



AIRPORTS AUTHORITY OF INDIA

CIVIL AIRPORT, JAMMU



NIQ DOCUMENT

Date: 23-03-2018

Name of work: Procurement of Toner Cartridges at Civil
Airport, Jammu- 2018-19.

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O/O-AIRPORT DIRECTOR
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Sl. No.	Particulars	Section	Page No.
1.	Notice Inviting Quotation	----	3
2.	Terms & Conditions	----	5 - 8
3.	Annexure-I	Technical compliance statement	9
4.	Annexure -II	Unconditional acceptance of AAI's Terms & Conditions	10
5.	Annexure -III	Price BID	11-12
6.	Annexure -IV	E- Payment details	13



Airport Authority of India
Civil Airport, Jammu

Ref:-No. AAI/VIJU/IT/ Proc/cartridges/2018

DATE: - 23-03-2018

Notice Inviting Quotation

Sub: - Procurement of Toner Cartridges at Civil Airport, Jammu- 2018-19.

Sealed Quotations in the prescribed form in Two bid system consisting of Technical and Price Bids are invited by The Deputy General Manager (CNS), o/o-Airport Director, AAI, Civil Airport, Jammu on behalf of the Chairman, AAI for Procurement of Toner Cartridges at Civil Airport, Jammu- 2018-19.

S.no.	Printer Model No.	Cartridge Model No.	Qty.
1.	HP LJ 1606/ HP LJ 1566	CEC278A/78A	7
2.	HP LJ 3055	HP 12A	2
3.	HP LJ P1007/HP LJ Pro MF6226 Dn/ HPLZ Pro M202 Dn	CC388A/88A	10
4.	HP LJ Pro 200 colour M251n	131A/CF210A, 131A/CF211A, 131A/CF212A, 131A/CF213A	3 3 3 3
5.	Lexmark MS312 Dn	Lexmark MS310 Series Return Program Starter Cartridge	3
6.	Canon Image Class LBP6030B	Canon 925	3
7.	Canon Image Class MF4750	Cartridge 328 Starter	1

Estimated cost: Rs.1, 76,900/- (Rupees One lakh seventy six thousand nine hundred only).



Schedule of Important Activities:

Sl.No	Activity	Date	Time in IST	Remarks
1	Last date and Time of Receipt of quotations.	04-04-2018	14:30	
2	Date and time of opening of Technical Bid	04-04-2018	15.00	
3	Date and time of opening of Price Bid	Price Bid shall be opened after scrutiny of the documents submitted in Technical Bid. Quotations qualified in the Technical Bid only will be considered for the Price Bid. Opening of Price bid will be intimated later to the eligible bidder.		



Terms & Conditions

1. The quotation should be submitted in two parts, Envelope-A (Technical Bid) and Envelope-B (Price Bid), each envelope super scribed “Technical Bid” and “Price Bid” respectively. Both the envelopes should be sealed and put inside the Master envelope and should be sealed properly.

Master Envelope’ super scribed as “Quotation for Procurement of Toner Cartridges: 2018-19 at Civil Airport, Jammu” and submitted to DGM (CNS) O/o THE AIRPORT DIRECTOR, CIVIL AIRPORT, JAMMU-180003 on or before 04.04.18 up to 1430 hrs.

Due to be opened on 04-04-2018.

2. Duly completed quotation along with requisite documents should reach this office by registered post, courier or in person at the following address on or before 04 - 04 -2018 up to 1430hrs. Positively.

**Deputy General Manager (CNS)
O/O-AIRPORT DIRECTOR
AIRPORTS AUTHORITY OF INDIA
CIVIL AIRPORT, JAMMU**

Quotation will be opened on 04 -04 -2018 at 1500 Hrs. by a Committee constituted by Airport Director, AIRPORTS AUTHORITY OF INDIA, CIVIL AIRPORT, JAMMU and interested bidders may also participate either themselves or their authorized representatives. No separate intimation will be issued for this. Envelope “B” which shall be opened after scrutiny of the basic documents of envelope “A” completion.

3. Technical Bid: (Envelope-A)

3.1. The “Technical Bid” should contain only the technical specification details of the offer. The price must not be written in this bid.

3.2 The envelope sealed and super scribed ‘Technical Bid’ should contain:-

- a. Technical compliance statement (Annexure – I) duly filled and signed by the bidder. The submission of compliance statement as described above is essential for evaluation.
- b. Unconditional acceptance of AAI terms and conditions on the company’s letter head (Annexure- II) - duly signed by the Bidder.
- c. Self-attested Copy of valid GSTIN and PAN.
- d. Copy of NIQ duly signed on each page.



