

**AIR INDIA LTD.**  
**MATERIALS MANAGEMENT DEPARTMENT**  
**SAFDARJUNG AIRPORT, NEW DELHI- 110003 (INDIA)**  
**TEL.NO.0091-11-24697716, FAX NO. 0091-11-24621776**

Ref: TENDER ENQ. NO.HSP/12/SP/ENQ-019

Dated: 20.01.2012

**Sub: Tender inviting quotation for supply of Automated Domestic Airway Bill Sets**  
**Qty. 400,000 Sets**

|                                   |                            |
|-----------------------------------|----------------------------|
| Tender Enq. No.                   | HSP/12/SP/ENQ-019          |
| Last date of submission of tender | 14.02.2012 up to 1500 hrs. |
| Date of opening                   | 14.02.2012 at 1530 hrs.    |

The Air India Ltd., hereby invites Sealed Quotations from suppliers who are in the business of printing and supply of carbon less automated stationery. The Qty. required is 400,000 Sets, as per following Annexures:

|  |            |
|--|------------|
| Pre-qualification criteria   | Annexure-A |
| Tenderers Details  | Annexure-B |
| Technical specifications for Automated Domestic AWB                        | Annexure-C |
| Format for Commercial Bid  | Annexure-D |
| Letter for Authorization   | Annexure-E |
| Certificate / undertaking accepting all terms and conditions of the tender | Annexure-F |

1. **Sealed / closed quotations** are to be submitted in a **two-bid system (Technical bid and Commercial bid separately)** as per following details:
  - 1.1 **COVER - I (Technical Bid).**

To be super scribed with **“TECHNICAL BID”** for enquiry No.HSP/12/SP/ENQ-019 due for opening on 14.02.2012 and must contain the following:

1. Samples - A minimum of Qty. 10 sets of blank carbonless automated stationery (as per the enclosed specimen) **conforming to the tender specifications** in terms of quality of paper must be submitted along with the Technical Bid. **Bids received without samples would be rejected.** Sample should be duly stamped and signed. (Product Sample can be seen in our office at the address given above on any working days during office hours upto 10.02.2012).
2. Earnest Money Deposit (hereinafter referred to as “EMD”) of Rs. 30,000 (Rupees Thirty Thousand only, **for Indian Tenderer**) and USD 600/- (US Dollars Six Hundred only **for Foreign Tenderer**) by way of bank draft / banker's Cheque, Wire Transfer in favour of **Air India Limited, New Delhi**, must be submitted along with the technical bid. **No other mode of payment is acceptable. Bank details for remitting EMD through wire transfer are given as under:**

|                          |  |
|--------------------------|--|
| <b>NAME OF THE BANK</b>  | <b>STATE BANK OF INDIA</b>   |
| <b>ADDRESS</b>           | Foreign Exchange Division, Main Branch,<br>Parliament Street, New Delhi – 110 001 (India)<br>Tel:+91-11-23374080 Fax:+91-11-23374089 |
| <b>ACCOUNT #</b>         | 11084278183  |
| <b>SWIFT / Bank CODE</b> | SBININBB104  |
| <b>IP NUMBER</b>         | 300409   |

**Note: In case EMD is not found attached not submitted in the mode specified, the tender will be rejected. If eligible for EMD Exemption, copy of valid registration of your firm with NSIC to be enclosed. (SSI units, which are not registered with NSIC under Single Point Registration Scheme, is not eligible for EMD exemption). Refer Tender Clause No. 6.**

1.2 SEALED / CLOSED COVER – II (Commercial Bid).

To be super scribed with "PRICE BID for enquiry No. HSP/12/SP/ENQ-019"and must contain the following:

**The price bid must conform to the following:**

- a) Rates should be quoted as per Annexure- D.
- b) Unconditional discounts, if any, should be clearly indicated, and would be applied to the quoted price during evaluation.
- c) Conditional discounts, if offered, will not be considered for the evaluation.

2. THE TWO SEALED/CLOSED COVERS (i.e. ONE COVER FOR THE TECHNICAL BID, AND ANOTHER COVER FOR THE COMMERCIAL BID) SHOULD BE FURTHER PUT IN A MASTER COVER SUPERSCRIBED WITH "QUOTATION FOR TENDER ENQ. NO. HSP/12/SP/ENQ-019 DUE FOR OPENING AT 1530 HRS ON 14.02.2012 and should be submitted at the following address by 1500 hrs on 14.02.2012.

