



Airports Authority of India
O/o The Officer In-Charge, MSSR Site,
Berhampur, Odisha – 760 007

NOTICE INVITING QUOTATION

For

**Supply, Installation, Testing and Commissioning (SITC) of Digital Photo Copier machine
at MSSR Site, AAI, Berhampur, Odisha**

[NIQ. No. AAI / BAM / MSSR / Store / Digital Photocopier / 15 – 16 /

Date : 02.09.2015]

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Signature of issuing officer

Date . . 02.09. 2015

Signature & Seal of the bidder



**AIRPORTS AUTHORITY OF INDIA
O/o The Officer In-Charge, MSSR Site,
Berhampur, Odisha – 760 007**

NOTICE INVITING QUOTATION

Ref : AAI / BAM / MSSR / Store / Digital Photocopier / 15 – 16 /

Date: 02.09.2015

Sub: Notice Inviting Quotation for Supply, Installation, Testing and Commissioning (SITC) of Digital Photo Copier machine at MSSR Site, AAI, Berhampur, Odisha

1. Sealed quotations are invited by the Officer In-Charge, MSSR Site, Narendrapur, Berhampur, Odisha – 760 007 for Supply, Installation, Testing and Commissioning (SITC) of Digital Photo Copier machine at MSSR Site, Narendrapur, Berhampur from original reputed manufacturers or their authorized representatives.

Last Date & Time of Receipt of Quotations : 18.09.2015 Up To 15:00 Hrs IST

Date & Time of Opening Technical Bid : Date, Time & Place will be notified

Terms & conditions

2. The Master envelope should be super-scribed “**NIQ for Supply, Installation, Testing and Commissioning (SITC) of Digital Photo Copier machine at MSSR Site, Narendrapur, Berhampur, Odisha**”.
3. 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 **18.09.2015** up to **15:00 Hrs IST** positively. AAI will not be responsible for any delay in submission of quotations sent by post / courier.

Officer In-Charge,
MSSR Site,
Airports Authority of India
Narendrapur, Berhampur,
Odisha – 760 007

4. Technical Bid will be opened in presence of interested bidders or their authorized representatives. **Date, Time & Place** of opening of Technical Bid will be notified later.
5. Financial Bid shall be opened after scrutiny of the documents submitted in Technical Bid. Quotations of bidders qualified in the Technical Bid only will be considered for opening the Financial Bid. Opening of Financial bid will be intimated later to the eligible bidders.

Signature & Seal of the bidder

6. **Technical Bid :**

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

6.2 The envelope sealed and super scribed ‘**Technical Bid**’ should contain:

- (i) Technical compliance statement (**Annexure–A**) duly filled and **signed** by the **bidder** on the **company’s letter head**. The compliance statement should be supported by authentic documentation. The submission of compliance statement as described above is essential for evaluation. The failure to submit the compliance statement in the said format may result in rejection of the quotation.
- (ii) Unconditional acceptance of AAI terms and conditions (**Annexure-B**) duly signed by the Bidder.
- (iii) **One set of manuals and technical brochure** (in English Language) from which the Compliance of the technical specifications as per Annexure-A can be verified.
- (iv) The **Certificate of Authorization** from the Original Equipment Manufacturer (OEM) to authenticate their Authorized representation, in case the bidder is not the OEM.
- (v) Proof of **PAN No / VAT No / Service Tax No.**

7. **Financial Bid:**

7.3 The “Financial Bid” should contain the price of the offered item in the prescribed format given in Annexure-C.

7.3 The price quoted in the Annexure-C should be inclusive of price, installation charges, Transportation charges and all taxes for the Digital Photo Copier machine and accessories being quoted. No additional payment will be made other than quoted amount.

7.3 It may be clearly understood and noted that the ‘Financial 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. If any conditions are stipulated in the Financial Bid (Annexure-C), it is liable to be rejected.

8. AAI will not be responsible for any delay in submission of quotations sent by post / courier.

9. The validity of quotation should be for a minimum period of **180 days** from the date of opening of the Technical Bid. AAI, MSSR Site, Berhampur has the right to change the quantity.

10. Incomplete and ambiguous quotations will be rejected

11. AAI reserves the right to seek demonstration / evaluation of the devices offered, in support of compliance to the technical specifications.

12. Quotations once submitted shall be final and no amendment shall be permitted. A bidder shall submit only one bid.

13. Successful Bidder shall protect and fully indemnify the AAI from any claims for infringement of patents, copyright, trademark or the like.

Signature & Seal of the bidder

14. **Delivery Period** : Within **3 weeks** from the date of issue of supply order.
15. **Liquidated Damages** : In case of failure to execute the order in full within the specified period liquidated damages shall be charged @1/2% 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 supplier. In case the supplier fails to deliver the materials as per the delivery schedule indicated in the purchase order, the material shall be procured from the open market to meet the immediate demand / requirement at the risk and cost of the supplier.
16. Warranty / Guarantee card should be supplied along with the items. Period of warranty / guarantee should be standard extended by the OEM to be reckoned from the date of commissioning.
17. **Payment terms** : The bill for the Digital Photo Copier Machine may be submitted at O/o. Officer In-Charge, MSSR Site, Narendrapur, Berhampur, Odisha – 760 007. However the same will be accepted on satisfactory report duly certified by official. The payment will be made through E-Payment system. As such the following information may please be provided in the quotation :
- i. Name of the Bank and Branch to which the payment is to be credited.
 - ii. The IFSC Code Number allotted by the Branch for E-Payment.
 - iii. The Account Number allotted by the Branch to the Bidder / Contractor or Supplier.
18. AAI reserves the right to accept / reject any quotation without assigning any reason.

