

# INDIAN AVIATION ACADEMY

NIAMAR Society

Vasant Kunj, NEW DELHI-110070

No. IAA/1109/STORE/2019-20/14

Dated 17.03.2020

## Notice Inviting Quotation

**Name of work: Job Contract for Renting of Photocopy Machine at Indian Aviation Academy, New Delhi**

Sealed Item rate quotations two bid system viz Envelope- "A" (Technical Bid) and Envelope "B" (Financial Bid) are invited by Assistant General Manager (Engg./Store), on behalf of Executive Director, Indian Aviation Academy, New Delhi from the firm having 1 year experience in the field of dealing in Photocopy / Spiral Binding and Printing/ Lamination Works" etc.

**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)

- (i) Registration with GST number.
- (ii) PAN No.
- (iii) Un-conditional acceptance as per Annexure-II
- (iv) Proof of Experience

### **Envelope 'B' (Financial Bid)**

(Financial Bid). The Envelope "B" should contain only the Financial Bid in the approved form (Annexure -I). **Envelope "A" and "B"** both the Envelopes are to be sealed in '**Master Envelope**'. The financial bid Envelope "B" of the technically qualified bidder(s) only will be opened on the same day. IAA may extend / modify the date at its discretion.

The filled quotation shall be submitted by 27.03.2020 upto 1500 hrs at the following address: -

Assistant General Manager (Engg./Store)  
Indian Aviation Academy,  
Behind ISIC Hospital, Vasant Kunj,  
New Delhi-70

**The Period of Contract will be 3 (Three) year.** Further extension for another One year would depend on the services provided as decided by the Executive Director, Indian Aviation Academy.

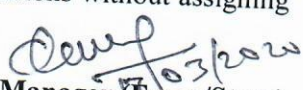
Quotation documents can be downloaded from IAA/AAI Website [www.iaa.edu.in/](http://www.iaa.edu.in/) [www.aai.aero](http://www.aai.aero).

The quotation duly sealed and superscripted at the top of the Envelope as "**Job Contract for Renting of Photocopy Machine at Indian Aviation Academy, New Delhi**

" addressed to Assistant General Manager (Engg. /Store) Indian Aviation Academy, Behind Indian Spinal Injuries Centre, Vasant Kunj, New Delhi-70 shall reach to the office upto 1500 hours on 27.03.2020 and will be opened at 1530 hrs. on the same day in the office of Assistant General Manager (Engg. /Store) in presence of agencies. Quotation received at other than the designated place and/or after prescribed date & time will be summarily rejected without assigning any reason thereof.

IAA is not responsible for any delay, non-delivery of quotation by post/courier.

IAA reserves the right to accept or reject any or all applications or cancel the quotations without assigning any reason.

  
Assistant General Manager (Engg./Store)  
Indian Aviation Academy





### Terms & Conditions

1. The quotations are required to be submitted only in the prescribed form which is enclosed herewith.
2. The firms and agencies are required to sign the form of quotation on all the pages.
3. The validity of quotation shall be 30 days from the date of opening of quotation.
4. The quantity shown in Annexure-I (enclosed along with this quotation form) is tentative and may vary during actual execution of work. No escalation & deviation on the approved rates will be allowed.
5. On approval of the quotation by the Competent Authority, formal work order will be issued. The agency shall start work within 05 days after receipt of work order ready to start till completion of three year.
6. The agency has to install a new multifunctional photocopy machine having scanning & printing facilities for the said contract.
7. The agency has to depute a well-trained manpower for operation of the machine. The working hours will be 0930 Hrs to 1730 Hrs, Six (06) days a week.
8. Paper used should be of JK RED having 75 GSM.
9. In the absence of Manpower deduction of an amount to work executed on that day at prevailing market rate will be done.
10. The unserviceability of Machine should not be more than 24 hours or else recovery of an amount of Rs.5000/- per day will be made.
11. The successful bidder shall deposit in DD / BG **Rs.20000/- (Rupees Twenty thousand only)** as Security Deposit Charges. Security Deposit in the form of DD / Bank Guarantee from a Nationalized/ Scheduled Bank. DD shall be in favour of Indian Aviation Academy at New Delhi. In case of failure of submission of SD, the same shall be subsequently recovered in running bills. No interest is payable on SD. SD shall be released after one month of completion of contract.
12. The Operator should be well dressed and well mannered.
13. A register shall be maintained as per instruction given by Engineer-in-Charge.
14. Free Electricity and Space will be provided by IAA.
15. Photocopy & Printing of other than IAA Staff will be done after approval of Competent Authority.
16. 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.
17. **Cello tapes shall be affixed on the quoted rates and total amount.**

