

**INDIAN AVIATION ACADEMY
NIAMAR SOCIETY CAMPUS
BEHIND ISIC HOSPITAL, VASANT KUNJ,
NEW DELHI – 110 070**

R.No:- IAA/Store/eNIT-02/2019-20/

DT: 28.11.2019

**NOTICE INVITING e-TENDER (2 Envelope Open Tender)
(Tender Reference No: 2019_IAA_ARC_Water Bottles)**

(Tender ID No: 2019_AAI_36878_1)

1. Item rate e-tenders are invited through the e-tendering portal by **Assistant General Manager (Engg./Store), Indian Aviation Academy, Behind ISIC Hospital, Vasant Kunj, New Delhi – 110070 (BID MANAGER)** on behalf of Director, I.A.A. from the eligible contractors for the work of “**Annual Rate Contract for Supply of 600ml Glass Water Bottles at Indian Aviation Academy, Vasant Kunj, New Delhi**” at an estimated cost of **Rs.5,21,160.00** with a period of completion **01(One) Year**.

The tendering process is online at e-portal URL address **<https://etender.gov.in/eprocure/app>** or **www.aai.aero**. Aspiring bidders may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-Portal, obtain ‘Login ID’ & ‘Password’ and go through the instruction available in the Home Page after log in to the CPP-portal. **<https://etender.gov.in/eprocure/app>** or **www.aai.aero**. They should also obtain Digital Signature Certificate (DSC) in parallel, which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help desk Support through path **[aai.aero/tender/e-tender/help desk support](http://aai.aero/tender/e-tender/help%20desk%20support)**.

- (i) For any technical related queries, please call the Helpdesk. The 24x7 Help Desk details are as below: -

Tel: 0120-4200462, 0120-4001002, Mobile: 91 8826246593.

E-mail: **support-eproc@nic.in**

Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between

- (ii) 08.00 hrs to 20.00 hrs (Mon-Sat)-
011-24632950, Ext-3512 (Six Lines), E-Mail:- **eprochelp@aai.aero**
- (iii) 09.30hrs to 18.00 hrs (Mon-Fri)-
011-24632950 Ext-3523, E-Mail: **etendersupport@aai.aero**,
sanjeevkumar@aai.aero and **snita@aai.aero**.
- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24657900, E-Mail:- **gmitichq@aai.aero**

(C-NIL I-NIL O-NIL)

Tender processing fees of **Rs.1180/- (i/c 18% GST) non-refundable** will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (but not from co-operative or Gramin Bank). The original Demand Draft against Tender fee should reach by post/ courier/ given in person to the concerned officials, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

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

CRITICAL DATE SHEET

Publishing Date	28.11.2019 at 11:00 hrs.
Bid Document Download/Sale Start Date	28.11.2019 from 11:05 hrs.
Clarification Start Date	28.11.2019 from 11:10 hrs.
Clarification End Date	09.12.2019 upto 11:00 hrs.
Bid Submission Start Date	09.12.2019 from 11:30 hrs.
Bid Submission End Date	16.12.2019 upto 11:00 hrs.
Last Date for Offline submission of Tender Fee, EMD and other offline supporting documents	17.12.2019 upto 17:30 hrs.
Bid Opening Date: Envelope-I (PQQ & Technical)	18.12.2019 at 11:00 hrs.
Bid Opening Date: Envelope-II (Financial)	20.12.2019 at 11:00 hrs.
Tender Fee	Rs.1180/- (i/c GST) (Non-refundable)
Earnest Money Deposit (EMD)	Rs.10423/- in the form of Demand Draft

Envelope-I:- Containing qualifying requirements of Contractor/Firm:

The tenderer shall submit their applications only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for Tender Fee. 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.

Qualifying requirements of contractors / firms: -

- i) Agency should have Permanent Account Number (PAN) and GST Registration.
- ii) Should have satisfactorily completed (#Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works each of **Rs.2,08,464.00** or two works each of **Rs.2,60,580.00** or one work of **Rs.4,16,928.00** in single contract of **similar nature of work like supply of training related items like bottles, bags,etc.** during last seven years ending on 31.10.2019 in India.

“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 of the last date of submission of bid”.

