

TENDER DOCUMENT FOR  
HALF YEARLY REQUIREMENT  
OF  
PLASTIC SHEETS (LLDPE FILMS)

TENDER DOC NO: 319 DATED 27<sup>TH</sup> DECEMBER, 2018

DUE DATE 18<sup>th</sup> JANUARY, 2019 AT 1400 HOURS

EXTENDED DUE DATE 14<sup>th</sup> FEBRUARY, 2019 AT 1400  
HOURS

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## SCHEDULE OF TENDER

TENDER NO TENDER NOTICE	319 DATED 27 <sup>TH</sup> DECEMBER, 2018 SUPPLY OF PLASTIC SHEETS (LLDPE FILMS)
TENDER ISSUER	AIR INDIA AIR TRANSPORT SERVICES LIMITED
DATE OF ISSUE OF TENDER DOCUMENT	27 <sup>TH</sup> DECEMBER, 2018
LAST DATE & TIME OF SUBMISSION OF BIDS	UPTO 1400 HOURS ON 14 TH FEBRUARY OR EARLIER
DATE & TIME OF OPENING OF TECHNICAL BIDS PLACE OF SUBMISSION & OPENING OF BIDS	WILL BE COMMUNICATED WITH BIDDER  MMD-AIATSL, 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
DATE OF PRICE BID OPENING	WILL BE COMMUNICATED TO SUCCESSFUL TECHNICAL BIDDERS

## TENDER NOTICE

Air India Air Transport Services Ltd (AIATSL), a wholly owned subsidiary of Air India Ltd providing Ground Handling Services at most of the Indian Airports, invites Sealed / Closed Tenders from manufactures, dealers, distributors, suppliers for supply of “Plastic Sheets (LLDPE Films)” as per sample / specifications for half yearly requirement as follows:

<u>SR NO.</u>	<u>ITEM DISCRPTION</u>	<u>SIX MONTHS REQUIREMENT</u>	<u>QUARTERLY REQUIREMENT</u>
1	Plastic Sheets (LLDPE Films) 6.1 MTR (Width) X 100 MTR Length and Thickness = 51 Microns (Weight of 1 Roll = 27 KGS) <b>*As per sample kept in MMD-AIATSL</b>	540 Rolls	270 Rolls

The quotes should be submitted as per following Annexure:

- Declaration - Annexure 1 A & Annexure 1 B
- Technical Qualification Specifications - Annexure – 2
- Price Bid - Annexure – 3

Reference: Tender No. 319 Dated 27.12.2018

Sealed tenders are to be submitted in a two-bid system (Technical Bid and Price Bid separately) as per the following details:

### 1.1. Technical Bid ( COVER – I)

To be super scribed with “**Technical Bid**” for “**Tender No. 319 Dated 27.12.2018, extended due on: 14.02.2019**”, and name, address, contact details of bidder should be mentioned and must contain the following:

- Tenderer’s response for Declaration as per Annexure 1A & Annexure 1B.
- Tenderer’s response to tender Terms & Conditions, Technical Bid - Pre Qualification Criteria - Annexure – 2 (Technical Specification compliance).
- Sample piece of LLDPE Films shall be submitted with Technical bid.

### 1.2. Price Bid (COVER – II)

To be super scribed prominently with “**Price Bid**” for “**Tender No. 319 Dated 27.12.2018, extended due on: 14.02.2019**” and name, address, contact details of bidder should be mentioned and must contain the following:

Bidders should submit the rates of each item along with the complete details of applicable GST rates & GST Registration No as per Annexure– 3 (Price Bids).

## **2. TENDER SUBMISSION**

The two sealed envelopes i.e. one Technical Bid (Cover I) and one Price Bid (Cover II) should be further placed in a Master Envelope super scribed with “Tender No. 319 Dated 27.12.2018 extended due on: 14.02.2019 for “Plastic Sheets (LLDPE Films).” 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 extended due date 14.02.2019:

C E O - AIATSL, 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 AIATSL, Air India Air Transport Services Limited.
- 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. “AIATSL 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:-**

**(Confirmation on compliance on following points to be submitted with Technical Bid)**

- 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) Attached documentary proof in binding folder should be indexed chronologically, labeled and countersigned.

**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 accepted 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. On the date of opening of the technical bids, the “PRICE BIDS” would be kept in the custody of Air India Air Transport Services Ltd. in sealed condition as received from tenderer. Representatives of the bidder can attend the bid openings.
- f. The Price bids of only those tenderers, who qualify in the Technical Bid evaluation, would be opened at a later date which will be intimated to technically qualified bidders, in advance.
- g. In case any indication of price is included in the Technical bid, the Bid will be rejected without any reference to the tenderer. No correspondence will be entertained in this regard.
- h. 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.
- i. Air India Air Transport Services Limited, reserves the right to accept or reject any or all offers without assigning any reasons.
- j. The successful tenderer shall supply and deliver material / items to Air India Air Transport Services Limited as per delivery point / delivery schedule given in the terms of the tender.
- k. Air India Air Transport Services Limited 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.

- l.** The successful tenderer shall at its own cost and expense, supply the material and perform the Work:
- 1) in accordance with the Specifications;
  - 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.
- m.** In the event of default, AIATSL reserves the right to cancel the order and can claim damages from successful tenderer and also reserve the right to award the contract to another party at the cost and risk of the successful tenderer.
- n.** Intention to Quote: You are requested to confirm your intention to quote / regret by email to the buyer.
- o.** Any modification/alteration of the original Tender by the Bidder shall lead to disqualification.

#### **4.2.COMMERCIAL TERMS**

(Confirmation on compliance on following points to be submitted with Technical Bid)

##### **4.2.1. Earnest Money Deposit (EMD): Non Compliance on EMD terms will lead to disqualification.**

##### **Earnest Money Deposit (EMD)**

(a) An Earnest Money Deposit of **INR 35,000/-** must be submitted by means of a Bank Draft or Banker's Cheque or ECS in favor of Air India Air Transport Services Limited, payable at Mumbai, and should be submitted along with the technical bid. No other mode of payment is acceptable.

If the bidders submit EMD by ECS in INR, following particulars are to be noted:

- 1) NAME OF THE BENEFICIARY : AIR INDIA AIR TRANSPORT SERVICES LTD.
- 2) NAME OF THE BANK : HDFC
- 3) BRANCH NAME : FORT – NANIK MOTWANI MARG
- 4) BRANCH ADDRESS : MANECKJI WADIA BLDG,GROUND FLOOR,  
NANIK MOTWANI MARG, FORT, MUMBAI
- 5) TYPE OF A/C (SB/CURRENT) : CURRENT
- 6) BANK ACCOUNT NUMBER : 00600310003602
- 7) TELEPHONE NO. OF BANK : 022-61606161
- 8) MICR CODE NO. : 400240015
- 9) SWIFT CODE. : HDFCINBBXXX

- 10) IFS CODE : HDFC0000060  
11) PAN NUMBER (AIATSL) : AAECA6186G  
12) AIATSL GST NO. FOR MAHARASHTRA: 27AAECA 6186G1ZJ

In case of any query relating to wire transfer / ECS of the EMD, the bidders may contact at the following address of AIATSL:

**Finance AIATSL**

**Tel no:** 091-22-28318543,

**E-mail:** fin.aiatsl@airindia.in.

- (b) EMD will not carry any interest.
- (c) EMD in respect of the successful bidders will be refunded after receipt of Security Deposit.
- (d) EMD of unsuccessful bidders will be refunded after opening of Price Bids.
- (e) EMD will be forfeited in the event of a bidder withdrawing or modifying his bid after opening of the tenders and till completion of the tender process, i.e. till award of the contract, and / or in the event of the bidder, who has been awarded the contract, declining to honor the same.
- (f) EMD will be accepted only in Indian Rupees. EMD in any other currency will not be accepted.
- (g) SSI units registered with the NSIC under its Single Point Registration Scheme / Public Sector Units / Central / State Government undertakings / 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 EMD.

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

Payment terms - Within 30 days of submission of Invoice or receipt of goods whichever is later.

**Mode of Payment**

Payment will be made by Finance Department of AIATSL, Mumbai in INR only, preferably through ECS mode. Kindly provide the following:

- 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 AIATSL **5%** of the total value on basic price in the Purchase Order towards interest free Security Deposit, 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 'AIR INDIA AIR TRANSPORT 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 Air India Air Transport 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 30 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 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 month requirement. Delivery of 50% quantity should be effected within 15 days of receipt of PO. Balance quantity shall be delivered after three months or as per user's instructions. The material supplied should have sufficient shelf life.

**Delivery Point/Receipt (Non Compliance on Delivery Point / Receipt terms will lead to disqualification):-**

**Delivery of item should be given at Cargo Complex, Sahar, Andheri (East) Mumbai- India**

**4.2.5. Penalty Clause: (Non Compliance on Penalty clause terms will lead to disqualification):-** For the delayed deliveries a penalty of 0.5% per week or part thereof of the value of the undelivered portion of the goods on ex works price, subject to a maximum of 10% of the value of the undelivered part on ex works price, will be recovered from security deposit or from amount due to Tenderer after due notification to Tenderer.

AIATSL 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. AIATSL 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 AIATSL.

**4.2.8. Loading Criteria:** In the case of deviation for payment terms, such as advance payment or payment against delivery, the price of bidder would be loaded @18% per annum on the basic price, calculated on a pro-rata basis.

In the case of deviation with regard to delivery period beyond the specified schedule in the RFI/RFQ, the price bid of the bidder would be loaded @ 12% per annum on the basic price, calculated on a pro-rata basis.

**4.2.9. 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 AIATSL, PO shall be cancelled with three months advance notice.

**4.2.10.** For any quality assurance certificate or any related issue, the Tenderer should respond within 48 Hours. Any un-attended complaint beyond 20 days, in a 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 with in fifteen days by the tenderer.

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

**4.2.12. 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 thereof shall be binding on the parties.

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

## **4.2. TECHNICAL TERMS**

**(Confirmation on compliance on following points to be submitted with Technical Bid)**

**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.

**4.3.2. In house inspection:** AIATSL 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 AIATSL reserves the right to withhold the invoice for that shipment.

**4.3.3. Acceptance/Receipt of material:** In case any deviation in Technical Specifications / In house inspection report is 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.

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

The tenderer has examined the scope of the Specifications and all other documents, information and requirement of AIATSL, 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 AIATSL any errors, discrepancies or inaccuracies in the Specifications or such other documents which an experienced supplier of the material should reasonably have discovered.

**7. PRE QUALIFICATION CRITERIA:** Bidders are required to submit the documentary evidence as required under Annexure 2 attached herewith.

## **8. CLARIFICATIONS:-**

Amendments and clarifications, if any, to this tender will be hosted on the website of AIR INDIA. AIATSL will not intimate the tenderers individually of the same. The tenderers are, therefore, advised to visit the AIR INDIA 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.

## **9. For tender clarifications please contact**

Shubhangi Shaikh  
Cargo Admin  
Email: shubhangi.shaikh@airindia.in  
Contact No: +91-22-2831 8446 / 47

**10. Name Of Buyer:**

Mr. M. N. Sankhe  
Officer-MMD/AIATSL  
Contact No- +91-22-2831 8424 / 8446

**11. INTENTION TO QUOTE:**

You are requested to confirm your intention to quote/regret by email to

**12. 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:**

C E O - AIATSL, GSD Complex, NIPTC, Next to Sahar Police Station, Near CSI Airport Gate No. 5, Terminal 2, Mumbai – 400099, Maharashtra, India.

Tender No: 319 dated 27.12.2018

**ANNEXURE 1A**

**DECLARATION**

(To be given on Company's Letter Head)

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

To  
C E O  
AIATSL  
GSD Complex – NIPTC  
Next to Sahar Police Station  
Near CSI Airport Gate No. 5  
Near Indian Oil Depot  
Terminal 2, Sahar, Andheri (West)  
Mumbai – 400099,  
Maharashtra, India

Dear Sir,

Ref: Tender No: 319 dated 27.12.2018

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

Place:

Signature of Tenderer.....

Name.....

Designation.....

Seal/Stamp

**Tender No: 319 dated 27.12.2018**

**ANNEXURE 1B**

**DECLARATION FOR PRICE BID**

(To be given on Company's Letter Head)

**BID FORM**

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

To  
C E O  
AIATSL  
GSD Complex – NIPTC  
Next to Sahar Police Station  
Near CSI Airport Gate No. 5  
Terminal 2, Sahar, Andheri (West)  
Mumbai – 400099,  
Maharashtra, India

Sir,

Ref: Tender No: 319 dated 27.12.2018

Having examined the bidding documents, I / We have inspected the samples / understood the specifications and offer to supply and deliver (description of goods and services) in conformity with the said bidding documents as per the prices given in the price bid. We undertake, if our bid is accepted, to commence and complete delivery of all the items in specified delivery period as mentioned in the Tender from the date of receipt of PO.

I / We agree to abide by this bid for a period of 120 days from the date fixed from bid opening in instructions to bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal purchase order is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Date:

Signature of the Bidder  
Name:  
Designation:  
Seal

**Tender No: 319 dated 27.12.2018**

**Annexure 2**

Technical Bid

**PRE QUALIFICATION CRITERIA**

Sr. No	Description	Indicate Compliance along with information
1	a) The tenderer must be in the business of distribution and supply of “Plastic Sheets (LLDPE Films)s” for at least last two years i.e. on or before 1 <sup>st</sup> April, 2016. Supporting document in form of either Purchase Order or invoice copies on or before 1 <sup>st</sup> April, 2016 is to be submitted.	PO and Invoice copies as on 1 <sup>st</sup> April 2016 or earlier
2	Tenderer should be a registered company or partnership firm or proprietary firm in existence for at least two years.	Registration certificate or shop & establishment certificate to be attached.
3	Tenderer should have Average Annual turnover of minimum of Rs. 25, 00,000/- (Rupees Twenty Five Lacs only) for the last two financial years to prove that they have capability of supplying the material required under this tender.	Turnover- year wise (Currency to be reflected) 1. 2.
4	Copies of <b>Certified</b> Financial Statement for above mentioned period to be submitted. Pro forma statement is not acceptable. As on date of submission of the tender, the tenderer or its parent company or subsidiary, or a group company should not have been black listed / debarred by Air India / AIATSL or any of the State or Central Government of India or Organization of State or Central Government of India. A Declaration by the tenderer to be submitted.	Financial Statement to be attached. Declaration as per Annexure 1A to be attached
5	PAN No. / GST Registration certificate to be attached	1.PAN No: 2. GST No:
6	Certified acknowledgement copy of Income Tax returns for past two Financial Years, duly certified to be submitted. Foreign companies must give relevant tax certificates/tax exemption certificate.	Year wise I T payment/ returns details. 1. 2.
7	EMD to be submitted along with Technical Bid.	EMD submission Details
8	Sample piece submitted	Yes / No

- Remarks for complying Pre Qualification Criteria (PQC) should be in “Comply” or “Non Comply” only with the details of information asked. Non compliance of any of the above clauses or remarks like noted, agreed, ok, etc are liable for disqualification in PQC.
- Supporting documents / certificate related to PQC should be labeled, countersigned and attached with PQC.

Date:  
Place:

Signature of the Bidder  
Name:  
Designation:  
Seal

**Tender No: 319 dated 27.12.2018**

**Annexure 3**

Price Bid (RATES IN INR) on company letter head

<u>SN</u>	<u>ITEM DISCRPTION</u>	<u>SIX MONTHS</u> <u>QTY</u>	<u>Rate</u>	<u>Amount</u>
1	Plastic Sheets (LLDPE Films) 6.1 MTR (Width) X 100 MTR Length and Thickness = 51 Microns (Weight of 1 Roll = 27 KGS)	540 Rolls		
Total				
GST @ _____ %				
Grand total (including GST) in figures				
Grand total (including GST) in words				

Notes: 1) All items should be supplied as per quarterly requirements or on as & when required basis

- 3) Rates should include all taxes payable to authorities.
- 4) In case of discrepancy between unit price and total price, the unit price shall prevail. In case of discrepancy between figures and words, the price in words shall prevail.
- 5) **The supply should be exactly as per sample kept in the office of MMD-AIATSL. Where ever sample is not available, the supply should be exactly as per specifications/ brand name.**
- 6) Bidder should submit their GST Registration number on price bid.
- 7) Bidders should note that GST No of AIATSL for Maharashtra is 27AAECA6186G1ZJ.

Signature of the Bidder

Date:

Name:

Place:

Designation:

Seal: