



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
NSCBI AIRPORT, KOLKATA – 52

No.: AAI/KOL/CNS-STORE/RTC/ ARC/PRINTING-BINDING/CO/2024-25

Date: - 29.07.2024

M/s Computer Printing-Cum-Technical Solution Centre,
Nripendra Nath Sarkar,
B-07/265(FL-C/1)
P.O.-Kalyani, Ward No. 10,
Dist.-Nadia, Pin-741235,
Contact No.- 9339059507,
Email: nripensarkar12@yahoo.in

Subject: - Contract order for ARC for Photocopy and Spiral Binding;

References: -

- Your Bid No. **709640** against this office E-Tender Ref. No. AAI/KOL/CNS-STORE/RTC/ARC/PRINTING-BINDING/2024-25 (Tender ID: **2024_AAI_197062_1**)
- Your offered documents against the above mentioned Tender.
- AAI Letter of Intent No. AAI/KOL/CNS-STORE/RTC/ ARC/PRINTING-BINDING/LOI/2024-25 dated **23.07.24**.
- Your acknowledgment to AAI Letter of Intent dated **23.07.2024**.

Dear Sir,

Reference may be made to the above mentioned correspondences and your offer (Technical, financial proposal) submitted against above referred tender.

On behalf of the Chairman, AAI, the General Manager (CNS-KOL), NSCBI, Kolkata-52 hereinafter referred to as purchaser, is pleased to place a contract order to **M/s Computer Printing-Cum-Technical Solution Centre** for Annual Rate Contract for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata for the period of one year w.e.f. **01.08.2024** to **31.07.2025**.

The details of items and other terms and condition are as appended below.

Sl. No.	Description of Items	Qty.*	Quoted rate for one year Without GST	Total Amount Without GST
1.	Black & White (Back to Back) printing	1,26,210pages	Rs. 1.49/page back to back	Rs. 1,88,052.90
2.	Colour Single side printing	9,573 pages	Rs. 5.94/page single side	Rs. 56,863.62
3	Spiral Binding	1191 Books	Rs. 100.00/book	Rs. 1,19,100.00

Total Rs. **3,64,016.52 ****

(Rs. **Three Lakh Sixty Four Thousand & Sixteen and Paise Fifty Two Only**) Plus GST as applicable.

Note:

* Number of copy may vary depending upon the number of trainees will attend each training.

** Total Amount also may vary depending upon numbers of copies will print & bind.

Terms & Conditions:

1. Scope of Work (SOW):

Scope of the works to be covered under “Annual Rate Contract for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata” as per the terms and conditions mentioned in tender document.

2. Delivery Period:

Study materials have to be delivered within **Two (02) Weeks** from the date of issue of work order.

3. Liquidated Damage (LD): - In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ 1 % per week or part thereof but not exceeding **Five percent (5%)** of the work order value. Even the contract can be cancelled at the risk and cost of the supplier. In case the contractor fails to deliver the materials as per the delivery schedule indicated in the work order, the material shall be procured from open market to meet the immediate demand / requirement at the risk and cost of the supplier.

4. Performance Bank Guarantee (PBG).

4.1. The successful bidder shall submit an unqualified Contract performance bank guarantee (in lieu of Contract Performance security) of the value equivalent to **5% (five percent)** of the total contract value excluding GST to AAI in the form of an irrevocable and unconditional bank guarantee on scheduled commercial bank as per Performa attached as **Annexure-IA**. The guarantee shall be submitted within 30 calendar days after notification of the award of contract and will be valid till 90 days after the end of the contract period. 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 First running Bill. In case, successful bidder fails to submit performance bank guarantee within 30 calendar days after notification of the award of contract, a undertaking has to be submitted by vendor on company letter head pad mention the justified reason for non-submission of PBG.

In that case, Five percent (5%) amount excluding GST will be deducted from each running bill as a security deposit.

4.2. The performance guarantee amount shall be payable to AAI without any condition Whatsoever and the guarantee shall be irrevocable. The performance guarantee shall be deemed to govern the following guarantees from the successful bidder, in addition to other provisions of the guarantee.

4.3 The performance guarantee/security deposit will be returned to the successful bidder at the end of the contract period (15 Months) without any interest.

4.4 INSTRUCTION TO SUCCESSFUL BIDDER FOR PBG SUBMISSION

The following instruction has to be followed by the successful bidder while submitting an unqualified Contract Performance Bank Guarantee (PBG)

1. BG should be unconditional and claim should be payable against simple written demand from authorized official.
2. It should be ensured that Date of validity of PBG and claim period are as per Contract terms and conditions.
3. At the time of issuance of BG, the successful bidder should provide complete details of AAI bank (ICICI Bank) account where proceeds of the BG are required to be credited, if required.

Bank details are as follows:-

Corporate Name: Airports Authority of India

Bank Name: ICICI Bank

IFSC Code: ICIC0000007

BG advising Message: IFN 760COV (BG issue)

IFN 767COV (BG amendment)

Unique Identifier Code: Specific code **""AAIRHQER""** should be mentioned in the field **7037** of the BG advising message code.

4. Details of SFMS (in case of BG within India) or SWIFT (in case of BGs issued outside India) sent by contractor/concessionaire/supplier's Bank to AAI beneficiary bank.
5. BG submitted by the bidders should be valid for the period stipulated in the contract agreement.
6. While submitting the document to BG issuing Bank, the vendor/Customer/ concessionaire/ will submit the letter to the issuing Bank as per format mentioned in the **Annexure- IB**.
7. Before submission of BG, Vendor/Customer shall get it vetted by the tendering officer to ensure conformity with the format provided in the tender document and relevant provision of SOP for BG.
8. BG should be routed by applicant's BG issuing Bank to AAI Nodal/Beneficiary Bank through Structured Financial Messaging System (SFMS) who in turn will advise AAI of the same to ensure authenticity of BG.

5. Payment to Contractor:

5.1 OPTION: I

100% Payment will be made after delivery of study materials in physically good conditions at CNS RTC Kolkata and production of Original GST Tax Invoice (Original Seller Tax Invoice) along with Delivery Challan (Triplicate Form), Cancelled Cheque, GST Provisional Certificate, Annexure-III & Annexure-IV on company letter head pad, GSTR B2B Copy against submitted tax invoice, subject to submission & confirmation of PBG.

OPTION: II

95% Payment will be made after delivery of study materials in physically good conditions at CNS RTC Kolkata and production of Original GST Tax Invoice (Original Seller Tax Invoice) along with Delivery Challan (Triplicate Form), Cancelled Cheque, GST Provisional Certificate, Annexure-III & Annexure-IV on company letter head pad, GSTR B2B Copy against submitted tax invoice after deduction of Five percent (5%) as a security deposit from each running bill of the contract Value (Excluding GST).

Submission of Bank Details is mandatory for making e-payment

Bill submitted to the **O/o The General Manager (CNS), AAI, NSCBI Airport, Kolkata-52**

Payment will be made as per actual (numbers of pages printing & numbers of books binding) Invoice raised by the vendor depending upon numbers of trainees in each training.

- 5.2 **Paying Authority:** The Regional Executive Director, Airports Authority of India, NSCBI Airport, Kolkata -700052.

6. **Period of Contract:** - Period of contract for One (01) Year from the date of award of contract order and further extended up to 6(Six) months as per requirement.

RECEIVED
AIRPORTS AUTHORITY OF INDIA
KOLKATA
2020-05-10 10:00 AM

7. Mode of Contract:

The quoted rate as per the item mentioned will be firm & fixed for One (01) Year from the date of award of contract(AOC) with extended period with same terms & conditions.

8. Mode of award of contract:

Work order for different types of books as mentioned above will be issued as and when Requirement basis throughout the contract period in advance at least 10 days before commencement of training.

9. SIGNING OF CONTRACT:

The bidder has to sign the contract agreement on Rs.100 Non Judicial Stamp Paper. The Signing of the Contract shall be completed within Fifteen (15) days of the acceptance of the Contract Order / Purchase Order/Award of Contract (AOC).

10. **Force Majeure Clause:** - Force Majeure is herein defined as may cause which is beyond the control of the contractor of the purchaser as the case may be which they could not foresee of with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract such as, Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics, Acts of any Government including but not limited to war, declared or undeclared, priorities, quarantines, embargoes, provided either party shall within fifteen days from the occurrence of such a cause notify the other in writing of such causes.

11. **Arbitration:** - Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and so the quality of workmanship or materials used in the works or as to any other questions claim right matter or things whatsoever in any way arising out of or relating to the contract designs, drawings specifications estimates instructions orders of these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be settled within thirty (30) days (or such longer period as may be mutual agreed upon) from the date that either party notifies in writing such dispute or disagreement exists, shall be settled under the rules of Indian Arbitration and conciliation Act, 1996. The venue of Arbitration shall be New Delhi, India. The Arbitration resolution shall be final and binding upon the application of either party, by any court having jurisdiction.

12. **Termination of contract:** - AAI reserves the right to cancel this work order at any stage due non-compliance of any of the above clause till commencement of the execution of this work order without any claims from the contractor. This work order can be cancelled by mutual consent of both AAI and the contractor.

13. AAI Kolkata GSTIN NO. 19AAACA6412D1Z5

पवन कुमार पासवान
29/07/2024

PAWAN KUMAR PASWAN,
JGM (CNS-KOL)/STORE,

पावन कुमार पासवान
संयुक्त महाप्रबंधक (सी.एस.डी.) / AIRPORT MANAGEMENT
भा.वि.प्रा., क्षेत्र-पू.क्ष. / A.A.I., RHQ-ER
ने.सु.च.बो.अ. हवाई अड्डा / N.S.C.B.I., Airport
कोलकाता-700 052 / Kolkata-700 052

**Performance Bank Guarantee
(FOR SECURITY DEPOSIT)
FOR**

Name of the work: "Annual Rate Contract (ARC) for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata-52.

(On Non-judicial stamp paper of Rs.100.00)

To,

The General Manager (CNS-KOL),
Airports Authority of India,
N.S.C.B.I. Airport, Kolkata,
West Bengal-700052, INDIA.

Tender ID:.....

Dear Sir,

1. In consideration of the General Manager, AAI (hereinafter called "AAI") having offered to accept the terms and conditions of the proposed agreement betweenand(hereinafter called the said Contractor(s)) for the

work.....(hereafter called 'the said agreement') having agreed to production of a irrevocable Bank Guarantee for Rs. (Rupees.....)amount of **5% (Five percent)** of entire contract amount..... as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We(indicate the name of the Bank) (hereinafter referred to as 'the Bank') hereby undertake to pay to the General Manager, AAI an amount not exceedingamount..... on demand by AAI.

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 exceedingamount.....

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.

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.

4. 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 RTC-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 relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of 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 of so relieving us.

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

7. We(indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.

This guarantee shall be valid up to unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted Rs.....

(Rupees.....) 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.

Dated the _____ day of _____ for _____ (indicate the name of bank).

Very truly yours,

(Authorized Signatory of the Bank)

Request Letter: Transmission of Bank Guarantee Cover message

(To be submitted by applicant to BG issuing Bank)

Date : _____

The Manager

(Bank)

(Branch)

Sub: Inclusion of unique identifier code of AAI while transmitting BG cover message where beneficiary bank is ICICI Bank(IFSC: **ICIC0000007**)

Dear Sir/Madam,

I/We _____ request you to include unique identifier **AAIRHQER** in field **7037** of the SFMS cover messages IFN COV 760 (For BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (**ICICI Bank- IFSC: ICIC0000007**).

Thanking you,

(Vendor/Customer/Concessionaire)

(On INR 100/- Non Judicial Stamp Paper)

Tender Id:.....

AGREEMENT FOR

"Annual Rate Contract (ARC) for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata-52".

BETWEEN

AIRPORTS AUTHORITY OF INDIA, RAJIV GANDHI BHAWAN, SAFDARJUNG AIRPORT, NEW DELHI- 110 003

AND

M/S

This agreement is made at Kolkata today day of(Month) of ----(Year) between AIRPORTS AUTHORITY OF INDIA, A body corporate constituted by the Central Government under the Airports Authority Act (Act 55 of 1994) and having its Corporate office at RAJIV GANDHI BHAWAN, SAFDURJUNG AIRPORT, NEW DELHI-110003 represented by hereinafter called the 'AUTHORITY' (which term shall unless excluded by or is repugnant to the context be deemed to include its Chairman, or Member, Executive Directors, General Managers, Officers or any of them specified by the Chairman on his behalf and shall also include its successors and assigns on one part and **M/s**

..... having its principal office space & place of business

(hereafter called and represented by **M/s**

..... of the on the other part hereinafter called the CONTRACTOR (which term shall unless excluded by or is repugnant to the context, be deemed to include its higher, representative, successors and assigns of the contract) .

Whereas, the AUTHORITY wants to award of contract for Annual Rate contract for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata and CONTRACTOR M/s is desirous of agreeing the same.

WHEREAS, AUTHORITY invited offers for the "Annual Rate contract for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata-52" .

In accordance with their Price Bid opened on on CPP-portal and AAI has accepted its offer;

Now, therefore, in consideration of the promises and mutual covenants contained herein, the CONTRACTOR and the AUTHORITY (hereinafter referred to as the "parties") agree as follows:
For the purpose of this contract the following constitutes part of the agreement:

a. **Contract Period** – for one year with effect from up to

AUTHORITY's Tender Documents for the Scope of " Annual Rate contract for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata" Comprised of Tender Id---

----- and CONTRACTOR *Price bid opened on CPP-portal dated*

b. Bid Response Documents submitted by the CONTRACTOR in fulfilling the tender requirements that includes the signed Compliance.

c. Unconditional acceptance of AUTHORITY Tender conditions as given by the CONTRACTOR.

d. Replies to Queries raised by AUTHORITY during Technical evaluation and Technical clarifications submitted by the CONTRACTOR in response thereof vide *letter dated:*

.....

- e. The price bid of the CONTRACTOR *opened on CPP-portal* and accepted by AUTHORITY.
- f. AUTHORITY's Letter of Intent stating acceptance dated----- and the CONTRACTOR's acknowledgement dated.....
- g. AUTHORITY Contract Order no.dated.....
- h. Performance Bank Guarantee No. dated for Rs.....

Whereas, the M/sagreed "Annual Rate Contract for Printing & Spiral binding of study Materials for CNS RTC at N.S.C.B.I. Airport, Kolkata" on AUTHORITY Terms and conditions, mutually agreed upon as hereunder:

IN WITNESS WHEREOF, The parties have caused this agreement and executed by their respected duly authorized representatives on theday..... andyear written.

ON BEHALF OF
(M/S)

ON BEHALF OF
(AIRPORTS AUTHORITY OF INDIA)

1. Witness:

1. Witness:

2. Witness:

2. Witness:

Proforma for Self-Declaration u/s 206AB/206CCA of 'The Income Tax Act, 1961 regarding Deduction/Collection of Tax

TO WHOMSOEVER IT MAY CONCERN

Subject: Self Declaration u/s 206AB/206CCA of 'The Income Tax Act, 1961 regarding Deduction/Collection of Tax

(To be Submitted on the Company Letterhead Pad During Bill Submission)

With reference to the above subject matter, we, -----(Company Name) ----- (PAN CARD) hereby confirm that; we have filed Income Tax Returns for below mentioned immediately preceding Financial Years relevant to the year of declaration i.e. FY 2021-22 (as per para 3 of Circular no. 11 of 2021 dated 21.06.2021).

Financial Year	Whether aggregate amount of TDS & TCS is more than Rs.50,000	Due Date of Filing of ITR	Actual Date of Filing of ITR	ITR-V Acknowledgement No.
2022-23				
2021-22				
2020-21				

We have read and understood the provisions of Section 206AB/206CCA of the Act and related applicable rules, notifications, circulars. Further, above mentioned PAN and Income Tax returns details are correct.

'We, -----(Company Name), authorize our Customer/Sellers to recover the differential tax at higher rates along with applicable interest and penalties in case above mentioned information is proved to be incorrect.

While submitting this declaration, it is requested to consider us to be compliant with the requirements of the Section 206AB/206CCA of the Act and deduct/collect tax at appropriate rates.

Authorised person's name & Signature with stamp

(GST Compliance Certificate on the Company Letter Head Pad During Bill Submission)

Name of the vendor:-

GSTIN of the vendor: -

Invoice No & Date: -

Place of Supply: -

AAI GSTIN mentioned in the Invoice: -

CGST/SGST/IGST Amount: -

Month & Date of GSTRI return filed of the above invoice: -

Copies of GSTRI / IFF and screen shot of Invoice uploaded on GST Portal: -

Frequency of Return _____ [Monthly / Quarterly (QRMP)]

In this connection, I/We hereby agree and undertake to furnish you proof of GST payment and Tax Invoice details in GSTR-I / IFF, as applicable, at the time of submission of subsequent bill. Further, I/We hereby declare that we shall file GSTR 3B return related to the above-mentioned invoices within the timelines prescribed in the GST law and I /We (vendor) shall keep AAI indemnified of such CST, if the same is not reflected in GSTR-2B of AAI GSTIN.

Signature of the Vendor with Rubber Stamp