



एएआई कार्गो लॉजिस्टिक्स एण्ड एलायड सर्विसेज क.लि.  
AAI CARGO LOGISTICS & ALLIED SERVICES CO. LTD.  
एकीकृत एयर कार्गो टर्मिनल Integrated Air Cargo Terminal  
जयपुर अंतर्राष्ट्रीय हवाईअड्डा -जयपुर-302029 (भारत)  
Jaipur International Airport, Jaipur-302029 (India)

NO. : AAICLAS/JAIPUR/CGO/STATIONARY ITEMS/56/

DATE : 20 FEB, 2020

**NOTICE INVITING QUOTATION**

**Name of Work : Supply of printing stationary items at AAICLAS-Jaipur, Terminal-1, Jaipur Airport, Jaipur**

Sealed quotations are hereby invited in Two Bid system by Asstt. General Manager (Cargo) from the reputed firms/vendors for supply of Printing Stationary item(s) at AAI Cargo Logistics & Allied Services Company Limited, Terminal-1, Jaipur Airport, Sanagner, Jaipur-302029 as per terms & conditions mentioned overleaf.

Estimated cost of work: Rs. 66,000/- Sixty Six Thousand Only ( inclusive of applicable GST)

Quotations should be in sealed Master Envelope specifically written on the cover "Quotation for Supply of Printing Stationary items at AAI Cargo Logistics & Allied Services Company Limited, Terminal-1, Jaipur Airport, Jaipur-302029" addressed to the Asstt. General Manager (Cargo), AAI Cargo Logistics & Allied Services Company Limited, Terminal-1 , Jaipur Airport, Jaipur-302029. The quotations in Master Envelope are to be dropped in the Tender Box which will be available in the O/o Asstt. General Manager (Cargo), AAICLAS, Jaipur Airport, Jaipur-302029 on or before **27.02.2020 to 1200 hrs. IST**. The Quotations will be opened by the authorized members of Quotation Opening Committee in the presence of the intending Bidders /or their authorized representatives who wish to be present on **27.02.2020 at 1530 hrs IST**.

For any further queries and clarification for the above item(s)/work, undersigned may be contacted on any working day (Monday to Friday) between 1000 hrs IST to 1700hrs IST.

The Asstt. General Manager (Cargo), AAI Cargo Logistics & Allied Services Company Limited, Jaipur Airport, Jaipur, reserves the right to reject any or all the quotations without assigning any reason thereof.

No extra claim shall be entertained in this connection.

The NIQ can also be downloaded directly from the website of AAICLAS i.e., [www.aaiclas-ecom.org](http://www.aaiclas-ecom.org).

  
**Asstt. General Manager (Cargo)**  
**AAICLAS, Jaipur Airport, Jaipur**



## TERMS & CONDITIONS

1. **Mode of submission of Quotations :**

**Envelope A : (Technical Bid)** (for eligibility criteria.) : Vendor has to submit their self-attested copy with sign & seal of (a) Annexure-I (b) Acceptance Letter (c) Copy of PAN of firm or proprietor (d) Certificate of GST (e) Valid Trade License (f) a complete set of NIQ document duly signed in all pages.

**Note** : Name, Address & Mobile number of the bidder must be written on Envelope marked 'Envelope-A'.

**Envelope B : (Financial Bid)** : Party should quote their rate using the Annexure – II, with their seal and Signature or they may quote their rate in their Letter Pad with their seal and sign. as per our prescribed format only. Other documents or other terms & conditions in envelope shall invite disqualification of Envelop-B.

**Note** : Name, Address & Mobile number of the bidder must be written on Envelope marked 'Envelope-B'.

**Master Envelope** : Both the Envelopes i.e. Envelope A & B must be duly sealed and are to be kept in one envelope marked "**Master Envelope**" ( Annexure – III) , addressed  
**To**

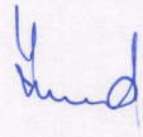
**Asstt. General Manager (Cargo)**  
**AAI Cargo Logistics & Allied Services Company Limited**  
**Terminal-1, Jaipur Airport, Jaipur-302029**

The Master Envelope should be super scribed "Quotation for **Supply of Printing Stationary items** at AAI Cargo Logistics & Allied Services Company Limited,Terminal-1, Jaipur Airport, Jaipur,". Incomplete quotation will be disqualified and their Financial Bid will not be opened.

2. The Vendors are advised to study the NIQ, instructions, Terms & Conditions and satisfy themselves before submitting the quotation. The firms shall quote their best / lowest rates against each item shown in the enclosed performa "Specifications of Items" as per the Annexure -I.
3. **Delivery** : Item(s) are to be delivered within the stipulated time i.e. 15 days or whatever mentioned in the supply order to The O/o Asstt. General Manager (Cargo), AAICLAS, Jaipur Airport, Sanganer, Jaipur-302029.
4. **Quality** : Quality of Items should be of Highest standard as specified in Annexure -I.
5. **Escalation of Rates** : The rate once quoted & approved shall be final. No escalation of deviation shall be accepted under any circumstances.
6. **Security Deposit (S.D)** : 10% of the total order value shall be deducted as Security Deposit & shall be kept with AAICLAS for a period of 90 days after successful completion of the work. After completion of the period, the performance guarantee will be returned to the successful bidder at the end of the period of liability if there are no leviabale liabilities. SD amount may also be deposited through Performance Bank Guarantee (PBG) or through Demand Draft payable to "AAICLAS-Jaipur" at "New Delhi". DD must be drawn from any Nationalized Bank or Scheduled Bank only. Format of PBG shall be available with the Bid Manager. No interest or any other expenses, whatsoever, will be payable by AAICLAS on the S.D in any manner.
7. **Payment** : No advance payment shall be made. Payment will be through RTGS in 15 days after submission of bills/ invoice. Statutory deductions / TDS wherever applicable are deductible as per rules.



8. Quotations shall be signed by the tenderer in all pages, properly sealed and be submitted. Quotations received after the due date will not be considered. AAICLAS is not responsible for any postal delay. Only sealed quotations will be considered. Quotations submitted without signature of the tenderer will not be considered.
9. **Validity of Offer:** The Quotation for the said works shall remain open for acceptance for a period of **10 (Ten) days** from the Due Date of opening of Quotations.
10. Tenderer on award of work will provide their bank account details for E-payment (duly signed by tenderer :- Name & Complete Address of the Bank, Bank's Branch Code, Bank Account No. and IFSC Code etc. for RTGS payment and firm's details for Vendor Registration (format will be issued along with work award letter).
11. Any loss or damage to the item while handling / transporting till such time the items are delivered and handed over to the AAICLAS-Jaipur office, is the responsibility of supplier/dealer. Supplied items should be in good condition of packing and free from any defect.
12. **Rates :** Rates to be quoted both in figure and word inclusive of all other taxes, duties, cess, fee, royalty charges, labour cess etc. Levied under any statute, but exclusive of GST for all the items. The GST will be paid in actual as applicable time to time as per directive of Govt. of India for the item supplied.
13. **DEFECTS LIABILITY PERIOD:** Contractor shall be responsible to make good and remedy at his own expense for any defect which may develop or may be noticed within the defects liability period which shall be reckoned as six months from the certified date of work completion. Security Deposit withheld from the bills shall be released only on successful completion of defects liability period.
14. Purchase order as per requirement will be placed after accepting/satisfying the rate as lowest with compliance of specification as mentioned in Annexure-I. No alteration of make/ model/specification permitted once it is submitted. Lowest unit price should be entered in figures as well as in words and be taped with cellophane on it. In case of discrepancy, the later shall be prevail.
15. The validity of rate must be for 90 days from the date of opening the bid.
16. **Liquidity Clause:** (a) In case of failure to execute the order in full within the specified period, liquidated damages will be charged @ 1% per week (b) If the delay in supply is abnormal or not within the stipulated time frame, then AAICLAS shall have the option to cancel the order.



## SPECIFICATION OF ITEMS/COMPLIANCE STATEMENT

## ANNEXURE – I ( Envelope – A )

## SPECIFICATION OF ITEMS

(To be submitted With Envelope “A”)

Sl.No.	Name of Stationary Item	Pages		Make/Model	Total Quantity	Compliance (Yes/No)
		From	To			
1	Import TSP Charges Receipt ( size - 18 X 22 cms )	1	50	As per specimen	20	
2	TSP Charge Receipt (Export) ( size - 18 X 22 cms )	1	50	As per specimen	20	
3	Gate Pass (Import Cargo) Receipt ( size - 18 X 22 cms )	1	50	As per specimen	20	
4	Gate Pass (Export Cargo) Receipt ( size - 18 X 22 cms )	1	50	As per specimen	20	
5	Bonded Truck Receipt ( size - 18 X 22 cms )	1	50	(1+3) White + Pink + Green + Yellow	20	
6	Export Bonded Truck Out Gate Pass Receipt ( size - 18 X 22 cms )	1	50	(1+3) White + Pink + Green + Yellow	20	
7	Receipt – Ordinary ( size - 18 X 22 cms )	1	50	As per specimen	20	
8	AAICLAS Visitors Register ( size - 13 X 8 inch )	1	100	As per specimen	10	
9	AAICLAS Imprest Register ( size - 11 X 7 inch )	1	50	As per specimen	5	
10	AAICLAS Issued Register ( size - 13 X 8 inch )	1	100	As per specimen	2	
11	AAICLAS Police Verification Register ( size - 13 X 8 inch )	1	100	As per specimen	2	
12	AAICLAS Party-Wise Register ( size - 13 X 8 inch )	1	100	As per specimen	4	
13	AAICLAS Application Receipt Register ( size - 13 X 8 inch )	1	100	As per specimen	2	
14	AAICLAS Dak Dispatch Register ( size - 13 X 8 inch )	1	100	As per specimen	5	
15	AAICLAS Dak Diary Register ( size - 13 X 8 inch )	1	100	As per specimen	5	
16	AAICLAS Attendance Register ( size - 11 X 7 inch )	1	50	As per specimen	5	
17	AAICLAS Logo Register -I ( size - 11 X 7 inch )	1	200	Single Page	15	
18	AAICLAS Logo Register - II ( size - 11 X 7 inch )	1	100	Single Page	15	
19	AAICLAS Letter Heads ( size - 29.7 X 21 cms )			Single Letter Head	500	
20	AAICLAS File Covers ( Cobra Files )			Single File	500	
21	AAICLAS Green Note Sheet Book ( size - 33 X 20.3 cms )	1	100	Single Sheet	15	
22	AAICLAS Envelopes ( size - 16 X 12 inch )			Single Envelope	500	
23	AAICLAS Envelopes ( size - 12 X 10 inch )			Single Envelope	500	
24	AAICLAS Envelopes ( size - 10 X 8 inch )			Single Envelope	500	
25	AAICLAS Envelopes ( size - 11 X 5 inch )			Single Envelope	500	
26	AAICLAS Envelopes ( size - 9 X 4 inch )			Single Envelope	500	
27	AAICLAS Scribbling/Note Pads ( size - 21 X 15 cms )	1	20	(1+1)	30	
28	AAICLAS Scribbling/Note Pads ( size - 14.5 X 10 cms )	1	20	(1+1)	30	
29	AAICLAS Stickers (Dia – 20 Cms)			Single Sticker	100	

Seal &amp; Signature of Vendor:

Name &amp; Address of the Firm:

Contact No:

Mail Id:



Acceptance Letter(To be submitted in Technical Bid, Envelope-'A')

To  
Asstt. General Manager (CARGO),  
AAI Cargo Logistics & Allied Services Company Limited  
Terminal-1, Jaipur Airport, Jaipur-302029

Subject: Unconditional Acceptance of AAICLAS's NIQ Terms & conditions.

Sir,

The NIQ for the work of "Supply of Printing Stationary items" at AAICLAS, Jaipur Airport, Jaipur" has been Submitted By Me/My Firm. I / we hereby certify that I / we have inspected and read the entire terms and conditions of the NIQ made available to me / us in the O/o Asstt. General Manager (Cargo), AAICLAS- Jaipur which I / we shall abide by the conditions / clauses contained therein.

1. I / We hereby unconditionally accept the AAICLAS's NIQ Terms & conditions for "Supply of Printing Stationary items" at AAICLAS, Jaipur Airport -Jaipur".
2. The contents of NIQ of the Quotation documents 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). I / We agree that the conditional Quotation shall be rejected by AAICLAS.
3. That I / we declare that I / we have not paid and will not pay any bribe to any officer of AAICLAS for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAICLAS asks for bribe/gratification will immediately report it to the Appropriate Authority in AAICLAS.
4. I/We declare that my /our firm has not been Debarred / blacklisted by Central Vigilance Commission, Central Bureau of Investigation or by Airports Authority of India / AAICLAS.
5. AAICLAS reserves the right to itself to accept/reject any /all the quotations without assigning any reasons what so ever.

Yours faithfully,

(Signature of the Bidder with rubber stamp)

Date:



Name of Signatory \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Address :

## FINANCIAL BID

[To be submitted with Envelope "B"]

