Job whichever is earlier with provision for extending the contract for another period of 6(SIX) months at the same terms and conditions, if required by AAI.

14. The Authority shall reserve the rights to fix responsibility for omissions & commissions and to impose levies and for such deficiencies in services after serving notice and giving fair opportunity to the contractor.

15. An amount of Rs. 500/- shall be levied for each lapse / incident of deficiency in job per day.

16. Apart from the above clause, in case, it is observed by the Authority that the Job performed by the Contractor is not as per the required/specified standards as contained in the contract terms and conditions, the Contractor will be served with the written notice to the effect, calling upon to improve his performance within a specified time. The Contractor shall also be given an opportunity to present his viewpoint about the bad performance pointed out by AAI and thereafter, if the Authority is not satisfied, the Authority shall levy a maximum penalty of 10% of the monthly bill amount. The written order passed by the Officer - In-Charge in this regard shall be final & binding on the contractor.

17. The Authority shall have the right to terminate the contract after serving a notice of 90 days in advance. The contractor can also terminate the contract by serving a similar notice in writing. Such notices shall be served by Post or by Hand, at the respective address. Notwithstanding the above, the Contractor shall continue to provide the services as per mutual agreement till alternative arrangements are made by AAI.

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Acceptance Letter
(Please refer Clause 14 of Notice Inviting Quotation)

To

Airport Director,
Airports Authority of India,
Coimbatore Airport,
Coimbatore- 14

Acceptance of AAI's Quotation Conditions

Sir,

1. The Quotation documents for "**Provision of Data Processing/Documentation Assistant Job to Commercial Department at Coimbatore International Airport, Coimbatore**" have been forwarded to me /us by Airports Authority of India and I/ We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept the tender conditions of AAI's tender documents in its entirety for the above job.
3. The contents of clause 16 and 17 of Notice Inviting Quotation have been noted wherein it is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates, if any), in the quotation enclosed in Envelope B and the same has been followed in the present case. In case, these provisions of the tender found violated after opening "Envelope B " I/We agree that the quotation shall be summarily rejected.

Yours faithfully,

**(Signature of Tenderer)
With Seal / Rubber Stamp**

PRICE BID**Schedule of Quantity**

S.No	Nature of Job	Quantity	Rate per month (Rs)	Amount (Rs)
1	2	3	4	(5)= (3)* (4)
1	Provision of Data Processing Job/Documentation Assistant job to Commercial Department at Coimbatore Intl Airport	6 months		

Total Amount in words

(Rupees -----)

**Signature of the Tenderer
with Seal/Rubber Stamp**

Note : The rate to be quoted without Service Tax.

(To Be Signed and Submitted by the Quotationer in Envelope- B)