



भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

संदर्भ: भा.वि.प्रा./एएनएस/ सीएनएस/रांची/2020/फोटोकॉपियर/पीओ/1187-1186 दिनांक: 11/03/2020
12/03/2020

सेवा में,
M/S Perfect Communication
445, Pee Pee Compound, Ranchi
Jharkhand-834001

विषय: रांची के बिरसा मुंडा एयरपोर्ट पर 3 वर्षों के लिए 05 RICOH फोटोकॉपियर का
वार्षिक अनुरक्षण अनुबंध हेतु कार्य आदेश।

महोदय,

उपरोक्त विषय पर इस कार्यालय का पत्र संख्या संदर्भ: भा.वि.प्रा./एएनएस/सीएनएस/रांची/
2020/फोटोकॉपियर/पीओ, दिनांक: 11/03/2020 आपकी सूचनार्थ एवं आवश्यक कार्यवाई हेतु
प्रेषित किया जा रहा है।

संलग्नक: यथोपरि।

भवदीय,

परीक्षित पॉल

(परीक्षित पॉल)

उप महाप्रबंधक (संचार प्रभारी)

भा.वि.प्रा., बिरसा मुंडा एयरपोर्ट, रांची -834002.

प्रति:

1. वित्त प्रभारी, भा.वि.प्रा., बिरसा मुंडा एयरपोर्ट, रांची।
2. विशेष कार्य पदाधिकारी, विमानपत्तन निदेशक, बिरसा मुंडा एयरपोर्ट, रांची-2
3. महाप्रबंधक (सी.एन.एस., पूर्वी क्षेत्र), N.S.C.B.I. हवाई अड्डा, कोलकाता।

परीक्षित पॉल
PARIKSHIT PAUL
उप महाप्रबंधक (सी.एन.एस.)
DGM (CNS)
सी.एन.एस. प्रभारी
CNS Incharge
भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
बिरसा मुंडा हवाई अड्डा, रांची-2
Birsamunda Airport, Ranchi-2



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/VERC/2020/2019-APD-ER-RANCHI/42149

DATE:09/03/2020

To,
M/S Perfect Communication
445, Pee Pee Compound, Ranchi
Jharkhand-834001

Subject: Annual Maintenance Contract (AMC) of Qty. 05 RICOH Make Photocopier for 3 years at Birsa Munda Airport, Ranchi

References:

- (i) AAI E-Tender No 2020_AAI_40312_1

Sir,

Reference is made to the above-mentioned correspondence and your offer submitted against above referred tender.

Airports Authority of India hereinafter referred to as purchaser, is pleased to place a Work Order for **Annual Maintenance Contract (AMC) of Qty. 05 RICOH Make Photocopier for three years at Birsa Munda Airport, Ranchi** as per details in Annexure-I of this work order, on **M/S Perfect Communication.**, hereinafter referred to as contractor, at a total cost of Rs. 4, 00, 653.00 (Rupees Four Lakh Six hundred Fifty Three Only) exclusive of GST.

TERMS & CONDITIONS:

1.0 Price:

The items as per Annexure-I will be supplied, installed and AMC will be executed at the total cost of Rs. 4,00,653.00 (Rupees Four Lakh Six hundred Fifty Three Only) exclusive of GST. The Prices are Exclusive of all applicable GST at prevailing rates. However, the prices are inclusive of installation, testing & commissioning charges and transportation, unloading, insurance etc. to Birsa Munda Airport Ranchi.

2.0 Time Schedule:

The work as per the Notice Inviting Tender shall be Three Years of placement of work order from AAI or as per the schedule submitted by the bidder whichever is less.

3.0 Terms of Payment: (As per Para 4 (Section: IV) of Tender document).

- 3.1 The payment shall be done Quarterly on receipt of proper Bill/Invoice, after satisfactory completion of at least each Quarterly Preventive Maintenance. No advance shall be paid. Bill shall be raised in favour of:



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**THE AIRPORT DIRECTOR
AIRPORTS AUTHORITY OF INDIA
BIRSA MUNDA AIRPORT
RANCHI, JHARKHAND – 834002**

- 3.2 The payment will be made through E-PAYMENT system. As such the information may please be provided with the quotation as shown in **Annexure-VI**.
- 3.3 Payment will be made after deducting any liquidated Damages or recoveries, if any, for the supply of Item & their Installation & satisfactory CAMC of the Photocopier Machines.
- 3.4 The payment shall be governed by the Govt. policies and any taxation applicable at source shall be deducted from the payment.
- 3.5 TDS will be deducted wherever applicable.
- 3.6 In case of any dissatisfaction in performance and service, during the said guarantee/warranty period, the 10% amount deposited as SD will be forfeited.
- 3.7 Payment for the items required on need basis as mentioned in schedule of quantities will only be made as per actual items required by AAI. No extra payment will be done for the same.
- 3.8 **The following documents are to be submitted for payment action:**
- 3.8.1 Original Bill/ invoice in duplicate.
- 3.8.2 Delivery challan of supplied consumables (like Toner Cartridges, parts etc.) with duly receipt of items in physically good condition at consignee's site
- 3.8.3 Duly filled and signed Bank Mandate Form.
- 3.8.4 Duly filled and signed GST Undertaking in bidders letterhead.
- 3.8.5 Service Reports.
- 3.8.6 GST registration number of AAI shall also be mentioned in the bill/invoice along with GSTIN of the supplier, to facilitate input tax credit for GST so paid by the supplier. GST registration of AAI is: **20AAACA6412D1ZM.**

NOTE: - Deduction of taxes will be applicable as per Govt. rule.

4.0 Paying Authority:

The Airport Director, Airports Authority of India, Birsa Munda Airport, Ranchi-834002.

5.0 Consignee:

The Airport Director, Airports Authority of India, Birsa Munda Airport, Ranchi-834002.
(Kind Attn: Sh. Parikshit paul, DGM (CNS In-Charge).

6.0 Liquidated Damages :

A sum equivalent to 0.5 (half) per cent per week for the price of uncompleted portion / activity / delivery of contract cost executed / completed beyond delivery schedule will be recovered as liquidated damages. The total damages will not exceed 10 (Ten) per cent of the value of delayed goods. The liquidated damages will be calculated on the base cost without the Govt. taxes and duties.

7.0 Performance Bank Guarantee (PBG) /Security Deposit (SD) :

[As per Para 7 (Section: III) of Tender document]

- 1.1 The successful bidder shall furnish the Contract Performance Bank Guarantee as specified in the tender within 30 days of acceptance of purchase/work order. The value of Performance Bank Guarantee shall be 10% of the total project cost for contract period from the issue of purchase order. This has to be done in a fixed period of time as per terms and conditions of the tender to avoid any delay in execution of work. In case of delay in execution of work the bidder shall be required to proportionately extend the PBG. In case successful bidder fails to submit the PBG within stipulated period, interest @ 12% p.a. on performance Guarantee amount would be levied (non-refundable) for delayed period of submission and shall be deducted from EMD or First running Bill. In case successful bidder fails to submit performance bank guarantee within 30 days, AAI reserves the right to forfeit EMD and cancel the order.
- 1.2 The performance guarantee amount shall be payable to AAI without any condition whatsoever and the guarantee shall be irrevocable.
- 1.3 The performance guarantee shall be deemed to govern the following guarantees from the successful bidder, in addition to other provisions of the guarantee:
 - 1.3.1 The Hardware / Software supplied under the contract shall be free from all defects / bugs and upon written notice from AAI, the successful bidder shall fully remedy, free of expenses to AAI, all such defects / bug as developed under the normal use of the said hardware / software within the period of AMC.
 - 1.3.2 The performance guarantee is intended to secure the performance of the entire system. However, it is not to be construed as limiting the damages stipulated in any other clause.
- 1.4 The performance guarantee will be returned to the successful bidder at the end of the period of liability without interest.
- 1.5 The successful bidder will be fully responsible for the guaranteed performance of the supplied systems under AMC period.
- 1.6 The acceptance of valid reasons for non-compliance to 7.5 above shall attracts a fine at the whole discretion of AAI (subject to maximum 10% of the Contract Value) and AAI's decision with regard to imposition of the fine shall be final. The fine shall be recovered from the Bank Guarantee.
- 1.7 The Performance Bank guarantee shall be valid for Three years and six months from date of issue and the claim period shall be valid for 90 days from date of expiry.

