

Ref. No.: AAICLAS/KOL/NIQ/CAMC-WS/2024-25 Date: 26/12/2024

NOTICE INVITING QUOTATION

Sealed quotations are invited by Regional Manager(ER) on behalf of CEO, AAI Cargo Logistics and Allied Services Co. Ltd. (AAICLAS) for the work "Comprehensive Annual Maintenance Contract (CAMC) of weighing scales with (01) one manpower support at AAICLAS, NSCBI Airport, Kolkata for a period of 01 years valid from 16/01/2025 to 15/01/2026." (as per attached schedule Annexure-A) with an estimated cost of Rs. 7,66,784/- incl. GST. The sealed envelope containing quotation should be super scribed "Comprehensive Annual Maintenance Contract (CAMC) of weighing scales at AAICLAS, NSCBI Airport, Kolkata".

Last date and time of receipt of quotations: 08/01/2025 15:00 IST

Date and time of opening Technical bid envelope: 08/01/2025 15:30 IST

Opening of Financial bid envelope: will be intimate later

Terms and conditions:

1. Duly signed completed quotation along with requisite documents should reach by registered post, courier or in person at the following address on or before due date mentioned below positively.

Address: (Kind Attention: Sh. Abhishek Kumar, Junior Executive (IT) AAICLAS, NSCBI Airport, Kolkata -700052)

- 2. Firms are requested to visit the site before submitting their offer for proper understanding of the scope of work.
- 3. Quotations submitted in any other format will be rejected.
- 4. Rate should be quoted for "Comprehensive Annual Maintenance Contract (CAMC) of weighing scales with (01) one manpower support at AAICLAS, NSCBI Airport, Kolkata for a period of 01 years valid from 16/01/2025 to 15/01/2026 (as per attached schedule Annexure-A)" (including all taxes like GST etc. and any other cost associated).



5. Scope of work includes following:

- (i) Comprehensive Annual Maintenance of weighing scales of different types & Makes including repair, servicing and replacement of all spare parts, load cell, indicator, junction box etc.
- (ii) Breakdown maintenance visits.
- (iii) Monthly preventive maintenance visit.
- (iv) Arranging yearly stampings 'weight and measures from Legal Meteorological Department Govt. of Kolkata including paying the stamping fee as per actual site requirements of weighing scale and arranging certified C.I. Test Weights upto required capacity at the site for installation and use of the weighing instruments installed at AAICLAS, Air Cargo Complex (NICT & DACT), NSCBI Airport, Kolkata.
- (v) Providing (01) one dedicated manpower at site in general shift for daily routine maintenance of all weighing scales available at Air cargo complex including general cleaning of scale platform, indicator etc. by soft cloth and submission of daily report.
- (vi) Monthly preventive maintenance shall be done by separate manpower of all weighing scales covered under CAMC as per the ISO standard at Air Cargo complex, Kolkata.
- 6. The quotations should be submitted on two envelope basis, the main sealed Master envelope (super scribed as "Comprehensive Annual Maintenance Contract (CAMC) of weighing scales with (01) one manpower support at AAICLAS, NSCBI Airport, Kolkata" should contain two sealed envelopes **Cover no: A** and **Cover no: B** as described below: -

6.1 **Cover No. A**: super scribed as **Technical Bid** must contain:

- 6.1.1 Unconditional acceptance of AAICLAS terms and conditions (Annexure- I) duly signed (with seal) by bidder.
- 6.1.2 Proof of PAN No. & GST registration proof shall be attached.
- 6.1.3 Trade License, MSME certificate, if available.
- 6.1.4 Address Proof of having a registered office/branch at Kolkata on the date of call of NIO.
- 6.1.5 Authorization Letter from any one OEM of SOQ item for CAMC of weighing scales to provide service Support.
- 6.1.6 Proof of experience for similar nature of work Completed with Govt/PSU Org. i.e. for AMC/CAMC of weighing scales of 03 separate work orders value each of 40% of the estimated cost or 02 separate work orders value each of 50% of the estimated cost or 01 work orders value of 80% of the estimated cost during the Last Five Years Ending on 30.11.2024 alongwith supporting documents like satisfactory completion certificate issued by the client etc. as required (Annexure-II). Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.