EXECUTIVE DIRECTOR (MATERIALS MANAGEMENT)  
MATERIALS MANAGEMENT DEPARTMENT,  
AIR INDIA LTD.  
SAFDARJUNG AIRPORT,  
NEW DELHI-110003,  
INDIA

3. The following is to be noted:

- a) **In case the Commercial bid and the technical bid are enclosed in the same envelope instead of in two separate sealed / closed envelopes, the tender will be rejected.**
- b) On the date of opening of the tender, only the technical bids would be opened, and the commercial bids would be retained in the tender box, in same sealed/closed condition as received from tenderer.
- c) The commercial bids of only those tenderers, who qualify in the Technical Bid evaluation, would be opened, the date and time for which would be notified in advance to the successful tenderers.
- d) The tenderer should sign on all the pages of the technical bid and the price bid. **The technical bid should not contain any indication of the price.**
- e) In case the price is indicated in the technical bid, the quotation will be rejected without any reference to the tenderer. No correspondence will be entertained in this regard.
- f) The price quoted should remain valid for acceptance for a minimum period of 90 days from the date of opening of the technical bid.
- g) The bids should be neatly filled/typed. Corrections, if any, should be duly authenticated **with full signatures** of the person who is signing the tender, failing which the tender is liable to be rejected.
- l) AIR INDIA LTD. reserves the right to accept / reject any / all offers without assigning any reasons.
- j) AIR INDIA LTD. reserves the right to award the contract(s) to one or more successful tenderers.

- k) In the event of default, AIR INDIA LTD. reserves the right to cancel the order and can claim damages from the successful tenderer, and further reserves the right to award the contract to another party at the cost and risk of the successful tenderer. The party shall forfeit the security deposit as well.

4. EARNEST MONEY/SECURITY DEPOSIT:

- 4.1 EMD will not carry any interest.
- 4.2 EMD in respect of the successful tenderer will be returned after receipt of security deposit as per point 4.5.
- 4.3 EMD in case of unsuccessful tenderers will be refunded within 45 days, only upon completion of the tender process i.e. after the award of Contract and its acceptance thereof.
- 4.4 EMD will be forfeited in the event of a tenderer withdrawing his bid after opening of the tenders and till completion of the tender process, and / or in the event of the successful tenderer declining to accept the Purchase Order, or to pay the Security Deposit.
- 4.5 The successful tenderer will be required to deposit an amount equivalent to 5% of the total value of the contract (after adjusting the amount of earnest money) as security deposit with AIR INDIA LTD. by way of Bank Draft/Banker's Cheque / Wire Transfer drawn in favour of Air India Limited payable at New Delhi, or to provide a bank guarantee for an equivalent amount within 2 weeks of award of the contract.
- 4.6 The original BG should be forwarded by the bank directly to AIR INDIA LTD. under registered post; however, a duplicate unstamped copy of the BG may be submitted along with a covering letter from the issuing bank by the successful tenderer directly to AIR INDIA LTD.
- 4.7 The Security deposit will be refunded after one month of successful completion of delivery and or warranty period as applicable.
- 4.8 The security deposit will not carry any interest.

5 SECURITY DEPOSIT:

- 5.1 The tenderer who qualifies for award of PO will have to deposit with AIR INDIA LIMITED **5% of the total value** of the Purchase Order towards **interest free Security Deposit**, within 2 weeks of receipt of the Purchase Order. The Security Deposit is to be paid by a Bank Draft or Banker's Cheque in favour of the Air India Limited, payable at New Delhi, or by execution of a Bank Guarantee for an equivalent amount. In case of submission of Security Deposit by Bank Guarantee, it may please be noted that the original BG has to be forwarded by the Bank directly to AIR INDIA LIMITED through registered AD as per the detailed procedure, which will be advised to the Successful Tenderer. The expenses incurred towards submission of Security Deposit / Bank Guarantee will have to be borne by the tenderer.
- 5.2 The Security Deposit / Bank Guarantee will be refunded / returned after 2 months of successful completion of deliveries against the Purchase Order after adjusting for penalties, if any, that may be imposed under the terms of the Purchase Order.

