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AAI Cargo Logistics and Allied Services Company Ltd.

Ref. No.: AAICLAS/GAU/AMC/WS/2025

Date: 10/03/2025

NOTICE INVITING QUOTATION

Sealed quotations are invited on behalf of **Regional Manager(NER), AAI Cargo Logistics and Allied Services Co. Ltd.** (AAICLAS), LGBI Airport, Guwahati-781015 for “**Annual Comprehensive maintenance contract (ACMC) for weighing scales (Make- M/s. Microtech Weighing Inc.) at AAICLAS Cargo Terminal, LGBI Airport, Guwahati for a period of 02 year from the date of acceptance of award.**” (as per attached schedule Annexure-II)”. The sealed envelope containing quotation should be super scribed “**Annual Comprehensive maintenance contract (ACMC) for weighing scales at AAICLAS Cargo Terminal, LGBI Airport, Guwahati**”.

Last date and time of receipt of quotations: 22/03/2025 15:00 IST

Date and time of opening Technical bid envelope: 22/03/2025 15:30 IST

Opening of Financial bid envelope: will be intimated later

Terms and conditions:

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

Address: (Kind Attention : Sh. Murari Manohar)
Cargo Incharge
AAICLAS, LGBI Airport,
Guwahati-781015

2. Firms are requested to visit the site before submitting their offer for proper understanding of the scope of work.

3. Quotations submitted in any other format will be rejected.

4. Rate should be quoted for “**Annual Comprehensive maintenance contract (ACMC) for weighing scales (Make- M/s. Microtech Weighing Inc.) at AAICLAS Cargo Terminal, LGBI Airport,**

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Guwahati for a period of 02 year from the date of acceptance of award. (as per attached schedule Annexure-II)” (including all taxes like GST etc. and any other cost associated).

5. Scope of work includes following:

- (i) Annual Comprehensive Maintenance of weighing scales (Make- M/s. Microtech Weighing Inc.) including repair, servicing and replacement of all spare parts.
- (ii) Breakdown maintenance visits.
- (iii) Monthly preventive maintenance visit.
- (iv) Arranging yearly stampings 'weight and measures from Legal Meteorological Department Govt. of Assam' including paying the stamping fee as per actual site requirements of weighing scale; installed at AAICLAS Air Cargo Complex (DACT-1, DACT-2 & International Air Cargo Terminal), LGBI Airport, Guwahati.

6. The quotations should be submitted on two envelope basis, the main sealed Master envelope (super scribed as **Annual Comprehensive maintenance contract (ACMC) for weighing scales at AAICLAS Cargo Terminal, LGBI Airport, Guwahati.**) should contain two sealed envelopes **cover no: A** and **cover no: B** as described below: -

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

- 6.1.1 Unconditional acceptance of AAICLAS terms and conditions (Annexure- I) duly signed (with seal) by bidder.
- 6.1.2 Proof of PAN No. & GST registration proof shall be attached.
- 6.1.3 Shop registration certificate or MSME certificate.
- 6.1.4 Address Proof of having a registered office/branch at Guwahati on the date of call of NIQ.
- 6.1.5 Repair/Maintenance Licence Issued by the Controller of Legal Metrology, Govt. Of Assam.
- 6.1.6 Undertaking regarding debarment/ Black Listing (Annexure-II).
- 6.1.7 Duly signed copy of NIQ (All pages).

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

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

6.2.1 Rate & taxes etc. for **Annual Comprehensive maintenance contract (ACMC) for weighing scales (Make- M/s. Microtech Weighing Inc.) at AAICLAS Cargo Terminal, LGBI Airport, Guwahati for a period of 02 year from the date of acceptance of award** being quoted as per **Annexure-III** duly filled and signed by the bidder with a seal.

6.2.2 Price quoted in any other format will be **rejected**.

6.2.3 L1 Bidder may be decided on the basis of total quoted price (including GST)

7. Technical bid will be opened on 22.03.2024 at 1530 IST followed by Price bid opening date of which will be intimated later in presence of interested bidder or their authorized representatives. AAICLAS will not be responsible for delay in submission of quotations sent by post.

8. The price quoted in **Annexure-III** should be inclusive of packing and freight charges, toll charges, including of GST and any other cost associated with transportation. No extra payment will be made other than the quoted amount. The lowest bidder (L-1) shall be considered on the basis of total quoted amount (including of GST) not on the basis of quoted value for individual items.

9. The **validity of quotation should be for a minimum period of 90 days**. The period of contract will be for 02 year from the date of acceptance of award.

10. Incomplete and ambiguous quotations will be rejected.

11. Successful bidder has to submit agreement on non-judicial stamp paper of value Rs. 500/- (Rupees Five Hundred only) within 10 days of acceptance of work order.

12. Successful bidder has to submit security deposit of 10% of Work Order Contract amount within 7 days otherwise AAICLAS will deduct the same from the running Bills.

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13. The vendor should ensure that higher quality of the material used for maintenance of weighing scale.

14 Payment terms:

- i) Payment shall be carried out on quarterly basis on production of Bills/ Invoices by the firm.
- ii) The payment will be made through the e-Payment system. As such the following information may please be provided in the quotation:
 - a) Name of the Bank and branch to which payment is to be credited.
 - b) IFSC code of branch for e-payment.
 - c) Account number allotted by branch to the supplier.
 - d) Bill should be raised in the name of Station In-charge, AAICLAS, LGBI Airport, Guwahati.

15. Other Conditions:

01. At any stage, if the firm continuously fails to provide the satisfactory service, AAICLAS shall terminate the contract without further notice. Decision of AAICLAS is final & binding in this regard.

02. All the rules and regulations / code of conduct shall be followed which has been laid down by AAICLAS from time to time.

03. The AAICLAS shall allow the contractor or agents or representatives or employees to enter into the said premises for the purpose of execution of the said job. Arrangement of Airport Entry Pass is the responsibility of the Firm. However, AAICLAS will recommend the same. The manpower deployed by the firm to the job, should have valid photo ID Card with Address Proof. If any expenses occur, the firm shall liable to pay the same.

04. The AAICLAS will not be responsible for any injury sustained by contractor's workers during performance of their duties and also for any damages or compensation due to any dispute between the firm and their workers.

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05. For any loss or damage due to faulty or poor work, the contractor shall be liable for compensation to the extent of damage done. AAICLAS has the full authority to get the damage rectified on contractor's **risk and cost** and take over the system without any reference to the contractor. However, the decision of the Engineer in charge in this regard shall be final and binding.

06. After completion of the work, the firm should clean the premises at their own cost.

16. Penalty- If service or replacement of part if any is not provided by vendor within 24 hours (One days), then **the vendor shall be penalized at Rs. 500 per day per complain.**

14. EXTENSION OF CONTRACT

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

15. AAICLAS reserves the right to accept/reject any quotation without assigning any reason.

16. NIQ documents can be received from Notice Board of AAICLAS Guwahati or downloaded from AAICLAS website www.aaiclas.aero

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Manager (Cargo)
For Regional Manager-NER
AAICLAS, LGBI Airport,
Guwahati-781015



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Annexure-I

Ref. No.: AAICLAS/GAU/AMC/WS/2025

Date:

ACCEPTANCE LETTER

To,
The Manager (Cargo)
AAICLAS, LGBI Airport,
Guwahati-781015

ACCEPTANCE OF AAICLAS NIQ CONDITIONS

Sir,

01. The NIQ Document for “**Annual Comprehensive maintenance contract (ACMC) for weighing scales (Make- M/s. Microtech Weighing Inc.) at AAICLAS Cargo Terminal, LGBI Airport, Guwahati for a period of 2 years valid from award of contract.**” have been issued to me/us by AAI Cargo Logistics and Allied Services Co. Ltd. and I/We hereby certify that I/We have read the entire terms and conditions of the NIQ document and I/We shall abide by the conditions/ clause contained therein.
02. I/We hereby unconditionally accept all the tender conditions of AAICLAS mentioned in NIQ documents in its entirety for the above work.
03. The contents of NIQ documents have been noted wherein it is clarified that after unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks/ conditions.
04. I/We agree that “If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAICLAS, apart from any other appropriate / Legal action and my Security Deposit may be forfeited.

Yours faithfully,

(Signature of Tenderer)

With seal/ rubber stamp



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ANNEXURE- II

UNDERTAKING REGARDING DEBARMENT/BLACKLISTING
(To be given on Contractor's Letter Head in envelope-I)

Name of Work: - CAMC of weighing scales with (01) one manpower support at Air cargo complex, NSCBI Airport, Kolkata for a period of 01 year.

I/We (Name and post of authorized signatory) on behalf of (Name of firm) do here by solemnly affirm and declare as follows:

- i. Our firm is not restrained/ debarred/ blacklisted by AAICLAS or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- ii. None of Proprietor /Partners /Board Members /Directors of M/s..... (Name of firm) has remained Proprietor /Partner /Board Member /Director in any firm which stands debarred /blacklisted by AAI, AAICLAS or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- iii. Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAICLAS, apart from any other appropriate contractual legal action including debarment/ blacklisting, termination of the contract etc. as deemed fit.

Date:
Place:

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

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Annexure-III

SCHEDULE OF WORK

Name of work :- Annual Comprehensive Maintenance Contract for Weighing Scales at Air Cargo Terminal, AAICLAS, LGBI Airport, Guwahati for the period of 2 years valid from award of contract.					
Item No.	Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1	Annual Comprehensive Maintenance of 3000 kg capacity Microtech make weighing scale including repair and replacement of all spare parts and breakdown & monthly preventive maintenance visits [Sr No. 2017092836, 2017092837, 2017092838, 202002874, 201902747, 201902748]				
a.	For 1st Year	Nos	6		
b.	For 2nd Year	Nos	6		
2	Annual Comprehensive Maintenance of 500 kg capacity Microtech make weighing scale including repair and replacement of all spare and breakdown & monthly preventive maintenance visits. [Sr No. 2020031409]				
a.	For 1st Year	Nos	1		
b.	For 2nd Year	Nos	1		
3	Annual Comprehensive Maintenance of 100 kg capacity Microtech make weighing scale including repair and replacement of all spare parts and breakdown & monthly preventive maintenance visits. [Sr No. 2017092841, 2017092842]				
a.	For 1st Year	Nos	2		
b.	For 2nd Year	Nos	2		
4	Annual Comprehensive Maintenance of 60 kg capacity Microtech make weighing scale including repair and replacement of all spare and breakdown & monthly preventive maintenance visits. [Sr No. 2017092839, 2017092840]				
a.	For 1st Year	Nos	2		

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b.	For 2nd Year	Nos	2		
5	Arranging yearly stampings 'weight and measures from Legal Meteorological Department Govt. of Assam' including paying the stamping fee as per actual site requirements of 3000 kg capacity Microtech make weighing scale. [Sr No. 2017092836, 2017092837, 2017092838, 202002872, 202002873, 202002874, 202002875, 2020031410, 201902747, 201902748]				
a.	For 1st Year	Nos	10		
b.	For 2nd Year	Nos	10		
6	Arranging yearly stampings 'weight and measures from Legal Meteorological Department Govt. of Assam' including paying the stamping fee as per actual site requirements of 500 kg capacity Microtech make weighing scale. [Sr No. 2020031409]				
a.	For 1st Year	Nos	1		
b.	For 2nd Year	Nos	1		
7	Arranging yearly stampings 'weight and measures from Legal Meteorological Department Govt. of Assam' including paying the stamping fee as per actual site requirements of 100 kg capacity Microtech make weighing scale. [Sr No. 2017092841, 2017092842]				
a.	For 1st Year	Nos	2		
b.	For 2nd Year	Nos	2		
8	Arranging yearly stampings 'weight and measures from Legal Meteorological Department Govt. of Assam' including paying the stamping fee as per actual site requirements of 60 kg capacity Microtech make weighing scale. [Sr No. 2017092839, 2017092840]				
a.	For 1st Year	Nos	2		
b.	For 2nd Year	Nos	2		
Total Amount for Two (02) Years (excluding GST)					
Add GST @ ___ %					
Total Amount incl. all taxes for Two (02) Years					



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(Signature of party with stamp and Date)

Note-

1. Rate should be quoted in the appropriate column mentioned above and all Taxes should be written in a separate column.
2. Qty. may vary during the contract period & quoted rate will remain the same. Nothing will be paid extra.
3. The quotation will be rejected in case of any change in nomenclature of schedule is performed by the bidder in NIQ.
4. The rates quoted should include all the packing and freight charges, toll charges, GST and any other cost associated. No extra amount shall be payable.

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

AUTHORIZED SIGNATURE NAME OF THE SIGNATOR
NAME & ADDRESS OF THE BIDDER/SEAL (With Seal & Date)