18. All disputes arising out of the contract shall be referred to court under the jurisdiction of Delhi Court only.
19. Permanent Account No. (PAN), GST Registration, Proof of Experience and unconditional acceptance letter 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, Envelope- "A" will be opened first. The bidder who fails to submit required documents in Envelop- "A" shall be rejected and their Envelop-"B" (Financial bid) shall not be opened.
20. The Competent Authority reserves the right to reject any or all the quotations in full or parts thereof without assigning any reason.
21. IAA reserves the right to carry out capability & quality assessment of the Bidders and IAA's decision shall be final in this regard.
22. Payment will be made Monthly.
23. **The number of quantity as provided in the BOQ /Annexure "B" may vary as per actual requirement of IAA and even the quantity for items may be nil. The payment shall be made accordingly.**
24. **Every Month First 20000 copies will be free and above 20000 will be charged at the rate quoted by agency.** Any error during photocopy or printing will not be included during counting.
25. **If photocopy on a month is less than 15000, the balance will be carried forward to next month not more than 10000.**
26. Billing for job carried out shall be made after completion of all the work in one month.
27. The rates quoted shall be inclusive of GST, freight up to site destination IAA, NIAMAR Society, Vasant Kunj, New Delhi), handling and overhead charges. No extra payment shall be made for transportation for collecting and delivery of assignments.
28. IAA shall not give any C/D forms for concession in tax and hence actual taxes should be indicated and included.
29. In case of unsatisfactory performance, the work shall be withdrawn forthwith by IAA.

  
17/03/2020  
Assistant General Manager (Engg./Store)



## Annexure 'I'

## INDIAN AVIATION ACADEMY

NIAMAR Society

Vasant Kunj, NEW DELHI-110070

DESCRIPTION OF ITEM/SCHEDULE OF QUANTITY

Name of work: Job Contract for Renting of Photocopy Machine at Indian Aviation Academy, New Delhi

S.N.	Description	Qty.	Unit	Rates (in Figure)	Rates (in Words)	Total Amt.
1.	Renting of Multifunctional Photocopy Machine with free copies of 20000 per month.	12	Months			
2.	Charge of Photocopy of A-4 Size Paper beyond free copies	1000000	Per Copy			
3.	Charge of Colour Photocopy of A-4 Size. (The cost of Paper will be borne by agency)	1000	Per Copy			
4.	Charge of Photocopy of A-3 Size. (The cost of Paper will be borne by agency)	1000	Per Copy			
5.	Lamination A-4 Size Paper	500	Per Copy			
6.	Lamination A-3 Size Paper	500	Per Copy			



7.	Spiral Binding A-4 Size up to 200 pages	2000	Per Book			
8	Spiral Binding A-4 Size more than 150 pages	2000	Per Book			
9.	Spiral Binding A-3 Size up to 150 pages	500	Per Book			
10.	Spiral Binding A-3 Size more than 150 pages	500	Per Book			
11.	Letter Head (Sample will be provided by IAA)	2000	Each			
13	Gate Pass Book of 100 Nos. in triplicate	50	Each			
GRAND				TOTAL =		

IAA 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 Bidder \_\_\_\_\_

Name \_\_\_\_\_





**UNCONDITIONAL ACCEPTANCE LETTER**

**(To be submitted in Envelope-A on the Agency's Letter Head)**

To,

Assistant General Manager (Engg./Store)  
Indian Aviation Academy,  
Behind ISIC Hospital, Vasant Kunj,  
New Delhi-110070.

Sir,

**ACCEPTANCE OF IAA'S QUOTATION CONDITIONS**

- 1.The Quotation Document for the work "**Job Contract for Renting of Photocopy Machine at Indian Aviation Academy, New Delhi**" has been downloaded by me/us by from IAA/AAI 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 hereby unconditionally accept(s) the quotation conditions of IAA'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 quotation's conditions in its 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, these provisions of the quotation are found violated after opening, I/we agree that the quotation shall be rejected.
- 4."That I/we declare that we have not paid and will not pay any bribe to any officer of IAA for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of IAA asks for bribe/gratification, I will immediately report to the Appropriate Authority in IAA".

Yours Faithfully

Date:

Place:

**(Signature of the Agency)**

**With rubber stamp**