8.0 Force Majeure:

As per Para 10 (Section: III) of the Tender Document.

9.0 Arbitration and Laws:

As per Para 13 (Section: III) of the Tender Document.

10.0 Guarantee/Warranty:

As per Para 3 (Section: IV) of the Tender Document.

11.0 Scope of Work & Schedule of Quantities:

As per Section V of the Tender Document.

12.0 Technical Requirement and Specification of work:

As per Section V of the Tender Document.

- 13.0 All other Terms and conditions mentioned in Tender document will be applicable in case not mentioned here.
- 14.0 The Tender Document and work order shall be made a part of agreement.
- 15.0 GST registration number of AAI shall be mentioned in the bill/invoice to facilitate input tax credit for GST so paid by the supplier. GST registration of AAI is: **20AAACA6412D1ZM.**
- 16.0 The Contractor shall execute an Agreement with AAI on non-Judicial stamp paper worth Rs.100/- for acceptance of the terms & Conditions of the Work Order. This letter of award of the work shall form a part of the contract and all terms and conditions mentioned in the tender document shall be binding on both the parties i.e. AAI and M/S Perfect Communications, Ranchi. Original copy of the Agreement is to be submitted to this office within 7 working days from the receipt of the work order, along with the acknowledged copy of this work order.
- 17.0 The date of execution of the Agreement will be the date of acceptance of the work order.

Yours Sincerely

Parikshit Paul 09/3/2020
Parikshit Paul

DGM (CNS In-Charge)
AAI, B M Airport, Ranchi.

परीक्षित पॉल
PARIKSHIT PAUL
उप महाप्रबंधक (सी० एन० एस०)
DGM (CNS)
सी० एन० एस० प्रभारी
CNS Incharge
भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
बिरसा मुण्डा हवाई अड्डा, राँची-2
Birsa Munda Airport, Ranchi-2

Copy to:

1. General Manager(CNS-ER), AAI, NSCBI Airport, Kolkata-700 052.
2. OSD to APD, AAI, B M Airport, Ranchi-834002.
3. AGM(Finance), AAI, B M Airport, Ranchi-834002.

- sd -

Parikshit Paul
DGM (CNS In-Charge)

Annexure-I**Scope of Work & Schedule of Quantities**

Sl.No	Description of Work / Item(s)	No.of Qty	Units
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1.00	1st year CAMC of Photocopier Machines i) Make: RICOH & Model: 1813L	5.00	Nos
2.00	2nd year CAMC of Photocopier Machines i) Make: RICOH & Model: 1813L	5.00	Nos
3.00	3rd year CAMC of Photocopier Machines i) Make: RICOH & Model: 1813L	5.00	Nos.
4.00	Supply of Free Toner Cartridges for 1st year i) Make: RICOH & Model:1230D	12.00	Nos.
5.00	Supply of Free Toner Cartridges for 2nd year i) Make: RICOH & Model:1230D	12.00	Nos.
6.00	Supply of Free Toner Cartridges for 3rd year i) Make: RICOH & Model:1230D	12.00	Nos.
7.00	Supply of extra toner on requirement basis	3.00	Nos.
8.00	Supply of OPC Drum on requirement basis	3.00	Nos.
9.00	Supply of Photoconductor Unit on requirement basis	3.00	Nos.
10.00	Supply of developer on requirement basis	3.00	Nos.

Amount Quoted in Rs.
59400.00
65340.00
68310.00
38016.00
38016.00
38016.00
9504.00
16038.00
54648.00
13365.00

Total in Figures Rs. 4, 00, 653.00 (Rupees Four Lakh Six hundred Fifty Three Only) exclusive of GST.

Additional Terms & Conditions

1. Conduct at least Quarterly Preventive Maintenance of all Qty-05 nos. of RICOH make Photocopier machines during Agreement period.
2. Provide Qty-12 nos. of Original RICOH make Toner Cartridge (Model-1230D) per year for three years/agreement period).
3. In addition to preventive maintenance, repair/remedial maintenance including replacement of defective parts causing functional failure, shall be carried out by the service provider.
4. Repair and Service the Photocopier Machines within 24Hours of logging complain by this office.
5. In case the Service provider is not able to make the Photocopier machine Serviceable within 48Hours, he is required to provide an equivalent Photocopier machine till the original Photocopier machine is made Serviceable.
6. Provide Training to two people to operate the Photocopier machine.
7. The Preventive Maintenance should be carried out at least once every quarter, during the agreement period.
8. The Service Provider shall provide and Install the Original Ricoh make Spares within 24 Hours from making demand/request.
9. The Service Provider shall provide and Install the original Ricoh make defective parts within 24Hours from making Breakdown call.
10. The breakdown calls shall be attended within shortest possible (Maximum 24 Hours) time frame on receipt of communication from AAI so as to maintain the minimum down time for the system in operation.
11. The testing / inspection shall be performed at the AAI site at the time of delivery & Installation of the **Consumables or replacement of defective parts** and the AAI or its representative shall inspect the goods against any physical damage on delivery. The AAI or its representative shall also check the goods delivered against the Specification of **Toner Cartridges** ordered. The AAI or its representative shall reject the items, which are not delivered as per the supply order or any subsequent modifications to the NIT, in terms of make and model. The officers mentioned by AAI shall also receive the goods after inspection.
12. The testing & inspection in any way not relieve the supplier from any Warranty or other obligations under this NIT.
13. **A Total of Qty-12 nos. of RICOH make Toner Cartridges should be made available for Qty-05 nos. of RICOH make Photocopier machines within 12 Hours from making request/demand during the agreement period.**
14. **Repair & Service Maintenance:**
 - a. **Repair & Service Maintenance of the Photocopier machines** will be jointly carried out in the presence of AAI Officials. Repair & Service Report will be accordingly jointly signed.
 - b. Experienced/Skilled Service Engineers has to be provided for Proper **Repair & Service Maintenance of the Photocopier machines**. He should bring all the tools and instruments required for installation.
15. The items not covered under AMC shall be provided on need basis as and when demand/request raised for the photocopier machines. The items required to be provided on requirement basis are as given:
 - a. Extra Toner - Approx estimate Qty. 03 (As per actual required)
 - b. Developer - Approx estimate Qty. 03 (As per actual required)
 - c. Photoconductor Unit (PCU) - Approx estimate Qty. 03 (As per actual required)
 - d. OPC Drum - Approx estimate Qty. 03 (As per actual required)
 - e. Extra items required during AMC period for the items specified under requirement basis will be paid as per the unit price quoted by the bidder for the said item.

**DRAFT AGREEMENT WITH SUCCESSFUL BIDDER
AGREEMENT**

(On INR 100/- Non Judicial Stamp Paper)

For “Annual Maintenance Contract (AMC) of Qty. 05 RICOH Make Photocopier for three years at B. M. Airport, Ranchi”

Between

Airports Authority of India, Birsa Munda Airport, Ranchi

And

(Name of the Contractor along with address)

THIS AGREEMENT, entered into this (Date) day of (Month & Year) by and between (Name of Contractor), having its office at (Contractor's Office Address) (hereinafter called the “Contractor”) and the Airports Authority of India having its office at Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi, India and operational office at Birsa Munda Airport, Ranchi, Jharkhand-834002 (hereinafter called the “AAI”), the expressions “Contractor” and “AAI” shall mean their successors, legal representatives or assigns, for the supply of (Name of Project), (Name of the Airport, City, State).

WITNESSETH

WHEREAS, AAI invited offers for the (Name of Project), (Name of the Airport, City, State).

WHEREAS, the Contractor has offered (Name of Project), (Name of the Airport, City, State) in accordance with their Price Bid dated (Date) and AAI has accepted its offer.

NOW, therefore, in consideration and mutual covenants contained herein, the Contractor and the AAI (hereinafter referred to as the “parties”) agree that the following document shall be part of this agreement:-

1. AAI Tender Documents for the (Name of Project), (Name of the Airport, City, State) comprised in Volumes- (Numbers), including Drawings and Maps supplied by AAI.
2. Tender corrigendum no. 1,2
3. Tender clarifications offered by AAI subsequent to the Pre-Bid meeting held on (Date).
4. Bid Documents submitted by the Contractor dated (Date) in fulfilling the contract requirements that includes the signed compliance.
5. Unconditional acceptance of AAI Tender conditions as given by the Contractor.

6. Queries raised by AAI during technical evaluation and technical clarifications submitted by the contractor in response thereof.
7. The price bid of the Contractor which was opened on (Date) and accepted by AAI.
8. Detailed itemized cost of the spares list, training program, syllabi for (Name of Equipment), clarification on data sharing between AAI and (Name of the Airport, City, State) offered by the Contractor vide his letter dated (Date).
9. Reference of LOI/Purchase order issued/acceptance of bidder

For and on behalf of Contractor

For and on behalf of Chairman, AAI.

Signature:

Signature:

Name of the Executive:

Name:

Designation:

Designation:

1. Witness : (Signature, Date, Name, Designation on behalf of AAI)

2. Witness : (Signature, Date, Name, Designation on behalf of Contractor)

Annexure- III

PERFORMA FOR PERFORMANCE BANK GUARANTEE
(On Non-judicial stamp paper of Rs. 100.00)
(The non-Judicial stamp paper should be in the name of issuing Bank)

Ref. _____

Bank Guarantee No: _____

Date: _____

**AIRPORTS AUTHORITY OF INDIA,
BIRSA MUNDA AIRPORT
RANCHI, JHARKHAND-834002**

1. In consideration of the Chairman, Airports Authority of India [hereinafter called "AAI"] having offered to accept the terms and conditions of the proposed agreement between..... and (here-in-after called the said Contractor(s)) for the works (here-in-after called "the said agreement") vide Order no. Dated, having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees..... only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.
2. We..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees..... only).
3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We..... (indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project- in-charge on behalf of AAI certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We..... (indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for

any time or from time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect so relieving us.

This guarantee shall not be discharged due to the change in the constitution of the Bank or the contractor(s)

6. We..... (Indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.
7. This guarantee shall be valid upto unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.
8. Apart from other guarantees this Bank Guarantee explicitly provides for the following:
 - a. The Hardware / Software supplied under the contract shall be free from all defects / bugs and upon written notice from AAI, the successful bidder shall fully remedy , free of expenses to AAI , all such defects / bug as developed under the normal use of the said hardware / software within the period of guarantee/Warranty.
 - b. The performance guarantee is intended to secure the performance of the entire system. However, it is not to be construed as limiting the damages stipulated in any other clause. Notwithstanding anything mentioned herein above our liability under this guarantee is restricted to Rs. ----- and it shall remain in force upto and including ----- and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s ----- on whose behalf this guarantee has been given.

WITNESS

Dated this ----- day of ----- 2020 at -----

Signature -----

Name -----

(Bank's Rubber Stamp)

Signature -----

Name -----

(Official address with Employee code)

Signature Not Verified

Digitally signed by AVINASH K. BHUSHAN SORENG
Date: 2020.09.16 16:59:27 IST
Location: eProcurement System for Central PSUs