6 EXEMPTION FROM PAYMENT OF EMD AND SECURITY DEPOSIT:

- (b) It may please be noted that **only those SSI Units in India registered with the NSIC under its Single Point Registration Scheme would be granted exemption from submission of EMD and Security Deposit / Bank Guarantee up to the monetary limit** as specified by the NSIC in their favour. In case a tenderer is eligible for exemption from the payment of EMD, documentary proof to this effect must be enclosed. The tenderers are required to attach a notarized copy of the SSI certificate granted by the NSIC in their favour indicating therein the specific production unit, item as registered for, along with the monetary limit for which the SSI Unit has been covered. It may also be noted that this benefit would only be extended to those SSI units that are registered with the NSIC as on date of closing of the tender.

7. **ART WORK:**  
CD will be provided by AIR INDIA LTD. for Automated Domestic Airway Bills. Development of samples for approval will be at tenderer's cost as per the specimen provided.
8. **PACKING:**  
Printed AWB's should be properly perforated, trimmed, boxed in 100s, in plastic shrink wrapped and cartoned for dispatch. The name of item, quality packed, with box numbers, name of supplier and address of the ultimate consignee be printed on each carton, should be suitably packed to withstand transit hazards for carriage by AIR/SEA/ROAD/RAIL.
9. **IMPRESSION:**  
The printing impression is to be very sharp, clear and legible on all copies. Hand-written paper prints should also be equally clear and legible on all copies even with slight pressure use of ballpoint pen. The life of both printing and carbonization to be minimum 30 months guaranteed. Printing should be of high quality and as per IATA standards.
10. **PAYMENT TERMS:**  
Payment will be made within 60 days from the date of receipt of the materials / original invoice, whichever is later. Requests, if any, for an earlier payment, or payment against delivery, or advance payment will not be entertained.
11. **RELEASE OF PO AND MODE OF PAYMENT**  
Purchase Agreement will be finalized from the office of Executive Director - Materials Management, New Delhi. Payment would be made by cheque and would be couriered to the address as given in the tenderers details at annexure B.
12. **PENALTY CLAUSE:**  
**Liquidated Damages:** The tendered item is required for the purpose of passenger service. Timely delivery is, therefore, the essence of the Purchase Order. In case of delay in delivery, liquidated damages will be charged from the defaulting tenderer at the rate of 1/2% (half percent) per week or part thereof of the value of undelivered portion (excluding taxes and delivery charges), subject to a **maximum of 10%** (ten percent) of the value of the undelivered part.
- AIR INDIA LIMITED further reserves the right to cancel the Purchase Order in the event of delayed deliveries, and to issue a fresh Purchase Order on any other source at the risk and cost of the tenderer who has been awarded the contract.
- After the acceptance of delivery, in case of any complaint received from our staff or agents etc. at the time of use of the item, then AIR INDIA LIMITED reserves the right to deduct the complete cost of the batch supplied and if complaints continue to persist and if there is no remedial action to our satisfaction, then receipts / acceptance of supplies will be stopped forthwith, PO will be cancelled and penal action will be invoked as per the terms of the PO.**
13. **PRICE NEGOTIATION:**  
As it is not the general norm for AIR INDIA LIMITED to carry out price negotiations following evaluation of the Commercial Bids, the tenderers are advised to submit their best quotes in response to this tender. AIR INDIA LIMITED, however, reserves the right to carry out negotiations in exceptional cases with the tenderer who has been evaluated by AIR INDIA LIMITED as having offered the lowest bid in response to the tender.
14. **VALIDITY OF PRICES:**  
Quotations should be **valid for a period of 120 days** from the closing date for submission of bids.
- The **price offered should remain firm till completion** of the delivery of the quantity as ordered or one year from the date of Purchase Order, whichever is later. No request for increase in price shall be entertained during this period except on account of increase in statutory duties, taxes, etc., if

imposed by the Govt. of India.

The tenderers should commit to pass on the benefit to AIR INDIA LIMITED of reduction in statutory duties, taxes, etc, by the Govt. of the country of origin of the items and / or by the Govt. of India, during the period of validity of the Purchase Order.

**PRICE PREFERENCE:**

**Small Scale Industries (SSI) Units (in India) registered with the NSIC under its Single Point Registration Scheme** and quoting their own product, for which they are registered / exempted, will only be eligible for price preference up to 15% over the quotation of Large Scale Unit, as per the Government of India guidelines. However, the eligible SSI Units (registered with NSIC) **would be required to match the lowest (L1) price quoted by the non-NSIC Unit(s).**

This benefit will be extended to those **SSI units registered with NSIC and quoting their own product as on the date of closing of this tender.** SSI units that may obtain registration with the NSIC subsequent to the date of closing of this tender and not quoting their own product would not be extended the benefit of such registration against this tender.

