

NOTICE INVITING QUOTATION (NIQ)

No. AAICLAS/HRM/ILBS/Printing/2019

27th June 2019

Name of Work: **Annual Rate Contract for Printing Work**

Estimated Cost : **Rs.191375/-**

Last Date and Time of receipt of quotation – 17.07.2019 up to 3:00PM

Date and Time of Opening of Technical Bid – 17.07.2019 at 3:30PM

AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) invites item rate quotations for "Printing Work" for its various offices located in India.

2. The Tender Documents can be obtained from the Deputy General Manager (HR), AAI Cargo Logistics and Allied Services Company Limited (Mobile: 9871553309) on payment of Rs.500/-. The same can also be accessed on the website of the AAICLAS i.e. www.aaiclas-ecom.org (tender document has to be submitted along with DD for Rs.500/- payable to AAI Cargo Logistics and Allied Services Company Limited, payable at New Delhi.

3. Sealed rate quotation two bid system viz **Envelope-A (Technical Bid)** and **Envelope -B (Financial Bid)** are invited from the eligible contractor having 1 year experience in the similar nature of work.

4. You are requested to quote your offer against the item mentioned in Annexure -I (as per technical specification specified.)

5. **Envelope "A" (Technical Bid):**

Envelope 'A', which shall be opened first, shall contain the basic documents specified. (All documents should be signed by the bidder/party with seal)

- (a) Registration with GST number.
- (b) PAN No.
- (c) Proof of Experience.
- (d) Un-conditional acceptance as per Annexure-II

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- (e) Earnest Money Deposit of Rs.3828/- (Rupees Three Thousand Eight Hundred Twenty Eight Only) should be in the form of Pay Order /Demand Draft in favour of AAI Cargo Logistics and Allied Services Company Limited, payable at New Delhi.
- (f) Demand Draft of Rs.500/- should be in the form of Pay Order /Demand Draft in favour of AAI Cargo Logistics and Allied Services Company Limited, payable at New Delhi (in case the Tender Document has been downloaded from AAICLAS website.

6. **Envelope "B" Financial Bid**

Envelope "B" should contain only the Financial Bid in the approved form (ANNEXURE -I). Party has to quote the per unit rate.

Envelope 'A' and "B" both the Envelopes are to be sealed in '**Master Envelope**'

7. The financial bid Envelope "B" of the technically qualified bidder(s) only will be opened on the same day. AAICLAS may extend / modify the date at its discretion.

8. The filled quotation shall be submitted by 17.07.2019 up to 1500HRS at the following address:

Deputy General Manager (HR),
AAI Cargo Logistics and Allied Services Company Limited
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport, New Delhi-110 003

9. The Period of contract will be 1 (One) year and extendable for another one year on mutually agreed terms and conditions.

10. The Bidders(s) may contact the Deputy General Manager (HR), AAI Cargo Logistics and Allied Services Company Limited, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110 003 for any other clarifications. The

vendor has to examine .check the sample of items during office hours on any working day at AAICLAS Office, New Delhi. The Phone number is 011-24632950 extension 3660 and Direct Phone No. 011-24617525.

11. The quotation duly sealed and superscripted at the top of the Envelop as **"Printing Work"** addressed To Deputy General Manager (HR), AAI Cargo Logistics and Allied Services Company Limited, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110 003 shall be put in the **Quotation Box** kept in the O/o Deputy General Manager (HR), AAI Cargo Logistics and Allied Services Company Limited, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110 003 up to 1500HRS on 17.07.2019. Quotation-received at other than the designated place and/or after prescribed date & time will be summarily rejected without assigning any reason thereof.

12. The quotations shall be opened at 1530HRS on same day in the presence of agencies present at the above time.

13. The delivery of items shall be done by the agency at various AAICLAS Offices. For outstation delivery of materials, payment of Courier Charges will be reimbursed to the vendor as per actuals. Payment for outstation AAICLAS offices will be made only on receipt of items at the station;


27/06/19

RAJESH CHAWLA
DY. GENERAL MANAGER (HR)

Cargo Logistics and Allied Services Company Limited Payable at New Delhi. In the event of the bidder committing any breach of the terms & conditions of the agreement the AAICLAS may without prejudice to other rights and remedies-be entitled to forfeit the Security Deposit or any part thereof. In such an event he shall pay in the same manner as stated above such additional sum immediately as he may be called upon by the AAICALS to pay, so that the Security Deposit shall at all times during the continuance of these presents, be for the same amount. On the expiration or earliest determination of the agreement the AAICLAS shall return the Security Deposit or part thereof which has not been forfeited as aforesaid, to him, without interest.