- 6.1.7 Financial Information (Annexure-III).
- 6.1.8 Form for Certificate of Net Worth from Chartered Accountant (Annexure-IV).
- 6.1.9 Undertaking Regarding Debarment/Blacklisting (Annexure-V).
- 6.1.10 Minimum Wages Affidavit (Annexure- VI).
- 6.1.11 Duly signed copy of NIQ (All pages)

The firm should submit self-certified documents by their authorized signatory, in support of their eligibility in their offer, failing which the offer may be rejected.

6.2 Cover No. B: Super scribed as Price Bid must contain:-

- 6.2.1 Rate & taxes etc. for Comprehensive Annual Maintenance Contract (CAMC) of weighing scales with (01) one manpower support at AAICLAS, NSCBI Airport, Kolkata for a period of 01 years valid from 16/01/2025 to 15/01/2026 being quoted as per Annexure-A duly filled and signed by the bidder with a seal.
- 6.2.2 Price quoted in any other format will be **rejected**.
- 6.2.3 L1 Bidder may be decided on the basis of total quoted price (including GST)
- 7. Technical bid will be opened on 08.01.2025 at 1530 IST followed by Price bid opening date of which will be intimated later in presence of interested bidder or their authorized representatives. AAICLAS will not be responsible for delay in submission of quotations sent by post.
- 8. The price quoted in **Annexure-A** should be inclusive of GST & all other taxes. The quoted value also includes Charges towards making Aerodrome Entry Pass, Police Verification Certificate, BCAS charges if any etc. for the contract period all other statutory payments, incidental charges etc. Nothing extra over and above the quoted amount shall be paid to the contractor on any other account. The rate quoted will be inclusive of Current Minimum Wages, as stipulated by the State/ Central Govt. whichever is higher *but excluding ESI*, *PF*, *Bonus*, *EDLI*, *PF admin Charges*, *Workmen Insurance*, *Mediclaim Policy etc*. The payment for PF, ESI & Bonus, EDLI, PF admin Charges, Workmen Insurance & Mediclaim shall be reimbursed on receipt of documents if eligible as per norms.
- 9. The validity of quotation should be for a minimum period of 90 days. The period of contract will be for one year from the date of issue of award letter & the same can be extended for further one year on same terms and conditions as per AAICLAS, Kolkata requirements and based on performance.
- 10. Incomplete and ambiguous quotations will be rejected.



- 11. Successful bidder has to submit non-judicial stamp paper of value Rs. 100/- (Rupees One Hundred only) within 10 days of acceptance of work order for execution of agreement.
- 12. Successful bidder has to submit security deposit of 10% of Work Order Contract value within 7 days otherwise AAICLAS will deduct the same from your running Bills.
- 13. The vendor should ensure that the quality of the material used for maintenance of weighing scale.

14 Payment terms:

- i) Payment shall be carried out on quarterly basis on production of Bills/ Invoices, service report, staff salary payment proof, PF/ ESIC etc. by the firm.
- ii) The payment will be made through the e-Payment system. As such the following information may please be provided in the quotation:
 - a) Name of the Bank and branch to which payment is to be credited.
 - b) IFSC code of branch for e-payment.
 - c) Account number allotted by branch to the supplier.
 - d) Bill should be raised in the name of Regional Manager-ER, AAICLAS, NSCBI Airport, Kolkata.

