

**INDIAN AVIATION ACADEMY**  
**NIAMAR Society**  
**Vasant Kunj, NEW DELHI-110070**

No. IAA/IT/Proc\_Misc/2020-21/02

Dated 05.03.2021

**Notice Inviting Quotation**

**Name of work: Procurement of Miscellaneous Items and Replacement Spares for Indian Aviation Academy, Vasant Kunj, New Delhi**

Sealed Item rate quotations are invited by Manager (IT), on behalf of Executive Director, Indian Aviation Academy, New Delhi from the firm, which has experience in the field of supply of bags/similar items etc. Eligible firms may participate in the quotation for the work of “Procurement of Miscellaneous Items and Replacement Spares for Indian Aviation Academy, Vasant Kunj, New Delhi” as per terms and conditions mentioned in **Annexure ‘A’ & Annexure ‘B’** and Description of item/Schedule of quantity as per **Annexure ‘C’**.

Authorised signatories of firms/agencies are required to sign on all the papers with rubber stamp of the firm.

The application for issue of quotation form shall be received up to 1700 hrs. from 05.03.2021 and the quotation form shall be issued up to 1700 hrs. till 11.02.2021 from the office of Manager (IT) or detailed information can be seen at website [www.iaa.edu.in](http://www.iaa.edu.in) and quotation document can be also downloaded from the website.

Your quotations should reach the office of **Manager (IT), Indian Aviation Academy, Behind Indian Spinal Injuries Centre Hospital, Vasant Kunj, New Delhi – 110070** latest by 1700 Hrs on 11.03.2021. The quotations (Envelope A) shall be opened in the Office of Manager (IT) 12.03.2021 at 1530 Hrs. Opening of Envelope B shall be intimated to technically qualified bidders by email.

The self-attested copy of PAN Card and GST Registration and Experience Details along with **Annexure “A” & “B”** of quotation form will be kept in sealed **Envelope “A”** and quotation form **Annexure “C”** (Financial Bid i.e. rates) duly filled in will be kept in sealed **Envelope “B”**. Both envelopes will be kept in Sealed **Master Envelope** and each envelop may be marked as A, B and Master.

IAA is not responsible for any delay, non-delivery of quotation by post/courier.

IAA reserves the right to accept or reject any or all applications or cancel the quotations without assigning any reason.

**Manager (IT)**

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**Name of work: Procurement of Miscellaneous Items and Replacement Spares for Indian Aviation Academy, Vasant Kunj, New Delhi**

**a) Terms & Conditions for submission of Quotation**

1. The quotations are required to be submitted only in the prescribed form which is enclosed herewith.
2. No figure or words should be overwritten. Overwritten figures or words should be scored out and rewritten under your full signature
3. The firms and agencies are required to sign the form of quotation on all the pages.
4. The job will be done by the successful firms/agencies shall be strictly as per terms and conditions by work indicated in the form of quotation.

**b) Terms and conditions of the supply.**

1. Items as per Schedule of Quantities (Annexure 'C') will be delivered to Academy Block of Indian Aviation Academy, Vasant Kunj, New Delhi within the time period specified by IAA.
2. After getting approval the items as per instructions has to be supplied within 10 days from date of approval of sample.
3. In case of non-supply of material within the due date i.e. within the date of delivery mentioned in supply order, the Director, IAA, New Delhi will have the right to impose penalty as deemed fit or to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding. The quality of bags will be verified and if not found satisfactory the lot will be rejected.
4. The rates quoted shall be inclusive of GST, packaging, delivery charges and freight up to site destination i.e. Indian Aviation Academy, NIAMAR Society, Vasant Kunj, New Delhi. No extra payment shall be made for transportation for collecting and delivery of the items. No request for increase in rates, if any, will be allowed, or entertained after opening of quotation by the Committee.
5. The quotation which is not as per our required specifications, will not be considered on any ground.
6. Billing for the job carried out on the basis of supply of all items in 1 lot.
7. IAA shall not give any C/D forms for concession in tax and hence actual taxes should be indicated and included.
8. The Price quoted shall be valid up to 90 (Ninety) days from the date of opening of Quotation.
9. The quotation with any modifications will be summarily rejected. Conditional quotations are liable to be rejected
10. Executive Director, IAA reserves the right to accept or reject any of the quotations including the lowest one. He also reserves the right to cancel the supply order placed on the successful tenderer(s) summarily without assigning any reason or

whatsoever.

11. The right to accept or reject any tender, partially or wholly, including lowest tender without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Executive Director, IAA, New Delhi
12. In case of unsatisfactory performance, the work shall be withdrawn forthwith by IAA.

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**Manager (IT)**

**Authorised Signatory of the Firm**

## Annexure 'B'

### ACCEPTANCE LETTER

(To be submitted in Envelope-A on the Agency's Letter Head)

To

**Manager (IT)**  
Indian Aviation Academy,  
Behind ISIC Hospital, Vasant Kunj,  
New Delhi-110070.

Sir,

### ACCEPTANCE OF IAA'S QUOTATION CONDITIONS

1. The quotation for the work **"Procurement of Miscellaneous Items and Replacement Spares for Indian Aviation Academy, Vasant Kunj, New Delhi."** have been downloaded/ issued to me/us by Indian Aviation Academy (IAA) and I/we hereby certify that I/we have read the entire terms and conditions of the quotation which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.
2. I/We hereby unconditionally accept the NIQ conditions of IAA's bid documents in its entirety for the above work.
3. The contents of the NIQ have been noted wherein it is clarified and it is accepted that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in NIQ enclosed in Envelope "C" and the same has been followed in the present case. In case, these provisions of the bid if found violated after opening of Envelope "C", I/We agree that the bid shall be rejected and IAA shall without prejudice to any other right or remedy be at liberty to reject the quotation offer.
4. **'That, I/We declare that I/We have not paid and will not pay any bribe to any officer of IAA for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of IAA asks for bribe/gratification, I will immediately report it to the Appropriate Authority in IAA'.**

Yours Faithfully

Date:

**(Signature of the Agency)**  
**With rubber stamp**

Annexure 'C'

**INDIAN AVIATION ACADEMY**

NIAMAR Society

Vasant Kunj, NEW DELHI-110070

**DESCRIPTION OF ITEM/SCHEDULE OF QUANTITY**

**Name of work: Procurement of Miscellaneous Items and Replacement Spares for Indian Aviation Academy, Vasant Kunj, New Delhi**

<b>S. N.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rates ( in Figure)</b>	<b>Rates( in Words)</b>	<b>Total Amt.</b>
1.	Logitech C270 USB Webcam	10	Each			
2	XP PEN star03 v2 graphics drawing tablet pen tablet	2	Each			
<b>GRAND TOTAL =</b>						

The quoted rates are inclusive of all taxes and levies as applicable.

**Authorised Signatory of the Firm**

**Manager (IT)**