



NOTICE INVITING QUOTATIONS

Subject: Placement of annual rate contract for weeding out of old records/ files / folders / registers etc. by way of shredding

1. Sealed quotations are invited by In-charge of Import, o/o GM(Cargo)/Regional Manager-ER, AAICLAS, CCU, NSCBI Airport, Kolkata — 700052, on behalf of Chief Executive Officer, AAICLAS, in Two Envelope System for '**PLACEMENT OF ANNUAL RATE CONTRACT FOR DISPOSAL OF AAICLAS'S OLD RECORDS/DOCUMENTS BY WAY OF SHREDDING as and when required basis' and extendable for further one year on satisfactory performance on same Rate, terms and conditions'.**

Last Date of Receipt of Sealed Quotation	13.05.2024 up to 1500 hrs.
Date of opening of Technical Bid	13.05.2024 at 1600 hrs.
Date of opening of Price bid	Will be intimated to technically qualified Bidder by e-mail/ letter

2. **TWO ENVELOPE SYSTEM.** Quotations should be submitted two separate envelopes.

A. ENVELOPE "A" (TECHNICAL BID) shall contain the following documents (Self attested)

- i) Copy of Valid GST Registration Certificate,
- ii) Copy of PAN Card,
- iii) Un- conditional letter of Acceptance duly signed by the vendor in company's letter head as per **Annexure I(Sheet 7)**.
- iv) Copy of Notice Inviting Quotation (NIQ)—Sheet 1 to 6(either downloaded from AAICLAS website or obtained from the office of GM(Cargo)/RM-ER/NER, AAICLAS, Admin department) duly signed and stamped by the Bidder accepting the terms & conditions of the NIQ.

B. ENVELOPE "B" (PRICE BID) shall contain the following documents

- j) Un-conditional price bid in prescribed format as per the Annexure- II (Sheet-9).

- 2.1 Conditional offer if any, received from the Bidder shall be rejected outright.
- 2.2 Both the envelopes super-scribing Envelope-A (Technical Bid) & Envelope-B (Price Bid) bearing the name & address of Bidders, shall be separately sealed and placed in a Master Envelope.
- 2.3 The sealed Master Envelope containing the Envelope-A&B, shall also be super scribed with the name of Quotation with due date of submission and bearing name & address of the Bidders, to enable the bid to be returned unopened in case it is declared as 'late receipt' or 'rejected'.

- 2.4 The quotations shall either be sent by registered/speed post/courier or delivered in-person. The responsibility for ensuring that the Quotations are delivered in time, would vest with the Bidder. The Quotations to be delivered in person, shall drop the sealed Quotation into the Tender Box provided in the office of GM(Cargo)/Regional Manager-ER, **2nd floor, NICT, AAICLAS, N.S.C.B.I Airport, Kolkata 700052** on or before the due date of its submission. The AAICLAS shall not be responsible if the bids delivered somewhere else instead of above specified location.
- 2.5 The Quotations not adhering to 'Two Envelope System' or unsigned offer shall be rejected outright.
- 2.6 The Price Bid (Envelope- B) of technically qualified Bidders shall only be opened after evaluation of basic documents submitted in the Envelope- A for qualifying the Technical Bid, by notifying the same to the Bidder.

3. GENERAL TERMS & CONDITIONS:

- 3.1 The quoted rates shall be valid for acceptance for a period of **30 days** from the date of opening of technical Bid.
- 3.2 If the Highest rates quoted by two parties are the same, the Order Quantity shall be split equally (50% each) to the extent possible and the Supply Order shall be awarded to both the parties.
- 3.3 Special care shall be taken to write the rates in figures as well as in words and the amount in figures only in such a way that interpolation, are not possible. The Correction, insertion etc. If any made, shall be duly signed and stamped by the person signing the Quotation. The arithmetical error shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the agency. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.
- 3.4 **The Transparent cellophane tape should be fixed on the quoted rates against any possible tampering with the figures / words.**
- 3.5 The taxes and other charges if any should be clearly specified and in case it is not applicable the relevant row/ column should indicate "Not Applicable" or "Nil" or "Included" and in the event it is left blank, it shall be deemed to have been included in the Basic Price.
- 3.6 The Bidder are requested to offer their Highest. The rates quoted in **Annexure II** (sheet 9) shall be net inclusive of shifting of documents from their respective locations, shredding of the documents. Loading of shredded documents and taking them away / transporting the same from AAICLAS premises complete. And inclusive of GST etc. No extra payment will be made other than the quoted amount, on any account.

- 3.7. In the event of the opening of Technical Bid or price Bid is postponed due to administrative or technical reasons, the same shall be opened on the next working day at the specified time given earlier. The Bidders or their authorized representative can participate in the opening of the Quotation (technical and price bid) if they wish to do so.
- 3.8 In order to assist in the examination, evaluation and comparison of bids, AAICLAS may, at its discretion ask the Bidder for the clarification of its bid. The request for the clarification and the response shall be in writing and the Bidder shall submit his/her clarification within stipulated date failing which the Bid will be rejected. However, not post bid clarification at the initiative of the Bidder will be entertained in any case.
- 3.9 AAICLAS shall not be responsible for any postal delay and any bid received by the AAI after the stipulated date & time / deadline for submission of bids prescribed by the AAICLAS, shall be rejected and returned unopened to the Bidder.
- 3.10 The extension, corrigendum, addendum, amendments, clarification etc. If any pertaining to the NIQ document will be posted on the AAI official websites. Bidders shall regularly visit the website to keep themselves updated.
- 3.11 Only one quotation shall be accepted from a single bidder either a firm or an individual. The propriety of the company or firm will be considered as single party and one legal entity.
- 3.12 AAI Cargo Logistics & Allied Services Co. Ltd.(AAICLAS) reserves the right to award the Purchase Order in part or in full as per their requirement and the Bidder shall deliver the same without any objection.

AAICLAS is not bound to accept the Highest quotation and reserves the right to accept or reject any or all or all quotation assigning any reasons thereof

4. SPECIAL TERMS & CONDITIONS

- 4.1 **Scope of Works:** The subject contract is annual rate contract for shredding of records / documents / files, etc. and the said works shall be carried out in the AAICLAS premises and in the presence of AAICLAS official.
- 4.2 **Contract Period:** The period of contract shall be for a period of one Year and further extendable for 01(one) more year on same rates and terms and condition for the contract, subject to satisfactory performance of the contractor and the mutual consent from the date of issue of Order/contract.
- 4.3 **Note to MSEs Bidders**
- a Benefits to Indian Micro & small enterprises (MSEs) units will be given as per the provision of public procurement policy for MSEs order 2012 and further Gazetted amendments made from time to time, for MSEs registered with DIC/NSIC/KVIC/KVIB/ Directorate of Handicraft and handloom, Udyog Aadhaar etc.
- b. The Special provision for MSEs owned by Women/ SC / ST shall be applicable as per the Government of India gazette order vide S.O.581(E)/ S.O.5670(E) and further Gazetted amendments as applicable.

- c. Public procurement policy for Micro, Small and Medium Enterprises registered under NSIC shall be followed as per the directives of Government of India prevailing on the date of acceptance.
- d. The MSEs who intend to claim benefits under MSME act, shall fulfil the following, otherwise they run the risk of their bid being passed over as "INELIGIBLE" for the benefits applicable to MSE's and their bid will not be considered for evaluation.
- i) MSEs which are specified by the Ministry of Micro, Small and Medium Enterprises under MSMED Act 2006 and public Procurement Policy, 2012 as Manufacturing and Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).
 - ii) NSIC certificate with monetary limit indicated should be valid on the scheduled date/ extended date of submission of tender. Certificate without monetary limit will not be considered.
 - iii) The items of Product / Services mentioned under NSIC certificate should be the same or similar to the tendered items.
 - iv) The Monetary limit stipulated in the NSIC certificate of MSEs should be equal or more than the value of works(s) / Supply is/ are "In hand (Progress)" awarded under MSME benefits during the financial year plus estimated cost of this tender for availing benefits.
 - v) If monetary limit is less than the value of work(s)/ Supply is/ are "In hand (Progress)" awarded under MSME benefits during the financial year plus estimated cost of this NIQ, they should obtain "Competency Certificate" from NSIC for participating in this NIQ as well as to avail MSME benefits. In case the NSIC/ MSEs Registration Certificate is found invalid during evolution, the bid of such bidder shall be rejected.

Public Procurement Policy I Government Purchase & Price Preference / Policy for Micro and Small Enterprises (MSEs).

The public Procurement Policy shall be applicable to MSE parties (Micro and Small Enterprises) registered with District Industries Centers (D.I.C) or Khadi & Village Industries Commission (K.V.I.C) or Khadi and Village Industries Board (K.V.I.B.) or Coir Board or National Small Industries Corporation (N.S.I.C.) or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, small and Medium Enterprises.

The provisions of this Public Procurement Policy are applicable to MSEs for products produced and services rendered and is not applicable to trading enterprise.

Purchase / Work preference to such MSE registered firms shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance of tender.

Agencies who are **MSEs & MSEs registered with NSIC** should submit proof of documents for the same and as per the directives of M.S.M.E. they are entitled for following:

- A] Issue of tender sets free of cost
- B] Exemption from payment of Earnest Money (EMD)
- C] Price Preference up to 15% over the quotation of large-scale units.

Micro and Small Enterprises (MSEs) registered with NSIC are exempted from payment of Tender fees, Earnest Money Deposit and waiver of Security Deposit up to Monetary Limit for which the unit is registered. Firms are required to submit the supportive documents in this regard.

Facilities for M.S.M.E. Parties

1. Not applicable to Trading Enterprises (if enterprises purchase the items and sell it without any value addition or under the brand of other companies, such activities are not covered under this policy.
 2. Applicable only to Micro & Small Enterprises.
 3. Not applicable to Medium Enterprises.
 4. Applicable only to MSEs for products produced (manufacturer) and services rendered (service provider) thus the party / firm should be MSME registered and also should be a producer (manufacturer) and / or service provider for the specific item/ work of the tender.
 5. Not applicable to Trading Enterprises (if enterprises purchase the items and sell it without any value addition or under the brand of other companies, such activities are not covered under this policy.
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- 4.4 The weight of the shredded documents / papers to be done in the presence of AAI official.
 - 4.5 The agency on whom the contract is placed shall give pulping certificate of disposal of wastepaper use as pulping purpose for recycling of the same for making new paper.
 - 4.6 The shredded pieces shall be taken away by the shredding agency. However, before taking away the shredded material / pieces from AAICLAS premises, the agency has to issue a cheque /demand draft in favour of AAICLAS, payable at Kolkata for the total value of the shredded material which will be as per approved rate.
 - 4.7 The above rate per kg is inclusive of shifting of documents from their respective locations, shredding of the documents. Loading of shredded documents and taking them away / transporting the same from AAICLAS premises complete.
 - 4.8 **BID EVALUATION:** The evaluation criteria / comparison of rates quoted above for identifying the highest bidder shall be based on overall rate quoted by the bidders. The bidders must quote rates for all the items of this tender as per AAICLAS's specification in the NIQ, failing which the tender will be out-rightly rejected.
 - 4.9 Duties / taxes if any are to be paid by the shredding agency.

- 4.10 The quantity of the shredded documents can vary from time to time.
- 4.11 The agency who submits / quotes the overall highest rates (overall highest total of rates for all subject works) for the subject shredding work shall be awarded the contract- the validity of the contract / work order can be further extended if required which shall be decided by AAICLAS and the same shall be at the same approved rate(s), terms and conditions.
- 4.12 The subject shredding works shall be executed on as per AAICLAS's requirements / demands i.e. on as and when required basis. If the said work is not being carried out by the agency on time and whenever instruction has been given to him to carry out the said work as per the work order placed, the agency will be blacklisted for the period of two years.
- 4.13 These documents for shredding can be located / available in any offices of AAICLAS's NSCBI Airport, Air Cargo Complex, NICT, Kolkata offices.
- 4.14 The cost for transporting of the shredding machine(s) shall be borne entirely by the agency on whom the contract / order is placed.
- 4.15 AAICLAS shall only provide the required electricity / power for running / use of the shredding machine(s) — all the other costs like procurement of the shredding machine(s), transporting of the same to and from the shredding site(s) as identified by AAICLAS and manpower involved for the said work(s) shall be borne completely by the shredding agency on whom the contract / order is placed.
- 4.16 AAICLAS reserves the right to accept or reject any or all applications without assigning any reasons.
- 4.17 AAICLAS reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project(s) below par and unusually poor.
- 4.18 If at any stage, any information/documents submitted by the applicant are found to be false, the agency shall be liable for debarment from tendering in AAICLAS, apart from any other appropriate/legal action.
- 4.19 For any clarification contact at the above office address on phone no. 033339874401/033 25119308.

General Manager(Cargo)/RM-ER/NER

Annexure-I

(TO BE SUBMITTED IN ENVELOPE-A)

UNDERTAKING-CUM-DECLARATION

**UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF NIQ, NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES
AND
NON-BLACKLISTING / DEBARRING OF FIRM**

Name of work: 'ANNUAL RATE CONTRACT FOR DISPOSAL OF AAICLAS's OLD RECORDS/ DOCUMENTS BY WAY OF SHREDDING as and when required basis' and extendable for further one year on satisfactory performance on same Rate, terms and conditions'.

NIQ No.: AAICLAS/CCU/Comml/SHREDDING/2024

1. I/we hereby certify that I/we have read the entire terms and conditions of the NIQ documents which shall form part of the contract agreement and I/we shall abide by all the conditions / clauses contained therein.

I/we hereby unconditionally accept all the Terms & Conditions of AAICLAS's NIQ documents in its entirety for the above works.

It is clarified that after unconditionally accepting all the Terms & Condition in its entirety, it is not permissible to put any remarks/ conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this bid are found violated after opening envelope "A" & "B". I/We agree that the AAICLAS shall without prejudice to any other right or remedy be at liberty to reject my Bid.

2. In response to your NIQ, we do hereby undertake that on receipt of confirmed Purchase Order at your end, the materials so asked will be supplied of good quality as per specification and sample shown to us and no deviation will be made from the same. It also confirmed that we have not stipulated any condition in our quotation for the above mentioned supply.
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 asks for bribe / gratification, I will immediately report it to the appropriate authority of AAICLAS.
4. I/We do hereby declare and state that none of my/our near relatives is posted in AAICLAS as officer responsible for award and execution of this particular tender/work and that no employee of AAICLAS is a Director / proprietor / Partner or holding any other post in my/our Firm/company. I/We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAICLAS.
5. I/we do hereby declare and state that our Firm / Company / has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. of India / State Govt. and have no outstanding dues payable to the AAICLAS.
6. I/we do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect. AAICLAS shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date :

Signature of Bidder / authorized Signatory (With company seal)

I/We have carefully read and fully understood the terms & conditions incorporated in the NIO. I/We do agree to abide by the terms & conditions to be fulfilled as per the NIO

(To be submitted in Envelope-A)

Date: _____

Signature of Bidder / authorized signatory with Rubber Stamp

Name of Bidder / authorized

Signatory

Postal Address

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E-mail ID

Office telephone No.

Mobile No

Annexure-II
Financial/ Price BID
(TO BE SUBMITTED IN ENVELOPE-B)

Name of work: 'RATE CONTRACT FOR DISPOSAL OF AAICLAS's OLD RECORDS/DOCUMENTS BY WAY OF SHREDDING as and when required basis' and extendable for further one year on satisfactory performance on same Rate, terms and conditions'.

NIQ No: AAICLAS/CCU/Comml/SHREDDING/2024

Amount in Rupees in figures & words		
Sr. No	Description of works/ Items	Rate per kg. (Rs.)
	Shredding / Destroying by way of cutting into pieces of the following:-	XXX
1	Used printed paper like Import manifest, Export manifest, Import location slip/bank challan, Export TSP receipt, Import Gate Pass etc.	
2	Slim file / hard file / cardboard file cover etc.	
	Total of all rates (Rs.)	

(The above rates are inclusive of all taxes/ levy and charges)

Note: The evaluation criteria / comparison of rates quoted above for identifying the highest bidder shall be based on overall rate quoted by the bidders per kg. basis.

The bidders must quote rates for all the items of this tender as per AAICLAS's specifications in the NIQ, failing which the tender will be out-rightly rejected.

Authorised Signatory _____

Designation _____

Name & Address _____

Telephone No./ Email ID _____

Date _____

Signature of the party
(With rubber stamp)