



**AAI CARGO LOGISTICS AND ALLIED SERVICES CO. LTD.**  
**(A 100% subsidiary of Airports Authority of India)**

AAICLAS Complex, Delhi Flying Club Road,  
Safdarjung Airport, New Delhi-110003

**DEPARTMENT OF IT-AAICLAS**

## NOTICE INVITING TENDER

For

**Procurement of All in One Desktops, Laptop, Printers, UPS, Scanners and Microsoft Office (Perpetual) along with Antivirus at AAICLAS, CHQ**

**Tender Ref. No. :** AAICLAS/IT/Asset Procurement/2025-26

**Estimated Bid Value Criteria:** Rs. 39,79,710 (Excluding GST)

**Bid Validity:** 90 days.

**Work Completion period:** 30 days from date of Award of Contract/Work Order.

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## **NOTICE INVITING e-TENDER**

**No: AAICLAS/CHQ/IT/2024-25**

**Date: 07.04.2025**

1. Item Rate e-Bids are invited through the GEM Portal by **Manager (IT), AAICLAS-CHQ, New Delhi - 110003** (Bid Manager) on behalf of CEO, AAICLAS from the eligible contractors for the work of **“Procurement of All in One Desktops, Laptop Printers, UPS, Scanners and Microsoft Office (Perpetual) alongwith Antivirus at AAICLAS-CHQ, New Delhi.”** at an estimated cost of **Rs. 39,79,710 (Excluding GST)** with completion period of **30 Days**.

The bidding process is online at GEM-portal URL address <https://gem.gov.in>. Prospective Bidders may download and go through the bid document. Aspiring bidders may download and go through the bid document. Aspiring bidders may go through the bid document by login the GeM portal. The Bids will not be accepted in any other modes.

Any amendment or corrigendum to the bid document will be posted on GeM Portal only. As the bidding process is online on GeM portal, it is bidders' responsibility to check for any amendment / corrigendum on GeM Portal before submitting the bid online on GeM portal. Also, the bidders are advised to get themselves acquainted with the e-bidding process on GeM portal which requires registration at GeM portal, obtain 'User ID' & 'Password' and go through the 'Bid for Services – Service Provider side' available in the home page after login to the GeM portal <http://gem.gov.in>.

Bidders shall submit their bids as per scheduled date and time through GeM portal at <http://gem.gov.in> only.

GeM portal -procurement system shall not allow bidders to submit their Bid, after the scheduled date and time. Bidders shall submit Bid before the schedule deadline specified in GeM bid document or the extended deadline notified by issue of corrigendum, as the case may be.

Earnest Money Deposit of Rs.79,595 of total contract value will be required to be paid online via NEFT / RTGS / Net Banking via bank deposit at any of the bank branches, in favour of **AAI Cargo Logistics and Allied Services Company Ltd, ICICI Bank A/c No. 000705044092 (IFSC Code- ICIC00000007)** and the proof of the same has to be submitted/uploaded as per the checklist. **No Demand Drafts / Bank Guarantee/ FDR would be accepted in this regard.** EMD deposit made by the bidders, would be refunded directly in their respective bank accounts, of all except the successful bidder to whom the contract is awarded. Scanned Copy of cancelled cheque or scanned signed copy of Bank Details needs to be submitted for refund to unsuccessful bidders.

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

**DATE-SHEET**

1.	Online Bid Submission End Date & Time	:	As per GEM
2.	Bid Opening Date: Cover/ Envelope-I	:	As per GEM
3.	Bid Opening Date: Cover/ Envelope- II (Price Bid)	:	Will be intimated on Gemporal

3. **Qualifying requirements of contractors/ Bids containing the following:**

Should have satisfactorily completed **three works**, each of **Rs. 15,91,884 (Excl. GST) or two works**, each of - **Rs. 19,89,855 (Excl. GST) or one work of Rs. 31,83,768/- (Excl. GST)**. In **single contract** of similar nature of **(Procurement of All in One Desktops/ Laptop/ Printers/ UPS/ Scanners)** during last seven years ending last day of Month previous to the one in which tender is invited.

**Note:**

- i. "The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, Calculated from the date of completion to previous day of last day of submission of bid.

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

- ii. Should have Average Annual Financial Turnover of **Rs. 11,93,913 /-** during last three financial years ending 31<sup>st</sup> March 2024. The Financial information shall be submitted in the given Format in **Annexure-XV**. Bidders showing continuous losses during the last three financial years in the balance sheet shall be summarily rejected.
- iii. Tenderer should have minimum net worth of Rs. 5,96,957 issued by certified chartered accountant as per **Annexure-XIII**.

- iv. Agency shall submit **Annexure-XVII** in respect of Percentage of Local Content as per Make in India Policy. Price preference shall be made as per Make in India Policy.

**4. Envelope-I (Technical Bid and Pre-qualification):- Bid contains following:**

- i. **EMD**: Proof of online submission of **EMD**.
- ii. Signed Copy of duly filled PQ Performa / Check List as per **Annexure-I**.
- iii. Signed Copy of duly filled Declaration for Genuineness of Documents as per **Annexure-II**.
- iv. Signed Copy of duly filled Technical Specifications on Letter Head from **Annexure-III to Annexure-XI**.
- v. Scanned copy of Unconditional Acceptance Letter of AAICLAS Bid Conditions as per **Annexure-XII**.
- vi. Scanned Copy of **Certificate of net worth from chartered accountant** as per **Annexure-XIII**. The bidder should have a minimum net worth of **Rs. 5,96,957**.
- vii. Copy of Work Experience documents along with Completion certificates along with Work Order of requisite value as given above as per **Annexure-XIV**.
- viii. Copy of Balance sheets and Profit & Loss accounts as on **31.03.2024, 31.03.2023 and 31.03.2022** as per **Annexure-XV**.
- ix. Scanned copy of **Beneficiary details for Refund of EMD** as per **Annexure-XVI**.
- x. Duly filled & Signed Make in India Local Content Declaration on Bidder's Letter Head as per **Annexure-XVII**.
- xi. Duly filled & Signed "Restrictions on Procurement from A Bidder of a Country which shares a Land Border with India" as per **Annexure-XVIII**.
- xii. Bidder should have a Maintenance set up in Delhi/NCR. To this effect agency shall submit, an Affidavit on Non-Judicial Stamp Paper as per **Annexure-XIX in respect of confirmation of Maintenance Set Up in Delhi/NCR**.
- xiii. Signed scanned copy of **Permanent Account Number (PAN)** and **GST Registration Number**.
- xiv. Duly Signed bid document.
- xv. Companies other than proprietary firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of certificate of Incorporation of the Company under Companies Act. showing CIN/LLPIN/Name of Directors of the Company & copy of Board Resolution regarding Authority to assign Power of Attorney.  
Proprietary firm shall submit scanned copy of Authorization Letter/Power Attorney only if the bid is processed by a person other than Proprietor.

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

- i) Total amount of bid is to be filled at GeM portal.
- ii) In Financial Bid, the bidder has to quote the total amount for carrying out the work of all BOQ items.
- iii) All Bidders, shall submit break up rate of each item for total quoted amount as per

format which is available for download as excel file (Schedule-BOQ) and also upload the price breakup in excel file available on the GeM Portal. The Bidder has to check and confirm the final amount, both in letters and words before submitting it on the GeM Portal, which should mandatorily match with the total amount quoted on GeM Portal Financial Bid. Providing of this break-up on GeM Portal as given in Schedule-BOQ shall be the responsibility of each Bidder.

- iv) The basic unit rate of the Items shall be inclusive of all other charges levied under any statute & inclusive of GST.
- v) Prices should not to be indicated anywhere in any Technical Bid
- vi) Bid once uploaded shall be final and no amendment there to shall be permitted thereof. One bidder shall submit only one Bid.

**LATE BIDS:** Online Bidding on GeM portal shall not permit uploading of Bids after the schedule time of submission.

**CORRECTIONS / MODIFICATIONS AND WITHDRAWAL OF BIDS:** The Bidder may correct, modify his signed bid after submission prior to the deadline, through provisions of GeM-bidding portal. No bid shall be modified subsequent to the deadline for submission of Bids.

## **6. Refund of EMD**

EMD amount of the rejected bidders will be refunded to their source account after Award of Contract/Agreement by AAICLAS.

## **7. Bid Submission:-**

The bidder shall submit their bid only at GEM Portal: <https://gem.gov.in>. Bidder/Contractor are advised to follow the instructions provided in the bid document for online submission of bids. **Hard copy of application shall not be entertained.**

- 8. Not more than one bid shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.
- 9. Bidder who has downloaded the bid from GEM portal, shall not tamper/modify the bid form including downloaded price bid template in any manner. In case, the same is found to be tempered/ modified in any manner, bid will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with AAICLAS.
- 10. **Any two or more bidders participated/quoted the bid with same IP Address, In such a case, the all bidders who quoted the bid with same IP Address shall be disqualified at any stage and EMD shall be forfeited.**
- 11. If there is any variation between Gem Portal Conditions and AAICLAS Terms and Conditions, in such a case AAICLAS NIT shall prevail.
- 12. AAICLAS reserves the right to accept or reject any or all applications without assigning any reasons. AAICLAS also reserves the right to call off bid process at any stage without assigning any reason.
- 13. AAICLAS, reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/ Temporary or Permanent debarment/ black listing by any department of AAICLAS or Central/State Govt. Depts./PSUs/World Bank/ADB etc.

**AAICLAS reserves the right to verify the credential submitted by the bidder 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 bidder then AAICLAS shall take the following action:**

- a) Forfeit the entire amount of EMD submitted by the bidder.**
- b) The bidder shall be liable for debarment from bidding in AAICLAS, including termination of the contract apart from any other appropriate contractual/legal action.**

- 14. Consortium/ JV companies shall not be permitted.
- 15. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- 16. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/Directorate of Handicraft and Handloom etc. to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
- 17. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Balance Sheet / Turnover certificate, Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non-Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.
- 18. Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, issued Public Procurement (Preference to Make in India), Order 2017 vide OM No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 is applicable.
- 19. Requirement of registration by the Bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of Finance, Department of Expenditure (Public Procurement Division) with up to date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable. Bidder shall submit scanned copy of "Undertaking on Company's Letter Head in this regard. (Annexure- LBS).

**Manager (IT)**  
**For and on behalf of the CEO, AAICLAS**

## **GUIDANCE TO BIDDERS**

1. Item Rate Bids are invited through GEM portal on behalf of CEO-AAICLAS for the procurement with estimated cost as mentioned in NIT. This estimate, however, is given merely as rough guide.
2. The Bids shall be in the prescribed Form, are invited in open e-Bid two envelope system.
3. The supplies are required to be completed within the period as mentioned in NIT.
4. Not more than one Bid shall be submitted by a contractor or a firm. Not more than one concern in which an individual is interested as Proprietor and/or partner shall bid for the execution of the same work. If they do so, all such Bids shall be liable to be rejected.
5. The Accepting Authority as mentioned at **in para-1** of GENERAL TERMS AND CONDITIONS shall be the Accepting Officer hereinafter referred to as such for the purpose of this contract.
6. Submission of a Bid by a Bidder 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 completed.
7. All rates shall be quoted as mentioned in NIT on GeM portal inclusive of all taxes/GST and no other format is acceptable.
8. As this bid is an Item rate Bid, rates for all items quoted shall only be considered. Any Bid containing percentage below/above the total estimated cost is liable to be rejected. Bidders which propose any alteration in the works specified in the said form of invitation to bid, or in the time allowed for supply of said items in NIT, or which contain any other conditions of any sort including conditional rebates will be summarily rejected. Any Bid containing percentage below/above the rates quoted is liable to be rejected. Evaluation of Bid shall be made as per Para 17.5.
9. Bids shall be received through GeM portal up to the date and time as mentioned in NIT and shall be opened on the date and time as mentioned at NIT. Any change or extension of date shall be intimated through e-bidding portal.
10. Earnest money of amount as mentioned at NIT shall be paid by way of online payment as per NIT.
11. Notification of Award of contract will be made in writing to the successful bidder by the AAICLAS. 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 Bid or to give any reason for his decision.
  - 11.1 A responsive bidder is one who submits priced Bid and accepts all terms and conditions of the specifications and contract documents.
  - 11.2 A major modification is one which affects in any way the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidder or any right of AAICLAS, as required in the specifications and contract documents. Any modification in the terms and conditions of the Bid which are not acceptable to AAICLAS shall also be treated as a major modification.
  - 11.3 A Bidder shall submit a responsive bid, failing which his Bid will be liable to be rejected.
12. The Accepting Authority reserves the right to accept the whole or any part of the Bid and Bidder shall be bound to perform the same at his quoted rates. No claim whatsoever will be entertained on this account.

13. On acceptance of Bid, "Earnest Money" will be treated as part of the Security Deposit.
14. AAI Cargo Logistics and Allied Services Company Limited shall return the earnest money where applicable to every unsuccessful Bidder except as mentioned in the Bid document.
15. A Bidder shall submit the Bid which satisfies each and every condition laid down in this notice failing which the Bid 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 AAICLAS 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 Bidding in AAICLAS, apart from any other appropriate contractual/legal action.
16. The site for the work is available & shall be handed over.

**17. MODE OF SUBMISSION OF BIDS:**

- 17.1 Bid shall be submitted online through GeM portal in open Bid two envelope system as detailed below:

Bidder should download the Bid Documents from the GeM portal, fill up the required information and upload the same after signing well in time along with authorization letter /power of attorney, if any, required.

Last date for the online submission of e-bid (Envelope I & II) is as per NIT.

**17.2**

- i. The Bidders shall quote their item rates online through GeM portal only.
- ii. The Price Bids / Financial Bids of those Bidders who are fulfilling the qualifying criteria shall be opened.
- iii. 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 Bid 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 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.
- iv. In event no rate has been quoted for any item(s) leaving amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.
- v. AAICLAS does not give any concessional forms / certificates / permits towards any taxes, duties & levies etc.

- 17.3 Once the contractor has uploaded the Bid Acceptance Letter as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the Bid Document.

17.4 Only those Bidders, who are meeting the eligibility criterion spelt out in Noting inviting Bid under Envelope-I and accepted by AAICLAS, their Price Bid i.e. Envelope-II shall be opened.

**17.5 Evaluation of Price Bid:**

Price bid of all bidders, who qualified Technical Bid, shall be evaluated on total value of overall quoted price of price bid, not item wise. The L1 bidder shall be decided accordingly.

**18. Clarifications: -**

If the bidder has any query related to the bid document, they should Seek Clarification on GEM Portal as per NIT. No other means of communication in this regard shall be entertained.

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 GEM Portal, if required. The Bidder shall upload the requisite clarification / Documents within time specified by AAICLAS, failing which it shall be presumed that the bidder does not have anything to submit and bid shall be evaluated accordingly.

**19. PROCEDURE FOR OPENING OF BID**

Following steps shall be followed for opening of Bid documents.

- i. **Envelope-I:** Envelope-I shall be opened as mentioned in NIT.
- ii. **Envelope-II:** (Price Bid Folder): Envelope-II will be opened only of those bidders who will be qualifying/meeting the Eligibility Criteria as per Envelope-I of NIT.

**20. Rejection of Bid**

- i. AAI Cargo Logistics and Allied Services Company Limited reserves the right to reject any or part of Bid without assigning any reason. The documentation submitted by Bidders shall not be returned. AAICLAS also reserves the right at its sole discretion not to award any order under this Bid call. This decision does not commit AAICLAS to pay any costs or loss incurred directly or indirectly what so ever.
- ii. If the Bidder deliberately gives wrong information in his Bid, AAICLAS reserves the right to reject such Bid at any stage or to cancel the contract, if awarded, and to forfeit the Earnest Money, absolutely.
- iii. Canvassing in any form in connection with the Bids is strictly prohibited and the Bids submitted by firms who resort to canvassing are liable for rejection.
- iv. Bid 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.
- v. No correspondence shall be entertained from the Bidders after the opening of Price Bid of the Bid unless called by AAICLAS.
- vi. Bids with incomplete / ambiguous details are liable to be rejected without seeking any further clarification.

21. The contractor shall give a list of AAICLAS Employees related to him.

**22. Validity of Bid**

The Bid for works shall remain open for acceptance for a period of Ninety (90) Days from the date of opening of Financial Bid (Envelope-II). If any Bidder withdraws his Bid before the said period or makes any modifications in the terms and conditions of the Bid which

are not acceptable to the Department, then AAI Cargo Logistics and Allied Services Company Limited shall without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.

- 22.1 Bidders are advised to get themselves acquainted for e-Bidding participation requirements, register themselves at GEM portal, obtain 'User ID' & 'Password'.
- 22.2 Bidders are advised to go through the GEM portal guidelines, before online registration and submission of their applications/bids and submit their applications along with firm's bio-data & self-attested documents/credentials etc. as required as an attachment before due date as per NIT.
- 22.3 AAICLAS is not responsible for any delay due to link failure/internet problem etc. in respect of submission /receipt of any documents or in submission of e-Bid. Bidders who are intending to submit responsive e-Bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the Bidder to make sure that the required documents /e-Bid is submitted in time.

## 1. **GENERAL TERMS AND CONDITIONS**

### 1.1 **Definition of Terms**

- AAICLAS Shall mean AAI Cargo Logistics and Allied Services Company Limited having its headquarters at New Delhi and includes a duly authorized representative of AAICLAS or any other person empowered in this behalf by AAICLAS to discharge all or any office function.
- **Accepting Authority** – As per DoP
- Authority for fixing compensation - As per DOP
- **Authority to decide:**
  - i. Extension of time – As per DoP.
- **Manager (IT), AAI Cargo Logistics and Allied Services Company Limited, New Delhi 110003** will be the consignee for this contract.
- **Contract** means the document containing Bid Document, agreement/acceptance of Bid, corrigendums, query and replies. All these documents taken together shall be deemed to form one contract and shall be complementary to one another.
- **Delivery** shall mean stores to be supplied in finished/complete and in good condition ready for use. The delivery shall deem to have been taken place, on delivery of the stores in accordance with the terms of the contract to the consignee at the destination, **AAI Cargo Logistics and Allied Services Company Limited, New Delhi** shall be the destination for this contract.
- **Completion of supply** Period for completion of supply of the said items at **AAI Cargo Logistics and Allied Services Company Limited, New Delhi** shall be **30 Days** as stipulated in the work order.
- **Purchaser** shall mean the AAI Cargo Logistics and Allied Services Company Limited which term also includes their successors in law.
- **Contractor** shall mean the individual or firm or company, whether incorporated or not, undertaking the works and shall include the legal, personal representative of such individual or the persons composing such firm or incorporated company, or the successors of such firm or company, as the case may be, and the permitted assigns of such individual or firm or company. The words Bidder, Supplier, Agency, and Firm shall also mean the Contractor.

### 1.2 **Discrepancy and Adjustment of Error**

- In the case of discrepancy between Technical Specification and schedule of quantities, the following order of preference shall be observed: -
  - a) Schedule of quantities.
  - b) Technical Specifications.
  - c) Other Terms & Conditions

If there are varying or conflicting provisions made in any one document forming part

of the contract, the Accepting Authority shall be the deciding Authority with regard to the intention of the document.

### **1.3 Mode of Transport & Delivery**

- The supplier shall dispatch the materials / spares by **AIR/Road/Rail up to AAI Cargo Logistics and Allied Services Company Limited, New Delhi**. AAICLAS will not provide any road permit/ concession to facilitate delivery of material. However, the supplier shall be responsible for any damage during transit etc. The material must be accompanied by company's representative during delivery for physical verification for quantity & quality, otherwise material shall not be received.

### **1.4 Certificates/Undertaking from OEM**

**To be submitted by Successful Bidder:**

All items of BOQ, being supplied, shall not be manufactured prior to year 2024.

The Bidder shall submit undertaking from OEM, indicating Bid Number of each product stating that material supplied is Genuine and supplied by them with Year of Manufacturing of item, Make & Model No., warranty period. Undertaking from OEM of All-In-One Desktop, Laptop is also to be submitted by the bidder indicating Original Licensed windows (MicroSoft Windows 11 Pro) and Original Licensed MS Office are preloaded in the system as required as per tender. Licensed MS-Office and Windows should be certified by OEM of Licensed Office and Windows Respectively. MicroSoft Windows 11 Pro of MicroSoft shall only be accepted.

- 1.5(a) Antivirus: Antivirus for new system and existing system shall be original Licensed Version only. Warranty Certificate from OEM, indicating Bid Number shall be submitted by the bidder.
- 1.5(b) Extended Warranty: Extended Warranty of all product as required as per BOQ shall be from OEM only indicating Bid Number In this respect, Certificate/ Undertaking from OEM shall be submitted. In case of Battery of UPS, extended warranty from reseller is also accepted.

### **1.6 Taxes and Duties**

The rates quoted shall be inclusive of all taxes, duties, cess, applicable customs duty in case of imported items, labour, tools & plants, including all incidental charges like packing, forwarding insurance, freight/transportation of items from factory up to the site inclusive of GST.

Valid GST tax invoice shall be produced for payment as per terms & conditions of contract. AAICLAS will not issue any concessional sales tax form/road permit.

- 1.7 Payment Conditions:** No Payment shall be paid before completion of complete Work as per tender. 100% payment with deduction of applicable taxes shall be Made after successful completion of entire work as per tender including installation and commissioning of BOQ Items and submission of Post Delivery Inspection (PDI) report, Undertaking/Certificates of OEM as per Para 1.4 & 1.5 and Delivery Challan etc.

1.8 Agency shall submit Invoices with clearly indicating the make & model with serial numbers of all BOQ Items.

#### **1.9 Packing, Marking and Forwarding**

The successful Bidder shall be solely responsible to ensure the following: -

- a) Sound packing of all items.
- b) Supply of items by the due date as specified in the contract.
- c) Forwarding & handing over to the Work-in-charge.
- All the materials should be delivered in original packing of OEM/ Manufacturer. Material without original packing will not be accepted.
- The material shall be handed over by the authorized representative of the firm in person only. **Delivery of material by parcel will not be accepted. In case the authorized representative of firm is not available for physical verification of material, Material will not be accepted.**

#### **1.10 Prices**

The accepted prices shall be firm and fixed and subject to no escalation whatsoever till the completion of work. The quoted price shall be inclusive of all other levies & duties, transportation etc. as applicable & **including GST.**

#### **1.11 Substitution and Wrong Supplies**

Unauthorized substitution of materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the successful Bidder at his risk and cost.

#### **1.12 Approval before Supply of Material**

Agency shall submit technical specification of item to be supplied, before supply of material to AAICLAS for approval. AAICLAS shall examine the said specification with tender specifications. Accordingly, approval shall be given to successful bidder before supply of material. In any case, without prior approval of AAICLAS, no item as per BOQ shall be accepted.

#### **1.13 Award of Contract**

The acceptance of the Bid will be intimated to the successful Bidder by AAICLAS by email or Speed post. The Accepting Authority reserves to himself the right of accepting the whole or any part of the Bid and Bidder shall be bound to perform the same at his quoted rate.

#### **1.14 Rejection of Bid:**

Refer Para 20 of "Guidance to Bidders"

#### **1.15 Correspondence**

- All Correspondence during Bid stage with AAICLAS would be directly made by the Bidder or his authorized representative through GeM portal only.

### **1.16 Time Period for Completion**

TIME IS THE ESSENCE OF THIS CONTRACT.

- The time allowed for completion of the supplies is **30 Days**. It must be understood that the supplier has agreed for the proposed time schedule after fully considering all such resources and factors, which may have any bearing on the time schedule of the contract, and no extension in the time schedule whatsoever shall be permitted on these accounts by AAICLAS.

### **1.17 On-site Warranty/Warranty**

- All goods or material shall be supplied strictly in accordance with the Tender specifications.
- On-site Warranty: There will be On-site Warranty for All in One Desktop, Laptop, Printers, Scanner, UPS including Battery. The period of On-site Warranty shall be 3 years for All in One Desktop, Laptop, Printers, Scanner, UPS including Battery and two year extended onsite warranty of all BOQ Items.
- For Onsite-warranty of battery of UPS, undertaking from agency shall also be accepted.

### **1.18 Security Deposit (SD):**

- The BOQ Items i.e. All-in-One Desktop, Laptop, Printer, Color Printer, Xerox Machine, UPS & Battery supplied shall be free from all defects and designs, material and workmanship till entire On-Site Warranty i.e. 3 years and Extended On-Site Warranty i.e. 02 years (total warranty 05 years). Upon written notice from AAI, the successful Bidder shall send concerned technician/person to repair and servicing if required ,of product at AAICLAS CHQ Office .Cost of Labour, Parts, consumable etc except Cartridge are deemed inclusive in On-Site Warranty and Extended On-Site Warranty. Nothing shall be paid extra. No TA/DA for visiting service technician shall be paid. including Transport Charges. On-Site Warranty Period shall be reckoned from the date of completion/commissioning of all BOQ Items.
- The Security Deposit is intended to secure the performance of the entire BOQ items. However, it is not be construed as limiting the damages stipulated in any other clause.
- The Security Deposit @10% of gross amount of bill shall be deducted from the bill, which Shall be returned to the successful Bidder at the end of the On-Site Warranty Period including Extended On-Site Warranty i.e. 05 years /Defects Liability Period without any interest.

### **1.19 Liquidity Damages:**

- In case of Delivery Schedule originally agreed upon by AAICLAS and not being adhered to by the supplier, the following procedure shall be applicable: -
- The supplier shall give reason for delays and apply for extension of delivery period.

- AAICLAS may extend the contract period without Liquidated Damages if the reasons given by the supplier are found justified. Otherwise contract period may be extended with levy of Liquidated Damages @ 0.5% of the total contract value per week of delay or lesser amount as decided by Competent Authority subject to a maximum of 10% of total contract value.

### **1.20 Force Majeure**

- AAICLAS may grant an extension of time limit set for the completion of the work in case timely completion of the work is delayed by force majeure beyond the contractor's control, subject to what is stated in the following sub-paragraphs and to the procedures detailed there in being followed. Force majeure is defined as an event of effect that cannot reasonably be anticipated such as due to riots (otherwise that among Contractor's employees) and civil commotion (in so far as both these are uninsurable) war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any acts of Government, damage from aircraft, acts of God, such as earth-quake, lightning and unprecedented floods and other causes over which the contractor has no control and accepted as such by the Accepting Authority. The Supplier's right to an extension of the time limit for completion of the work, in above mentioned cases is subject to the following procedures: -
- That within 10 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the Supplier informs the AAICLAS in writing that the Supplier considers himself entitled to an extension of the time limit.
- That the Supplier produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.
- That the Supplier proves that the said conditions have actually been interfered with the carrying out the contract.
- That the Supplier proves that the delay occurred is not due to his own action or lack of action.
- Apart from the extension of the time limit, force majeure does not entitle the successful Bidder to any compensation of damage or loss suffered.

### **1.21 Patents, Successful Bidder's Liability & Compliance of Regulations**

- Successful Bidder shall protect and fully indemnify the AAICLAS from any claims for infringement of patents, copyright, trademark or the like.
- Successful Bidder shall also protect and fully indemnify the AAICLAS from any claims from successful Bidder's workmen/employees, their heirs, dependents, representatives' etc. or from any other person(s) or bodies/companies etc. for any act of commission or omission while executing the order.
- Successful Bidder shall be responsible for compliance with all requirements under the

laws and shall protect and completely indemnify AAICLAS from any claims/penalties arising out of any infringements.

#### **1.22 Determination of Contract**

Subject to the other provisions contained in this Clause, the AAICLAS may without prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior goods and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases: -

1. If the contractor has been given by the Work-in-charge, a notice in writing to rectify/replace any defective material shall omit to comply with the requirement of such notice for a period of 15 days thereafter.
2. If the contractor being a company shall pass a resolution or the Court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitles the court or the creditor to appoint a receiver or a manager or which entitle the court to make a winding up order.
3. If the contractor has, without reasonable cause, suspends the progress of the supply or has failed to carry out the supply with due diligence so that in the opinion of AAICLAS (which shall be final and binding) he will be unable to complete the supply by completion date and continues to do so after a notice in writing of fifteen days from the AAICLAS.
4. If the contractor fails to complete the supply within stipulated date or items of supply with individual dates of completion, if any stipulated, on or before such, date(s) of completion and does not complete them within the period specified in a notice given in writing in that behalf of the AAICLAS.
5. If the contractor persistently neglects to carry out his obligations under the contract and/or commits default in complying with any of the terms and conditions of the contract and does not remedy it within 15 days after a notice in writing is given to him in that behalf of the AAICLAS.

When the contractor has made himself liable for action under any of the cases aforesaid, the AAICLAS shall have powers:-

To terminate or rescind the contract as aforesaid (of which termination or rescission notice in writing to the contractor under the hand of the AAICLAS shall be conclusive evidence. Upon such termination or rescission, the full EMD shall be liable to the forfeited and shall be absolutely at the disposal of AAICLAS.

#### **1.23 Settlement of Disputes and Arbitration**

The Agreement shall be governed by, and construed in accordance with, the Laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Agreement.

All disputes or differences which may arise out of or in connection with or incidental to the Agreement including any dispute or difference regarding the interpretation of terms and

conditions of any clause(s) thereof shall be dealt with as provided hereinafter:

**Through Mediation:** All dispute(s), at the first instance, shall be referred to the Mediation Committee of Independent Experts (MCIE) or individual mediator for mediation as per AAI Mediation Policy and applicable laws. All cost of mediation, shall be borne equally by the Parties. In case either Party withdraws from the mediation or the dispute(s) is not resolved within 120 (one twenty) days of reference to the mediation, then the aggrieved party may invoke arbitration within 30 (thirty) days from the date of receipt of partial settlement agreement or failure report.

**Adjudication through Arbitration:** In case no final settlement has been arrived at between the parties after mediation or partially settled as per clause above, the unresolved dispute(s), on invocation by the aggrieved party shall be referred for adjudication by arbitration.

a) When the amount involved is above 25 crores, adjudication shall be made by arbitral tribunal comprising of 03 arbitrators. Each party to appoint one arbitrator and the two appointed arbitrators shall appoint the presiding arbitrator.

b) When the amount involved is Rs. 25 Crores and below shall be referred to a sole arbitrator to be appointed by AAICLAS after obtaining consent of the other Party.

Unless the Agreement has already been repudiated or terminated, the parties shall, in every case, continue to proceed to perform their respective obligations under the Agreement.

Arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time.

Fee payable to the arbitrator(s) shall be as per Schedule IV of the Arbitration & Conciliation Act, 1996 and shall be borne by both the Parties equally.

No dispute shall be referred for resolution under this clause through arbitration in matters for which eviction & recovery procedure is provided under Chapter-VA of the Airports Authority of India Act, 1994.

#### **1.24 Deviation, Deviated Quantities, Pricing**

As per GeM Terms and Conditions.

#### **1.25 Effect and Jurisdiction of Contract**

- The contract shall be considered as having come in to force from the date of issue of AAICLAS's letter of acceptance of the offer.
- The law applicable to this contract shall be the law enforced in India and dispute if any, shall be dealt within the Jurisdiction of New Delhi Courts.

#### **1.26 Signing of Contract**

No payment for the work done will be made unless contract in form of agreement is signed by the contractor.

The agreement shall be executed on a non-judicial stamp paper of Rs: 100/- (Rupees One hundred only) and the cost of stamp paper shall be borne by the contractor.

#### 1.27 **Penalty Clause**

The Vendors/Agency shall resolve the issue/ Complaint in respect of all IT Assets i.e. All in One Desktop Computer, Laptop, Printer, Xerox Machine, Color Printer, UPS, Battery within 24 hours after receipt of complaint from AAICLAS during entire On-Site Warranty Period. Otherwise penalty @ Rs. 1000 per day per item shall be levied, which shall be adjusted from the Security Deposit. Overall Penalty shall not be more than 10% of contract value, in any case.

**Annexure-I****PQ PROFORMA / CHECK LIST**

(To be submitted by applicant along with Bid Application)

**Name of work: Procurement of All in One Desktops, Laptop, Printers, UPS, Scanners and Microsoft Office (Perpetual) alongwith Antivirus for 3 Years at AAICLAS CHQ, New Delhi.**

Ref. No.	Details of Bidder & Qualifying Criteria	Particulars	Remarks on Uploaded documents
A	B	C	D
1.	Name and address of the firm / Email Address & Telephone No.	Name:  Address:  Email id:  Contact No.	
2.	<b><u>Details of Registration</u></b>	..... .....	Registration Certificate of the Agency/Firms  Self-attested copy uploaded  <b>YES/NO</b>
3.	Details of EMD	Submitted online in GeM Portal	Scanned copy of EMD OR MSEs valid Registration Certificate uploaded.  <b>YES/NO</b>
4.	Permanent Account No. (PAN)		Copy of PAN card uploaded  <b>YES/NO</b>
5.	GST Registration No.		Signed scanned copy uploaded  <b>YES / NO</b>
6.	Power of Attorney / Authorization (if applicable) Letter for bid document/ bidding on GeM portal.		Self-attested copy of power of attorney / Authorization uploaded.  <b>YES / NO</b>

7.	Certificate from clients of having satisfactorily completed three works, each of <b>Rs. 15,91,884 (Excl. GST)</b> (or) two works each of - <b>Rs. 19,89,855 (Excl. GST)</b> (or) one work of <b>Rs. 31,83,768/- (Excl. GST)</b> . In single contract of similar nature of (Procurement of All in One Desktops/ Laptop/ Printer/ UPS/ Scanners during last seven years ending last day of bid submission date.	Details of the Three/Two/One work(s) as applicable	
<b><u>WORK NO. 1</u></b>			Copy of Client certificate for experience Uploaded (Yes/No)
(a)	Name of Client		YES/NO
(b)	Name of Work		YES/NO
(c)	Stipulated Date of Completion		YES/NO
(d)	Actual Date of Completion		YES/NO
(e)	Completion Cost		YES/NO
(f)	Work Order/ Agreement No		YES/NO
(g)	Copy of Work Order with BOQ		YES/NO
(h)	TDS Amount, if applicable		YES/NO
(i)	TDS Certificate		YES/NO
<b><u>WORK NO. 2</u></b>			Copy of Client certificate for experience Uploaded (Yes/No)
(a)	Name of Client		YES/NO
(b)	Name of Work		YES/NO
(c)	Stipulated Date of Completion		YES/NO
(d)	Actual Date of Completion		YES/NO
(e)	Completion Cost		YES/NO
(f)	Work Order/ Agreement No		YES/NO
(g)	Copy of Work Order with BOQ		YES/NO
(h)	TDS Amount, if applicable		YES/NO
(i)	TDS Certificate		YES/NO
<b><u>WORK NO. 3</u></b>			Copy of Client certificate for experience Uploaded (Yes/No)
(a)	Name of Client		YES/NO

(b)	Name of Work		YES/NO
(c)	Stipulated Date of Completion		YES/NO
(d)	Actual Date of Completion		YES/NO
(e)	Completion Cost		YES/NO
(f)	Work Order/ Agreement No		YES/NO
(g)	Copy of Work Order with BOQ		YES/NO
(h)	TDS Amount, if applicable		YES/NO
(i)	TDS Certificate		YES/NO
8.	<p><b>TURNOVER:</b></p> <p>(Annualized average financial turnover equivalent to <b>Indian Rupees Rs. 11,93,913/-</b> during the last three financial years.) Balance Sheet Profit &amp; Loss</p>	<p>Year INR (in Lacs)</p> <p><b>2021-22</b></p> <p><b>2022-23</b></p> <p><b>2023-24</b></p> <p>Average :</p>	<p>Copy of Annual report i.e. Abridged balance sheet and profit &amp; loss a/c for the last three year</p> <p>Self-attested copy uploaded</p> <p>YES / NO</p>
9.	Declaration for genuineness of documents	Agency has to submit a declaration as per <b>Annexure-II</b> of tender provided in check list along with the application for genuineness of documents submitted (	<p>Signed scanned copy uploaded</p> <p>YES / NO</p>
10.	Whether experience from private clients?	Non Govt. / Non PSU organizations	<p>Scanned TDS Certificates of stipulated value of works from clients copy uploaded</p> <p>YES / NO</p>
11.	<b>Annexure – III-XI</b> for Technical Specifications		<p>Scanned copy of duly signed and stamped <b>Annexure-III-XI</b> uploaded</p> <p>YES / NO</p>
12.	<b>Annexure – XII</b> Unconditional Acceptance Letter		<p>Scanned copy of duly signed and stamped <b>Annexure-XII</b> uploaded</p> <p>YES / NO</p>

13.	Certificate of Net Worth from Chartered Accountant as per <b>Annexure – XIII.</b>		Scanned copy of duly signed and stamped Net Worth Certificate as per <b>Annexure – XIII.</b> uploaded  YES / NO
14	Details of Similar works as per <b>Annexure-XIV</b>		Scanned copy of duly signed and stamped Certificate uploaded  YES / NO
15	Details of Financial Information as per <b>Annexure-XV</b>		Scanned copy of duly signed and stamped Certificate uploaded  YES / NO
16	Undertaking for Beneficiary details for RTGS funds transfer as per <b>Annexure – XVI.</b>		Scanned copy of duly signed and stamped Certificate uploaded  YES / NO
17	Make in India content declaration as per <b>Annexure-XVII</b>		Scanned copy of duly signed and stamped Certificate uploaded  YES / NO
18	Declaration of Land Border Sharing as per <b>Annexure-XVIII</b>		Scanned copy of duly signed and stamped Certificate uploaded  YES / NO
19	Affidavit for Maintenance set up in Delhi/NCR in notarized stamp paper as per <b>Annexure-XIX</b>	Delhi/NCR	Scanned copy of duly signed and stamped Certificate uploaded  YES / NO
20	Price /Financial E-Bid as per <b>Annexure-XX</b>		Uploaded BOQ file duly filled in required parameter.  YES / NO
21	Details of any other information		
22	Duly signed Bid Document		YES / NO

23.	Annexure – I PQ Proforma/Check List		Scanned copy of duly signed and stamped Annexure-I uploaded <b>YES / NO</b>
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**Signature of the contractor/ Authorized Signatory  
with rubberstamp**

**DECLARATION FOR GENUINENESS OF DOCUMENTS**

I, (\_\_\_\_\_) hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage found fake/incorrect, my EMD may be forfeited, action for debarment shall be initiated.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Signature of the contractor/  
Authorized Signatory with rubber stamp**

## TECHNICAL SPECIFICATIONS

### Annexure-III

**(To be submitted on the letterhead of the OEM)**

<b>1. SPECIFICATIONS OF SCANNER</b>			
<b>Make:</b> .....			
<b>Model:</b> .....			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
1	Document size	A4/Legal	
2	Scanning technology	CIS	
3	Daily duty cycle (number of pages)	3500 or higher	
4	Automatic document feeder (ADF)	Available	
5	Scanner type	Sheet fed	
6	Optical resolution (dpi)	600 or higher	
7	Scanning feature	Duplex	
8	Multi fed detection feature	Yes	
9	On site OEM warranty (in year)	3	
10	Extended Warranty	2	
11	Duplex monochrome scan speed for document @200dpi:: @300dpi:: @400dpi:: @600 dpi:: @1200dpi as applicable (ipm)	60 or higher	
12	Duplex colour scan speed for document @200dpi:: @300dpi:: @400dpi:: @600 dpi:: @1200dpi as applicable (ipm)	60 or higher	
13	Simplex monochrome scan speed for document @200dpi:: @300dpi:: @400dpi:: @600 dpi:: @1200dpi as applicable (ppm)	30 or higher	
14	Simplex colour scan speed for document @200dpi:: @300dpi:: @400dpi:: @600 dpi:: @1200dpi as applicable (ppm)	30 or higher	
15	ADF tray capacity (number of sheets)	50 or higher	
16	USB interface	Available	
17	BIS registration as per compulsory registration scheme under gazette of India notification number SO 2357(e) dated 07::09::2012 issued by department of electronics and information technology	Yes	

Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

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**Annexure-IV**

<b>2. SPECIFICATIONS FOR A4 MONOCHROME PRINTER</b>			
<b>Make: .....</b>			
<b>Model: .....</b>			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
1	BIS	Only BIS Marked Catalogs	
2	Faxing feature availability	Any value	
3	Paper size (original::image)	A4/A4	
4	Duplexing feature availability	Yes	
5	Type of machine	Mono Chrome	
6	Cartridge technology	Composite cartridge/ Separate drum & toner (Mono component)/ Separate drum & toner (Dual component)	
7	Print technology	Laser	
8	Type of printing	Mono	
9	Platen: flatbed size	A4	
10	RAM size (mb)	128 MB or higher	
11	Hard disk Capacity (GB)	0	
12	Networking Feature Availability	Yes	
13	If yes, Type of network interface	Ethernet 10/100/1000	
14	Scanning Feature Availability	No	
15	On Site OEM Warranty (Year)	3	
16	Extended Warranty (Year)	2	
17	Wi-Fi Availability	Yes	
18	If yes, Wi-Fi Type	Wi Fi 802.11 B/G/N or Wi Fi 802.11 B/G/N & Wi Fi Direct	
19	Original Document Feeder Type	No	
20	Number Of Main Paper Tray	1 or higher	
21	Each main paper tray capacity (number)	250 or higher	
22	Bypass Facility	Yes	
23	If yes, Bypass tray capacity	50 or higher	
24	Minimum Speed Per Minute As Per ISO::lec 24734 In A4 Size-Mono	33 or higher	

25	Minimum Speed Per Minute As Per ISO::lec 24734 In A4 Size-Colour	0	
26	Monthly Duty Cycle	20,000 or Higher	

Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

<b>3. SPECIFICATIONS FOR A3 MULTIFUNCTION MONO PRINTER</b>			
<b>Make:</b> .....			
<b>Model:</b> .....			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
1	BIS	Only BIS Marked Catalogs	
2	Faxing feature availability	Any value	
3	Paper size (original::image)	A3,A4,Legal	
4	Duplexing feature availability	Yes	
5	Type of machine	Multi-function	
6	Cartridge technology	Composite cartridge/ Separate drum & toner (Mono component)/ Separate drum & toner (Dual component)	
7	Print technology	Laser	
8	Type of printing	Mono	
9	Platen: flatbed size	A4,A3,Legal	
10	Ram size (mb)	06GB or higher	
11	Hard disk Capacity (GB)	500GB HDD	
12	Networking Feature Availability	Yes	
13	If yes, Type of network interface	Ethernet 10/100/1000	
14	Scanning Feature Availability	Yes	
15	On Site OEM Warranty (Year)	3	
16	Extended Warranty (Year)	2	
17	Wi-Fi Availability	Yes	
18	If yes, Wi-Fi Type	Wi Fi 802.11 B/G/N or Wi Fi 802.11 B/G/N & Wi Fi Direct	
19	Original Document Feeder Type	ADF	
20	Number Of Main Paper Tray	1 or higher	
21	Each main paper tray capacity (number)	250 or higher	
22	Bypass Facility	Yes	
23	If yes, Bypass tray capacity	50 or higher	
24	Minimum Speed Per Minute As Per ISO::lec 24734 In A4 Size-Mono	60 or higher	

25	Minimum Speed Per Minute As Per ISO::lec 24734 In A4 Size-Colour	0	
26	Monthly Duty Cycle	1,00,000 (Pages)	

Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

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**Annexure-VI**

4. SPECIFICATIONS FOR MULTIFUNCTION COLOUR PRINTER			
Make: .....			
Model: .....			
S. No.	Parameter	Value	Compliance (Yes/ No)
1	BIS	Only BIS Marked Catalogs	
2	Faxing feature availability	Any value	
3	Paper size (original::image)	A4,Legal	
4	Duplexing feature availability	Yes	
5	Type of machine	Multi-function	
6	Cartridge technology	Composite cartridge/ Separate drum & toner (Mono component)/ Separate drum & toner (Dual component)	
7	Print technology	Laser	
8	Type of printing	Colour	
9	Platen: flatbed size	A4,Legal	
10	Ram size (mb)	521MB or higher	
11	Networking Feature Availability	Yes	
12	If yes, Type of network interface	Ethernet 10/100/1000	
13	Scanning Feature Availability	Yes	
14	On Site OEM Warranty (Year)	3	
15	Extended Warranty (Year)	2	
16	Wi-Fi Availability	Yes	
17	If yes, Wi-Fi Type	Wi Fi 802.11 B/G/N or Wi Fi 802.11 B/G/N & Wi Fi Direct	
18	Original Document Feeder Type	ADF	
19	Number Of Main Paper Tray	1 or higher	
20	Each main paper tray capacity (number)	250 or higher	
21	Bypass Facility	Yes	
22	If yes, Bypass tray capacity	50 or higher	
23	Minimum Speed Per Minute As Per ISO::lec 24734 In A4 Size-Mono	28 or higher	
24	Minimum Speed Per Minute As Per ISO::lec 24734 In A4 Size-Colour	28 or higher	

25	Monthly Duty Cycle	40,000 or Higher	
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Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

<b>5. SPECIFICATIONS FOR ALL-IN-ONE DESKTOP</b>			
<b>Make:</b> .....			
<b>Model:</b> .....			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
1	Processor generation	12th or higher	
2	Processor make	Intel/AMD	
3	Number of cores per processor	10th or higher	
4	On site OEM warranty (in years)	3	
5	Extended Warranty (Years)	2	
5	Type of drives used to populate the internal bays	SSD, HDD	
6	Operating system (OEM Preloaded)	Windows 11 professional	
7	RAM size (in GB)	16 GB or higher	
8	RAM expandability upto (using spare DIMM slots in GB)	64 GB or higher	
9	Size of memory in case of dedicated graphic card	Any value	
10	Display size	23 inch or higher	
11	Display type	Any value	
12	Display Resolution (Pixels)	1920x1080 or higher	
13	Total HDD capacity (in GB)	1000 or higher	
14	Total SSD capacity (in GB)	256 or higher	
15	Panel Technology	IPS	
16	Availability of Speakers integrated with display	Yes	
17	If yes, number of speakers available	2 or higher	
18	Availability of Webcam integrated with display	Yes	
19	If yes, resolution of webcam	FHD or higher	
20	Processor Description	Intel Core i5 or higher/AMD Ryzen 7 or Latest	
21	Processor Number	Intel i5 12500 or latest / AMD Ryzen 7 7800X3D or Latest	
22	Chipset Series	Intel Q/X670	
23	Chipset Number	Intel Q670 or higher/ X670 up to 44/24	
24	Microphone-in	Yes	
25	Wireless connectivity	Yes	

26	If yes, type of wireless connectivity	Wi-Fi 802.11 b/g/n or Wi-Fi 802.11 ac or Wifi 6 or better	
27	Headphone –out	Yes	
28	Bluetooth connectivity	Yes	
29	Keyboard connectivity	Wired/ wireless	
30	Mouse connectivity	Wired/ wireless	
<b>Additional Parameters</b>			
1	Interface	1 RJ-45 or higher, 1 HDMI or higher, 1 Display Port or higher, 2 USB 2.0 or higher, 2 USB 3.2 or higher, 1 USB Type C or higher , 1 Audio combo port or higher	
2	All components including Desktop, Monitor, Keyboard and Mouse should be of same make	Yes	
3	OEM must support to re-install the operating system as and when required and bring the computer back to its original factory condition as configured by OEM and must be OEM preloaded the Microsoft Office 2021 Home & Business 2021 or latest with at least 5 years validity, Antivirus with 3 years validity also.	Yes	
4	OEM must have an offline or online system hardware diagnostics facility	Yes	
	OEM must have a facility to download updates of pre-installed software, device, drivers, firmware from its website	Yes	
5	Certificates	BIS Registration under CRS of Meity, BEE / Energy Star for the given Model , ROHS Compliance, UL/ CE/ FCC. Certificates from OEM for above shall be submitted by the bidder.	

6	system need to be supplied with factory pre-loaded genuine OS, Micro Soft Home & Business 2021, AAICLAS shall check the genuinity of OS from the OEM	Yes	
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Date:

Place:

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(Signature and name of the  
authorised signatory of the Bidder)

**Annexure-VIII**

<b>6. TECHNICAL SPECIFICATIONS OF MICROSOFT OFFICE STANDARD 2021</b>			
<b>Make:</b> .....			
<b>Model:</b> .....			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
1	Product Type	Proprietary Suites	
2	Offered Product Are	Government Edition	
3	"Types of Licence	Perpetual	
4	Proprietary Suite	Microsoft Office	
5	Components of Office Suite Covered in The Offered Product	1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5. GRAPHICS 6. COLLABORATION TOOL	
6	Operating Systems Supported by The Offered Product	1. Windows	
7	The Offered Product Have Support from OEM for	Upgradation of version within support period	
8	Number of Years Up to Which Support Is Available from OEM for Updation (Patches and Bug Fixes) Within Support Period	5	

Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

**Annexure-IX**

<b>TECHNICAL SPECIFICATIONS OF 650 VA UPS</b>			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
<b>1</b>	<b>Wattage</b>	<b>300 Watts</b>	
<b>2</b>	Back up	15 Minutes (Minimum)	
<b>3</b>	On site Warranty for UPS & Battery	3 Years	
<b>4</b>	Extended Warranty	2 Years	

Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

**Annexure-X**

<b>SPECIFICATIONS FOR LAPTOP</b>			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
1	Processor generation	13th generation or latest	
2	Processor Type	Intel/AMD	
3	Type of drivers used to populate the internal bays	SSD	
4	Operating system (Factory pre loaded)	Windows 11 professional	
5	RAM size	16 GB or higher	
6	RAM Type	DDR4 with 2 DIMM slots	
7	Size of Memory in case of dedicated graphic card (GB)	Any value	
8	Battery warranty	5 or higher	
9	Display resolution	1920x1080 or higher	
10	Total SSD capacity (GB)	1 TB or higher	
11	Total SSHD capacity in addition to 8 GB flash	Any Value	
12	Optical drive	Any Value	
13	Processor number	i51235U or latest/ AMD Ryzen 7 7800X3D or Latest	
14	Processor description	Intel Core i5 or higher/ AMD Ryzen 7 or Latest	
15	Wireless connectivity	Yes	
16	Display type	Non- Touch/ Touch	
17	Display size	15.6 inches or higher	
18	OEM On Site warranty (in years)	3	
19	Extended Warranty	2	
20	Number of cores per processor	6 or higher	
<b>Additional Parameters</b>			
1	Hinge and Chassis Material	Metallic Hinge and Metallic/ Aluminium/Carbon Fibre chassis material	
2	Weight	1.5 kg or less	
3	Security	BIOS password/TPM 2.0 or higher along with Security Lock	
4	Carry Case	OEM original backpack	
5	Certificates	BIS Registration under CRS of Meity, BEE / Energy Star for the given Model , ROHS Compliance, UL/ CE/ FCC. Certificates from OEM for above shall be submitted by the bidder.	

6	Battery Type Battery capacity (Watt Hour) Battery Backup Time (Hours)	Lithium ion Battery Capacity(WattHour)- minimum 50 or better Battery Backup Time (Hours)- 8 or better	
7	OEM must support to re-install the operating system as and when required and bring the computer back to its original factory condition as configured by OEM and must be OEM preloaded the Microsoft Office 2021 Home & Business 2021 or latest with at least 5 years validity, Antivirus with 3 years validity also.	Yes	
8	Interfaces	RJ-45, Min. 2 USB fast 3.0 Type A or equivalent and 1 USB 3.0 Type C, Audio combo port, DC Adapter Jack, HDMI port 1 Nos., Built in stereo speakers with high definition audio support and Built in Microphone	
9	Availability of WebCam Integrated with Display	Yes, HD 720 p Webcam or higher	
10	system need to be supplied with factory pre loaded genuine OS and MicroSoft Home & Business 2021 AAICLAS shall check the genuinity of OS from the OEM	Yes	
11	OEM must support to re-install the operating system as and when required and bring the computer back to its original factory condition as configured by OEM	Yes	
12	Anti glare screen	Yes	

Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

**Annexure-XI**

<b>7. TECHNICAL SPECIFICATIONS OF ANTI-VIRUS</b>			
<b>Make:</b> .....			
<b>Model:</b> .....			
<b>S. No.</b>	<b>Parameter</b>	<b>Value</b>	<b>Compliance (Yes/ No)</b>
1	Product Type	Proprietary Suites	
2	Offered Product Are	Government Edition	
3	"Types of Licence	3Years Validity	
4	Proprietary Suite	Antivirus	
5	Components of Antivirus Covered in The Offered Product	1. Dark Web Monitoring, 2. Advanced Anti-Ransomware, 3. Smart Parenting, 4. Data Backup, 5. Web Security & Phishing Protection 6. Meta Protect	
6	Operating Systems Supported by The Offered Product	1. Windows	
7	The Offered Product Have Support from OEM for	Upgradation of version within support period	
8	Number of Years Up to Which Support is Available from OEM for Updation (Patches and Bug Fixes) Within Support Period	3	

Date:  
Place:

(Signature and name of the  
authorised signatory of the Bidder)

**UNCONDITIONAL ACCEPTANCE LETTER**

(To be submitted by bidders in Cover-I on letter head of Company/Firm)

**Name of work: - Procurement of All in One Desktops, Printers, UPS, Scanners and Microsoft Office (Perpetual) along with Antivirus at AAICLAS CHQ, New Delhi.**

<b>Sr. No.</b>	<b>Heading</b>	<b>Undertaking</b>
1.	<b>Acceptance of AAICLAS's Bid Conditions</b>	<ol style="list-style-type: none"><li>1. The Bid documents for the above work have been sold to me/us by AAI Cargo Logistics and Allied Services Company Limited I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the Bid documents made available to me/us in the office of Manager (IT), AAI Cargo Logistics and Allied Services Company Limited, New Delhi which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.</li><li>2. I/We hereby unconditionally accepts the Bid conditions of AAICLAS's Bid documents in its entirety for the above work.</li><li>3. The contents of Notice Inviting Bid of the Bid Documents have been noted wherein it is clarified that after unconditionally accepting the Bid conditions in its entirety, it is not permissible to upload any additional file or put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the Bid Document and the same has been followed in the present case. In case, this provisions of the Bid if found violated after opening of Bid, I/We agree that the Bid shall be rejected and AAICLAS shall without prejudice to any other right or remedy be at liberty to forfeit the <b>entire amount of earnest money</b>.</li><li>4. <b>'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 asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAICLAS'</b>.</li><li>5. The required Earnest Money as specified in NIT for this work has also been paid through Net Banking / RTGS / NEFT.</li></ol>
2.	<b>Debarment / Blacklisting</b>	<p>I/We do hereby solemnly affirm and state as follows;</p> <ol style="list-style-type: none"><li>1. 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 bid.</li><li>2. None of Proprietor/Partners/ Board Members/Directors of M/s ..... (Name of firm) has remained Proprietor/Partner/Board Member/Director in any firm which stands debarred/blacklisted by AAICLAS or Central/State Govt. Depts./PSUs/World Bank/ADB etc.</li><li>3. 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.</li></ol>

3.	<b>Compliance of standards and specifications</b>	I/We hereby undertake that the product offered are fulfilling all the technical specifications, general terms and conditions given in Bid document and rate have been quoted accordingly.
4.	<b>GST Registration &amp; Complying its Provisions</b>	<p>I/We hereby undertake that: -</p> <ol style="list-style-type: none"> <li>1. I/we are registered under GST and our GSTIN are (to be filled by bidder) and compliant of GST provision.</li> <li>2. In case of non-compliance of GST provisions and blockage of any input credit, I/we shall be responsible to indemnify AAICLAS.</li> <li>3. All input credits shall be passed on to AAICLAS by me/us.</li> </ol>

Date:

Place:

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

(On Company Letter Head)

**Annexure -XIII**

**CERTIFICATE OF NET WORTH FROM CHARTERED  
ACCOUNTANT**

**Name of Work: Procurement of All in One Desktops, Printers, UPS, Scanners  
and Microsoft Office (Perpetual) alongwith Antivirus at  
AAICLAS CHQ, New Delhi.**

It is certified that as per the audited balance sheet and profit & loss account during  
the financial year ..... the net worth of M/S ..... (Name &  
Registered  
address of individual/firm/company), as on .....(the relevant date)  
is Rs.....After considering all liability. It is further certified that the net worth of  
the  
company has not eroded by more than 30% in the last three years ending on (relevant date).

**Signature of Chartered Accountant**

.....  
Name of Chartered  
Accountant

.....  
Membership No. of  
ICAI

.....  
Date and seal

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

(On Company Letter Head)

**Annexure-XIV**

**DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS  
ENDING ON BID PUBLISHING DATE.**

Sl. No.	Name of Work/Project and Location	Name and Address of Client	Awarded Cost of work (in Rs. Lakhs)	Date of Commencement as per contract	Stipulated date of Completion	Actual date of Completion	Whether the work was done on back to back basis Yes/No
1	2	3	4	5	6	7	8

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

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

**b. Bidders showing the experience of Non Government and Non PSU should  
submit the TDS Certificate.**

(On Company Letter Head)

**Annexure-XV**

**FINANCIAL INFORMATION**

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

**Fig in lakhs Rs.**

Sl. No.	Particulars	Financial Year (Last Three Years)		
		2021-22	2022-23	2023-24
1.	Gross Annual Turnover			
2.	Turn-Over on Supply of IT Assets 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)



(On Company Letter Head)

**Annexure-XVI**

**(To be submitted by the bidder on letter head of the company along with BID)**

**For Refund of EMD, following is to be submitted by the bidders**

**BENEFICIARY DETAILS FOR RTGS FUNDS TRANSFER**

Sr. No.	Particulars	Information Required
1.	Name of the Account Holder i.e. Bidder	
2.	PAN/TAN No. of the Party i.e. Bidder	
3.	Name of the Bank	
4.	Address of the Bank	
5.	Bank Account No.	
6.	Type of the Bank Account	
7.	MICR Code of the Bank	
8.	IFSC Code of the Bank	

**Note: In addition to above scanned copy of cancelled cheque may please be provided.**

(Beneficiary's i.e. Bidder's Name & Signature)

## Annexure-XVII

### **Make in India Local Content Declaration**

'Local content' means the amount of value added in India in the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value in percent. The bidder may refer to the Make In India DPIIT's circular:

[https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%2016%2009%202020\\_0.pdf](https://dpiit.gov.in/sites/default/files/PPP%20MII%20Order%20dated%2016%2009%202020_0.pdf).

#### FORMAT FOR CALCULATION OF LOCAL CONTENT IN GOODS / SERVICES:

	Name of the bidder	
A	Percentage of Local content	%

The bidder shall refer to the local content calculations as per [https://dpiit.gov.in/sites/default/files/Updated\\_FAQ\\_30.11.2023\\_05December2023.pdf](https://dpiit.gov.in/sites/default/files/Updated_FAQ_30.11.2023_05December2023.pdf).

**RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND  
BORDER WITH INDIA**

**Note: Duly filled and stamped declaration to be submitted with Bid. Format given below:**

1. I have read the clauses of Order no. F. No. 6/ 18/ 2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached]

2. I further undertake that if above undertaking / certificate given by the bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with Law.

SIGNED FOR AND ON BEHALF OF BIDDER (S)

Date:

Place:

Name of Bidder (s)

Seal & Signature of Bidder

NOTE: This declaration should be signed by the Bidder's authorized representative on COMPANY LETTERHEAD who is signing the Bid and scanned copy to be uploaded.

**AFFIDAVIT**

(On Non-Judicial Stamp paper of Rs.10)

I/We ..... (Name of Authorized  
Signatory), ..... (designation) of M/s

..... (Name of Company/Firm), having its registered  
office at .....

..... (full  
address with pin code) do hereby solemnly affirm and declare that the company has maintenance setup in

Delhi/NCR on the following address:

.....  
.....  
.....  
.....

(Signature and name of the authorised signatory of the firm)

Date:

Place:

**BILL OF QUANTITY (BOQ)**

**Name of work:- Procurement of All in One Desktops, Printers, UPS, Scanners and Microsoft Office (Perpetual) along with Antivirus at AAICLAS CHQ, New Delhi.**

<b>S. No</b>	<b>Item Name</b>	<b>Qty</b>	<b>Unit</b>
1	Supply of All in One Desktop meeting technical specification as attached in Tender with following Configuration: Processor: i5 with 12th Generation Processor Number: Intel i5 12500 RAM: 16GB DDR4 HardDrive : 256GB SSD, 1TB HDD Keyboard: Wired Mouse: Wired Webcam: Inbuilt with FHD Microphones: Inbuilt Speakers: Inbuilt On Site Warranty: 3 Years Pre Installed Softwares: MicroSoft Windows (11 Pro) Licensed, MS.Office for Home & Business (2021) & Antivirus (Licensed)	13	Each
2	Providing the Extended On-site Warranty for above BOQ item 1 (Except Antivirus) for 2 years	13	Job
3	Supply of Monochrome Printer for A4 size paper with Duplex Printing with Monthly Duty Cycle : 40,000 Pages On Site Warranty: 3 Years meeting Technical Specification as attached in Tender	15	Each
4	Providing the Extended On-site Warranty for above BOQ item 3 for 2 years	15	Job
5	Supply of All in One Mono A3 Multi Function Printer Machine with all features like Multiduplex scanning, Duplex Printing with all paper sizes xerox copy meeting technical specification as attached in Tender with following Configuration: Print Technology : Laser PPM: 60 A4 Speed Recommended Monthly Page Volume: 1,00,000 Scan Type: Flatbed & ADF ADF Feeder for Scanning: 250 Pages RAM: 6GB Hard disk Size : 500GB Connectivity: Wifi+Ethernet On Site Warranty: 3Years	2	Each
6	Providing the Extended On-site Warranty for above BOQ item 5 for 2 years	2	Job
7	Supply of MFP Color Printer meeting technical specification as attached with following Details: Multi-Function Printer with multi scanning, Duplex Colour Printing, Xerox Copy for A4 Paper Size, Monthly Duty Cycle: 40,000 On Site Warranty: 3 Years	1	Each
8	Providing the Extended On-site Warranty for above BOQ item No. 7 for 2 years	1	Job
9	Supply of UPS having Capacity 650VA with battery of suitable capacity meeting technical specification as attached in Tender with following Details: Backup: 15 Minutes (minimum) On Site Warranty: 3 Years for both UPS and Battery	63	Each
10	Providing the Extended On-site Warranty for UPS and Battery for BOQ item No. 09 for 2 years	63	Job

11	<b>Supply of Scanners for A4 &amp; Legal Sheets meeting technical specification as attached in Tender with following Details:</b> <b>Type: Sheetfed</b> <b>Duplex Scanning : Yes</b> <b>Color Scanning: Yes</b> <b>On Site Warranty: 3Years</b>	10	Each
12	<b>Providing the Extended On-site Warranty for BOQ item No. 11 for 2 years</b>	10	Job
13	Supply of Laptop meeting technical specification as attached in Tender with following Configuration: <b>Processor:</b> i5 with 13th Generation <b>RAM:</b> 16GB DDR4 <b>HardDrive :</b> 1TB SSD <b>Webcam:</b> Inbuilt with FHD <b>Microphones:</b> Inbuilt <b>Speakers:</b> Inbuilt <b>On Site Warranty:</b> 3Years Pre Installed Softwares: Windows (11 Pro) Licensed, MS.Office for Home & Business (2021) & Antivirus (Licensed)	1	Each
14	<b>Providing the Extended On-site Warranty for BOQ item No. 13 (Except Antivirus) for 2 years</b>	1	Job
15	<b>Supply and Installation of Antivirus 3 Years Validity for existing All in One Desktop/Desktop/Laptop</b>	50	Each
16	<b>Supply and Installation of Microsoft Office Home &amp; Business 2021 for existing All in One Desktop/Desktop/Laptop</b>	50	Each