



AAI/IDR/Tech/POL/NIQ/2026

Date:13/04/2026

NOTICE INVITING QUOTATIONS

Subject: Rate Contract for Procurement of Petrol & Diesel for AAI at DABH Airport, Indore for Two (02) years.

1. Sealed quotations are invited from Oil Companies/their authorized dealer in vicinity of DABH Airport, Indore by the In-charge Technical Department, Airports Authority of India (AAI), DABH Airport, Indore- 452005 on behalf of Chairman, AAI, in Two Envelope System for the work **'Rate Contract for Procurement of Petrol & Diesel for AAI at DABH Airport, Indore for Two (02) years' on one (01) month credit facility basis.**
The approximate average procurement of diesel & petrol shall be 70,000 liters & 6000 liters yearly respectively.

| | |
|--|-----------------------------|
| Last Date of Receipt of Sealed Quotation | 27/04/2026 up to 11:00 hrs. |
| Date of opening of Technical Bid | 27/04/2026 at 11:30 hrs. |
| Date of opening of Price bid | 01/05/2026 at 12:00 hrs. |

Note: If no response upto last date of submission received, then last date of receipt shall be extended for further seven (07) days. All remaining dates shall be automatically extended accordingly.

2. TWO ENVELOPE SYSTEM.

Quotations should be submitted in two separate envelopes.

A. ENVELOPE-A (TECHNICAL BID)- shall contain the following documents (Self attested)

- i) Copy of Valid GST Registration Certificate,
- ii) Copy of valid dealership certificate,
- iii) Copy of PAN Card,
- iv) Un- conditional letter of Acceptance duly signed by the vendor in company's letter head as per **Annexure-I(Sheet-6)**.
- v) Copy of Notice Inviting Quotation (NIQ) – Sheet 1 to 6 (either downloaded from AAI website or obtained from this office) duly signed and stamped by the Bidder accepting the terms & conditions of the NIQ.

B. ENVELOPE-B (PRICE BID) – shall contain the following documents.

- i) Price bid in prescribed format as per the Annexure- II (Sheet- 7).

2.1 Conditional offer if any, received from the Bidder shall be rejected outrightly.

2.2 Both the envelopes super-scribing Envelope-A (Technical Bid) & Envelope-B (Price Bid) bearing the name & address of Bidders, shall be separately sealed and placed in a Master Envelope.



- 2.3 The sealed Master Envelope containing the Envelope-A&B, shall also be super scribed with the name of Quotation with due date of submission and bearing name & address of the Bidders, to enable the bid to be returned unopened in case it is declared as 'late receipt' or 'rejected'.
- 2.4 The quotations shall either be sent by registered/speed post/courier or delivered in-person. The responsibility for ensuring that the Quotations are delivered in time, would vest with the Bidder. The Quotations to be delivered in person in **O/o Incharge- Technical Department, Airports Authority of India, DABH Airport, Indore – 452005** on or before the due date of its submission. The AAI shall not be responsible if the bids delivered somewhere else instead of above specified location.
- 2.5 The Quotations not adhering to 'Two Envelope System' or unsigned offer shall be rejected outright.
- 2.6 The Price Bid (Envelope- B) of technically qualified Bidders shall only be opened after evaluation of basic documents submitted in the Envelope- A for qualifying the Technical Bid, by notifying the same to the Bidder.

3. GENERAL TERMS & CONDITIONS:

- 3.1 The quoted rates shall be valid for acceptance for a period of **120 days** from the date of opening of technical Bid.
- 3.2 The Correction, insertion etc. If any made, shall be duly signed and stamped by the person signing the Quotation. The arithmetical error shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the agency. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.
- 3.3 The Bidder are requested to offer their Highest Discount. The discount quoted in **Annexure – II** (sheet 6) shall be on the prevailing govt. rate per litre of petrol and diesel at the time of purchase inclusive of GST and all other taxes as applicable.
- 3.4 In the event of the date of opening of Technical Bid or Price Bid is postponed due to administrative or technical reasons, the same shall be opened on the next working day at the specified time given earlier. The Bidders or their authorized representative can participate in the opening of the Quotation (technical and price bid) if they wish to do so.
- 3.5 In order to assist in the examination, evaluation and comparison of bids, AAI may, at its discretion ask the Bidder for the clarification of its bid. The request for the clarification and the response shall be in writing and the Bidder shall submit his/her clarification within stipulated date failing which the Bid will be rejected. However, after finalization of bid, clarification submitted by any bidder shall not be entertained in any case.
- 3.6 AAI shall not be responsible for any postal delay and any bid received after the stipulated date &



time / deadline for submission of bids prescribed by the AAI, shall be rejected and returned back to the Bidder unopened.

