

INDIAN AVIATION ACADEMY



Name of Work: - Procurement of stationary & other miscellaneous items for the FY 2024 -25.

NOTICE INVITING TENDER

Estimated Cost : Rs.39,26,583/-

Duration : 01 Year

Document Ref. No.: IAA/STORE /2024-25/01

INDIAN AVIATION ACADEMY



**DEPARTMENT OF CIVIL
INDIAN AVIATION ACADEMY
VASANT KUNJ, NEW DELHI – 110070.**

Name of Work: - Procurement of stationary & other miscellaneous items for the FY 2024 -25.

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NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)

1. Item Rate/~~Percentage rate~~/EPC e-tenders are invited through the e-tendering GeM Portal by (E-I-C Engg-Civil) on behalf of Director, IAA from the eligible contractors for the work of **“Procurement of stationary & other miscellaneous items for the FY 2024 -25.”** at an estimated cost of ₹ 39,26,583/- including GST for the period of 01 Year.

The tendering process is online at GEM-portal URL address <https://gem.gov.in> or www.aai.aero, <https://iaa.edu.in> Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to register themselves at GEM-portal, obtain ‘Login ID’ and ‘Password’ and go through the instructions available in the Home Page after log in to the GEM portal <https://gem.gov.in> or www.aai.aero, <https://iaa.edu.in>

Tender processing fee of ₹ 1,180/- (i/c GST), non-refundable will be required to be paid offline in form of Demand Draft in favour of Indian Aviation Academy (Niamar Society)” payable at New Delhi from Nationalized bank or any scheduled bank (but not from co-operative bank).

Earnest Money Deposit (EMD) of ₹ 78,532/-, will be required to be paid offline in form of Demand Draft in favour of Indian Aviation Academy (Niamar Society)” payable at New Delhi from Nationalized bank or any scheduled bank (but not from co-operative bank).

2. Following 2 envelopes shall be submitted through online at GEM-portal by the tenderer as per the following schedule: -

CRITICAL DATE SHEET	
Publishing Date	To Be Notified in GeM Portal
Bid Document Download / Sale Start Date	To Be Notified in GeM Portal
Clarification Start Date	To Be Notified in GeM Portal
*Clarification End Date	To Be Notified in GeM Portal
Bid Submission Start Date	To Be Notified in GeM Portal
**Bid Submission End Date	To Be Notified in GeM Portal
Last date and time of submission of Original Demand Draft against Tender / Bid processing fee and EMD along with Tender / Bid Acceptance Letter as per Annexure-1 / MSME Certificate.	Upto 3 rd day after Bid Submission End Date (upto 1800 IST)
Bid Opening Date (Envelope- I)	On 4 th day after Bid Submission End Date
Bid Opening Date (Envelope- II)	To Be Notified in GeM Portal

Note: If the bidder has any query related to the Bid Document of the work, they should use ‘Seek Clarification’ on GEM portal to seek clarifications. No other means of communication in this regards shall be entertained.

Envelope-I (Technical Bid and Pre-qualification): - Bid containing following:

A. Technical Bid containing the following: -

- i) Scanned copy of Tender Acceptance Letter on Bidder’s Letter Head.
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Scanned copy of ‘Undertaking’ regarding Blacklisting/ Debarment” on Bidder’s Letter Head.

- iv) Scanned copy of Form- A - details of similar works completed during last seven years supported with completion certificate issued by client.
- v) Scanned copy of Form- B - Financial Information.
- vi) Scanned copy of Form- C – Net Worth.
- vii) Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head that I/ We will deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period.
- viii) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.
Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.
- ix) PQ Performa duly filled.
- x) **Original/ Hard Copies of Demand Draft of Tender Fee i.e Rs. 1,180/- and EMD i.e Rs. 78,532/- / MSME along with duly signed unconditional acceptance letter is required to be submitted / sent by the postal / courier / given to Asstt. General Manager (E-C), Indian Aviation Academy, Nangal Dewat Road, Vasant Kunj, New Delhi – 110070. (Bidder should have to Mention Name of Work: & GeM Tender Id on Envelope) on or before date & time mentioned in CRITICAL DATE SHEET. The Tender / Bidder, if submitted offline are not received by the date & time mentioned in critical date sheet, then their Tender / Bids will be liable to be rejected. Any postal delay will not be entertained.**