Client certificate for experience showing nature of work done, value of work, date of start, date of completion as per agreement, actual date of completion & satisfactory completion of work. **Firms showing work experience certificate (completed work) from Non-government/Non-PSU organizations should submit copies of Tax Deduction at Source Certificate (TDS) in support of their claim for having experience for stipulated value of work.**

- iii) Should have annualized average financial turnover of **Rs.1,56,348.00** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses for the last three years in the balance sheet shall be summarily rejected.
- iv) PQ Performa as per duly filled and signed (Performa given as Annex-1 page no A-10 to A-14 of Tender Document).
- v) Undertaking regarding Goods & Service Tax (GST) (Performa given as Annex-2-page no. A-15 of Tender Document).
- vi) Scanned copy of Earnest Money Deposit (EMD) of value **Rs.10423.00** (Rupees Ten Thousand Four Hundred Twenty-Three Only) and Tender Fee of value **Rs.1180.00** (One Thousand One Hundred Eighty Only) in the form of Demand Draft as stipulated in the Notice Inviting Tender may be submitted along with Unconditional Acceptance of IAA's Tender Conditions (Performa given as Annex-3 on page no. A-16 to A-17 of Tender Document), Digitally Signed Tender Documents

Envelope-II: The Financial e-Bid through CPP 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 bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other

cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

1. Original EMD, Tender Fee and hard copy of signed Unconditional Acceptance of IAA's Tender Conditions to be sent to the **Assistant General Manager (Engg. /Store), Room No-206, Second Floor, Indian Aviation Academy, Behind ISIC Hospital, Vasant Kunj, New Delhi-110070** and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD and unconditional acceptance of IAA's tender conditions are not received by the time mentioned in **CRITICAL DATA SHEET** then their tenders will be summarily rejected. Any postal delay will not be entertained.

2. **Bids Opening Process is as below: -**

Envelope-I: Containing Documents for pre-qualifications bid (uploaded by the contractors/ firms) shall be opened as per **CRITICAL DATA SHEET**, the intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/ firms through e-tendering portal.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/ documents within time specified by IAA, failing which tender will be liable for rejection.

Envelope-II: The financial bids of the contractors/ firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET (Depending on PQ Bid evaluation the date shall be intimated through CPP portal)**.

3. 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.
4. IAA reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/ Temporary/ Permanent debar by any department of IAA. **IAA reserve the right to verify the credential submitted by the agency** 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 firm then IAA shall take the following action:
 - a) **Forfeit the entire amount of EMD submitted by the firm.**
 - b) **The agency shall be liable for debarment from tendering in IAAR, apart from any other appropriate contractual/ legal action.**
5. Consortium/ JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

6. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
7. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions (para-10) of public procurement policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc. The agencies registered with ESIC, MSME & UAM (Udyog Aadhar Memorandum) are exempted from payment of cost of tender document and EMD. Such firms are required to submit scanned copy of valid registration in Envelope-I.
8. If the entity participating in any of the tenders is a private or public limited company, partnership firm or proprietary firm and any of the Directors/Partners/ Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI/IAA and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI/IAA tenders.

Assistant General Manager (Engg. /Store)

Room No.206, 2nd Floor,

IAA, Behind ISIC Hospital,

Vasant Kunj, New Delhi-110070

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download

the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should consider any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids 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 bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

CPP under GePNIC, Help Desk Services

- 1) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues / clarifications, relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel: 0120-4200462, 0120-4001002.

E-Mail: support-eproc@nic.in

For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance. E-Mail: CPP-doe@nic.in

2) For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)

- a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPP under GePNIC <https://eprocure.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPP).
- b. Before submitting queries, bidders are requested to follow the instructions given in "Guidelines to Bidders" and get their computer system configured according to the recommended settings as specified in the portal at "System Settings for CPP".

3) In case of any issues faced, the escalation matrix is as mentioned below:

Sl. No.	Support Person	Escalation Matrix	E-Mail Address	Contact Number	Timings
1.	Help Desk	Instant	eprochelp@aai.aero	011-24632950	0900- 1800 hrs. Mon-Fri *
2.	Team	Support		-Ext-3512 (Six Lines)	

*The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.

- 4) The above-mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI through e-portal.

Pre-Qualification Performa (Check List)

Tender ID: 2019_AAI_36878_1

TO BE UPLOADED BY APPLICANTS ALONG WITH TENDER APPLICATION IN PRE-QUALIFICATION BID (Envelope - I).

Name of Work: “Annual Rate Contract for Supply of 600ml Glass Water Bottles at Indian Aviation Academy, Vasant Kunj, New Delhi”

1	2	3	4
S. No.	Qualifying criterion	Supporting Document must have the following salient information which AAI would like to note	Enclosure Check-list Scanned copy uploaded
1.0	General		
1.1	Name and registered office address of the Applicant Contractor / Firm		Yes / No
	Telephone, Fax & E-mail		
1.2	Authorized Signatory (Name & Designation)		Yes / No
1.3	<u>Envelope –I Shall contain scanned copy of :</u>		
a)	Permanent Account No. (PAN)		Yes / No
b)	GST Registration		Yes / No
c)	Experience details: Works experience in Similar nature of Work of supply of training related items		

