

KIAL/ITD/12/2018

28 February 2019

**Short NOTICE INVITING QUOTATION (NIQ)**

Sealed Quotations are invited from local dealers / agencies for the supply, installation, testing and commissioning of AIRPORT VISITOR ENTRY PASS PRINTER AND SOFTWARE for Kannur International Airport Ltd, Mattannur, Kannur as per the specification given in the quotation documents.

The Quotation documents can be downloaded from the website of Kannur international airport limited ([www.kannurairport.in](http://www.kannurairport.in)) under Tenders and Notification OR can be collected from the town office of Kannur Airport, Mattannur, Kannur-670702, PH: 0490-2474463/Mob: 9497358251

- i) Last date and time of submission: 07/03/2019,15:00 Hrs
- ii) Quotation to be submitted to the office of the Project Engineer (Electrical), Kannur International Airport Limited (KIAL), Site office, Kara-Peravoor, Mattannur, Kannur-670702.

**The Quotation will be opened on: 07/03/2019,,15:30 Hrs**

-Sd-  
Project Engineer-E / Manager (IT)  
For Managing Director  
Kannur International Airport Limited

Copy to:-

- 1) Kannur Airport website ([www.kannurairport.aero](http://www.kannurairport.aero))

GENERAL TERMS AND CONDITIONS

1. The sealed cover containing quotation form (Annexure-1) duly filled in all aspects and super scribed as “Supply, installation, testing and commissioning of AIRPORT VISITOR ENTRY PASS PRINTER AND SOFTWARE for Kannur Airport” shall be submitted to the Office of Project Engineer (Electrical), Kannur International Airport, Site office, Kara-Peravoor, Mattannur, Kannur 670702.
2. The Bidder shall be either OEM or Authorized dealer/Agency of the OEM (Documentary proof to be submitted as per para No 8)
3. The date of submission is up to 1500hrs on 07/03/2019 and shall be opened at 1530 hrs. On 07/03/2019. The supplier can participate in the opening of quotations.
5. The bidder should study the schedule of quantities, and, shall be deemed to have full knowledge of the items before the quotation is submitted.
6. Bidders shall submit their offer for Supply, installation, testing and commissioning of Airport visitor entry pass printer and software and accessories for Kannur Airport, in the request for quotation format (Annexure-1 & B). For detailed specification of equipment for Quoting offer please refer annexure-A.
7. The quoted amount shall be inclusive of packing and transportation charges to delivery at the site office, Kannur Airport. The rate shall be exclusive of all applicable GST
8. The bidder shall submit their quotes in two envelopes/Covers

**Cover-1: Unconditional acceptance letter & Prequalification documents:**

- i. In this Cover the bidder shall submit the Unconditional acceptance letter as per annexure-3 and prequalification documents. The cover shall be super scribed as cover-1.
- ii. Prequalification documents means Document required for the proof of eligibility criteria as per SL no. 9 below. If the agency is full filled the Cover no:1 criteria ,then only cover no:2 of said bidder will be opened.

**Cover-2: Technical Bid and Financial bid:**

- i. In this Cover the Bidder shall submit the complete quotation format duly signed ,sealed and filled including Annexure 1 -5 and Financial bid in Annexure-A. The cover shall be super scribed as cover-2.
- ii. Cover 2 of Bidder who have complied the Cover no:1 criteria such as proof of eligibility documents and unconditional acceptance letter will only be opened and evaluated.

9. **ELIGIBILITY CRITERIA:** Quotations of only those Bidders who fulfil the Eligibility Criteria as mentioned below shall be considered for evaluation. Necessary documents in this regard must also be enclosed with the quotation (Technical Bid) failing which the bid shall be summarily rejected. Bidders not having these qualifications need not apply.
- a. The Bidder should have a valid Goods and Service Tax registration and PAN numbers (Copies to be attached).
  - b. The Bidder should not have been Suspended or Blacklisted by any Govt. Organization. An undertaking in this effect must be submitted. Undertaking by the Bidder that its business has not been Suspended or Blacklisted (As per Annexure-4).
  - b. The Bidder shall be either OEM, authorized dealer or IT solution providers who have experience in providing Ticketing/ Billing system at reputed organizations (Documentary proof to be submitted). The agency shall submit the Copy of the authorized dealership/ registration certificate and work order copy from client towards experience.
  - c. Technical catalogue, brochures of each equipment shall be submitted. If there is any technical specification variation observed with catalogue and schedule of quantity, the technical specification written in the schedule of quantity shall be considered.

**Documents in support of above wherever applicable must be submitted in cover-1 along with Bid otherwise the bid shall be rejected.**

10. **The bidder shall submit the Documentary proof for the items supplied as per specifications, and meeting the quality standards stipulated.**
11. **The quotation shall be valid for 30 days from the date of its opening. The ordered items shall be supplied/installed within one week from the date of the purchase order.**

**12. SECURITY DEPOSIT**

Security deposit will be deducted from the running bill of contractor. This will be @ 10% of the gross amount of each running bill so retained shall be 10% of the value of the work done till then. The Security Deposit will be released within 3 months from the date of expiry of AMC of 1 year after DLP of 1 year.

13. **Method of Evaluation:** The offers submitted by the bidders shall be evaluated based on the net amount offered i.e. rates quoted amount for Supply, installation, testing and commissioning of Airport visitor entry pass printer and software and accessories for Kannur Airport.
14. **Lowest "LI" bid will be decided based on the comparison of financial bids of all the bidders submitted in cover-2 exactly as per Annexure-1 & B Format.**

15. SCOPE of WORK

- i. Supply ,installation, testing and commissioning of Airport visitor entry pass printer as per the specifications in Annexure-A at the points as per the Location specified by Kannur Airport.
- ii. Supply , installation, testing and commissioning of Application software and Printer software for Airport visitor entry system. Kannur airport shall provide Computer and UPS.
- iii. Design and developing of Application for printing the visitor information in the designated field of preprinted paper
- iv. Supply of Fan fold/ Roller paper with specifications as per Annexure-A. Visitor pass paper shall be of 18\*10 cm (width X Depth.) size, and preprinting shall be done as per Kannur Airport template.
- v. Annual maintenance contract for 1 year after completion of DLP/Guarantee period. DLP/Guarantee shall be 1 year from the date of completion. The agency shall attend all breakdowns, preventive maintenance during this period.
- vi. Training of Kannur Airport Engineers / Officers as well as Staff concerned.
- vii. The bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- viii. Installation & checking of the Items shall be carried out free of cost at consignee's place. Inspection of the equipment's will be carried out by Kannur Airport.
- ix. The Bidder has to ensure safe transit of the material from the work site to this Airport with good packing, safe loading and unloading.
- x. After completion of the work, bidder has to clean the locations, remove the packings / debris and keep the area clean.
- xi. Delivery guarantee period/AMC(total 2 year), the agency shall attend the breakdown immediately.

16. Terms of payment:

- i. A) For items mentioned in Sl no 1- 4 of Schedule of Quantity, 100% payment will be made to the supplier against delivery, Installation, Testing and commissioning of items/goods and on receipt in good condition by E-Payment. The Supplier shall furnish the details of their Account in the specific format (Annexure-II), for making the E- Payment.

Payment of bill will be made, after income tax and other statutory deductions, etc. (if any) to which the supplier may be liable, for the items in good condition and after satisfactory performance certified by the user.

B) For Sl no. 5 of Schedule of Quantity payment shall be made as per actual or Quoted rate whichever is lower up on receipt of Invoice.

C ) For Sl No.6 of Schedule of Quantity payment shall be made in quarterly.