B. Qualifying requirements of contractors / tenderers containing the following:

- i. Should have successfully completed or substantially completed three works, each of ₹15,70,633/- (i/c GST) or two works, each of ₹19,63,291 (i/c GST) or one work of ₹31,41,266 (i/c GST) in single contract of similar nature of (Any work) during last 07 (seven) years ending last day of month previous to the one in which tenders are invited.
The details of similar works completed during last seven years in the given format- **Form-A** with supporting documents issued by client.

Note:

1. The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.
2. The Tenders invited for Annual Rate Contracts for O&M/ AMC/ CMC works, agency having experience of completed AMC contract of more than one year shall be counted for the value of work for a completed one year on pro-rata basis. However, the agency who has completed one year of work in running AMC contract of more than one year, may be counted for the value of work for a completed one year on pro-rata basis.
3. Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:
 - (a) Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.

- (b) Payments received by second agency should be reflected in TDS certificates.
4. Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

5. Substantial completion shall be based on 80 (eighty) percent of awarded cost or more value wise works completed under the contract.

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to date of bid opening (Cover-I/ Technical bid).

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii) Should have Average Annual Financial Turnover of ₹11,77,975/- on construction works during last three years ending 31st March of the previous financial year. The Financial Information shall be submitted in the given format – **Form-B**. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii) The tenderer should have a minimum net worth of ₹5,88,987/-, issued by certified Chartered Accountants. The Certificate should be submitted in the given Format- **Form- C**.

Envelope-II: - The Financial e-Bid through GEM portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

3. Refund of EMD

EMD deposited by all the bidders except the confirmed lowest bidder shall be returned within one week from the date of opening of the financial bid. EMD of the successful bidder shall be returned on receipt of Security Deposit equivalent to EMD amount/ performance bank guarantee.

4. Bid Submission: -

The tenderer shall submit their application only at GEM Portal: <https://gem.gov.in/> Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. **Hard copy of application shall not be entertained.**

5. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
6. Tenderer who has downloaded the tender from (GeM) website <https://gem.gov.in> , shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IAA.

7. Bids Opening Process is as below: -

Envelope-I (Technical bid and Pre-qualification):

Envelope-I containing documents as per Para 2 (A) and (B) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through GEM portal, if required. The tenderer shall upload the requisite clarification/documents within time specified by IAA, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through GEM portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through GEM Portal).**

8. IAA reserves the right to accept or reject any or all applications without assigning any reasons. IAA also reserves the right to call off tender process at any stage without assigning any reason.
9. IAA reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of IAA. **IAA reserves the right to verify the credential**

submitted by the tenderer at any stage (before or after the award the work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the tenderer then IAA shall take the following action:

- a) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **The tenderer shall be liable for debarment for a period upto two years from tendering in IAA, including termination of the contract apart from any other appropriate contractual/legal action.**
10. Consortium/JV companies shall not be permitted.
 11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
 12. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
 13. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Financial information (Turnover with loss/ profit), Net worth Certificate etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.
 14. Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, issued Public Procurement (Preference to Make in India), Order 2017 vide OM No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 is applicable.
 15. Requirement of registration by the Bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of Finance, Department of Expenditure (Public procurement Division) with up to date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable. Bidder shall submit scanned copy of 'Undertaking' on Company's letter head in this regard. (Annexure- LBS)

Engineer-In-Charge (E-C),
Indian Aviation Academy

PQ Performa (Checklist)

Name of work: - Procurement of stationary & other miscellaneous items for the FY 2024 -25.

