

TENDER DOCUMENT  
SIX MONTH CONTRACT FOR THE SUPPLY  
OF  
100 % BIO - DEGRADABLE TRANSPARENT WHITE COLOURED GARBAGE BAGS WITH  
AIASL LOGO

TENDER DOC NO: 948 DATED 16<sup>TH</sup> MARCH, 2021

DUE DATE 30<sup>TH</sup> MARCH, 2021 AT 1400 HOURS

**TABLE OF CONTENTS**

SN	Description	Page Nos
1	Schedule for Tender	2
2	Tender Notice	3
3	Tender Submission	4
4	Definitions	5
5	Tender Terms and Conditions	5-6
5	Commercial Terms	7
6	Technical Terms, Award Criteria & Pre-qualification Criteria	8-9
7	Contact person details & address for submission of bids	9
8	Declaration - Annexure 1	10
9	Gusset and Specification - Annexure 2	11
10	AIASL Logo – Annexure 3	12

**SCHEDULE OF TENDER**

TENDER NO	948 DATED 16 <sup>TH</sup> MARCH, 2021
TENDER NOTICE	SIX MONTH CONTRACT FOR THE SUPPLY OF 100 % BIO - DEGRADABLE TRANSPARENT WHITE COLOURED GARBAGE BAGS WITH AIASL LOGO
TENDER ISSUER	AI AIRPORT SERVICES LIMITED
DATE OF ISSUE OF TENDER DOCUMENT	16 <sup>TH</sup> MARCH, 2021
LAST DATE & TIME OF SUBMISSION OF BIDS	UPTO 1400 HOURS ON 30 <sup>TH</sup> MARCH, 2021, OR EARLIER
DATE & TIME OF OPENING OF BIDS	WILL BE INFORMED TO RESPONDING BIDDERS
PLACE OF SUBMISSION & OPENING OF BIDS	PURCHASE AND STORES-AIASL, GSD COMPLEX, NIPTC, NEXT TO SAHAR POLICE STATION, NEAR CSI AIRPORT GATE NO. 5, TERMINAL 2, MUMBAI – 400099, MAHARASHTRA, INDIA. TEL: 022-2831 8424 / 8446

**TENDER NOTICE**

AI Airport Services Ltd (AIASL), a wholly owned subsidiary of Air India Ltd providing Ground Handling Services at most of the Indian Airports, invites Sealed / Closed Tenders in Single bid system from manufactures, dealers, distributors, suppliers for “SIX MONTH CONTRACT FOR THE SUPPLY OF 100 % BIO - DEGRADABLE TRANSPARENT WHITE COLOURED GARBAGE BAGS WITH AIASL LOGO”. Immediate mentioned quantity to be supplied within 1-2 weeks and balance quantity on as & when required basis. The description / specifications & quantity required are as follows:

<u>Sr No.</u>	<u>ITEM DISCRPTION</u>	<u>TOTAL QTY FOR 06 MONTHS</u>	<u>Immediate Requirement QTY</u>
1	<p><b>100% Bio – degradable transparent white coloured Garbage bags with AIASL Logo – Large Size</b></p> <p>Length : 41 Inches</p> <p>Width : 39 Inches (Without Gusset)</p> <p>Thickness: 60 Microns</p>	11500	6000
2	<p><b>100% bio – degradable transparent white coloured Garbage bags with AIASL Logo – Medium Size</b></p> <p>Length : 49 Inches</p> <p>Width: 32.5 Inches</p> <p>Gusset: 6 Inches Gusset on both sides</p> <p>Thickness: 50 Microns</p>	45000	22000
3	<p><b>100% Bio– degradable transparent white coloured Garbage bags with AIASL Logo – Small Size</b></p> <p>Length : 32.2 Inches</p> <p>Width: 27.2 Inches</p> <p>Gusset: 6 Inches Gusset on both sides</p> <p>Thickness: 50 Microns</p>	88000	44000

**\* Balance quantity to be delivered on as and when required basis.**

**The quotes should be submitted as per following Annexure:**

- Declaration - Annexure 1

**Gusset & Logo shall be as shown in Annexure 2 & 3 attached on page 10 & 11 and as per sample kept in Purchase and Stores-AIASL.**

Sealed tenders are to be submitted in a single-bid system along with samples minimum 2 samples for each type of bags

**2. QUOTATION SUBMISSION**

**SUBMISSION OF SINGLE BIDS [SINGLE BID SYSTEM]**

Your quotation must be submitted in following format:

**“SIX MONTH CONTRACT FOR THE SUPPLY OF 100 % BIO - DEGRADABLE  
TRANSPARENT WHITE COLOURED GARBAGE BAGS WITH AIASL LOGO”**

**(All Value in INR)**

Sr.No.	Particular	UoM	QTY(A)	Rate Each(B)	Amount C=(Ax B)	GST @% (D)	GST amount E=(Cx D)/1 00	Total Amount Including GST F=(C+E)
1	<b>100% Bio – degradable transparent white coloured Garbage bags with AIASL Logo – Large Size</b>  Length : 41 Inches  Width : 39 Inches (Without Gusset)  Thickness: 60 Microns							
2	<b>100% bio – degradable transparent white coloured Garbage bags with AIASL Logo – Medium Size</b>  Length : 49 Inches  Width: 32.5 Inches  Gusset: 6 Inches Gusset on both sides  Thickness: 50 Microns							
3	<b>100% Bio– degradable transparent white coloured Garbage bags with AIASL Logo – Small Size</b>  Length : 32.2 Inches							

Width: 27.2 Inches  Gusset: 6 Inches Gusset on both sides  Thickness: 50 Microns								
<b>Grand Total (including GST)</b>								
<b>Suppliers GST No.</b>								
AI Airport Services Ltd GST No. 27AAECA6186G1ZJ								
<b>Signature and seal of Vendor</b>								

The sealed envelope should be subscribed with “Tender No. 948 Dated 16/03/2021 for **“SIX MONTH CONTRACT FOR THE SUPPLY OF 100 % BIO - DEGRADABLE TRANSPARENT WHITE COLOURED GARBAGE BAGS WITH AIASL LOGO.”** The name, address and contact details should be prominently written on the envelope. The above should be submitted at the following address by 1400 hours on or before due date 30/03/2021.

GM-GH (SR & WR) - AIASL, GSD COMPLEX, NIPTC, NEXT TO SAHAR POLICE STATION, NEAR CSI AIRPORT GATE NO. 5, TERMINAL 2, MUMBAI – 400099,

### 3. DEFINITIONS

**In this contract, the following terms shall be interpreted as indicated.**

- a. "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the contract form signed by the parties including all annexure thereto and appendices therein.
- b. "Goods" or "Items" shall mean all of the materials including their accessories and / or other materials, which the Tenderer is required to supply to the Purchaser under the contract.
- c. "Purchaser" or "Buyer" or "Owner" means AI Airport Services Limited (AIASL).
- d. "Tenderer" or "Seller" or "Bidder" means the individual or firm or company, who are manufacturers and suppliers, on whom the order for work is placed and shall be deemed to include their approved successors, heirs, executors and administrators, holding company / Group / Group Companies, Conglomerate as the case may be.
- e. “AIASL representative” means the authorized representative of the Purchaser.
- f. "Manufacturer" means original material manufacturer (OEM). "Vendor" means contractor / supplier / bidder.

### 4. TENDER TERMS AND CONDITIONS

#### 4.1. SCOPE OF TENDER AND OBLIGATIONS:

**a) The Tenderer should ensure that:**

- i) The Tender document should be neatly typed or neatly hand written and signed on

Numbered pages filed in binding folder.

- ii) Corrections/over writing, if any, should be duly authenticated with full signature of the **person who is signing the tender (initials will not be accepted).**
- iii) Minimum 2 samples of each type of bag must be submitted along with quotation.

**Non compliance to any of the above shall be liable for tender rejection.**

- b. Tenders received late, delivered at different address other than as specified in the tender/ or lost in transit will not be considered irrespective of whether the delay has arisen on account of the delivery system, i.e. postal, courier etc.
- c. Tenders received through fax and / or email will not be considered.
- d. Tenders that are incomplete are liable to be rejected.
- e. The Quotations of only those bidders, who qualify in the sample approvals, would be opened at a later date which will be intimated to qualified bidders in advance. Representatives of the qualified bidders can attend the tender opening.
- f. Validity of Quotes: The Price quoted should remain valid for acceptance for a minimum period of 120 days from the date of opening of the tender.
- g. AI Airport Services Ltd, reserves the right to accept or reject any or all offers without assigning any reasons.
- h. The successful tenderer shall supply and deliver material / items to AI Airport Services Ltd as per delivery point / delivery schedule given in the terms of the tender.
- i. AI Airport Services Ltd has the right to reduce / increase the quantity of material / items without any increase in unit price during the course of tender and delivery period, based on the future requirement, the delivery location may be subject to change.
- j. The successful tenderer shall at its own cost and expense, supply the material and perform the work:
  - 1) In accordance with the Specifications & approved samples
  - 2) In accordance with the Delivery Schedule;
  - 3) In accordance with the best industry practice, diligently, efficiently, in a timely manner with reasonable care and skill to be expected of a reputable supplier experienced in the type of work to be carried out under the tender.
- k. In the event of default, AIASL reserves the right to cancel the order and can claim damages from successful bidder and also reserve the right to award the contract to another party at the cost and risk of the successful bidder.

**l. Intention to Quote:** You are requested to confirm your intention to quote / regret by email to the buyer.

**m.** Any modification / alteration of the original Tender by the Bidder shall lead to disqualification.

## 4.2. COMMERCIAL TERMS

### 4.2.2. Payment terms: (Non acceptance by the Bidder on Payment terms will lead to disqualification):

Payment terms - Within 60 days (45 days for MSME) of submission of Invoice or receipt of goods whichever is later.

**Mode of Payment:** Payment will be made by Finance Department of AIASL, Mumbai in INR only.

- Account Name
- Name of the Bank
- Branch Name
- Account Number
- Bank Code/MICR No.
- Swift Code No.

### 4.2.3. Security Deposit (SD) / Performance Bank Guarantee (PBG): Non Compliance on SD / PBG terms, as below will lead to disqualification:

The bidder who qualifies for award of PO will have to deposit with AIASL **5%** of the total value on basic price in the Purchase Order towards interest free Security Deposit (if applicable), within 2 weeks of the receipt of the Purchase Order. Applicable Security Deposit / Performance Bank Guarantee will be in the form of Bank Guarantee/Demand Draft or Bankers Cheque in favor of 'AI AIRPORT SERVICES LIMITED', payable at MUMBAI.

In case of submission of Security Deposit / Performance Guarantee by means of Bank Guarantee / Demand Draft or Bankers Cheque, it may be noted that the original BG has to be forwarded by the Bank directly to AI Airport Services Ltd. through registered AD. The expense incurred towards submission of Security Deposit / Performance Bank Guarantee will have to be borne by the successful bidder.

Bank Guarantee or Demand Draft or Pay order will be refunded after 60 days of scheduled completion of delivery of entire quantity, submission of quality assurance certificate and completion of all obligations under the Purchase Order. In case of Bank Guarantee, same should be issued through Indian Bank as per guidelines by RBI.

SSI / MSME units registered with the NSIC under its Single Point Registration Scheme / A-I widows Associations / A-I Co-Operative Society / Handicraft Boards, Khadi Village and Cottage Industries / Social Welfare Organizations / Handicapped and Blind Associations will be exempted from submission of Security Deposit.

**4.2.4. Delivery Schedule:** The tender is issued for six months requirement. Immediate mentioned quantity to be supplied within 2-3 weeks and balance quantity on as & when required basis by AIASL.

**Delivery of item should be at GSD Complex, Near Gate No. 5, Sahar, Andheri (East),**

## Mumbai - 400 099

**Penalty Clause:** Penalty for the delayed deliveries will be charged at the rate of 0.5 % per week or part thereof of the value of delayed supply, subject to a maximum of 10 % value of the undelivering portion. In the event of continued delay, then AIASL reserves the right to cancel the purchase order and to take appropriate necessary action in its interests.