Officer In-Charge,
MSSR Site,
Airports Authority of India
Narendrapur, Berhampur,
Odisha – 760 007

Signature & Seal of the bidder

Tender Ref No.: AAI / BAM / MSSR / Store / Digital Photocopier / 15-16 /

Date: 02/09/2015

Note: It may be noted that the specifications given below are the minimum standard specification. Equipments with higher / better specifications shall be technically acceptable; however, no cost benefit shall be given to such tenders on this account.

SPECIFICATIONS OF THE EQUIPMENT & COMPLIANCE STATEMENT
Digital Photo Copier machine [Quantity – 01(One)]

Make : & **Model :** of Digital Photo Copier machine

Parameter	Specifications	Complied / Not Complied
Copying Speed :	Minimum 21 ppm or better	
Paper Size (Original / Image) :	A3 / A3	
Copy Magnification (Zoom) :	Minimum 30 – 300 % or better	
Reading / Writing Resolution :	600 dpi x 600 dpi or better	
Memory Capacity (RAM) :	128 MB or Higher Capacity	
Paper Capacity:	Standard 250 sheets	
	By Pass 50 Sheets or more	
Printing Category :	Duplex; having capabilities of automatic document feeding	
Scanner Type :	Color	
Scanning Support Size :	A3	
Scanning Category :	Duplex; having capabilities of automatic reverse document feeding	
Scan Function :	Scan to USB; TWAIN scanning through USB into application & Scan to E-mail; Network Scan through FTP, Network PC	
Scanning Data Format :	TIFF, PDF, JPEG	
Fax Capabilities :	Yes; with transmission speed 14.4 Kbps or more; having provision of One Touch / Abbreviated Dialling; Broadcasting (multiple station transmission) features and supporting PC-Fax driver	
Operating System (OS) Support :	Server : Windows 2003 / 2008 Windows 2003 x 64 / 2008 x 64 Edition Client : Windows XP / Vista; XP / Vista X 64 Edition	
Interface :	Standard USB 2.0	
Networking Capabilities :	Yes; Ethernet 10Base-T / 100 Base -TX	
Warranty :	On site comprehensive standard warranty extended by OEM	

Date: _____

(Signature of the bidder with Rubber Stamp)

Signature & Seal of the bidder

UNCONDITIONAL ACCEPTANCE OF AAI'S TERMS & CONDITIONS

(To be provided on company's letter head)

To

Officer In-Charge,
MSSR Site,
Airports Authority of India
Narendrapur, Berhampur,
Odisha – 760 007

Sir,

1. The Notice Inviting Quotation (NIQ) for the **Supply, Installation, Testing and Commissioning (SITC) of Digital Photo Copier machine at MSSR Site, Narendrapur, Berhampur, Odisha** have been provided 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 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 Supply of Digital Photo Copier machine.
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 in Annexure-A.
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 immediately report it to the appropriate authority of AAI.

Yours faithfully,

Date: _____

(Signature of the bidder with Rubber Stamp)

Signature & Seal of the bidder

PRICE BID

(To be submitted in sealed Envelope C)

Make & Model of the Digital Photo Copier Machine offered by the bidder (As mentioned in Annexure–A of this NIQ document) :

SI No	Item Description	Q	U	⇒	T = Q X U
		Quantity	Unit Price (in Rs.)		Total Price (in Rs.)
1	Cost of Supply, Installation, Testing and Commissioning (SITC) of Digital Photo Copier Machine at MSSR Site, Berhampur, Odisha with documentation and User Manual in hard copies	01		P ₁	
2	Buy back price of old Xerox machine (Make : Xerox; Model : 5834LV; Serial No. 2904359028)	01		P ₂	
Grand Total [(P₁– P₂)] (in rupees)		Figure			
		Words			

NOTE 1: The Amount Quoted should be inclusive of Excise Duty, Sales Tax, VAT, Transportation, Transit Insurance, Octroi and other charges (loading / un-loading); AAI will not provide any Form “C” or “D” for exemption or reduction in Govt. Duties.

NOTE 2: 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 3: Change in nomenclature of schedule and added optional items in this schedule attract action as per AAI terms and conditions

NOTE 4: No rows and columns should be left blank. In case price already included in the basic price and break up cannot be given or there is no cost, same may be indicated in the column or row as “Included” or “Not applicable” or “Nil” as may be appropriate. In case of non compliance of the same, action will be taken by AAI as under Note 5 below for the purpose of comparative statement and placement of order.

NOTE 5: In case of any ambiguity in total unit price or total amount figures or non-adherence to Note 4, all calculations will be carried out taking Basic Unit rate as base.

Date:_____

(Signature of the bidder with Rubber Stamp)

Signature & Seal of the bidder