S. No	Qualifying Criteria	Supporting Documents must have following information which would like to note:	Copy Enclosed
Envelope-I Shall contain scanned copy of:			
1)	Scanned Copy of Tender Fee as per NIT.		Yes / No
2)	Scanned Copy of EMD as per NIT.		Yes / No
3)	Scanned Copy of MSME / UDYAM as per NIT.		Yes / No
4)	Scanned Copy of Tender Acceptance Letter on Bidder's Letter Head as per NIT.		Yes / No
5)	Scanned Copy of Permanent Account Number (PAN)		Yes / No
6)	Scanned Copy of GST Registration Number (GST)		Yes / No
7)	Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment" on Bidder's Letter Head as per NIT.		Yes / No
8)	Scanned copy of Form- A - details of similar works completed during last seven supported with completion certificate issued by client as per NIT.		Yes / No
9)	Scanned copy of Form- B - Financial Information as per NIT.		Yes / No
10)	Scanned copy of Form- C - Net Worth as per NIT.		Yes / No
11)	Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head that I/ We will deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period.		Yes / No
12)	Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.		Yes / No
13)	PQ Performa duly filled as per NIT.		Yes / No
14)	Work Experience Certificate (Three Works), (Two Works), (One Work) as Per NIT.		Yes / No
i)	Name of work: -		
ii)	Nature of work: -		
iii)	Date of actual completion: -		
iv)	Amount of completion: -		

v)	Department: -		
vi)	TDS, if required: -		
vii)	Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) alongwith a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.		Yes / No
15)	Annual Financial Turnover as per NIT.		
i)	Financial Year 2021-2022 -		Yes / No
ii)	Financial Year 2022-2023 -		Yes / No
iii)	Financial Year 2023-2024 -		Yes / No
iv)	Average =		Yes / No
v)	Losses during the last three years in the balance sheet, if any.		Yes / No
16)	Any other related information.		Yes / No
Financial Bid Envelope-II Shall contain:			
17)	Financial Bid through GeM Portal (Submitted only on GeM portal)		Yes / No
Place:			
Date:			
Signature with stamp (Authorised Signatory of Firm)			

TENDER ACCEPTANCE LETTER
(To be given on Contractor's Letter Head)

Date:

To,
Engineer-In-Charge (E-C), IAA
Indian Aviation Academy
Vasant Kunj, New Delhi-110070.

Sub: Acceptance of Terms & Conditions of Tender.

(Tender ID No: _____)

Name of Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from GeM Portal web site(s) namely: <https://gem.gov.in> as per your advertisement, given in the above-mentioned website(s).
2. / We hereby certify that I / we have inspected the site and read the entire terms and conditions of the tender documents, corrigendum(s) and reply to query if any made available to me/ us which shall form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of IAA's tender documents in its totality / entirety for above mentioned work.
4. I/We declare that I/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 it to the Appropriate Authority in IAA'.
5. I/ We hereby submitted that I/ We paid/ submitted the required earnest money as per NIT conditions.
6. I / We certify that all information/ documents furnished by our Firm is true & correct and in the event at any stage, the information/ documents is found to be incorrect/ untrue or found violated, then we shall be liable for debarment from tendering in IAA without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING REGARDING BLACKLISTING/ DEBARRING OF FIRM
(To be given on Contractor's Letter Head)

Date:

To,
Engineer-In-Charge (E-C), IAA
Indian Aviation Academy
Vasant Kunj, New Delhi-110070.

Sub: UNDERTAKING REGARDING BLACKLISTING/ DEBARRING OF FIRM

(Tender ID No: _____)

Name of Work: -

Dear Sir,

1. I, _____, age _____ years S/o _____ proprietor / Managing Partner/ Managing Director of M/s _____ having address _____ do hereby solemnly affirm and state as follows;
2. I / We do hereby declare that our Firm has not been debarred/blacklisted/ restrained by Airports Authority of India / Indian Aviation Academy or Central Govt. Depts./ State Govt Depts./ Public Sector Undertakings of State & Central Govt. or World Bank/ Asian Development Bank.
3. Our firm understand that in case above is discovered during tendering stage and/or at later stage, our firm shall be liable for restraintment from bidding in IAA, forfeiture of earnest money deposit, performance guarantee, security deposit apart from any other appropriate contractual action including debarment/blacklisting, termination of the contract.