15. Other terms & Conditions:

- 15.1. At any stage, if the firm fails to provide the satisfactory service, AAICLAS shall terminate the contract without notice. Decision of In-charge is final & binding in this regard.
- 15.2. All the rules and regulations / code of conduct shall be followed which has been laid down by AAICLAS from time to time.
- 15.3. The Authority shall allow the contractor or agents or representatives or employees to enter into the said premises for the purpose of execution of the said job. Arrangement of Airport Entry Pass is the responsibility of the Firm. However, AAICLAS will recommend the same. The manpower deployed by the firm to the job, should have valid photo ID Card with Address Proof. If any expenses occur, the firm shall liable to pay the same.
- 15.4. The AAICLAS will not be responsible for any injury sustained by contractor's workers during performance of their duties and also for any damages or compensation due to any dispute between the firm and their workers.



- 15.5. For any loss or damage due to faulty or poor work, the contractor shall be liable for compensation to the extent of damage done. AAICLAS has the full authority to get the damage rectified on contractor's **risk and cost** and take over the system without any reference to the contractor. However, the decision of the Engineer in charge in this regard shall be final and binding.
- 15.6. After completion of the work, the firm should clean the premises at their own cost.
- 15.7 The staff will maintain a daily log for all the activities carried out during the duty hours. Stationary & soft cloth shall be provided by the contractor.
- 15.8 Contractor shall provide Mobile no of deputed manpower. The contractor should depute the persons as per the qualification and experience given below:

Qty	Type of Manpower	Age, Qualification & Experience	Duties & Responsibilities
	Manpower	Experience	
1	Technician in	Age limit for the deployed	1. Daily routine maintenance of all
No.	General Shift	staffs shall be in between	weighing scales available at Air
		21-30 years.	cargo complex including upkeep
	Skill category		of scale platform, indicator etc.
	- Semi skilled	Qualification- Diploma/ ITI	and submission of daily report.
		in Elect/Mech/ Auto	2. Attend any breakdown call.
		Having experience in	3. Any other work assigned by
		maintenance of similar	Administrative authority/ senior
		work with minimum 3	officers/ Incharge of AAICLAS.
		years'	

- 15.9 All the tools, safety gadgets required for successful operation, maintenance of the system shall be provided and made available at site by the agency without any extra claim from AAICLAS.
- 16. Minimum wages: The successful bidder shall comply with all the provision of Contract Labour (Regulation and Abolition) Act of 1970 and Contract Labour (Regulation and Abolition) Central Rules 1971 and other legislations such as Employees Provident Fund and Miscellaneous Provision Act 1952 (EPF & MP Act 1952), Employees state Insurance (ESI) Act 1948 and Minimum Wages Act 1948, The payment of wages Act 1930, Payment of Bonus Act, 1965 the workmen's compensation act 1923 & Rules / Acts / instructions enforced from time to time by the Central and State Governments and also as mentioned in website of Chief Labour Commissioner (www.clc.gov.in). The successful bidder has to pay the minimum wage of Central or State Govt. whichever is higher, to the staff engaged by him.



- 17. Security Clearance: As the site of work is in the restricted area/AAICLAS premises the successful bidder has to arrange for the security clearance and obtain Airport Entry Passes (AEP) from Security Authorities at "AAI Kolkata, for the work force deployed by him under this job contract after making necessary payment of fees and submission of documents as per the procedures in vogue. All charges has to borne by the bidder without additional cost to AAICLAS. Over and above, the identity card issued by the firm to be displayed while the persons are on duty. In case of loss/ renewal of AEP, the cost of making new passes shall be borne by the successful bidder. The successful bidder shall be responsible for misuse of any AEP and be liable for action by security agencies at the AAICLAS.
- **18. Security Programme:** The contractor shall arrange character and antecedent verification in respect of man power to be deployed at Airport for the work. The contractor (Auxiliary Service Provider Security Programmed) (ASPSP) has to submit Security Programme as per AVSEC order no-01/2019. As per AVSEC order no-01/2021 and subsequent amendments. The contractor has to appointed professional security trained person of appropriate seniority.
- 19. The contractor/ agency has to provide every year during the currency of the contract, 2 sets of uniform (pant and shirt), 1 pair of shoes & 2 pair of socks to his staff of approved color during the contract period, (within one month from the date of award). The staffs should wear a badge on the left pocket of the shirt mentioning company's name. The staffs must wear their uniforms on daily basis.