- 3.7 The extension, corrigendum, addendum, amendments, clarification etc. If any pertaining to the NIQ document will be posted on the AAI official websites. Bidders shall regularly visit the website to keep themselves updated.
- 3.8 Only one quotation shall be accepted from a single bidder/ firm. The propriety of the company or firm will be considered as single party and one legal entity.
- 3.9 A.A.I reserves the right to award the Purchase Order in part or in full as per their requirement and the Bidder shall deliver the same without any objection.
- 3.10 AAI is not bound to accept the quotation of highest discount on per litre govt. rate of petrol & diesel and reserves the right to accept or reject any or all quotation without assigning any reasons thereof.

4. SPECIAL TERMS & CONDITIONS

- 4.1 **Scope of Works: Rate Contract for Procurement of Petrol & Diesel for AAI at DABH Airport, Indore for Two (02) years on one (01) month credit facility basis.**
- 4.2 **Methodology of work:**
 - 4.2.1 The rate chargeable shall be at the prevailing rates as declared by the Govt. We will issue the numbered credit slips (in Triplicate) for delivery of petrol & diesel.
 - 4.2.2 AAI authorised signatories will be empowered to sign the credit slips with their office stamps.
 - 4.2.3 Any slip not signed by any of these authorised signatories will not be honoured by you. Person approaching to draw the petrol & diesel will be presenting you two parts (2nd & 3rd) of the credit slip. Each slip will be carrying vehicle No., Date, Quantity of petrol & diesel and signature of the person drawing the petrol & diesel. Before issuing the petrol & diesel you have to verify Vehicle No., Date & Quantity then only that quantity of petrol & diesel is to be filled in the fuel tank of that vehicle only.
 - 4.2.4 These Officers will duly have empowered to check the quality and quantity of petrol & diesel delivered by agency. At any stage, if it is proved that quality/quantity of petrol & diesel delivered by agency is not correct, the said contract will be terminated with immediate effect.
 - 4.2.5 Any service charge will not be paid to agency and the bill will be paid as per quoted rates duly accepted by AAI. Payment will be made through e-payment to a g e n c y ' s bank account.
- 4.3 **Contract Period:** The period of contract shall be for a period of Two (02) Years.
- 4.4 **Payment:** Agency has to raise the bills on monthly basis duly indicating each slip No., date, vehicle no. and quantity of petrol & diesel drawn on the body of the bill and supported by 3rd



copy of the credit slips. 2nd copy of the credit slip will be retained by agency for its record. Bills shall reach this office on or before 5th of every month and payment will be made within 20 days through e- payment.

- 4.5 **BID EVALUATION:** As the rates of fuel are governed by Govt., the prevailing rates on the date of supply will be applicable.

The bidders must offer rate for petrol & diesel as per AAIs specification in the NIQ, failing which the quotation will be out-rightly rejected. The selection of L1 bidder will be based on following:

- 4.5.1 Maximum discounts offered per litre on prevailing govt. rate of petrol & diesel at the time of purchase.
- 4.5.2 Proximity of location of Pumps/Outlets (Nearest Pumps/Outlets will be preferred)
- 4.5.3 Since AAI is required to collect fuel from the agency's refilling station, in cases where an agency offers a higher discount but is located beyond 5 km from Indore Airport, the financial evaluation shall factor in the transportation cost incurred by AAI. Such cost shall be calculated based on the use of AAI's TATA Yodha vehicle, considering a fuel efficiency of 10 km per litre. For the purpose of evaluation, each trip shall be assumed to carry 1000 litres of fuel. The savings arising from the offered discount per trip shall be equal to or greater than the corresponding transportation cost; failing which, the bid may not be considered economically viable. Accordingly, the net financial implication shall be assessed, and the bid shall be finalized on this basis.
- 4.6 The agency who submits / quotes the highest discount shall be awarded the contract as per para 4.5 above- the validity of the contract / work order can be further extended up to six (06) months if required which shall be decided by AAI and the same shall be at the same approved rate(s), terms and conditions.
- 4.7 AAI reserves the right to accept or reject any or all applications without assigning any reasons.
- 4.8 AAI reserves the right to disallow the working agencies whose performance at ongoing project(s) below par and unusually poor.
- 4.9 If at any stage, any information/documents submitted by the applicate are found to be false, the agency shall be liable for debarment from tendering in AAI, apart from any other appropriate/legal action.
- 4.10 For any clarification contact at the above official email address on ICTECH.INDORE@AAI.AERO.

-Sd./-
InCharge (Technical)
DABH Airport, Indore-05.

I/We have carefully read and fully understood the terms & conditions incorporated in the NIQ. I/We do agree to abide by the terms & conditions to be fulfilled as per the NIQ



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

(To be submitted in Envelope-A)

Date:.....

Signature of Bidder / authorized signatory with Rubber Stamp

Name of Bidder / authorized

Signatory

Postal Address

.....

.....

.....

E-mail ID

Office telephone No.

Mobile No.



Annexure-I

(TO BE SUBMITTED IN ENVELOPE-A)
UNDERTAKING-CUM-DECLARATION

**UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF NIQ, NON-PAYMENT
OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND NON-BLACKLISTING /
DEBARRING OF FIRM**

Name of work: Rate Contract for Procurement of Petrol & Diesel for AAI at DABH Airport, Indore for Two (02) years.

NIQ No.: AAI/IDR/Tech/POL/NIQ/2026

1. I/we hereby certify that I/we have read the entire terms and conditions of the NIQ documents which shall form part of the contract agreement and I/we shall abide by all the conditions / clauses contained therein.
I/we hereby unconditionally accept all the Terms & Conditions of AAI's NIQ documents in its entirety for the above works.
It is clarified that after unconditionally accepting all the Terms & Condition in its entirety, it is not permissible to put any remarks/ conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in envelope "A" & "B" and the same has been followed in the present case. In case any provisions of this bid are found violated after opening envelope "A" & "B". I/We agree that the AAI shall without prejudice to any other right or remedy be at liberty to reject my Bid.
2. That, I/We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.
3. I/We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / proprietor / Partner or holding any other post in my/our Firm/company. I/We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.
4. I/we do hereby declare and state that our Firm / Company / has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. of India / State Govt. and have no outstanding dues payable to the AAI.
5. I/we do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect. AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date:.....

Signature of Bidder / authorized Signatory

(with Company Seal & Sign)



Annexure-II

Financial/ Price BID

(TO BE SUBMITTED IN ENVELOPE-B)

Name of work: Rate Contract for Procurement of Petrol & Diesel for AAI at DABH Airport, Indore for Two (02) years.

NIQ No: AAI/IDR/Tech/POL/NIQ/2026

| SL. No. | Particulars (The rate of petrol & Diesel (per litre) will be as per prevailing govt. rate at the time of purchase) | Offer (to be written by Bidder) |
|---------|--|---------------------------------|
| 1. | Discounts offered (on per litre prevailing govt. rate of diesel), if any | |
| 2. | Discounts offered (on per litre prevailing govt. rate of petrol), if any | |
| 3. | Distance of Pump / Outlets from the DABH Airport, Indore (in Kms.) | |
| 4. | One (01) month Credit Facility provided (YES / NO) Please write YES or NO in offer cell. | |

Note:- 1. The above rates offered are inclusive of all taxes, duties etc. and will remain valid for the period of 02 years from the date of commencement of the contract, including extended period if any.

Place: _____

Designation _____

Name & Address _____

Telephone No. / Email ID _____

Date _____

Signature of the Party
(with rubber stamp)