Date:

Place:

(Signature of the Bidder, with Official Seal)

FORM "A"

DETAILS OF SIMILAR WORKS SUCCESSFULLY COMPLETED OR SUBSTANTIALLY COMPLETED DURING THE LAST SEVEN YEARS ENDING ON ...

S.No	Details of Work	W-1	W-2	W-3
i	Name of work / project and Location			
ii	Name and Address of client			
iii	Awarded Cost of Work (in Rs. Lakhs)			
iv	Date of commencement as per contract			
v	Stipulated date of completion			
vi	Actual date of completion			
vii	Completion Cost/ Actual work done			
viii	Whether the work was done on back to back basis Yes/No			

**SIGNATURE (S) OF BIDDER (S)
(WITH STAMP)**

Note: The contractor should give list of only of eligible category works of requisite amount with supporting documents issued from client.

FORM "B"
FINANCIAL INFORMATION

Name of the firm / contractor.....

1. Financial Analysis - Details to be furnished turnover on construction works with profit / loss as per figure in balance sheet account for the last three years duly certified by the Chartered Accountant as submitted by the applicant to the Income - Tax Department

S.No.	Particulars	Financial Year (Last three years)		
		FY.....	FY.....	FY.....
1.	Turn-Over on Construction Works			
2.	Profit / (loss) after Taxes (standalone)			

2. Financial arrangements for carrying out the proposed work.

Unique Document Identification Number (UDIN).....

SIGNATURE OF CHARTERED
ACCOUNTANT WITH SEAL

SIGNATURE (S) OF BIDDER (S)

Note: The bidder should give information strictly in above format.

FORM "C"

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTED ACCOUNTANT

This is to certify that as per audited balance sheet and profit & loss account during the financial year....., the Net Worth of M/S. (Name & registered address of Individual/Firm/Company), as on(the date of certificate) is Rsafter considering all liabilities. It is further certified that Net Worth of the company has not eroded by more than 30 % in last three years ending on 31st March(the relevant year*)

Unique Document Identification Number (UDIN).....

Signature of Chartered Accountant

Name of Chartered Accountant

Membership of ICAI

Date and Seal

SIGNATURE (S) OF BIDDER (S)

* The relevant year shall be the financial year ending 31st March preceding the calendar year of bid submission or 31st March of the financial year preceding the previous financial year, if the balance sheet of the previous financial year has not been audited.

**Performa for declaration by Bidder for compliance of order on Restriction under Rule 144(xi)
of the General Financial Rules (GFRs)-2017**
(Scanned copy to be submitted by Bidder in Cover-I on letter head of Company/Firm)

Name of Work:

Tender ID:

I, the undersigned, _____ (full names), do hereby declare, in my capacity
As _____ of M/s **Name of company /Firm** that:

- | | |
|----|--|
| 1) | I am competent to swear this undertaking on behalf of M/s <u>Name of company/Firm</u> . |
| 2) | I have read the Order(s) on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order(s). |
| 3) | I certify that M/s <u>Name of company / Firm</u> is not from such a country / is from such a country, has been registered with the Competent Authority (strike out whichever is not applicable). I hereby certify that this BIDDER fulfills all requirements in this regard and is eligible to be considered [Where applicable, evidence of valid registration with the Competent Authority is attached]. |
| 4) | I understand that the submission of incorrect data and / or if certificate/ declaration given by M/s <u>Name of company/Firm</u> is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Procurement Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017. |

Signature and name of the authorized signatory of the firm
with Rubber Stamp

Date:

Place:

Special Terms and Conditions

1) Terms and Conditions

1.	Indian Aviation Academy Invites GeM Bid for Procurement of Stationary & other miscellaneous items at Indian Aviation Academy, Vasant Kunj, New Delhi - 110070. as per the specification laid down in this bid document.
2.	The bid document can only be viewed in GeM Portal and will be submitted / received only at gem portal.
3.	Interested applicants can download the bid document from GeM-Portal from as indicated in the Gem portal and submitted the completed document with bid document as indicated in gem portal.
4.	To participate in the gem portal, it is mandatory for the bidders to register themselves with Gem portal and obtain user id and password which is required for submitting the tender.
5.	Delivery address: Engineer -In-Charge, Indian Aviation Academy, Vasant Kunj, New Delhi - 110070.
6.	Delivery Period: Supply will be taken on as and when required & direction of Engineer- in-charge IAA which shall be communicated in 7 days advance.
7.	Rates- The bidders are required to quote basic rate (including all charges i.e. including packaging, transportation, loading/unloading, installation charges and GST etc) applicable for entire contract period of one year.
8.	Bid- This shall consist of technical bid and financial bid (Annexure B) duly filled in the format specified, herein in accordance with the instruction and other relevant provisions mentioned in this Bid Document. This is to be filled electronically.
9.	Digitally signed Financial Bid at annexure (B) will be considered as confirmation that the bidder has read, understood and accepted all the conditions and documents enclosed and referred in this Bid document.
10.	Inspection: Indian Aviation Academy reserve the rights to inspect the regular stationery items before delivery in term of its effectiveness in fulfilling the specification mentioned in the Bid Document. Agency has to submit the sample of each & every product with original purchase invoices to Engineer In charge, IAA and delivery has to be made only after receipt of confirmation from Engineer In charge, IAA. Note: HP Cartridges purchase should be from authorized dealers and same submit to the Engineer In Charge.
11.	Corrigendum/Addendum to this Bid, if any, will be published in Gem Portal only. No newspaper press advertisement shall be issued for the same.
12.	The Bids will consist of dual packet system i.e. Technical and Financial Bids only. The Financial Bids Shall Consist of the financial aspects as per the conditions laid down in the Bid Document.
13.	Indian Aviation Academy, reserves the right to reject any Bid without Assigning any reason.
14.	The Bids received will be evaluated on the basis of Technical Bid and Financial Bid with the lowest value of total Bid price incl. taxes & all costs (for complete scope of work specified in document) shall be termed as L1 Bid. Contract shall be awarded on the basis of lowest rates of supply.
15.	Bidders will take all necessary actions to evaluate risk and cost involved in the operations and IAA will not be responsible for payment of any compensation whatsoever on this account.
16.	Bidders are also advised that they should visit and understand the ground conditions and business Potential, before submitting their bid(s).
17.	No other court except courts of New Delhi only have jurisdiction to resolve dispute arising out of Bid Document.
18.	Quantity can deviate 30% plus or minus as per the requirement & direction of Engineer In charge, IAA. Nothing extra shall be paid on the reason of quantity being deviated on the higher or lower side.
19.	The contract agreement shall be executed on a non-judicial stamp paper of value of Rs.100/- and the cost of the stamp paper shall be borne by the Agency/Contractor.
20.	The contractor shall make payment to his workers as per minimum wages applicable due to revision of minimum wages by the office of Regional Labour Commissioner (Central) from time to