**If the eligible SSI Unit does not match their price** with the lowest (L1) price quoted by the Large Scale Unit, then the **non-NSIC Unit that quoted the L1 price will be considered for placement of order.**

15. **DOCUMENTATION:**

All relevant documents required for supplying / shipping the items are to be submitted by the successful tenderer at their cost.

16. **SUBMISSION OF SAMPLES & EVALUATION OF SAMPLES SUBMITTED ALONG WITH THE TENDER:**

16.1 **A minimum of Qty. 10 blank Automated Domestic Airway Bill conforming to the tender specifications duly stamped and signed are required to be submitted along with the Technical Bid for our testing purpose. The samples received alongwith the Technical Bids would be tested on the printers used for printing the Airway Bills. Samples of the tenderers which pass the testing process would only be considered for further evaluation. Bids received without samples and not conforming to the tender specifications would be rejected.**

16.2 It is to be noted that all costs incurred in the preparation and submission of the tender including any development costs related to production of the samples and the cost of shipment of samples to AIR INDIA LIMITED for submission along with the Technical Bid are to be borne by the tenderer.

17. **SUBMISSION & ACCEPTANCE OF PRODUCTION SAMPLE AND DELIVERY**

17.1 Bulk production should be undertaken only after the production sample, complying with the Tender specifications, has been approved by AIR INDIA LIMITED The sample has to be submitted within 15 days from the date of Purchase Order.

17.2 Delivery is to be done in two lots. First lot is to be made within one month from the date of approval of sample/proof. The second lot is to be delivered within one month from the delivery of the first lot.

18. **INSPECTION CLAUSE:**

18.1 **Inspection of tenderers' facilities at the time of evaluation of the Technical Bids:**

AIR INDIA LIMITED reserves the right to inspect at its cost the production facility / facilities of the tenderers in order to assess their infrastructure and capability to produce and deliver in accordance with the delivery schedules as indicated in this tender.

- 18.2 **Inspection of the facility of the tenderer who has been awarded the P.O.:**  
AIR INDIA LIMITED further reserves the right to inspect the production facility of the tenderer, who has been awarded the Purchase Order, in order to confirm consistency of quality of the items as produced for AIR INDIA LIMITED. Rejections, if any, arising during such inspections would have to be destroyed by the tenderer in the presence of the AIR INDIA LIMITED officials carrying out the Inspection.
- 19 **QUALITY INSPECTION & REJECTION AFTER RELEASE OF PURCHASE ORDER :**
- 19.1 Supplies not meeting the specifications, or deficient in any other respect, shall be rejected at the time of inspection and returned to the tenderer at his cost. Such supplies should be replaced free of charge within 30 days from the date of receipt of the rejected quantity by the tenderer.
- 19.2 In the event the product supplied is found to be unacceptable due to lapses in packing or due to deficiencies in the shipping documents, etc., AIR INDIA LIMITED reserves the right at its sole discretion to cancel the Purchase Order, and to withhold payments for such shipments that have not been accepted.
- 19.3 AIR INDIA LIMITED also reserves the right to cancel the Purchase Order in case of complaints, if any, received regarding quality, quantity, etc. subsequent to receipt of the items against the Purchase Order, which have been established as due to defaults on the part of the tenderer.
20. **EXIT CLAUSE / TERMINATION OF PURCHASE ORDER:**  
**The Purchase Order may be terminated under the following circumstances:**
- a) In the event of unsatisfactory performance the Purchase Order shall be terminated with one month's advance notice.
- b) If there is a change in AIR INDIA LIMITED's requirement, the Purchase Order shall be terminated with three months' advance notice.
21. **REJECTION OF BIDS (TECHNICAL BID & COMMERCIAL BID):**  
The response to the Technical Bid & Commercial Bid will be rejected forthwith without evaluation of the tender response on the following grounds:
- i. If the Technical bid or the Commercial bid has been received after due date and time of closing of the tender.
- ii. If only the Technical bid has been received and Commercial bid has not been received, and vice versa.
- iii. If the Technical bid or the Commercial bid has been received by fax or email.
- iv. If the Technical bid has been received without samples.
- v. If the Technical bid or the Commercial bid has been received unsigned.
- vi. If the Commercial bid has been received in an open condition in the master envelope containing the Technical bid or if both the Technical bid & Commercial bid are received in an open condition in a single envelope.
- vii. If the Technical Bid has been received without EMD, or the EMD has been submitted in a mode other than as specified, or a valid proof of exemption from submission of EMD has not been provided.
- 22 **EVALUATION CRITERIA:**
- 22.1 **Technical Bids:**  
The Technical Bids would be evaluated as per the requirement of the Tender as indicated at **Annexure 'A' and Annexure 'C'** including, but not limited to details submitted at **Tenderer's Details** as per **Annexure 'B' E & F**, verification of their capability to deliver in accordance with the **delivery schedule** of the tender, **evaluation of the samples** as stated at **Clause 16** of the tender, etc. AIR INDIA LIMITED reserves the right at its sole discretion to seek whatever information, documents etc. from the tenderer, as it may consider necessary for the purpose of evaluation of the bids.