AIASL further reserves the right to cancel the Purchase Order on the event of delayed deliveries, and to issue a fresh order to any other source. AIASL will not be liable for any cost, obligations and claims incurred by the tenderer due to the cancellation.

**4.2.6. Price Negotiation:** As our company policy does not permit post-tender negotiations, you are requested to submit your best quote at this stage itself. Post-tender negotiations will be in exceptional cases with the L1 bidder only.

**4.2.7. Fall in Price:** Price should remain firm till the completion of the contract period. During the contract period, if for any reason there is a downward revision in prices, the successful bidder will be responsible for passing on the benefits to AIASL.

**4.2.8. Exit/Termination:** The contract may be terminated under the following circumstances: In the event of unsatisfactory performance during the contract period, contract shall be terminated with one month's advance notice. If there is change in requirement of AIASL, PO shall be cancelled with three months advance notice.

**4.2.9.** For any quality assurance certificate or any related issue, the bidder should respond within 48 Hours. Any un-attended complaint beyond 10 days, in a half year due to Bidders late response shall attract a penalty of 0.5% per week and the same will be recovered from the pending invoices or from SD / PBG. Depleted amount with regard to SD / PBG need to be topped up within fifteen days by the bidder.

**4.2.10. Firm Price:** Price should remain firm till the fulfillment of PO liabilities.

**4.2.11. Arbitration:** Any dispute arising between the parties of the construction, interpretation, application, meaning, operation or effect of this document or the validity or breach thereof, shall first be settled by mutual consultation. If dispute remains unresolved after period of 30 days from the date the mutual consultation has started, the matter shall be referred for settlement to 'SCOPE FORUM OF CONCILIATION AND ARBITRATION', Govt. Of India, and the award in pursuance there of shall be binding on the parties.

**4.2.12 Jurisdiction:** Any dispute whatsoever shall be subject to the jurisdiction of the courts of Mumbai & / or Delhi.

**4.2.13** The period of contract shall be of six months initially, AIASL reserves right to extend validity period beyond contractual period if and when such contingency arises for period of six months with same rates, terms and conditions.

## 4.3 TECHNICAL TERMS:

**4.3.1. Quality Assurance Certificate:** Every supply should be accompanied with a Quality Assurance Certificate (QAC) indicating that the goods so supplied are in conformity with the specifications given in the Purchase Order and the same are 100% Bio-degradable as per norms approved by Maharashtra Government.



- 4.3.2. In house inspection:** AIASL reserves the right to inspect material / item at any stage before accepting. In case, any deviation in quality is found at the time of supply, then the same will be rejected and should be replaced free of cost.

Non adherence of this clause may lead to cancellation of P.O and AIASL reserves the right to withhold the invoice for that shipment.

The items supplied should have sufficient shelf life.

- 4.3.3. Acceptance / Receipt of material:** In case any deviation in Technical Specifications / In house inspection report found at the time of receipt, then the deviation should be rectified free of cost.

**5. AWARD DECISION FOR L1:**

The Bidder whose net price (on common platform such as landed cost) works out to be the lowest will be determined as L1 for that item/s and order will be placed on lowest quote basis. AIASL reserves the right to divide the PO among more than one bidder on the basis of L1 rates for each line.

This means PO will be released on more than one party on L1 basis for each line.

**6. TENDERERS REPRESENTATIONS, CONVENANTS & INDEMNITIES:**

The tenderer has examined the scope of the Specifications and all other documents, information and requirement of AIASL, and has satisfied itself as to the adequacy thereof for the performance of this Tender. It is the duty of the tenderer to draw to the attention of AIASL any errors, discrepancies or inaccuracies in the Specifications or such other documents which an experienced supplier of the material should reasonably have discovered.

**7. CLARIFICATIONS:**

Amendments and clarifications, if any, to this tender will be hosted on the website of AIASL. AI Airport Services Limited will not intimate the tenderers individually of the same. The tenderers are, therefore, advised to visit the AIASL website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.

**8. For tender clarifications & Name Of Buyer please contact**

Mr. Ganesh Chaudhari

Sr Manager-GS , Contact No- +91-22-2831 8424 / 8446, Email Id: ganesh.chaudhari@airindia.in

**POINT OF CONTACT:-**

Supplier should provide his single point contact along with email ID and telephone number of the contact person for clarification

**Your sealed quotation should be addressed to:**

GM-GH (SR & WR ) - AIASL, GSD Complex, NIPTC, Next to Sahar Police Station, Near CSI Airport Gate No. 5, Terminal 2, Mumbai – 400099, Maharashtra, India.

**Tender No: 948 dated 15/03/2021**

**ANNEXURE 1**

**DECLARATION**

(To be given on Company's Letter Head)

Date \_\_\_\_\_.

To  
GM-GH (SR & WR)  
AIASL  
GSD Complex – NIPTC  
Next to Sahar Police Station  
Near CSI Airport Gate No. 5  
Near Indian Oil Depot  
Terminal 2, Sahar, Andheri (East)  
Mumbai – 400099,  
Maharashtra, India

Dear Sir,

Ref: Tender No: 948 dated 16/03/2021

I/We,..... hereby confirm that our Firm/Company / Group / Group of Companies has not been black listed / debarred by Air India / AIASL or any of the State or Central Government of India.

Place:

Signature of Tenderer.....

Name.....

Designation.....

Seal/Stamp

**Tender No: 948 dated 16/03/2021**

**Annexure 2**

**Gusset Specification for Sr. No. 2 & 3:**

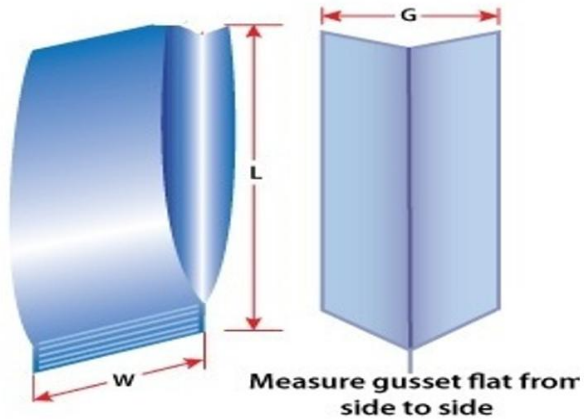
**Sr. No. 2: 100% bio – degradable transparent white coloured garbage bags with AIASL Logo – Medium Size**

Length (L): 49 Inches

Width (W) : 32.5 Inches

Gusset (G) : 6 Inches on both sides

Thickness: 50 Microns



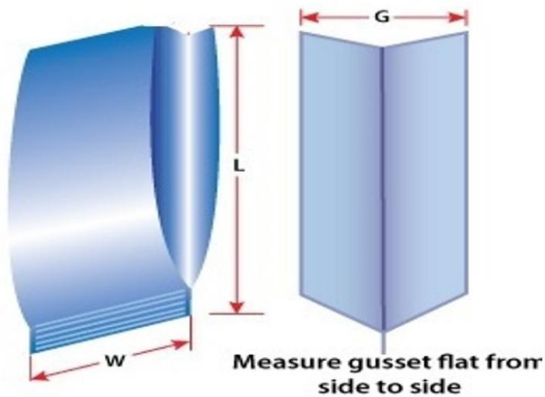
**Sr. No. 3: 100% Bio– degradable transparent white colored garbage bags with AIASL Logo – Small Size**

Length (L): 32.2 Inches

Width (W): 27.2 Inches

Gusset (G) : 6 Inches on both sides

Thickness: 50 Microns



Date:  
Place:

Signature of the Bidder  
Name  
Designation:  
Seal

Tender No: 948 dated 16/03/2021

Annexure 3



एआए एअरपोर्ट सर्विसिस लिमिटेड  
**AI AIRPORT SERVICES LIMITED**

AIASL LOGO to be printed on the Garbage Bags:

Signature of the Bidder

Name:

Signature of the Bidder

Name

Designation:

Date:

Place:

Seal