- ii. Document Required for Payment: -
- a) Original signed invoice.
  - b) packing list.
  - c) Certificate of KANNUR AIRPORT's engineer stating that equipments are received in good condition at site.
  - d) The Bidder shall furnish the details of their Account in the specific format (Annexure-II), for making the E- Payment.
  - e) The bidder shall submit copy of satisfactory completion certificate duly signed by Kannur Airport.
  - f) The bidder shall submit Warranty/ Guarantee card of OEM duly signed and sealed along with items.
  - g) The bidder shall submit undertaking for the making the items make good/repair/replace during the Warranty/ Guarantee period in their letterhead duly signed and sealed along with items.
17. The bidder shall submit an undertaking for Warranty/AMC for the Items for a period of 2 year from the certified date of completion of work as per Annexure-5.  
ie. The defects liability period will be 1 year from the certified date of completion of work. The agency is responsible to make good/repair/replace any defects noticed during the defects liability period.
18. No price escalation will be accepted under any circumstances on the quoted price.
19. The KANNUR AIRPORT, will not be responsible for any delay, loss, non-receipt of quotations sent by post.
20. All disputes arising out of this purchase shall be referred to the Managing Director, Kannur Airport who will be the sole arbitrator and his decision shall be final and binding on both sides.
21. Items should be new and genuine: Repaired / refurbished items will not be accepted. The items should be supplied as per terms and conditions and no part supplies will be accepted. Failure to abide by regulations will result in blacklisting of company by Kannur Airport.
22. The bidder shall submit product catalogue for verification of complete technical specification. If the technical specification in the product catalog is variant from technical specification, The data's specified in the technical specification shall prevail.
23. The cost of repair/replacement of equipment/damage due to mishandling by the staff of the Contractor will be deducted from the Contractor's bill after assessment.

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Signature of the Authorized signatory with date and seal

TECHNICAL SPECIFICATION

1. Specification for Visitor Pass Printer

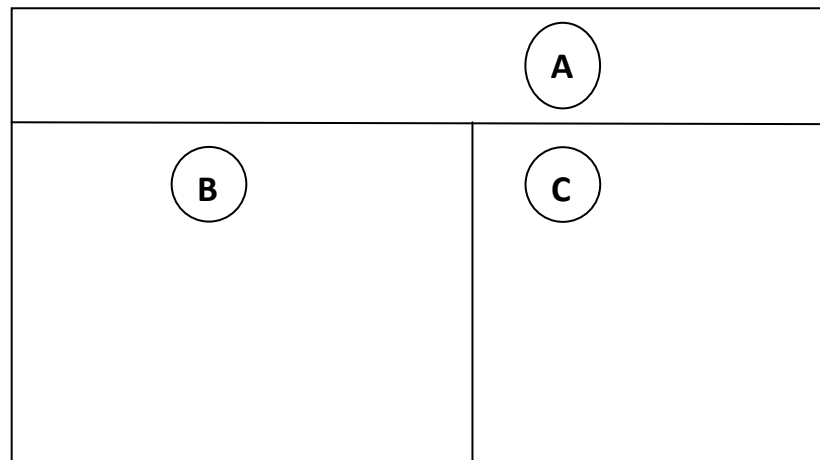
Sl No	Details	Specification
1	Print paper Size	The printer shall be able to print the minimum paper size of 18*10 cm (width X Depth) size
2	Print Method	Impact dot matrix/ Thermal Printer
3	Ribbon cartridge black	400 million characters at 14 dots/ character or higher
4	Integration	Parallel and USB connectivity
5	Print speeds	680 cps or higher
6	Warranty	1 Year by Manufacturing Company or higher
7	Supported OS.	Windows 95 / 98 / 2000 / Me / XP / Vista / 7 / 8 / 8.1 / 10
8	Print head life	200 million strokes or higher
9	Voltage	AC 220-240 v
10	Paper Media	Continuous Paper (Single Sheet)/ Fan fold/Roller paper: Width = greater than or equal to 12 cm, Length greater than or equal to 18 cm Thickness: 130 Gsm or higher.

2. Specification for Airport visitor entry pass paper

2.1 Fan fold/ Roller paper specification

- a) Paper thickness shall be 130 gsm (tolerance +/- 5%)
- b) Grade of paper: grade A paper
- c) Front side: visitor entry pass details
- d) Back side: Advertising Area
- e) Paper size is 18 cm X 10 cm (width X Depth.)

2.2 Front side of visitor pass



2.2.1 Kannur Airport logo and Visitor pass Heading “KANNUR AIRPORT VISITOR ENTRY PASS” shall be printed on top of the Front page i.e. at “A” above

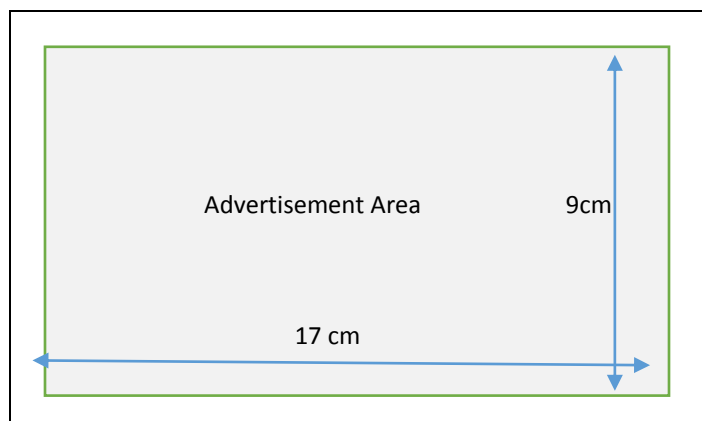
2.2.2 Printing area is 10 cm X 8 cm (width X Depth.) and it is preprinted with following matter i.e. at “B” above

“Area	:	.....
	:	.....
No. of visitors	:	.....
School/college	:	.....
Date	:	.....
Time	:	.....
Rupees	:	.....”

2.2.3 General instruction as per template shall be printed on the Right side of the front page with following matter i.e. at “C” above

- Valid for one entry, duration 4 hours.
- Liable to show/ display on demand by security
- Kannur international airport is not responsible for loss or damage of belongings
- Entry pass not requires for children below 5 years

2.3 Advertisement/ other information as per template shall be printed on the rear side



### 3. Application requirements

The purpose of this application is to print the necessary information at pre designated area ie. in “B” of Sl no. 2.2 above and Visitor pass ‘SL.NO’ in the bottom ie. in “c” of Sl no. 6.2 above. The application shall be user friendly and also can easily select, enter and print the following details in the template as per Sl no. 2.2 above

- i. 'Area' shall be combo box format, can select multiple option from the following list
  - All viewers gallery
  - Airside viewers gallery
  - Arrival viewers gallery
  - departure viewers gallery
- ii. 'No. of visitors' should be in number format
- iii. Option for selecting the category as 'school/college' should be made available in the application
- iv. 'date and time' should be updated current date and time and can be standard in the application
- v. 'Rupees area' should be calculated based on the no. of visitors and type of visitors (Adult, Students)
- vi. The system shall automatically print SL.NO. of issuing pass in predesignated area (8 digit serial numbers)
- vii. Total number of passes issued per day shall be obtained easily from the application
- viii. Total amount must be calculated automatically each from new pass issued and Cumulated amount for particular day, particular month can easily be taken
- ix. The application shall be compactable to Windows 7/8/10 or higher
- x. Application must have at least 10 username and password



FORM OF QUOTATION

(Supply, installation, testing and commissioning of Airport visitor entry pass printer and software and accessories for Kannur Airport)

(To be duly filled in and enclosed in sealed envelope)

1) Name of Agency:

2) Address of the Agency:

- 3) The agency shall fill in their quote in the Schedule of Quantities table (Annexure-B) in all column and the quoted price shall be entered in both figure and words. The equipment shall be as per approved make mentioned in the technical specification
- 4) The rate quoted shall be inclusive of transportation to Kannur Airport site, testing and commissioning of the Items and exclusive of applicable GST.
- 5) Kannur Airport reserves the right to reject any or all quotations and will not be found to accept the lowest quotation.
- 6) The Bidder shall sign in all the pages of NIQ, Annexure-1-14 and Annexure-3 as a proof of acceptance of terms and conditions and the same (full set) may be returned along with the schedule duly filled in original.
- 7) In case of any dispute, the decision of the Managing Director, Kannur Airport is final and will be binding on both the parties.

Signature of the Authorized signatory with date and seal

SCHEDULE OF QUANTITY

Sl No.	Item with specification	QTY	Make & Model	Rate (Rs.)	Quoted Amount Rs.
1	Application for visitor entry details printing software as per specification enclosed.	1 Job		Rs ..... (Rupees.....)	
2	Supply Visitor pass printer and accessories as per specification enclosed.	2 Job		Rs ..... (Rupees.....)	
3	Installation, Testing and configuration charge	2 Job		Rs ..... (Rupees.....)	
4	Supply of preprinted paper as per specification enclosed Note: Templates for preprinting shall be provided by Kannur Airport	100000 visitor pass		Rs ..... (Rupees.....)	
5	Supply of consumables like print head/toner, Ribbon for printing 100000 pass for a period of 6 month.	1 Lot		Rs ..... (Rupees.....)	
6	AMC for 1 year after completion guarantee period of 1 year	12 Months		Rs ..... (Rupees.....)	
<b>Total Quoted Amount Rs.</b>					
Rupees:(..... .....)					