	time. However, the difference of minimum wages with respect to existing at the time of tender shall be reimbursed to the contractor based on actual payment made to the workers.
2) Security Deposit:	
The security deposit shall be 2% of the total contract value that shall be submitted by the lowest Bidder within fifteen days from the date of issue of LOA. Further, the aforesaid security deposit shall be Submitted in the form of Demand Draft in favor of Indian Aviation Academy (NIAMAR SOCIETY).	
i)	Refund of SD - Security Deposit shall be refunded without interest on successful completion (After 6 month) of the Contract on submission of claim by the licensee after adjusting the dues / outstanding if any. No Interest will be admissible on the Security Deposit or any other amount payable by IAA to the contractor.
ii)	Forfeiture of SD - in the event of default/ any fraudulent practice or any charges payable to the IAA will be at liberty to forfeit earnest money/ security deposit and discontinue the Contract forthwith without prejudice to any right of IAA and also black list the agency. IAA may Recover any dues/ outstanding from the security deposit on completion of the contract.
3) System of Payment:	
i)	Payment will be made at the accepted rates to the respective supplier/distributor.
ii)	Payment will be released to the manufacturer/supplier or its distributors directly subject to recoveries if any, by way of liquidated damages or any other charges as per terms and Conditions of contract in the following manner.
iii)	The bills should reflect applicable GST separately. The supplier shall not claim any interest on payment under the contract.
iv)	No advance payment will be allowed under any circumstances.
4) Warranty:	
i)	The supplier warrants comprehensively that the goods supplied under the contract is new, unused and Incorporate all recent improvement in design and material unless prescribed otherwise by the purchaser in the contract. The supplier further warrants that goods supplied under the contract shall have no defects arising from design, material (except when the design adopted and / or the material used are as per the purchase/consignee specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under condition prevailing India.
5) Penalty Clause:	
i)	Any supplies received in bad condition at Unit will have to be replaced free of cost. Replacement for faulty regular stationery items has to be made by the supplier; otherwise, cost of the same will be deducted from the bills.
ii)	Supply should be made within reasonable time and as shown in the indent and if the supply of material is not found in accordance with the specifications and sample, IAA reserves full right to purchase the required stock at the risk and cost of the supplier and the difference in amount incurred in this regard by IAA will be recovered from the supplier's bills.
iii)	In case of non-fulfilment of tender conditions, IAA reserves the right to terminate the contract as well as debarment of the agency for participating in the future contracts of IAA/AAI for the period of 01 years.
7) If the supplier does not follow the above instructions, his Bid will be summarily rejected.	
8) IAA reserves the right to cancel / discharge the bid at any point of time.	

Annexure-B						
BOQ						
S.No	Item	Unit	Total Qty.	Rate i/c GST	Amount i/c GST	Remarks
1	Glue Stick Fevi Stick 15 gm Make Glue Stick or equivalent and direction and satisfaction of Engineer In Charge	Nos.	112			
2	Photocopy Paper A4 Rim Make JK Paper or equivalent and direction and satisfaction of Engineer In Charge	Nos.	541			
3	Photocopy Paper A3 Rim Make JK Paper or equivalent and direction and satisfaction of Engineer In Charge	Nos.	2			
4	Punch Single Make Kangaroo or equivalent and direction and satisfaction of Engineer In Charge	Nos.	28			
5	Gel Pen Make UNI BALL Eye UB157 Any Colour or equivalent and direction and satisfaction of Engineer In Charge	Nos.	266			
6	Ball Pen Blue Make Montex Smooth Flow or equivalent and direction and satisfaction of Engineer In Charge	Nos.	4885			
7	Water Bottle Glass 600ml Make Pacific Favoula or equivalent and direction and satisfaction of Engineer In Charge	Nos.	3452			
8	White Board Duster Plastic Good Quality	Nos.	23			
9	Call Bell Classroom Good Quality	Nos.	10			
10	Bislery Water Bottle 500ml	Nos.	4600			
11	Cartridge 230 M203DN CF230XC Make HP	Nos.	163			
12	Cartridge 228 M427FDN CF228XC Make HP	Nos.	20			
13	Cartridge 360 Black CF360XC Make HP	Nos.	12			
14	Cartridge 361 Yellow CF361XC Make HP	Nos.	12			
15	Cartridge 362 Cyan CF362XC Make HP	Nos.	12			
16	Cartridge 363 Magenta CF363XC Make HP	Nos.	12			
17	Supply of Skilled Manpower as per direction and satisfaction of Engineer In Charge Bidder has to pay minimum wages as per CLC 01 04 2024) i e 948 per day	Per Day	325			
Total i/c GST =						