22.2 **Commercial Bids:**

The Commercial Bids of only those tenderers who qualify and are short listed on evaluation of their Technical Bids would be opened. The date and time of opening of the Commercial Bids would be intimated in advance to the tenderers who have qualified in the Technical Bid evaluation, and their authorized representatives only would be permitted to participate in the opening of the Commercial Bids.

Commercial Bids should be submitted strictly as per the format given at **Annexure 'D'** only.

23. **SECURITY:**

Automated Domestic Airway Bills are Cash Value Documents; therefore, it is imperative that strict security arrangements exist in your premises to ensure strict control during printing and transportation.

24. **ARBITRATION:**

Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document or the validity or breach thereof, shall first be settled by mutual consultation. If the dispute remains unresolved after a period of 90 days from the date when 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 made in pursuance thereof shall be binding on the parties.

25. **JURISDICTION:**

Any dispute whatsoever shall be subject to the jurisdiction of the courts of New Delhi, only.

26. **INTENTION TO QUOTE:**

The tenderers are requested to confirm their intention to quote / regret by email to [deljzic@hotmail.com](mailto:deljzic@hotmail.com) In case of quotations forwarded by courier, the related despatch details may be intimated by email to [deljzic@hotmail.com](mailto:deljzic@hotmail.com)

**PRE- QUALIFICATION CRITERIA**

Bids of the tenderers, who fulfill the following pre-qualification requirements and submit documentary proof thereof along with the technical bid, will only be eligible for further evaluation.

**DOCUMENTS TO BE ATTACHED:**

1. The tenderer must have an average Annual Turnover of not less than Rs. 30 lakhs in the last 3 financial years 2008-09, 2009-10 and 2010-11. (Copy of Annual Report / Balance Sheet / Profit & Loss Account of the last three financial years duly certified by a Chartered Accountant are to be submitted.
2. **Samples: A minimum of Qty. 10 blank Automated Domestic Airway Bill conforming to the tender specifications (particularly in terms of quality and dimensions) duly stamped and signed are required to be submitted along with the Technical Bid for our testing purpose. Bids received without samples and not conforming to the tender specifications would be rejected.**
3. Earnest money deposit (EMD) of **Rs. 30,000** (Rupees Thirty Thousand only) **For Indian tenderer, or USD 600/-** (US Dollar Six Hundred only) **for Foreign Tenderer**, must be **enclosed along with the technical bid** in the form of Bank Draft/Bankers Cheque, or Wire Transfer detail in favour of Air India Limited, payable at Delhi. **No other mode of payment will be accepted. In Case EMD is not attached, or not in the mode specified, the tender would be rejected.**
4. **The tenderers should have satisfactorily executed at least one Order for supply of Automated Airway Bill to any Airline (Passenger or Cargo Airline) in the immediate preceding two years. Copy of Purchase Order alongwith the sample from such supplies should be submitted in the technical bid.**
5. The tenderer must have a Permanent Account Number (PAN). A copy of the PAN is to be submitted. (For Indian tenderer only)
6. The tenderer must have a currently valid manufacturing license and Sales Tax / VAT Registration Certificate. A copy of the manufacturing license & Sales Tax / VAT Registration Certificate is to be submitted.
7. A certificate accepting all the terms and conditions unconditionally of the tender should be submitted on the tenderer's letter head in the format as given **at Annexure-F.**
8. In case a tenderer is eligible for exemption from the payment of EMD / Security deposit, a copy of valid documentary proof to this effect must be enclosed.

\*\*\*\*\*

## TENDERER'S DETAILS / PREQUALIFICATION COMPLIANCE CHECK LIST

| SN | Required details   | To be filled by the tenderer |                  |               |
|----|--|------------------------------|------------------|---------------|
| 1  | Name of the Company  |                              |                  |               |
| 2  | Status of tenderer<br>(Proprietor / Partner)   |                              |                  |               |
| 3  | Name of Contact Person & Designation   |                              |                  |               |
| 4  | Contact Details: email id & Phone  |                              |                  |               |
| 5  | Company Office address   |                              |                  |               |
| 6  | Address of the Plant   |                              |                  |               |
| 7  | Details of Plant & Machinery available for production of the item quoted for.  |                              |                  |               |
| 8  | Production capacity for the tendered item  |                              |                  |               |
| 9  | The tenderer must have an average Annual Turnover of not less than Rs. 30 lakhs in the last 3 financial years 2008-09, 2009-10 and 2010-11. (Copy of Annual Report / Balance Sheet / Profit & Loss Account of the last three financial years duly certified by a Chartered Accountant are to be submitted. | Documentary proof submitted  |                  |               |
|    |  | Yes / No                     |                  |               |
| 10 | The tenderers should have satisfactorily executed at least one <b>Order</b> of Airway Bill to any Airline (Passenger or Cargo Airline) in the immediate preceding Two years. Copy of Purchase Order along with the sample from such supplies is to be submitted  | Documentary proof submitted  |                  |               |
|    |  | Yes / No                     |                  |               |
| 11 | PAN (Permanent Account Number) Card Number ( <b>Documentary proof required</b> ) (Applicable to Indian tenderers only)   | Documentary proof submitted  |                  |               |
|    |  | Yes / No                     |                  |               |
| 12 | <b>Details of EMD</b> submitted OR a valid certificate of registration with NSIC for their own manufactured/tendered item in case of EMD not submitted. ( <b>Documentary proof required</b> )  | Documentary proof submitted  |                  |               |
|    |  | Yes / No                     |                  |               |
| 13 | If eligible for EMD Exemption, copy of valid registration of your firm with NSIC to be enclosed. (SSI units, which are not registered with NSIC under Single Point Registration Scheme, are not eligible for EMD exemption).   | NSIC<br>Regn. No             | Date of<br>issue | Valid<br>Upto |
|    |  |                              |                  |               |
| 14 | <b>Samples</b> submitted along with Technical Bid as stated at <b>Clause (16) of the tender.</b>   | Submitted                    |                  |               |
|    |  | Yes / No                     |                  |               |
| 15 | The tenderer must have a currently valid manufacturing license and Sales Tax / VAT Registration Certificate. A copy of the manufacturing license & Sales Tax / VAT Registration Certificate is to be submitted.  | Documentary proof submitted  |                  |               |
|    |  | Yes / No                     |                  |               |
| 16 | A certificate accepting all the terms and conditions unconditionally of the tender should be submitted on the tenderer's letter head in the format as given at <b>Annexure-F</b> .   | Documentary proof submitted  |                  |               |
|    |  | Yes / No                     |                  |               |
| 17 | Location(s) of the manufacturing facility / facilities where the Automated Domestic Airway Bill is to be produced is to be indicated.  |                              |                  |               |
| 18 | <b>Any other relevant information</b>  |                              |                  |               |

**Name of the Tenderer** :

**Tenderer's Seal & Signature:**

NOTE: IN CASE THE COLUMNS PROVIDED ABOVE ARE INSUFFICIENT, AN ADDITIONAL SHEET MAY BE USED TO FURNISH THE INFORMATION.

\*\*\*\*\*

**Technical Specifications for Automated Domestic Airway Bill**

|                           |   |
|---------------------------|---|
| <b>Product Type</b>       | <b><u>Automated Domestic Airway Bill</u></b>  |
| <b>Quantity</b>           | 400,000 Sets  |
| <b>Size</b>               | 296 mm x 211 mm   |
| <b>GSM</b>                | 45 to 55  |
| <b>Printer to be used</b> | The stationery should be compatible to be printed on OKI / EPSON dot matrix LQ/LX series printers.  |
| <b>Paper Type</b>         | CARBON LESS 'A' GRADE GOOD QUALITY PAPER. SHOULD BE CAPABLE OF PRINTING 1+ 4 COPIES GIVING SHARP IMPRESSIONS  |
| <b>Printing</b>           | MULTI COLOUR PRINTING WITH BACK GROUND PAPER IN WHITE COLOUR.   |
| <b>Finishing</b>          | 2x vertically perforated (pin feed). 2x horizontally perforated within AWB sets 1x perforated between upper part and lower part.  |
| <b>Form of AWB Set</b>    | <p><b>Each set consists of eight copies of paper, of which 4 copies would be in Part 1 and 4 copies in Part 2. In all copies in the center the letter "D" in the background is to be printed in 4" size in shaded colour.</b></p> <p><b><u>PART - 1</u></b> Page 1 (For Accounts) Front printed in Black.<br/>Page 2 (For the Consignee) Front printed in blue and reverse Printed in Black.<br/>Page 3 (Office of Origin) Front printed in Green and Reverse Printed in Black.<br/>Page 4 (Despatch Record Copy) Front printed in Black only.</p> <p><b><u>PART - 2</u></b> Page 5 (For the Consignee) Front printed Pink and Reverse printed in Black.<br/>Page 6 (Destination Station Copy) Front printed in Black only.<br/>Page 7 (Delivery Copy) Front printed in Black only.<br/>Page 8 (Extra Copy) Front printed in Black only.</p> <p>(In all pages "AIR INDIA LTD." Logo in House Colour would be inserted along with Name &amp; address of the issuing Carrier)</p> |

**ANNEXURE-D****RATES SHOULD BE QUOTED IN THE FOLLOWING FORMAT**

|   |
|---|
| <b>AUTOMATED DOMESTIC AIRWAY BILL</b><br>Qty. 400,000 |
|---|

|                              |
|------------------------------|
| <b>FOR FOREIGN TENDERERS</b> |
|------------------------------|

| Cost Head  | *By Sea Freight upto Mumbai | By Air Freight upto Mumbai | FOB |
|--|-----------------------------|----------------------------|-----|
| Rate (Per 1000 AWB set)  |                             |                            |     |
| Miscellaneous charges, if any (OCTROI/DUTIES / LEVIES, etc.) (Indicate both amount and %age) |                             |                            |     |
| Any other charges  |                             |                            |     |
| Unconditional Discounts  |                             |                            |     |
| <b><u>Total cost in figures</u></b>  |                             |                            |     |
| <b>Total cost in words</b>   |                             |                            |     |

|                             |
|-----------------------------|
| <b>FOR INDIAN TENDERERS</b> |
|-----------------------------|

|  |  |  |
|--|--|--|
| Cost Head  |  |  |
| Rate (Per 1000 AWB set)  |  |  |
| Transportation charges from the Tenderer's facility to the nearest Air India Operative Airport |  |  |
| Miscellaneous charges, if any (OCTROI/DUTIES / LEVIES, etc.) (Indicate both amount and %age)   |  |  |
| Any other charges  |  |  |
| Unconditional Discounts  |  |  |
| <b><u>Total cost in figures</u></b>  |  |  |
| <b>Total cost in words</b>   |  |  |

**NOTE:** The following points are to be noted while submitting the Commercial Bid:

|   |  |
|---|--|
| 1 | RATES ARE TO BE QUOTED FOR CIF MUMBAI BY SEA & AIR FREIGHT AND FOB SEPARATELY (For Foreign Suppliers Only).  |
| 2 | <b>THE RATES QUOTED FOR CIF MUMBAI BY SEA FREIGHT WILL ONLY BE CONSIDERED FOR ARRIVING AT THE SELECTION OF SUCCESSFUL TENDERER. THE RATE FOR CIF MUMBAI BY AIRFREIGHT AND FOB RATE ARE INVITED ONLY FOR CONTINGENCY REQUIREMENTS</b> (For Foreign Suppliers Only).   |
| 3 | <b>Unit price is to be quoted, inclusive of free delivery, and all Govt. duties / levies like Excise duties, VAT etc. and any other charges that may be applicable at the respective stations of delivery, except Octroi for delivery at Mumbai as Octroi Exemption Certificate will be provided for delivery at Mumbai. Break up of levies like ED, Cess, VAT etc to be specified.</b>  |
| 4 | <b>For Indian Suppliers, , the total lowest rate quoted to the nearest Air India operation Airport will be considered for arriving at L-1. The prices quoted should be all inclusive for delivery up to nearest AI operative Airport to the Tenderer's facility. AI would provide free booking Letter of Authority for arranging dispatch of consignment to respective locations by Air India flight. Break up of levies like ED, Cess, VAT etc should be specified clearly.</b> |
|   | Un-conditional Discounts, if any offered, will also be duly taken into consideration while arriving  |

|    |  |
|----|--|
| 5  | at the lowest landed cost. However, <b>conditional discounts</b> , if any, <b>will not be taken into consideration in arriving at the lowest landed cost</b> of the item   |
| 6  | <b><u>AIR INDIA LIMITED will not accept inclusion of any additional costs, if requested for after opening of the tender.</u></b>   |
| 7  | <b>Increase in Govt. Duties / Levies etc.</b> if any, that may be applied by the Govt. of India, after the award of the contract, <b>will be borne by AIR INDIA LIMITED</b> , if requested for by the tenderer, subject to the tenderer providing documentary proof of the same, <b>only in cases where the tenderer has quoted their rate giving break up of Government duties and levies in their bid.</b> |
| 8  | <b>In case of any decrease in Govt. Duties / Levies etc.</b> by the Govt. of the country of origin of the goods, and / or by the Govt. of India after award of the contract, the benefit of the same <b>should be extended to AIR INDIA LIMITED</b> by the tenderer.   |
| 9  | <b>No other concessional Form</b> like Form "C" or Form "D" <b>will be provided.</b> Octroi, if applicable, has to be included in the cost for deliveries at other locations.  |
| 10 | Submission of incorrect or incomplete information or with arithmetical errors in compilation of the data would be at the tenderer's sole risk, and the decision of AIR INDIA LIMITED in such cases would be final and binding.   |

**CERTIFICATION:**

Certified that:

1. There are no hidden costs to AIR INDIA LIMITED over and above that indicated above.
2. We agree to hold the quoted prices firm till completion of supplies against the Purchase Order.
3. We agree to extend to AIR INDIA LIMITED the benefit of reduction in statutory duties, levies, etc., if notified by the Govt. of the country of origin of the items and / or by the Govt. of India, during the period of validity of the Purchase Order.
4. We have read, understood, and agree to comply with the terms & conditions of the tender and the conditions as indicated in the Note at Annexure 'F'.
5. The price as quoted, as well as other terms and conditions, would be held firm at the time of release of Purchase Order for a variation of plus / minus 15% from the quantities as indicated in the tender
- 6..The benefit of reduction in statutory taxes / levies, if any, arising during the term of the contract, if awarded in our favour, would be passed on to Air India.

**Name of the Tenderer:**

**Tenderer's Seal & Signature:**

**Company's Letter Heard**

**LETTER FOR AUTHORIZATION FOR ATTENDING BID OPENING**

To

Executive Director (Material Management)  
Air India Limited,  
Materials Management Department,  
Safdarjung Airport,  
New Delhi - 110 003. (India)

**Subject: Authorization for Technical/ Commercial Bid opening  
for TECHNICAL BID on 14.02.2012/ COMMERCIAL BID # \_\_\_\_\_**

**Tender Date: 20.01.2012**

**Closing Date: 14.02.2012**

**Opening Date: 14.02.2012**

**Time: 1530 hrs.**

The following person(s) are hereby authorized to attend Technical/ Commercial Bid opening of subject tender.

| <b>SN</b> | <b>Name</b> | <b>E-mail</b> | <b>Contact No.</b> | <b>Signature</b> |
|-----------|-------------|---------------|--------------------|------------------|
|           |             |               |                    |                  |
|           |             |               |                    |                  |

Signature \_\_\_\_\_

Authorized Signatory Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Note:

1. Permission for entry to the Hall where bids are opened may be refused in case authorization as prescribed above is not received.
2. The authorized representatives, in their own, interest, must reach venue of bi opening well in time.
3. The authorized representatives must carry a valid photo identity.
4. Separate authorization letters would be required for Technical and Commercial Bid opening.

ON COMPANY'S LETTER HEAD

C E R T I F I C A T E

To,

Executive Director (Materials Management)  
Air India Limited,  
Materials Management Department,  
Safdarjung Airport,  
New Delhi - 110 003.

Sir,

It is certified that we have studied and understood the terms and conditions of the tender for printing & supply of **AUTOMATED DOMESTIC AIRWAY BILL** (ENQ. NO. HSP/12/SP/ENQ-019) and agree to abide by the same unconditionally.

AUTHORISED SIGNATORY