



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



Name of Work: Annual Rate Contract for Supply of 500ml Glass Water bottles at Indian Aviation Academy, Vasant Kunj, New Delhi.

Tender Document

Tender Id: -2020_AAI_39587_1

**INDIAN AVIATION ACADEMY
NIAMAR SOCIETY CAMPUS
Behind ISIC Hospital, Vasant Kunj,
NEW DELHI – 110 070**

**Name Of Work : Annual Rate Contract for Supply of 500ml Glass
Water Bottles at Indian Aviation Academy, Vasant
Kunj, New Delhi**

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Certified that this Tender Document contains pages A-1 to A-20 (A-One to A-Twenty only), B-1 to B-9 (B-One to B- Nine) and pages SCC-1 to SCC-3 (SCC-One to SCC- Three Only) and Schedule of Quantities.

**Assistant General Manager (Engg. /Store),
IAA, New Delhi**

**INDIAN AVIATION ACADEMY
NIAMAR SOCIETY CAMPUS
Behind ISIC Hospital, Vasant Kunj,
NEW DELHI – 110 070**

General Guidelines

Name of Work: Annual Rate contract for Supply of 500ml Glass Water bottles at Indian aviation Academy, Vasant Kunj, New Delhi.

First Important Step to Bidder for e-tender:

(CPP e-Procurement portal reference: <https://etenders.gov.in/eprocure/app>)

Bidders have to read the instructions to the bidders given in the e-tender portal of CPP and take immediate steps to :

- a) Register for bid to participate in tendering.
- b) Obtain digital signature well in advance which takes minimum 24 to 30 hours.
- c) Make sure availability of all required software in your PC as instructed under bidders' instruction head of e-procurement portal of CPP.

Correspondence on tender documents: -

- a) **Tender Document:** - The prospective bidder shall download the tender documents on-line from CPP's e-Procurement portal and upload digitally signed entire tender document on CPP e-tender portal. Besides, whenever tenderer signatures are earmarked in the tender documents shall put his signature and upload scan copies of the same.
- b) **Amendment to Tender Document:** - At any time, prior to scheduled date of submission of bids, IAA if it deems appropriate to revise any part of this tender or to issue additional date to clarify the interpretation of provisions of this tender, it may issue addendum/corrigendum to this tender. Any such Addendum/ Corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum/Corrigendum will be notified through CPP's Website/Portal only.
- c) **Clarifications of Tender Document:** - Bidder, requiring any clarifications of the tender document, may submit their queries, if any, through provision of CPP's Website/Portal on as per the critical dates given on Notice Inviting E-Tender. Replies to queries by IAA will be uploaded through CPP's e-Procurement portal. The bidders are advised to visit CPP's Website/Portal regularly.
- d) No correspondence shall be entertained from the tenderer after opening of tenders, other than asked by IAA for any clarifications if required.

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

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

DT: 06.01.2020

NOTICE INVITING e-TENDER (2 Envelope Open Tender)
(Tender Reference No: 2020_IAA_ARC_Water Bottles)

(Tender ID No: 2020_AAI_39587_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 500ml 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	06.01.2020 at 13:00 hrs.
Bid Document Download/Sale Start Date	06.01.2020 from 13:05 hrs.
Clarification Start Date	06.01.2020 from 13:10 hrs.
Clarification End Date	10.01.2020 upto 15:00 hrs.
Bid Submission Start Date	10.01.2020 from 15:00 hrs.
Bid Submission End Date	16.01.2020 upto 15:00 hrs.
Last Date for Offline submission of Tender Fee, EMD and other offline supporting documents	20.01.2020 upto 17:30 hrs.
Bid Opening Date: Envelope-I (PQQ & Technical)	20.01.2020 at 11:00 hrs.
Bid Opening Date: Envelope-II (Financial)	22.01.2020 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/academic related items like bottles, bags or any other hospitality items.** during last seven years ending on 31.12.2019 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 IAA, 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: 2020_AAI_39587_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 500ml 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.	<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
		<u>Work No. 3</u> -Name of work: -Nature of work done: -Value of work: -Date of start:	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 500ml 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.

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 substantiates 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 hear by 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.

INDIAN AVIATION ACADEMY
NOTICE INVITING TENDER

Ref No:- IAA/Store/eNIT-02/2019-20/

Tender ID : 2020_AAI_39587_1

1. Item rate Tenders are invited through e-tendering CPP Portal on behalf of the Director, Indian Aviation Academy for the work of “**Annual Rate contract for Supply of 500ml Glass Water bottles at Indian Aviation academy, Vasant Kunj, New Delhi.**” from the eligible contractors and have valid Permanent Account Number (PAN). The estimated cost of the work is **Rs.5,21,160.00** for a period of completion **01 (One) Year**
1. The Tenders shall be in the prescribed Form are invited in two bid system:
 - i) 1st Bid Envelope : Pre-qualification Bid (as per PQQ Performa Annex-1) Tender Fees, EMD, Undertaking for Acceptance
 - ii) 2nd Bid Envelope : Financial/ Price Bid
3. Not more than one Tender shall be submitted by a contractor or by a firm. No two or more concerns in which an individual is interested, as Proprietor and/or partner shall tender for the execution of the same works. If they do so, all such Tenders shall be liable to be rejected.
4. The Executive Director shall be the Accepting Officer hereinafter, referred to as such for the purpose of this contract. Tender documents may be downloaded from CPP portal: <https://etenders.gov.in/eprocure/app> . To participate in the tender/to submit the tender document, the Bidders must pay stipulated tender fee in the form of Demand Draft drawn in favour of Indian Aviation Academy payable at New Delhi.
5. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so. Such power of attorney to be uploaded with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
6. Tender documents consisting of plans, specifications, Schedule of quantities of the work to be done, the conditions of contract and other necessary documents can be downloaded from the CPP e-tendering portal. Tender processing fees of Rs.1180/- (i/c 18% GST) non-refundable will be required to be paid in the form of Demand Draft drawn in favour of **Indian aviation Academy** payable at **New Delhi**. The last date of submission of bid is **16.01.2020 up to 1500 hrs.**
7. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Tenders as to the nature of the ground & sub-soil form the nature of the site, the means of access to the site, the

accommodation they may require, working conditions including space for stacking of materials, rates of various materials to be incorporated in works.

8. Applicability of taxes & duties, conditions affecting accommodation and movement of labours etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Tender. A Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
9. Submission of a e-tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the works to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by Airports Authority of India, local conditions, local material rates and other factors bearing on the execution of the works.
10. All rates shall be quoted in the **Price Bid** by downloading the excel file and quoting the rates and upload the same in the Financial/ Price Bid folder. All rates shall be quoted Indian Rupees in the CPP portal: <https://eprocure.gov.in/eprocure/app>.
11. As this tender is a Item rate Tender, rates for all items quoted shall only be considered. Any Tender containing only percentage below/above the total estimated cost is liable to be rejected. Tenderers which propose any alteration in the works specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort including conditional rebates will be summarily rejected.
12. Tenders shall be received through CPP e-tendering portal by **16.01.2020 up to 1500 hrs.** and Envelope-I shall be opened on **20.01.2020 at 1100 Hrs** and the dates of opening of Envelope-II shall be opened on 22.01.2020 at 1100 Hrs.
13. The tenderer should study the complete tender document. In order to facilitate AAI to prepare responses, the interested tenderers are requested to submit their queries if any, in CPP Portal only in the seek clarification section, up till the stipulated date and time. The tenderers queries will be replied through CPP-portal only.
14. **Earnest Money Deposit (EMD):**
 - 14.1 Earnest money amount **Rs.10,423/- (Rupees Ten Thousand Four Hundred Twenty-Three Only)** shall be through Demand Draft from Scheduled Bank of India preferably from Nationalized Bank but not from Co-operative or Gramin

Bank in favour of **Indian Aviation Academy** payable at **New Delhi** shall accompany with tender in prescribed manner.

14.2 On acceptance of the Tender, the earnest money will be treated as part of the security deposit. The EMD of the successful tenderer will be returned if the tenderer furnishes the security deposit.

14.3 IAA will return the EMD wherever applicable to every unsuccessful tenderer except as provided in the tender document.

