



भारतीय विमानन अकादमी

Indian Aviation Academy

राष्ट्रीय विमानन प्रबंधन संस्थान एवं अनुसंधान सोसाइटी, नई दिल्ली  
National Institute of Aviation Management & Research Society,  
New Delhi

A joint venture of AAI, BCAS & DGCA, Govt. of India



CAO

TRAINAIR  
PLUS

FULL MEMBER

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

Dated 20.06.2019

**Notice Inviting Quotation**

**Name of work: Annual Rate Contract for Photocopy / Spiral Binding and Lamination works 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 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) Proof of Experience.
- (iv) Un-conditional acceptance as per Annexure-II

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

(Financial Bid). The 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'

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 28.06.2019 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 1 (One) 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.

The quotation duly sealed and superscripted at the top of the Envelop as "Annual Rate Contract for Photocopy / Spiral Binding and Lamination works 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 28.06.2019 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.

*[Handwritten Signature]*  
20/06/19

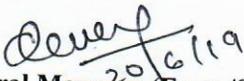
Assistant General Manager (Engg/Store)  
Indian Aviation Academy

Behind Indian Spinal injuries Centre, Vasant Kunj, New Delhi 110070  
Phone: +91 11 26134313 Email: edtraining.niamar@aai.aero

### 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. No advance shall be payable for above said work to the agency. Order of various printing work shall also mailed in soft copies or hard copies to be collected by your representatives and the bill shall be submitted by the agency to concerned officer of IAA and after verifying, bill will be processed for payment. 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 05days after receipt of work order ready to start till completion of one year.
6. The Bidder should also be able to provide the name and mobile number and WhatsApp number of a person, who can be contacted at any time, even beyond office hours and on holidays. This person should be capable to taking orders and arrange for supply of the desired work, even at short notice.
7. The Bidder should have well established office in Delhi/ New Delhi.
8. That the successful bidder shall deposit in DD / BG Rs.1000/- (Rupees One thousand only) as Security Deposit Charges. Security Deposit in the form of DD / Pay Order / Bank Guarantee from a Nationalized/ Scheduled Bank. DD / Pay Order shall be in favour of Indian Aviation Academy at New Delhi. In the event of the Licensee committing any breach of the terms & conditions of the license agreement, the Authority 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 Authority 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 earlier determination of the license the Authority shall return the Security Deposit or part thereof which has not been forfeited as aforesaid, to him, without interest. The SD (Bank Guarantee) should be valid for a period of 03 months from the date of expiry of contract. No interest is payable on SD.
9. The quoted rates shall be inclusive of all taxes excluding GST.
10. Overwriting is not admissible.
11. 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.
12. Cello tapes shall be affixed on the quoted rates and total amount.
13. All disputes arising out of the contract shall be referred to court under the jurisdiction of Delhi Court only.
14. Permanent Account No. (PAN), GST Registration, unconditional acceptance letter and experience certificate shall be submitted in Envelop-"A" and the Quotation document with price bids shall be submitted in Envelop-"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), GST Registration,

- unconditional acceptance letter and experience certificate in Envelop- "A" shall be rejected and their Envelop-"B" (Financial bid) shall not be opened.
15. The Competent Authority reserves the right to reject any or all the quotations in full or parts thereof without assigning any reason.
  16. IAA reserves the right to carry out capability & quality assessment of the Bidders and IAA's decision shall be final in this regard.
  17. Job material for Photocopy / lamination/Spiral binding will be collected from IAA, NIAMAR Society, New Delhi and delivery of material to make at IAA after making proper sets of documents within the time period specified by IAA.
  18. Good quality photocopy paper i.e. J.K. Century, BILT or TNPL shall be used.
  19. No extra charges shall be paid for making sets of the photocopied material.
  20. Billing for the job carried out shall be on Programme basis.
  21. The cost is inclusive of all materials used for making photocopy/spiral binding and lamination works.
  22. No extra payment shall be made for transportation for collecting and delivery of the material.
  23. In case of unsatisfactory performance, the work shall be withdrawn forthwith by IAA.

  
20/6/19  
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: Annual Rate Contract for Photocopy / Spiral Binding and Printing  
/Lamination works at Indian Aviation Academy, New Delhi.

S.N.	Description	Qty.	Unit	Rates (in Figure)	Rates( in Words)	Total Amt.
1.	Photocopy -4 Size Paper	10000	Per Copy			
2.	Photocopy A-3 Size	100	Per Copy			
3.	Colour Photocopy A-4 Size	50	Per Copy			
4.	Colour Photocopy A-3 Size	50	Per Copy			
5.	Lamination A-4 Size Paper	50	Per Copy			
6.	Lamination A-3 Size Paper	50	Per Copy			
7.	Spiral Binding A-4 Size up to 50 pages	150	Per Book			
8.	Spiral Binding A-4 Size more than 50 pages	350	Per Book			
9.	Spiral Binding A-3 Size up to 50 pages	50	Per Book			
10.	Spiral Binding A-3 Size more than 50 pages	50	Per Book			
11.	Letter Head (Sample will be provided by IAA)	500	Each			
12.	Certificate (Sample will be provided by IAA)	2000	Each			
<b>GRAND</b>				<b>TOTAL =</b>		

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 " **Annual Rate Contract for Photocopy / Spiral Binding and Lamination works 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**