	Should have satisfactorily completed the specified work i.e.	A) Certificate of completion of the Three / Two / One work(s) for meeting eligibility criteria as applicable	
	i) Three works of Rs.2,08,464/- each in single contract of similar nature of work during last seven years ending on last date/extended date of submission of bids.	<p><u>Work No. 1</u></p> <p>-Name of work:</p> <p>-Nature of work done:</p> <p>-Value of work:</p> <p>-Date of start:</p> <p>-Date of Completion as per agreement:</p> <p>-Actual Date of Completion:</p> <p>-Satisfactory completion of work:</p> <p>-EOT granted (if any) up to with/ without levy of compensation.</p>	Yes / No
<p><u>Work No. 2</u></p> <p>-Name of work:</p> <p>-Nature of work done:</p> <p>-Value of work:</p> <p>-Date of start:</p> <p>-Date of Completion as per agreement:</p> <p>-Actual Date of Completion:</p> <p>-Satisfactory completion of work:</p> <p>-EOT granted (if any) up to with/ without levy of compensation.</p>		Yes / No	
<p><u>Work No. 3</u></p> <p>-Name of work:</p> <p>-Nature of work done:</p> <p>-Value of work:</p> <p>-Date of start:</p>		Yes / No	

(C-NIL I-NIL O- NIL)

		-Date of Completion as per agreement: -Actual Date of Completion: -Satisfactory completion of work: -EOT granted (if any) up to with/ without levy of compensation.	
	ii) Two works of Rs.2,60,580/- each in single contract of similar nature of work during last seven years ending on last date/extended date of submission of bids	<u>Work No. 1</u> -Name of work: -Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion: -Satisfactory completion of work: -EOT granted (if any) up to with/ without levy of compensation.	Yes / No
		<u>Work No. 2</u> -Name of work: -Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion: -Satisfactory completion of work: -EOT granted (if any) up to with/ without levy of compensation.	Yes / No

	iii) one work of Rs.4,16,928/- each in single contract of similar nature of work during last seven years ending on last date/extended date of submission of bids	Work No. 1 -Name of work: -Nature of work done: -Value of work: -Date of start: -Date of Completion as per agreement: -Actual Date of Completion: -Satisfactory completion of work: -EOT granted (if any) up to..... with/without levy of compensation.		Yes / No
(b)	Whether experience from Govt. organizations or private clients?	Govt. Organization / Pvt. Clients. (Tick whichever is applicable). TDS certificate from client to be enclosed.		TDS certificate enclosed: Yes / No
	TURNOVER			
1.4	Annualized average financial turnover of not less than Rs.1,56,348/- against works executed during last three financial years. As a proof, copy of Abridged Balance Sheet of the firm with profit and loss account shall be submitted along with the application.	Year	Turnover (In Lakhs)	(Necessary detail in this regard to be submitted) Proof of turn over supported with abridged balance sheets and profit & loss account enclosed: Yes / No
		2016-17		
		2017-18		
		2018-19		
		<u>Average:</u>		
1.5	Undertaking regarding GST Compliance on the agency's letterhead (Annex-2).	Signed and scanned copy to be uploaded.		Yes / No
1.6	Duly filled, signed & Scanned copy of PQ Performa	Signed and scanned copy to be uploaded.		Yes / No
1.7	Details of Tender Fees (To be submitted in the form of DD)			Yes / No
1.8	Details of Earnest Money Deposit (To be submitted in the form of DD/BG)			Yes / No
1.9	Undertaking regarding unconditional acceptance (Performa given as Annex-3 of tender document)			Yes / No
1.10	Digitally signed Tender Document			Yes / No

(C-NIL I-NIL O-NIL)

1.11	Authorization letter / power of attorney (if any).		
2.	Envelope-II (Financial Bid)		
	BOQ.xls file	File to be uploaded digitally in the price bid section after quoting the rates.	Yes / No
3.	Any other information		
4.	Remarks		

Place:

Date:

SIGNATURE WITH STAMP
Authorized signatory of the Firm

DECLARATION

I/WE _____ hereby declare that the documents uploaded / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me/us.

Place:

Date:

Signature

Authorized Signatory of the contractor/ Firm
With Seal

UNDERTAKING REGARDING G.S.T.to be submitted in Envelope-I

It is certified that I/We (_____
_____) (Name & Address of the bidder)
am/are registered under GST Registration No.: _____ and
compliant of GST Provision. I/We hereby certify that the rates quoted in the bid are
inclusive of GST.

All the Input Tax Credits (ITC) shall be passed on to IAA. In case of non-compliance
of GST provision and blockage of any Input Tax Credit (ITC), I/We shall be solely
responsible to indemnify AAI.

Signature with Stamp
Authorized Signatory of the Contractor

Place: _____

Date: _____

Note: This undertaking is to be given in Agency/Company's Letter Head only

UNDERTAKING TO BE PUT IN ENVELOPE-II ALONG WITH E.M.D.
(TO BE PRINTED ON COMPANY'S LETTER HEAD)

**Assistant General Manager (Engg./ Store.),
Room No.206, 2nd Floor,
IAA, Behind ISIC Hospital,
Vasant Kunj, New Delhi-110070**

Sir,

ACCEPTANCE OF IAA'S TENDER CONDITIONS

1. The tender documents for the work "**Annual Rate Contract for Supply of 600ml Glass Water Bottles at Indian Aviation Academy, Vasant Kunj, New Delhi.**" for an estimated cost of **Rs.5,21,160/-** have been sold to me/us by Indian Aviation Academy and I/we hereby certify that I/we have inspected the sites and read the entire terms and conditions of the tender documents made available to me/us on CPP portal: <https://etenders.gov.in/eprocure/app> 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 tender conditions of IAA's tender documents in its entirety for the above work.
3. The contents of Notice Inviting Tender of the Tender Document have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks/conditions (except unconditional rebate on quoted rates, if any) in the tender uploaded in envelope-I, & II. In case, any condition(s) are found in Envelope I then Envelope –II (i.e. Financial Bid) shall not be opened, or if any condition found in Envelope –II (i. e. Financial Bid) the tender shall be rejected and IAA shall without prejudice to any other right or remedy be at liberty to forfeit the 10% of earnest money.
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/We will immediately report it to the appropriate authority in IAA.
5. I/We hereby submit the required earnest money of Rs. _____ (Rupees _____) only for the above-mentioned work in form of Demand Draft.
6. The required earnest money for this work has been submitted and the scanned copy of Tender Fees & EMD is attached along with duly filled and signed annexure 4.

(C-NIL I-NIL O- NIL)

7. I/We agree that “If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI/IAA, apart from any other appropriate / Legal action”.

Thanking you,

Yours faithfully,

Date:

(Signature of the tenderer)
With rubber stamp

Encl: Demand Draft

**(LETTER OF UNDERSTANDING FROM THE DEPOSITOR TO BANK TO BE
SUBMITTED ALONG WITH BANK GUARANTEE TO INDAIN AVIATION ACADEMY)**

The Branch Manager

..... Bank
.....
.....

Sub: My/Our Bank Guarantee bearing No. dated for an amount of issued in favour of Indian Aviation Academy A/C.

Sir,

The subject Bank Guarantee is obtained from your branch for the purpose of Security / Earnest Money on account of contract awarded / to be awarded by M/s IAA to me/us.

I hereby authorize the Indian Aviation Academy in whose favour the deposit is made to close the subject Bank Guarantee before maturity / on maturity towards adjustment of dues without any reference/consent/notice from me out side and the bank is fully discharged by making the payment to Indian Aviation Academy.

Signature of the Depositor

Place :

Date :

FORM OF BANK GUARANTEE AGAINST EARNEST MONEY DEPOSIT

WHEREAS, contractor _____(Name of contractor) (hereinafter called “the contractor”) has submitted his tender dated _____ (date) for the construction of“ _____ ”(name of work) (hereinafter called “the TENDER”).

KNOW ALL PEOPLE by these presents that we _____ (name of bank) having our registered office at _____(hereinafter called “the bank”) are bound unto _____ (Name of Senior Manager) (hereinafter called “the Engineer-in-charge”) in the sum of Rs. _____(Rs. In words _____) for which payment well truly to be made to the said Engineer-in-charge the bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the Bank this _____day of _____20__ .

THE CONDITIONS of this obligation are:

- (1) If after tender opening the Contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender.

- (2) If the contractor having been notified of the acceptance of his tender by the engineer-in-charge.
 - a) Fails or refuses to execute the form of Agreement in accordance with the instructions to contractor, if required –
OR
 - b) Fails or refuses to furnish the performance guarantee, in accordance with the provisions of tender document and instructions to contractor,
OR
 - c) Fails or refuses to start the work, in accordance with the provisions of the contract and instructions to contractor,
OR
 - d) Fails or refuses to submit fresh bank guarantee of an equal amount of this bank guarantee against security deposit after award of contract.

We undertake to pay to the engineer-in-charge either up to the above amount or part thereof upon receipt of his first return demand, without the engineer-in-charge having to substantiate his demand, provided that in his demand the engineer-in-charge will note that the amount claimed by him is due to him owing to the concurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including the date* after the deadline for submission of tender as such deadline is stated in the instructions to contractor or as it may be extended by the engineer-in-charge, notice of which extension (s) to the bank is hereby waived. Any demand in respect of this guarantee should reach the bank not later than the above date.

DATE	SIGNATURE OF THE BANK
WITNESS	SEAL
(SIGNATURE NAME AND	
ADDRESS)	

Date to be worked out on the basis of validity period of 6 months from last date of receipt of tender.