Signature of the Agency with date and seal

Bank Account Details:

1	Name of the account holder	
2	Name of the bank	
3	Name of the branch	
4	Branch code	
5	IFSC/NEFT code	
6	Bank account number	

Signature of the Agency with date and seal

**ACCEPTANCE LETTER**  
(duly filled, scanned copy to be submitted in Cover-1)

To

The Managing Director,  
Kannur International Airport limited (Kannur Airport),  
Mattannur, Kannur District  
KERALA STATE – 670702

**SUB:- Acceptance of Terms & Conditions of NIQ**

Name of Work: Supply, installation, testing and commissioning of Airport visitor entry pass printer and software and accessories for Kannur Airport

Quotation No: NIQ No. KIAL/ITD/12/2018 dated 28 February 2018

Dear Sir,

1. The NIQ document for the works mentioned above have been sold to me/us by Kannur Airport and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document available in the website [www.kannurairport.in](http://www.kannurairport.in) and I/ we shall abide by the conditions /clauses contained therein.
2. I / We hereby unconditionally accept the NIQ conditions of Kannur Airport's NIQ document in its entirety for the above works and in case we have put forth any conditions same may be treated as withdrawn.
3. After unconditionally accepting the NIQ conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on price, if any). In case the provision of the NIQ is found violated after opening the Bid submitted, I agree that the Bid shall be liable to be rejected.
4. That, I have not paid and will not pay any bribe to any officer of Kannur Airport for awarding this contract at any stage during its execution or at the time of payment of bills. "That, if any officer of Kannur Airport asks for bribe/ gratification, I will immediately report it to the appropriate authority in Kannur Airport".

Yours faithfully,

AUTHORIZED SIGNATURE :

NAME OF THE SIGNATORY :

NAME & ADDRESS OF THE Bidder :

OFFICIAL SEAL & Date :

**UNDERTAKING FOR NOT BEEN BLACKLISTED**

(duly filled in the letter head of the bidder, scanned copy to be submitted in Cover-1 )

We do hereby undertake that our firm or its partners or Directors and our Indian Associates have not been blacklisted or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any Global International body like World Bank/International Monetary Fund/World Health Organization etc. or any Indian State/Central Governments Departments or Public Sector undertaking of India

Date:

Signature of the bidder with seal

**Certificate of Undertaking for Warranty**  
(duly filled, scanned copy to be submitted in Cover-1)

To

The Managing Director,  
Kannur International Airport limited (KIAL),  
Mattannur, Kannur District  
KERALA STATE – 670702

**SUB:- Certificate of Satisfactory Repair/Service during the 2 year Warrantee period**

Name of Work: Supply, installation, testing and commissioning of Airport visitor entry pass printer and software and accessories for Kannur Airport

Quotation No: NIQ No. KIAL/ITD/12/2018 dated 28 February 2018

- a. With reference to the Items and accessories being supplied / quoted to you, we hereby undertake that all the components / parts / assembly / software used shall be original new components / parts / assembly / software only, from respective OEMs of the products and that no refurbished / duplicate / second hand components / parts / assembly / software are being used or shall be used.
- b. We hereby undertake to provide warranty either through OEM or directly as per the requirement of the 2 year warrantee/AMC period from the certified date of completion of the work.
- c. If during the specified period the stores supplied found to be defective, the same shall be Replaced/Repaired immediately with serviceable store by us at the site at our risk and cost and abide by the decision of your office.
- d. In case of any failure , Kannur Airport has full right to adjust the Security Deposit in lieu of Repairing charges.

Yours faithfully,

AUTHORIZED SIGNATURE :

NAME OF THE SIGNATORY :

NAME & ADDRESS OF THE Bidder :

OFFICIAL SEAL & Date :