20. Penalty-

- a) If service or replacement of part if any is not provided by vendor in case of any complain within 24 hours (One days), then **the vendor shall be penalized at Rs. 300 per day per complain**.
- b) If Support staff found absence in any working day AAICLAS may recover as per actual wages.
- c) Firm shall ensure payment/salary for the Support staff on or before 7th of every month made through RTGS/NEFT to their accounts. If not paid, late payment attracts the penalty of Rs. 1000.00 for the delayed payment of particular month.
- d) For non-wearing of uniform by staff though it has been provided by the agency, penalty is Rs. 50/- per day per person up to a maximum of Rs. 2500/-



21. Compensation for delay of work (Liquidated Damages):

- If the completion of work is delayed due to reasons attributed to contractor, AAICLAS shall be entitled for compensation for delay 0.5% of the total value of the uncompleted portion of the work per week (part of week to be treated as one week) subject to a maximum of TEN PERCENT of the total contract value.
- AAICLAS, if satisfied that the works can be completed by the bidder within a reasonable time after the specified time for completion, may allow further extension of time at its discretion with or without the levy of liquidated damages. In the event of extension granted with levy of L.D., AAICLAS shall be entitled without prejudice to any other right or remedy available in that behalf, to recover from the bidder an agreed compensation amount calculated 0.5% of the total value of the uncompleted portion of work per week or part thereof subject to a maximum of 10% (Ten percent) of the total contract value.
- 22. In case the performance of a particular Technical staff is found to be unsatisfactory, the HOD or his authorized representative will ask for a replacement through a written communication. The vendor will have to replace the concerned employee within 07 days failing which the penalty as above will be applicable and the concerned employee shall not be allowed entry in AAICLAS. For the absence period of engineer /staff, payment on pro rate basis will be deducted from the Monthly AMC payment.
- 23. Exclusion of items from contract/Termination of Part/ Full Contract AAICLAS at its sole discretion may not award an AMC for all the items included in the bid and may exclude some of the items which may have become obsolete over the period of time or may have been replaced/upgraded by AAICLAS. AAICLAS may also at its sole discretion terminate the contract for some of the items which have become obsolete or have been replaced/upgraded by AAICLAS during the contract. The contract value of such items shall not be paid in the subsequent bills.
- 24. The AMC can be terminated by either AAICLAS or contractor with notice of one month. Contractor shall handover the system/equipment in fully serviceable and functional condition at the time of closure of maintenance contract. Else, the defects shall be rectified at the risk and cost of contractor.
- 25. AAICLAS shall terminate the contract and takeover the system maintenance at any time without notice, in case the services are not found satisfactory. Under such conditions, all the defects shall be rectified at risk and cost of contractor.



- 26. AAICLAS shall have right to include additional items during concurrency of AMC period. However, payment shall be made as per rates obtained through this tender for items having equivalent specification/model.
- 27. Sub-contracting of AMC work to other vendor in any form/manner is strictly prohibited. At any point of time if it is observed that contract is subcontracted the contract shall be liable to be terminated and performance bank guarantee may be forfeited.

28. EXTENSION OF CONTRACT

AAICLAS reserves the right to give Extension order of one more year with the same terms & conditions based on performance after completion of contract period which may include or exclude quoted rates of similar type with corresponding change in total cost.

- 29. AAICLAS reserves the right to accept/reject any quotation without assigning any reason.
- 30. NIQ documents can be downloaded from AAICLAS website www.aaiclas.aero

Junior Executive (IT)
For Regional Manager-NER
AAICLAS, NSCBI Airport,
Kolkata-781015



Annexure-A

Ref. No.: AAICLAS/KOL/NIQ/CAMC-WS/2024-25	Date:
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SCHEDULE OF QUANTITY

Name of work: CAMC of weighing scales with (01) one manpower support at Air cargo complex, NSCBI Airport, Kolkata for a period of 01 year i.e. from 16.01.2025 to 15.01.2026.