7. The quoted rates shall be inclusive of all taxes including GST.
8. Overwriting is not admissible.
9. Rates shall be quoted in words and figures and amount thereof in amount column in the Annexure- I only. If, the amount of rates quoted in figures and words doesn't tally, the quoted rates in words shall be taken as correct.
10. Cello tapes shall be affixed on the quoted rates and total amount.
11. All disputes arising out of the contract shall be referred to court under the jurisdiction of Delhi Court only.
12. Permanent Account No. (PAN) and GST Registration shall be submitted in Envelope "A" and the Quotation document with price bids shall be submitted in Envelope "B" at the time of opening of quotations, Envelop-A" will be opened first. The bidder who fails to submit their Permanent Account No. (PAN) and GST Registration and unconditional acceptance letter and experience certificate in Envelope "A" shall be rejected and their Envelope "B" (Financial bid) shall not be opened.

13.The Competent Authority reserves the right to reject any or all the quotations in full or parts thereof without assigning any reason.

14.AAICLAS reserves the right to carry out capability & quality assessment of the Bidders and AAICLAS's decision shall be final in this regard.

**Encl: (1) Financial Bid/Schedule of quantities (Annexure I)
(2) Unconditional Acceptance letter (Annexure-II)**


Dy. General Manager (HR)

AAI Cargo Logistics and Allied Services Company Limited

**Signature of Agency
along with Stamp & Seal,
Complete address and date**

ANNEXURE-I

(To be submitted in Envelope- 'B' only)

FINANCIAL BID

- | | |
|------------------------|--|
| 1. Quotation for | ANNUAL RATE CONTRACT FOR PRINTING WORK |
| 2. Period of Agreement | 01 Year |
| 3. Name and | Address of Bidder _____ |

S.No	Description	Specifications of item	Qty. (Approx imate)	Unit	Per unit rate quoted (in figure) (in words)	
					Rs.	
1.	X BIS Maintenance	80 GSM Paper with single colour printing	60	Register		
2.	ETD/EVD Check	80 GSM Paper with single colour printing	50	Register		
3.	Log Book	75 GSM Paper A4 Size with single colour printing	25	Pad		
4.	Briefing / De- Briefing	80 GSM Paper with single colour printing	20	Register		
5.	Dangerous Goods Detection	80 GSM Paper with single colour printing	60	Register		
6.	CTP Record Perforated Sheet	75 GSM Paper A4 Size with single colour printing	55	Pad		
7.	Screeners Rotation & Sticker Consumption	80 GSM Paper with single colour printing	75	Register		
8.	Physical Check	80 GSM Paper with single colour printing	60	Register		
9.	Shift Duty Allocation Sheet	75 GSM Paper A4 Size with single colour printing	25	Pad		
10.	Internal Quality Control	80 GSM Paper with single colour printing	20	Register		

11.	Airport Entry Permit	80 GSM Paper with single colour printing	25	Register		
12.	Temper Proof Security Stickers	As per Sample	75	Rolls (500 pcs)		
13.	Background Check	80 GSM Paper with single colour printing	20	Register		
14.	Cargo Security Declaration	75 GSM Paper A4 Size with single colour printing	50	Pad		
15.	Identity Card Holder Plastic	Plastic (As per Sample)	350	Per Card Holder		
16.	Nylon Dory with three color printing for ID Card	Nylon (As per sample)	350	Per Dory		

AAICLAS does not bind itself to accept the lowest or any quotation and reserves to itself the right of Accepting the whole or any part of the quotation and the bidder shall be bound to provide the service at the rates quoted.

Signature of the Bidder_____

Name _____

ACCEPTANCE LETTER IN THE LETTER HEAD OF FIRM
(TO BE UPLOADED IN ENVELOP-A)

To,

The Dy General Manager (HR)
AAI Cargo Logistics and Allied Services Company Limited
AAICLAS Complex, Delhi Flying Club Road
Safdarjung Airport,
New Delhi-110003.

Subject: ACCEPTANCE OF AAICLAS'S TENDER CONDITIONS-Reg.

Sir,

The Quotation Document for the work "Annual Rate of Contract for "Printing work" has been downloaded by me/us by from AAICLAS website. I/we hereby certify that I/we have verify the quotation and read the entire terms and conditions of the quotation and I/we shall abide by the Conditions/ Clauses contained therein.

2. I/we here by unconditionally accept(s) the quotation condition of AAICLAS's in its entirety for the above work.

3. The contents of the quotation, have been noted wherein it is clarified that after unconditionally accepting the tender conditions in it entirety, it is not permissible to add any additional or put any remarks/conditions in/along with the quotation and he same has been followed in the present case. In case, this provision of the quotation is found violated after opening, I/we agree that the quotation shall be rejected.

4. "That I/we declare that I/we have no paid and will not pay any bribe to any officer of AAICLAS for awarding this contract at any stage during its executive or at the time of payment of bills, and further if any officer of AAICLAS asks for bribe/gratification, I will immediately report to the Appropriate Authority In AAICLAS".

Yours faithfully,

SIGNATURE OF THE QUOTATIONER
WITH COMPANY SEAL

Place:

Date: