



सामग्री प्रबंधन विभाग / DEPARTMENT OF MATERIALS MANAGEMENT

सं. भा.वि.प्रा./द.क्षेत्र/एमएम/आर.ई.डी.स्टोर/फोटो कॉपियर (रेंटल)/२०२०-२०२१
Ref. No. AAI / SR / MM / RED STORES / Photo Copier (Rental) / 2020 – 2021

दिनांक :
Dated : 14-10-2020

सेवा / To

M/s. MSN DIGITAL SOLUTIONS
No.2/5, Giryappa Road, Driver Colony,
T. Nagar, Chennai – 600 017.

विषय / Subject:- Work order for Hiring of 01 No. Multifunction Photocopier (minimum 35 CPM) (B/W) with operator at AAI, RHQ, SR, Chennai for a period of One year.

महोदय / Sir,

It is pleased to inform you that the Competent Authority has approved your e-Tender No.2020_AAI_56080_1 dated 26-08-2020 for providing One High-end Digital multifunctional Photocopier Machine on Rental basis at **Rs.9,000/- + taxes per month for 10,000 free copies and thereafter Rs. 0.68 Paise + Tax per copy and manpower charge @Rs.10,000 p.m + GST for a period of One Year with provision for extension of another one (01) year on the same rate, terms & conditions, subject to satisfactory performance and with mutual consent, under the following Terms & Conditions.**

Terms & Conditions

1. One high-end digital multifunctional photocopier which is manufactured in the year of 2019 should be installed with minimum Speed of 35 copies per minute (A4) with Print, Copy Scan option from A4, Legal & A3 Size.
2. The copier paper to be used should be of 75 GMS of any reputed brand.
3. A dedicated manpower (operator) in neat and clean uniform and ID card, should be provided for operating the machine.
4. The rental charges will be inclusive of Paper, Spares, Consumable & Service to run the Machine. The space & power supply will be provided by AAI.
5. The machine will be operated on all working days (Monday to Friday) from 0930 Hrs to 1800 Hrs.

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6. Routine maintenance of the machine and consumables like Drum, developer, toner and necessary spares should be made to ensure the machine in operational condition to avoid downtime.
7. In case of downtime, due to machine failure, the issue should be resolved immediately, and necessary action should be taken for replacement / servicing of the machine, without affecting our office work, otherwise penalty will be imposed as per the Tender conditions.
8. A separate Register will be maintained by the machine operator, wherein the details of Department / Section, number of copies taken and name and signature have to be entered in the said register. In case of A3 size copy taken, the same shall be mentioned in the register (A3 size will be counted as 2 A4 copies).
9. In case of the copies taken within 10000 Nos., the payment will be released on pro-rata basis only for the copies taken except labour charges. Labour charges will be deducted for the absent period.
10. Operator should ensure proper accounting of the copies duly tallying with the details entered in the Register.
11. **Security Deposit:-** The Contractor required to furnish Security Deposit for a sum equal to @10% of One year value of award work (Excluding GST) within 30 days from the date of issue of work order. The Security Deposit shall be furnished in the form of Demand Draft or Bank Guarantee in favour of Regional Executive Director, Airports Authority of India, Southern Region, Chennai Airport, Chennai, drawn on a Nationalized / Scheduled Bank (As Per RBI Schedule) having office in India and payable at Chennai. No interest on Security Deposit is payable by AAI.

After termination / expiry of the Contract, the security deposit held by the AAI will be released to the Contractor within a period of three months subject to realization of dues, if any to be made from the contractor.
12. The bills should be submitted along with starting meter reading and closing meter reading of the month.

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13. The payment will be made within 15 days upon submission of bill.
14. Other Terms and Conditions are applicable as per the e-tender No.2020_AAI_56080_1.
15. The contract will be valid from 15.10.2020 to 14.10.2021.

K. Karunanithi
14/10/2020
(के. करुणानिति / K. KARUNANITHI)

सहायक प्रबंधक (एम.एम.) / ASSISTANT MANAGER (MM)
कृते महाप्रबंधक (मानव संसाधन) / FOR GENERAL MANAGER (HR)
दक्षिणी क्षेत्र, चेन्नई - २७ / SOUTHERN REGION : CHENNAI - 27.
(Phone No. 044 - 2256 7727)

संलग्नक: - ऊपर के रूप में। / Enclosures :- As above.

सेवा :- महाप्रबंधक (वित्त), भा.वि.प्रा., दक्षिणी क्षेत्र, चेन्नई - २७ - कृपया जानकारी के लिए
To :- The General Manager (Finance), AAI, SR, Chennai - 27 - for kind information please.

Signature Not Verified

Digitally signed by K. KARUNANITHI
Date: 2020.12.15 17:39:39 IST
Location: eProcurement System for
Chennai Airports, Chennai 600 027.

दक्षिणी क्षेत्र, चेन्नई हवाई अड्डा, चेन्नई-६०० ०२७ / Southern Region, Chennai Airports, Chennai 600 027.

Tel.: 044-2256 7727 / E-Mail : red-stores-sr@aai.aero