

**(SECURITY DEPARTMENT)****Dated: 18/03/2024****Due On: 01/04/2024****SUB: PRINTING OF AAAL SECURITY DOCUMENTS****AIRCRAFT ENTRY REGISTER**

1. Please quote your lowest rates (Excluding applicable taxes) for printing of AAAL SECURITY Department DOCUMENTS as per the specifications appended below to Alliance Air, Alliance Bhawan, IGI Airport, Palam, Terminal 1, New Delhi –110037.

2. In single bid format Prices/Rates are invited from interested parties for printing of security stationary. Interested parties are hereby requested to quote their least price, excluding. Government Taxes, for printing of Stationary updated as per the specification appended below, and financial bid format, Annexure A. (Samples for Sl no. 01 to 03 all are attached.)

<b>Sl. No</b>	<b>DOCUMENT TO BE PRINTED</b>	<b>QTY IN NOS.</b>	<b>DETAILS</b>
2	AIRCRAFT ENTRY REGISTER	1200	<b>01 Pad single</b> pages yielding 100 pages. Double sided single colour. Size= 24.5cms Length X 36.2cms Breadth. As per sample attached.

**3. The sample book is available at Security (Delhi) office for an interested bidder on all working days between 11:00 Hrs. to 16:00 Hrs. before the last date for submitting tender documents .**

4. Proof of the printed document is to be submitted within 12 days of receipt of the confirmed order. Once the proof is approved /finalized by the concerned department (Security), printed copies have to be delivered at Alliance Bhawan (Security Department), Domestic Terminal 1, I.G.I Airport, New Delhi 110037, Delhi, India.

5. Any deviation or error after approval/finalization of the proof is solely the responsibility of the vendor and such copies are to be reprinted at the expense of the vendor and the same has to be resubmitted. Rejected copies must be discarded at the vendor's end and proof of discard has to be submitted.

6. The matter to be printed in soft copy (PDF format) will be provided to the successful bidder through email only by user departments.

7. Alliance Air reserves the right to increase/decrease the order by 25% on similar quoted prices and conditions mutually agreed upon.

8. The vendor's authorized representative can participate in the tender opening process by making his/her presence available on the tender opening date & time at the mentioned venue by providing a valid authorization letter and ID proof issued by participating vendor.

9. A sealed Tender box will be placed in Alliance Bhawan (MMD Department) to submit the bid. Sealed/Closed tender document should reach on or **before 01.April. 2024**,

**15:00 Hrs. (IST) and the same will be opened on the same day at 15:30 Hrs. (IST). Tender documents submitted in a format other than printed/Hard Copy will not be accepted under any conditions.** All the pages of tender documents must be signed & stamped by participating bidder.

10. The venue of the tender opening will be Alliance Bhawan (MMD Department), Domestic Terminal 1, I.G.I Airport, New Delhi 110037, Delhi, India (IN).

11. Any dispute whatsoever, arising out of or in connection with the Tender shall be subject to the jurisdiction of the Courts of New Delhi only. By submitting its bid, the bidder(s) unconditionally agree to the jurisdiction.

12. Alliance Air may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information, assessment, or assumption contained in this Tender, from time to time till the opening of the Bids.

13. The Tender does not imply that Alliance Air is bound to select a Bidder or to appoint the successful Bidder, as the case may be, and Alliance Air reserves the right to reject all or any of the Bids without assigning any reason whatsoever at any time.

14. The Bidders shall bear any, and all costs associated with or relating to the preparation and submission of their Bids including, but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Alliance Air, or any other costs incurred in connection with or relating to their Bid. All such costs and expenses shall remain with the Bidder and Alliance Air shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the Bidders in preparation or submission of the Bid, regardless of the conduct or outcome of the Bid selection process as contained herein.

15. If any bid(s) are received after the Due date and Time, such Bids will be declared invalid and will be rejected. Alliance Air reserves to itself the liberty to reject all or any Bid Without assigning any reason.

**Note: -**

- a. Participating bidders must ensure, all pages are signed and stamped in the lower left corner of the pages.
- b. A conditional bid will not be considered for the evaluation.
- c. If a Bidder submits more than one Bid, all the Bids submitted by the Bidder would be summarily rejected.

**COMMERCIAL BID FORMAT**

**COMMERCIAL BID TO BE SUBMITTED ON VENDOR'S LETTER HEAD**

<b>S.no.</b>	<b>ITEM DESCRIPTION</b>	<b>QTY</b>	<b>Unit rate (Excl. of GST)</b>	<b>Unite rate Inclusive of GST</b>	<b>Total Amount (Excl. of GST)</b>	<b>Total Amount (Inclusive GST)</b>
2	AIRCRAFT ENTRY REGISTER	1200				
<b>Grand Total (EXCL Of GST )</b>						

Stamp and Signature of Authorized Representative of Firm