14.4 No interest or any other expenses, whatsoever on the EMD will be payable by IAA.

14.5 The Tender EMD may be forfeited in the following case :

- a) If a tenderer withdraws its tender during the period of tender validity specified in the tender conditions.
- b) In the case of a successful Tenderer, if the Tenderer fails –
 - i) To sign the Contract agreement.
 - ii) In case of any false information/document submitted by tenderer.

15. Power of attorney/authorization for signing tender:

- a) Only the Power of Attorney/Authorization holder of the tenderer on whose name the tender has been issued shall sign the Tender documents.
- b) The name and designation of the person or persons of the company who is authorized to sign shall be clearly indicated in the authority letter.
- c) In the event of the tender submitted by a partnership firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it must be signed on his behalf by a person holding a Power-of-Attorney authorizing him to do so by the partners. A certified copy of the Power-of-Attorney issued by the company/partnership firm shall be produced with the tender along with evidence of registration of partnership firm / company.

16. Notification of Award of contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision. A **responsive bidder** is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents. A Tenderer shall submit a responsive bid, failing which his Tender will be liable to be rejected.

17. The Accepting Authority does not bind itself to accept lowest or any tender and reserves to himself the right of accepting the whole or any part of the Tender and Tenderer shall be bound to perform the same at his quoted rates. No claim whatsoever will be entertained on this account.
18. The Tenderer shall not be permitted to tender for works in Indian Aviation Academy, responsible for award and execution of contracts, in which his near relative is posted as Manager (Finance & Accounts) or Sr. Officer or as an engineer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India/ Indian aviation Academy. Any breach of this condition by the contractor would render him liable to be debarred from Tendering for next 2 years.
19. The contractors shall give a list of IAA employees related to him.
20. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in Indian Aviation Academy/Govt. of India is allowed to work as a contractor for a period of two years of his retirement Indian Aviation Academy/ Government service, without the prior permission of Airports of India/Govt. of India. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/Govt. of India as aforesaid before submission of the Tender or engagement in the contractor's service.
21. The Tender for the work shall remain open for acceptance for a period of Ninety days **(90) days** from the date of opening of **Price Bid (i.e. envelope-II)**. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty **to forfeit the full said earnest money absolutely**.
22. On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the Engineer-in-Charge within 30 days of acceptance of tender.
23. A tenderer shall submit the tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:
 - a) Forfeit the **entire amount of EMD** submitted by the firm.

- b) Debar the firm for minimum three years to tender for AAI in any name/style apart from any other appropriate contractual/legal actions.

24. a) All tendered rates shall be inclusive of Goods & Service Tax (GST) and levies payable under respective statutes. GST shall be paid to bidder for any taxable supply/ services against a valid Tax invoice. However, pursuant to the Constitution (46th Amendment) Act. 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes / levies, the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Engineer-In-Charge (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.

- b) The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Airports Authority of India and / or Engineer-In-Charge and further shall furnish such other information/document as the Engineer-In-Charge may require from time to time.
- c) The contractor shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (46th amendment) Act 1982, give a written notice thereof to the Engineer-In-Charge that the same is given pursuant to this condition, together with all necessary information relating thereto.
- d) In case of change in rate of Tax or any provision relating to levy of Tax resulting in increase in burden of Tax on the contractor, the contractor shall be entitled to receive any compensation for such increase in quantum of Tax payable by the contractor, similarly recovery shall be made from the contractor on account of decrease of rate of Tax or any provision relating to levy of Tax.

25. MODE OF SUBMISSION & OPENING OF TENDERS:

Tender for the present work shall be submitted online through CPP e-tendering portal in two packs (i.e. Envelope I & II) system as detailed below:

Envelope I (Pre-qualification bid) : Containing qualifying requirements of Contractors / Firms

The bidders shall submit their applications as per “Pre- Qualification Performa” (Annex-1), in the tender document. The bidder shall download the PQ Performa, fill the required information, scan and upload the same along with all the required documents including firm’s bio-data in support of their meeting each criteria in the technical bid/ Attachment section in the portal. Uploading the digitally signed

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

The envelope-I (pre-qualification bid) shall be opened on **18.01.2020 at 1100 Hrs.**

The intimation regarding eligible/ non-eligible for participation in the tendering will be intimated through system generated mails/ messages to the agencies through e-tendering CPP portal.

- a) Containing Scanned copy of tender fee in form of Demand Draft drawn in favor of **Indian Aviation Academy** payable at **New Delhi**.
- b) Scanned copy of EMD in the form of Demand Draft in favour of **Indian Aviation Academy** payable at **New Delhi** along with duly filled Annexure-4 .
- c) Unconditional Acceptance of IAA's terms & conditions duly printed and signed on the Agency's letter head as per Annexure-3 along with power of Attorney, if applicable (in case of Firm).

Original Tender Fees in the form of Demand Draft, original EMD in form of Demand Draft/BG and originally signed Unconditional Acceptance of AAI's Tender Conditions to be submitted to the Bid Manager i.e. **Asst.Gen. Manager (Engg-Elect), Room No.206, Second Floor, Indian Aviation Academy, Vasant Kunj, New Delhi-110070** on or before the stipulated date and time as per **CRITICAL DATA SHEET** in Tender Document, failing which their tenders will be summarily rejected.

The date of opening of Envelope-II shall be intimated through CPP Portal.

Envelope II (Price Bid)

Item Rates to be quoted in the BOQ.xls file in **Price Bid** of **Envelope-II**. The agency should download the BOQ.xls file and upload the same after quoting the item rates.

The price bid of those bidders shall be opened who meet the Technical Criteria under envelope –I on date & time as per critical data sheet, the changes in the dates if any shall be intimated through e-tender portal.

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.

NOTE : The bidders who have cleared envelope I, their envelopes II shall be opened as per the date and time intimated through CPP e-portal.

26. Queries, Replies & Clarifications

If the bidder has any query related to the Tender Document of the work they should use 'Clarification' tab in CPP-tendering portal to seek clarifications. No other means

of communication in this regards shall be entertained. Last date and time for making query is as stipulated in the critical data sheet of Tender Document.

If any document is needed by AAI for resubmission from the bidder in respect to his uploaded documents in Envelope –I, he will be asked to resubmit the same through Shortfall Document section of CPP e-tendering portal. The bidder have to upload the requisite clarification/documents within specified time as mentioned in such request from AAI, failing which tender will not be considered for the subsequent stages.

Once the bidder has submitted the digitally signed documents as per NIT along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the Tender Document.

Issues faces queries of the bidders pertaining to Technical Support on E-Portal for submission of Tender Documents should normally be addressed to AAI Help-Desk Support (details mentioned in the Web-NIT). In case of technical support regarding E-Tender portal, if the AAI Help-desk support is non-responsive, the Bid- Manager Sh. Devendra Goswami (SME-E) may be contacted at Mobile No. 7838940844, email: devendrag@aai.aero.

In case condition 26 above is found violated, the tender shall be rejected.

27. COMPARISON AND EVALUATION OF TENDER

Prior to detailed evaluation, AAI will determine the substantial responsiveness of Tender document. A substantial responsive Tender is one, which confirms to all the terms and conditions of the Tender.

- a) A tender is determined as not responsive, if tender is submitted incomplete, annexure is not filled and uploaded, unconditional acceptance letter and power of attorney not found in proper form, such tenders are liable to be rejected by AAI.
- b) Once the contractor has uploaded the digitally signed file of tender document along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the Tender Document.
- c) In case if any condition is found violated after opening PQ Bid, the tender shall be summarily rejected and IAA shall, without prejudice to any other remedy, be at liberty to forfeit the 10% of said earnest money.

Only those tenderers whose PQ/Technical Bid documents are acceptable to IAA will be examined and their techno-commercial bid shall be evaluated to determine

whether they are complete, meets tender requirements, free from computational errors, whether the data have been properly filled up, and whether the requisite documents as detailed have been submitted in conformity to the Tender specifications, drawings and conditions.

28. Price bid (Envelope-II): The Price Bid through e-portal.

The date for opening of Price bids of the vendors found to be meeting the eligibility and technical criteria shall be intimated through e-portal.

- a) Tenderer should download the BOQ (excel) file from the CPP e-tendering portal under the cover name "Finance/Price Bid" and after quoting the Item rates in figure the same shall be uploaded with digital signature on the portal.

29. REJECTION OF TENDER: -

- a. Indian Aviation Academy reserves the right to reject all the tenders or any of the tender or any part of tender without assigning any reason.
- b. IAA reserves the right at its sole discretion not to award any work under this tender. IAA shall not pay any costs or loss incurred by the tenderers in the preparation and submission of any requisite tender or technical proposal or to procure contract for any of the items described herein.
- c. If the tenderer deliberately gives wrong information or suppress any information in his Tender, IAA reserves the right to reject such tender at any stage or to cancel the contract, if awarded, and to forfeit the Earnest Money, absolutely, in addition to any other appropriate/legal action.
- d. Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by firms who resort to canvassing are liable for rejection.
- e. Any deviation in the Tender submission procedure will be considered as non-responsive bid and liable to be rejected.
- f. A Tenderer shall submit a responsive bid, failing which his Tender will be liable to be rejected.
- g. **Tender in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and is liable to be rejected.**
- h. The tenderer is expected to examine the tender document including all instructions, forms, terms, specifications, drawings, etc. Failure to furnish all information required as per the tender documents or submission of a tender not substantially responsive to the tender document in any respect may result in the rejection of the tender.

- i. A Tenderer shall submit the Tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected.
 - j. Any tender not accompanied with EMD in the prescribed form will be considered non-responsive and rejected.
- 30.** This notice of Tender shall form part of the contract documents. The successful Tenderer/contractor, on acceptance of his Tender by the Accepting Authority, shall within 15-days from the date of award of work, sign the contract consisting of Notice inviting Tenders, General conditions of contract, special/additional conditions, General and particular specifications, Tender conditions, as issued at the time of invitation of Tender and acceptance thereof with any correspondence like Queries and replies etc. leading thereto.
- 31.** The tender for the work shall not be witnessed by a contractor or contractors who himself / themselves has/have tendered or who may have tendered for the same work. Failure to observe this condition would render tender of the contractor tendering as well as witnessing the tender, liable to summarily rejection.
- 32.** Tenderers are advised to inspect and examine the site and its surroundings before submitting the tenders so as to access the nature of the work.
- 33.** AAI shall be the sole judge in the matter of evaluating & accepting Pre-qualification bids, technical bids, Price bids and award of contract and decision of AAI shall be final & binding.
- 34.** 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.
- 35. STANDARD PRINTED CONDITIONS**
- Standard printed conditions of the tenderer if any submitted along with the offer will not be accepted.

For and on behalf of
Indian Aviation Academy
Signature:
Designation:
Date:

Signature of Witness

Signature of Tenderer

Address

Date

SPECIAL CONDITIONS OF CONTRACT

1. **Scope of Work:** -Supply of 500ml Glass Bottle having cloth covering up to two-third of bottle. The shape of bottle should be cylindrical as shown in the picture. The cover should be of metal having holding strip.
2. **Prices:** - The rates quoted shall be inclusive all taxes (GST) and all transportation charges to site. The quoted rates shall be firm throughout the currency of contract or extended period of completion. However any statutory variations in the rate of taxes & duties (if applicable) during the period of contract shall be considered on production of documentary evidence. The price quoted shall be valid up to 90 (Ninety) days from the date of opening of Financial Bid.
3. **Completion Period:** - The supply will be made in lot of 2000 bottles, which can be increased or decreased as per requirement. The contract will be for one year.
4. **Terms of Payments:** - The bills for the supplies shall be submitted within 7 days from date of supply. The bills should be made on proper printed bill from serially numbered having GST details. The payment shall be made for each lot.
5. **Security Deposit:** - Security Deposit @ 2.5% of Billed Amount will be withheld till the ordering of next lot by IAA.
6. Delivery of Materials will be at Indian Aviation Academy, Vasant Kunj, New Delhi.
7. In case it is found during the evaluation or at any time before signing of the contract or after is execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the applicant or the applicant has made material misrepresentation or has given any materially incorrect or false information, the applicant shall be disqualified forthwith if not yet appointed as the contractor/supplier and if the applicant has already been issued Work Order has entered as the contract as the case may be the same shall notwithstanding anything to the contrary contained therein be liable to be terminated along with forfeiture of Earnest Money Deposit (EMD) by a communication in writing by the IAA to the applicant without the IAA being liable in any matter whatsoever to the to the applicant and without prejudice to any other right or remedy which the corporation may have under the Bidding documents the contract or under applicable law.
8. Conditional tender will be summarily rejected and no correspondence in this regard shall be entertained.

9. Samples for the quoted items have to be submitted whenever asked for on the mentioned date and time or else the tender is liable for rejection.
10. The material shall be of the best quality and of the exact kind, quality and description demanded and if at any stage these are found unsuitable / substandard. The same shall be liable to be rejected by the Corporation. The decision of such officer shall be final and binding on the supplier.
11. In case the material or any part thereof has been rejected, the said officer shall not be required to assign or give any reason for such rejection and his decision shall be final and conclusive and binding upon the “Contractor” who shall immediately arrange to remove the rejected material within specified time.
12. As hundred percent inspection of the commodities is not possible or practicable at the time of the supply, the contractor shall be responsible to accept back and replace any or all material which are on inspection / opening checking / actual use found unsuitable or below the standard required by the IAA.
13. The quantities shown in the “Schedule” are only estimated requirements for the guidance of the tenders but the corporation reserves the right to demand quantities in excess or less to any extent than the above-referred estimated requirement. No arrangement of any kind shall be entertained. The IAA also reserves the right to demand any excess quantity shown in the form of tendered rates throughout the currency of the contract and the contractor shall not be entitled to claim any compensation or damages.
14. Since the quantity of the material required in the tender is approximate as such it cannot be promised that under this rate contract and during the period of its currency how much quantity shall be purchased by the IAA expect that may be requisitioned by a Purchase Order.
15. “No price increase will be allowed during the currency of the rate contract and rates approved shall remain in force during the currency of rate contract. The quantity of supply can be increased or decreased at the discretions of the IAA.”
16. Arbitration: In the event of any question, dispute or difference arising under the agreement or in connection therewith, the matter shall refer to the Director, IAA for appointment of an Arbitrator as per the Amendment Act.
17. The said Arbitrator shall act under provision of the Arbitrator and Conciliation Act, 1996 (as amended from time to time). The arbitral proceedings shall be held in Delhi.

18. The laws of India shall govern this Agreement. The Courts in New Delhi shall have exclusive Jurisdiction.
19. No interest will be payable on Earnest Money/ Security Deposits. Tenders withdrawing before the announcement of successful tenderers shall be liable to have his earnest money forfeited.
20. An agreement is to be signed with the IAA embodying all terms and conditions of the contract within fifteen days of the receipt of acceptance letter from the IAA. The cost of the stamp papers of appropriate value shall be borne by the contractor.
21. In the event of contract being extended, the management reserves the right to call upon the contractors to continue the supplies for one month on excess of the contract period at the rates of the immediately preceding month provide such an extension is made before next year's tenders are accepted by the IAA and communicated to the concerned contractors. Similarly, the management reserves the right to defer the commencement of the supply period by one month.
22. The rates quoted for supply shall be for **One Year**. Further extension for another One year would depend on the services provided as decided by the Director, Indian Aviation Academy
23. IAA reserves the right to reject any or all tenders without assigning any reasons.
24. IAA will not be responsible for any postal delay.
25. IAA reserves the right to accept/reject any quotations without assigning any reasons what so ever.
26. In case of any dispute, decision of Executive Director (IAA) will be final and binding on both the parties.

Signature & Seal of Agency

INDIAN AVIATION ACADEMY

NIAMAR Society

Vasant Kunj, NEW DELHI-110070

DESCRIPTION OF ITEM/SCHEDULE OF QUANTITY

Name of work: Annual Rate Contract for Supply of 500ml Glass Water Bottles at Indian Aviation Academy, New Delhi

S.N.	Description	Qty.	Unit	Rates	Total Amt.
1.	Supply of 500ml Glass Water Bottles having suitable pouch for protection. The bottle should be Cylindrical in Shape with metallic cover having carrying strip including transportation to site.(Sample of bottle is enclosed)	4000	Each		
GRAND					



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