4. Price Bid: (Envelope-B)

- a. It may be clearly understood and noted that the 'Price Bid' document is for pricing alone. No condition, whatsoever, should be stipulated in this part. Everything the Bidder has to say, other than pricing, should be stated only in the Technical bid. Any Conditional bid is liable to be rejected.**
- b. The Envelope –B sealed and super scribed "Price Bid" should contain the price of the offer in the prescribed format given in Annexure- III.**
- c. No additional payment will be made other than quoted amount.**
- d. The bidder shall quote the rates in English language and international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words (in Rupees). In the event of any discrepancy, the price quoted in words will be taken as the correct basis. In case of any ambiguity, all calculations will be carried out taking unit rate as the base.**
- e. Price should be inclusive all applicable Taxes.**

5. Delivery:

- A. The Successful bidder shall Supply Cartridges within 15 days at DGM (CNS), O/O-Airport Director, AAI, Civil Airport, Jammu-180003 from the date of receipt of this Purchase Order. Transportation/Freight charges will not be paid for said supply.**
- b. Date of manufacturing by the company should be within 90 days from the date of supply. The Cartridges should be delivered in original packing with manufacturing date or month/year embossed in the Packet, with serial number or batch code printed or embossed on the Packet.**
- c. These items to be supplied are of operational necessity and hence the supply period as per contract shall be adhered to strictly. However, in case of extraordinary situations which may delay the supply, the successful bidder shall apply for extension of time in writing.**

6. Other conditions:

- a. AAI will not be responsible for any delay in submission of quotations sent by post/courier.**
- b. The validity of quotation should be for a minimum period of 90 days from the date of opening of the Technical Bid.**
- c. Quotations once submitted shall be final and no amendment shall be permitted. A Bidder shall submit only one bid.**



- d. AAI reserves the right to accept/reject any quotation without assigning any reason.
- e. An undertaking by the supplier/Bidder that will ensure supply is of original make not duplicate/ compatible Cartridges.
- f. Incomplete quotation shall not be accepted.

7. Indemnity:

- a. The successful bidder shall indemnify AAI against claims, damages, loss or penalty caused due to any accident /incident involving the agency.
- b. The successful bidder shall indemnify AAI against any breach or violation of all laws, including labor laws as applicable from time to time.

8. Liquidated Damages: -

In case of failure to execute the order in full within the specified period liquidated damages shall be charged @0.5 % per week or part thereof but not exceeding 5% of the total contract value. Even the order can be cancelled at the risk and cost of the successful bidder.

9. Arbitration and Laws:

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 arbitration of the Airport Director, AAI, Civil Airport, Jammu, AAI. The award of the Arbitrator shall be final and binding on both the parties. The Rules of Indian Arbitration and Conciliation (Amendment) Act, 2015 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.

10. Effect and Jurisdiction of Contract:

The contract shall be considered as having come in to force from the date of issue of letter of the award of the contract by AAI. The law applicable to this contract shall be the law enforced in India. The courts in Jammu shall have the exclusive jurisdiction in all matters arising under this contract.

11. Taxes, Permits & Licenses:

The successful bidders shall be responsible for payment of all Indian duties, levies and taxes lawfully assessed against the successful bidder for his personal income and property only. AAI shall have the right to deduct such taxes, duties at source, if liable to do so under Indian Law.



12. Payment terms:

a) Payment shall be made after successful supply and duly certified by site in-charge.

b) Payment shall be made through RTGS/NEFT.

c) Invoice should be in favor of Airports Authority of India and may be submitted to Deputy General Manager (CNS), O/O-Airport Director, Airports Authority of India, Civil Airport, and Jammu-180003.

d) Bank details (as per Annexure –IV) and Cancelled cheque (of the same account) of bidder should be submitted along with invoice for online payment through RTGS/NEFT.

e) GST No. of both, bidder and Airports Authority of India should be mentioned in the invoice. GST No. of Airports Authority of India -01AAACA6412D1ZM.

13. Airport Entry Pass:-Bidder has to make Airport entry pass at its own cost.

**Dy. General Manager, CNS
O/o-Airport Director
AAI, Civil Airport, Jammu.**



Annexure-I

TECHNICAL COMPLIANCE STATEMENT

(To be filled in Company Letter Head)

i.No.	Description of Items/Cartridge to be procured	Complied/Not-complied Yes/ No
1.	Cartridge :- CEC278A/78A (Qty: 7) for Printer Make/Model:- HP LJ 1606/ HP LJ 1566	
2.	Cartridge :- HP 12A (Qty: 2) for Printer Make/Model:- HP LJ 3055	
3.	Cartridge :- CC388A/88A (Qty: 10) for Printer Make/Model:- HP LJ P1007/HP LJ Pro MF6226 Dn/ HPLZ Pro M202 Dn	
4.	Cartridge :- 131A/CF210A, 131A/CF211A, 131A/CF212A, 131A/CF213A (Qty: 3 each) for Printer Make/Model:- HP LJ Pro 200 colour M251n	
5.	Cartridge :- Lexmark MS310 Series Return Program Starter Cartridge (Qty: 3) for Printer Make/Model:- Lexmark MS312 Dn	
6.	Cartridge :- Canon 925 (Qty: 3) for Printer Make/Model:- Canon Image Class LBP6030B	
7.	Cartridge :- Cartridge 328 Starter (Qty: 1) for Printer Make/Model:- Canon Image Class MF4750	

Date:-

(Signature of the bidder With Rubber Stamp)



Annexure-II

UNCONDITIONAL ACCEPTANCE OF AAI'S TERMS & CONDITIONS

(To be provided on company's letter head)

To

Deputy General Manager (CNS)
O/O-AIRPORT DIRECTOR
AIRPORTS AUTHORITY OF INDIA
CIVIL AIRPORT, JAMMU-180003

Sir,

1. The Notice Inviting Quotation (NIQ) Procurement of Toner Cartridges at Civil Airport, Jammu- 2018-19, have been provided to me/us by Airports Authority of India and I/we hereby certify that I/we have read the entire terms and conditions of the NIQ made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/Clauses contained therein.
2. I/We hereby unconditionally accept the NIQ conditions of AAI in NIQ documents in its entirety for Procurement of Toner Cartridges at Civil Airport, Jammu- 2018-19.
3. The contents of NIQ have been noted wherein it is clarified that after unconditionally accepting the NIQ conditions in its entirety it is not permissible to put any remarks/ conditions (except unconditional rebate on the quoted rates if any) in the NIQ .
4. That, I have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills.
5. That if any officer of AAI ask for bribe/gratification, I will report it to the appropriate authority in AAI.

Yours faithfully,

Date:-

(Signature of the bidder
With Rubber Stamp)



PRICE BID

(To be put in ENVELOPE-B)

AAI NIQ Ref No: -----

Dated: -----

SCHEDULE OF QUANTITIES

Name and address of the Bidder _____

Status of the Bidder (Proprietary/Partnership):

Name of Proprietor/Partner:

Quantity and Price schedule for Procurement of Toner Cartridges : 2018-19

S.no.	Printer Model No.	Cartridge Model No.	Qty. (A)	Unit price in Rs. (B)	GST per unit in INR (C)	Total Amount (Inclusive of GST) INR [D=A*(B+C)]
1.	HP LJ 1606/ HP LJ 1566	CEC278A/78A	7			
2.	HP LJ 3055	HP 12A	2			
3.	HP LJ P1007/HP LJ Pro MF6 226 Dn/ HPLZ Pro M202 Dn	CC388A/88A	10			
4.	HP LJ Pro 200 colour M251n	131A/CF210A, 131A/CF211A, 131A/CF212A, 131A/CF213A	3 3 3 3			
5.	Lexmark MS312 Dn	Lexmark MS310 Series Return Program Starter Cartridge	3			
6.	Canon Image Class LBP6030B	Canon 925	3			
7.	Canon Image Class MF4750	Cartridge 328 Starter	1			
Total Net Amount (Inclusive of all Taxes) (INR)						

Total Amount: Total Rs.....

Amount in Words: Rupees.....



NOTE 1: Use of erasure, over writing and or corrections in the price Bid should be avoided. However, in case it becomes unavoidable to use any of these for correction, the same must be authenticated by the person signing the bid with his signature.

NOTE 2: Change in nomenclature of schedule and added optional items in this schedule attract action as per AAI terms and conditions

NOTE 3: The rates should be inclusive of all taxes such as CGST, SGST, and IGST etc.

NOTE 4: In case of any ambiguity in total unit price or total amount figures or non adherence to Note 3, all calculations will be carried out taking Basic Unit rate (in words) as base.

I / We agree to all terms and conditions and Note above.

Date:

Place:

Signature of the Bidder
&
Office Seal



E-Payment details

1	Name of the Company:	
2	STREET (ADDRESS)	
3	House Number	
4	Postal Code	
5	City	
6	Telephone No	
7	Fax no	
8	Mobile No	
9	Email	
10	PAN Number	
11	Bank A/c Number	
12	A/c holder name	
13	Name of Bank	
14	House number and Street	
15	City	
16	SWIFT Code	
17	Method of Payment	
18	RTGS/NEFT details (IFSC Code of Bank Branch)	
19	Duly cancelled Bank A/C cheque	

(Authorized Signatory)

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