01. Name and address of the Vendor :

02. Status of the Vendor (Proprietor / Partnership) :

03. Name of Proprietor / Partner :

04. Cost quoted for the item :-

Sl.No.	Name of Stationary Item	Pages From To	Pages - Single, 1+1 or 1+2 or 1+3	Make/Model	Total Quantity	Rate per Item	GST (%)	Rate per item with GST	Total amount with GST
1	Import TSP Charges Receipt ( size - 18 X 22 cms )	1 50	(1+3) White + Pink + Green + Yellow pages	As per specimen	20				
2	TSP Charge Receipt (Export) ( size - 18 X 22 cms )	1 50	(1+3) White + Pink + Green + Yellow pages	As per specimen	20				
3	Gate Pass (Import Cargo) Receipt ( size - 18 X 22 cms )	1 50	(1+3) White + Pink + Green + Yellow pages	As per specimen	20				
4	Gate Pass (Export Cargo) Receipt ( size - 18 X 22 cms )	1 50	(1+3) White + Pink + Green + Yellow pages	As per specimen	20				
5	Bonded Truck Receipt ( size - 18 X 22 cms )	1 50	(1+3) White + Pink + Green + Yellow pages	As per specimen	20				
6	Export Bonded Truck Out Gate Pass Receipt ( size - 18 X 22 cms )	1 50	(1+3) White + Pink + Green + Yellow pages	As per specimen	20				
7	Receipt - Ordinary ( size - 18 X 22 cms )	1 50	(1+3) White + Pink + Green + Yellow pages	As per specimen	20				
8	AAICLAS Visitor's Register ( size - 13 X 8 inch )	1 100	(1+1)	As per specimen	10				
9	AAICLAS Imprest Register ( size - 11 X 7 inch )	1 50	(1+1)	As per specimen	5				
10	AAICLAS Issued Register ( size - 13 X 8 inch )	1 100	(1+1)	As per specimen	2				
11	AAICLAS Police Verification Register ( size - 13 X 8 inch )	1 100	(1+1)	As per specimen	2				
12	AAICLAS Party-Wise Register ( size - 13 X 8 inch )	1 100	(1+1)	As per specimen	4				
13	AAICLAS Application Receipt Register ( size - 13 X 8 inch )	1 100	(1+1)	As per specimen	2				
14	AAICLAS Dak Dispatch Register ( size - 13 X 8 inch )	1 100	(1+1)	As per specimen	5				
15	AAICLAS Dak Diary Register ( size - 13 X 8 inch )	1 100	(1+1)	As per specimen	5				
16	AAICLAS Attendance Register ( size - 11 X 7 inch )	1 50	(1+1)	As per specimen	5				
17	AAICLAS Logo Register ( size - 11 X 7 inch )	1 200	Single Page	As per specimen	15				
18	AAICLAS Logo Register ( size - 11 X 7 inch )	1 100	Single Page	As per specimen	15				
19	AAICLAS Letter Heads ( size - 29.7 X 21 cms )		Single Letter Head	As per specimen	500				
20	AAICLAS File Covers (Cobra Files)		Single File	As per specimen	500				
21	AAICLAS Green Note Sheet Book ( size - 33 X 20.3 cms )	1 100	Single Sheet	As per specimen	15				
22	AAICLAS Envelopes ( size - 16 X 12 inch )		Single Envelope	As per specimen	500				
23	AAICLAS Envelopes ( size - 12 X 10 inch )		Single Envelope	As per specimen	500				
24	AAICLAS Envelopes ( size - 10 X 8 inch )		Single Envelope	As per specimen	500				
25	AAICLAS Envelopes ( size - 11 X 5 inch )		Single Envelope	As per specimen	500				
26	AAICLAS Envelopes ( size - 9 X 4 inch )		Single Envelope	As per specimen	500				
27	AAICLAS Scribbling/Note Pads ( size - 21 X 15 cms )	1 20	(1+1)	As per specimen	30				
28	AAICLAS Scribbling/Note Pads ( size - 14.5 X 10 cms )	1 20	(1+1)	As per specimen	30				
29	AAICLAS Stickers (Dla - 20 Cms)		Single Sticker	As per specimen	100				
	TOTAL AMOUNT IN FIGURE					0	0	0	0
	TOTAL AMOUNT IN WORDS : (EXCLUDING GST)								
	TOTAL AMOUNT IN WORDS : (INCLUDING GST)								

Seal &amp; Signature of Vendor:

Name &amp; Address of the Firm:

Contact No:

Mail Id:

#P-68



सीलबंद मास्टर लिफाफे के ऊपर निम्नानुसार प्रारूप के अनुसार विवरण लिखना / चिपकाना अनिवार्य है:

Details as shown below must be pasted / written on the Sealed MASTER ENVELOPE

मास्टर एनवेलोप / MASTER ENVELOPE

Work: "Supply of printing stationary items at AAICLAS-Jaipur, Terminal-1, Jaipur Airport, Jaipur

तकनीकी और वित्तीय बोली खोलने की दिनांक: 27-02-2020

Date of opening of Technical and Financial Bids: 27-02-2020

संस्था का नाम/ Name of Firm : .....

पता / Address:

.....  
.....

मोबाइल न./ Mobile No.:

.....

ई-मेल/ E-Mail:

.....