Sr. No.	Item Description	Qty	Unit	Rate/ month/ Item	Amount/ year
SH-1 (CAMC of Weighing Scales				
1	Annual Comprehensive Maintenance of 3000 kg capacity of Make- Ametech System Pvt. Ltd. weighing scale including repair and replacement of all spare parts and breakdown, Yearly stamping from Legal Meteorological Department, WB & monthly preventive maintenance visits [Sr No. 2307, 2310, 2331, 2332, 2433]	5	Nos		
2	Annual Comprehensive Maintenance of 2000 kg capacity of Make- Swisser, weighing scale including repair and replacement of all spare parts and breakdown, Yearly stamping from Legal Meteorological Department, WB & monthly preventive maintenance visits [Sr No. 2240471, 2240472, 2240473, 2240474, 2240475, 2240476]	6	Nos		
3	Annual Comprehensive Maintenance of 500 kg capacity of Make-RITCO, weighing scale including repair and replacement of all spare parts and breakdown, Yearly stamping from Legal Meteorological Department, WB & monthly preventive maintenance visits [Sr No. 202125, 202126, 202127, 202128]	4	Nos		
4	Annual Comprehensive Maintenance of 50 kg capacity of Make- Unique Power Technologies, weighing scale including repair and replacement of all spare and breakdown, Yearly stamping from Legal Meteorological Department, WB & monthly preventive maintenance visits. [Sr No. 15KPF9450, 15KPF9451]	2	Nos		



Sr. No.	Item Description Qty Unit Rate/month/ Item			Rate/ month/ Item	Amount/ year
5	Annual Comprehensive Maintenance of 20 kg capacity of Make- Unique Power Technologies, weighing scale including repair, Yearly stamping from Legal Meteorological Department, WB and replacement of all spare and breakdown & monthly preventive maintenance visits. [Sr No. 15KTT9905, 15KTT9906]	2	Nos		
SH-2	Support staff at site				
6	Providing dedicated Support Staff at site on general shift for daily routine maintenance of all weighing scales available at Air cargo complex including general clening of scale, platform, indicator etc. and submission of daily report & to attend any breakdown call and Any other work assigned by Administrative authority/ senior officers/ Incharge of AAICLAS.	1	Man/ Month	Total (SH-1+2)	
	Total cost	for 0	1 years i	ncluding GST	

Note: PF, ESIC, Bonus (Employer contribution) extra as applicable

(Signature of party with stamp and Date)

Note-

- 1. Rate should be quoted in the appropriate column mentioned above and all Taxes should be written in a separate column.
- 2. Qty. may vary during the contract period & quoted rate will remain the same. Nothing will be paid extra.
- 3. The quotation will be rejected in case of any change in nomenclature of schedule is performed by the bidder in NIQ.

It is certified that the above quotation is quoted after accepting all the terms and conditions as mentioned in the NIQ document. Also, it is certified that the amount quoted is as per the data mentioned in the Annexure-'A'.



Annexure-I (To be submitted in Envelope-I)

UNCONDITIONAL ACCEPTANCE LETTER

To,
The Regional Manager-ER,
AAI Cargo Logistics & Allied Services Co. Ltd.
New Integrated Cargo Terminal,
NSCBI Airport,
Kolkata – 700 052.

Sub: Acceptance of Terms & Conditions of Tender

Name of work: CAMC of weighing scales with (01) one manpower support at Air cargo complex, NSCBI Airport, Kolkata for a period of 01 year i.e. from 16.01.2025 to 15.01.2026.

Dear Sir,

- 1. The NIQ document for the works mentioned above have been issued to me/us by AAI Cargo Logistics & Allied Services Co. Ltd. and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document and I / we shall abide by the conditions / clauses contained therein.
- 2. I / We hereby unconditionally accept the tender conditions of AAICLAS's NIQ document in its entirety for the above works. Any conditions submitted by us stands automatically withdrawn.
- 3. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAICLAS for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAICLAS ask for bribe /gratification, I will immediately report it to the appropriate authority of AAICLAS.
- 4. I / We certify that all information/ documents furnished by our Firm is true & correct and in the event at any stage, the information/ documents found to be incorrect/ untrue or found violated, then we shall be liable for debarment from tendering in AAICLAS without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

	Yours Sincerely
	(Signature of the Tenderer with seal)
Date:	



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(To be submitted in Envelope-I)

DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST FIVE YEARS ENDING ON 30.11.2024

Sl.	Name of	Name	Awarded	Date of	Stipulated date	Actual date	Whether
	work/	and	Cost of	commencement	of completion	of	the work
No.	project	Address	work (in	as per contract		completion	was done
	and	of client	Rs.				on back to
	Location		Lakhs)				back basis
							Yes/No

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

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



ANNEXURE- III (To be submitted in Envelope-I)

FINANCIAL INFORMATION

1.	1. Financial Analysis - Details to be furnished profit a	and loss account for the last three years duly
	certified by the Chartered Accountant as submitted by	the applicant to the Income - Tax Department

Sl. No.	Particulars	Financial Year (Last three years)		
1.	Gross Annual Turnover			
2.	Turn-Over on Construction Works			
3.	Profit/loss after Taxes (consolidated)			
4.	Profit/loss after Taxes (standalone)			

The bidder should give information strictly in above format.
2. Financial arrangements for carrying out the proposed work.
Unique Document Identification Number (UDIN)
Signature of Chartered Accountant with Seal

SIGNATURE (S) OF BIDDER (S)



ANNEXURE- IV (To be submitted in Envelope-I)

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

This is to certify that as per audited balance sheet and profit & loss account during the financial
year, the Net Worth of M/S
registered address of Individual/Firm/Company), as on(the relevant date) is
Rs
Worth of the company has not eroded by more than 30 % in last three years ending on Unique
Document Identification Number (UDIN)
Signature of Charted Accountant
Name of Charted Accountant
Membership of ICAI
Date and Seal



ANNEXURE- V

UNDERTAKING REGARDING DEBARMENT/BLACKLISTING

(To be given on Contractor's Letter Head in envelope-I)

Name of Work: - CAMC of weighing scales with (01) one manpower support at Air cargo complex, NSCBI Airport, Kolkata for a period of 01 year.
I/We (Name and post of authorized signatory) on behalf of
(Name of firm) do here by solemnly affirm and declare as follows:
 Our firm is not restrained/ debarred/ blacklisted by AAICLAS or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
ii. None of Proprietor /Partners /Board Members /Directors of M/s
iii. Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAICLAS, apart from any other appropriate contractual legal action including debarment/ blacklisting, termination of the contract etc. as deemed fit.
Date: [Signature and name of the
Place:



Annexure-VI

(TO BE SUBMITTED IN Envelope-I on non judicial stamp paper of Rs. 100/-)

MINIMUM WAGES AFFIDAVIT

Name of Work: "CAMC of weighing scales with (01) one manpower complex, NSCBI Airport, Kolkata for a period of 01 year"	support at Air cargo
I (Name), aged years S/o	(Name)
Proprietor/Managing Partner/Managing Director of	(Name of Agency)
(Address of the company) do hereby solemnly	affirm and state as
follows:	
I am competent to swear this affidavit on behalf of	(Name of
Agency), and hereby confirm that I am fully complying with the le	gal obligations with
regard to payment of minimum wages and bonus as per the Minimu	m Wages Act-1948,
Payment of Bonus Act, 1965 and deduction of provident fund at the pro-	escribed rates and its
timely deposit to the Provident Fund Authorities as per EPF & MP Ac	ct-1952 and Contract
Labor (Regulations & Abolition) Act -1970.	