



चण्डीगढ़ इंटरनेशनल एयरपोर्ट लिमिटेड
Chandigarh international Airport Limited



कोटेशन आवेदन सूचना दस्तावेज़
Notice Inviting Quotation Document

Name of work: Decoration in Terminal Building (All Areas i.e. City side, Visitor Concourse Area, Check-in area, SHA, Arrival (International and Domestic), Project office, CISF Barracks, Airport entry Gates at Chandigarh International Airport on the following occasions:

1. Christmas-2020 & New Year-2021
2. Republic Day-2021
3. Holi-2021

Estimated Cost	:	Rs. 1,50,000/- (Excluding GST)
Last date & time of submission of quotation document	:	23.12.2020 1130 hrs
Date & time of opening of quotation document	:	23.12.2020 1200 hrs

(Quotations shall be opened in the presence of interested bidders or their authorized representatives at the prescribed date and time as mentioned above. No separate intimation shall be given for the same)

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Certified that this NIQ contains 01 to 14 (One to Fourteen) pages only

निविदा आमंत्रण सूचना/NOTICE INVITING QUOTATION

Sealed item rate quotations are invited by the DGM (Commercial), Chandigarh International Airport Limited (CHIAL) on behalf of CEO, CHIAL from eligible contractors/Specialised agencies for the work of "Decoration in Terminal Building (All Areas i.e. City side, Visitor Concourse Area, Check- in area, SHA, Arrival (International and Domestic), Project office, CISF Barracks, Airport entry Gates at Chandigarh International Airport on the following occasions:

1. Christmas-2020 & New Year-2021
2. Republic Day-2021
3. Holi-2021

Name of the Festival/occasion: Christmas-2020 & New Year-2021

1. Decoration with minimum requirement:

Sr.No	Item	Quantity	Area/Location
1.	Christmas & New Year Theme based Selfie points	02 nos Size- 10 x 10	Arrival, Departure
2.	Live size cut-outs	02 nos. Size – 6 x 3	Arrival, Departure, SHA
3.	Christmas & New Year Theme based Roof hangings/drop downs/decorative dangles	10 nos.	Departure
4.	Christmas & New Year Theme based decoration on airport entry gates	03 Gates (As per actual size of the Gates)	Arrival & Departure
5.	Christmas & New Year Theme based decoration	As per the actual area area	Project Office & CISF Barracks

2. Period of Decoration: 09 days (25th Dec to 02 Jan, 2021)

3. Work Execution /Completion duration: 01 Day

All above Sizes, items and locations can be modified as per availability at the sites with prior approval of CHIAL.

Name of the Festival/occasion: Republic Day-2021

1. Decoration with minimum requirement:

Sr.No	Item	Quantity	Area/Location
1.	Patriotism theme based Live size cut-outs	02 nos. Size- 10 x 10	Arrival, Departure, SHA
2.	Patriotism theme based - Roof hangings/drop downs/decorative dangles	10 nos.	Departure
3.	Patriotism theme-based balloons Decor	2500 balloons minimum	Terminal Building
4.	Patriotism theme-based decoration on airport entry gates	03 Gates (As per actual size of the Gates)	Arrival & Departure
5.	Flower Decoration in Flag unfurling Area	As per actual area	Near Car parking
6.	Seating arrangement	For Minimum 40 people	Near Car parking
7.	Arrangement of Green Carpet, Maharaja Carpet and red carpet	As per the actual area	Near Car parking
8.	PA system	01	Near Car parking

2. Period of Decoration: 02 days (25th – 26th January, 2021)

3. Work Execution /Completion duration: 02 Days (01 day for decoration & 01 day for arrangements near flag unfurling area)

All above Sizes, items and locations can be modified as per availability at the sites with prior approval of CHIAL.

Name of the Festival/occasion: Holi-2021

1. Decoration with minimum requirement:

Sr.No	Item	Quantity	Area/Location
1.	Holi theme based Rangoli	02 nos	Arrival & Departure

2. Period of Decoration: 01 day (29th March, 2021)

3. Work Execution /Completion duration: 01 Day

A. Eligibility Criteria

1. Agencies having experience of handling at least 04 events (at least two events of Govt. Organisation/State Govt. Organisation/PSU/AAI/CHIAL) (and having an average turnover of Rs. 10,00,000 for 03 (Three) completed Financial Years.) (Please attach self-attested copies of work order/Purchase order/Agreement)
2. Quotation Document for the said work can be downloaded from the website ww.aai.aero or can also be collected from the office of Airport Duty Terminal Manager office, Chandigarh International Airport, Chandigarh, Mohali side on or before 23.12.2020 up to 1100 hrs.
3. The duly filled, signed & stamped quotations along with following documents in One Sealed Master Envelope System (containing envelope 'A' with required documents and envelope 'B' with SOQ/Price bid only should be delivered to Airport Duty Terminal Manager office, Chandigarh International Airport, Mohali, Punjab on or before last date & time for submission of Quotations: -

➤ **Envelope 'A' (All documents are required to be signed and stamped by the bidder)**

- i. Experience Certificate
- ii. Turnover Certificate (CA Certified) – As per format attached on page no .13
- iii. Form of Quotation. (Full set/copy)
- iv. Schedule of Quantities as per Annexure-1 – Page No. 14
- v. Unconditional Acceptance Letter – Given at Page No. 12
- vi. Copy of PAN
- vii. Copy of GST Registration, (if applicable) An undertaking may be submitted in case of non-applicability of GST on bidder.)
- viii. RTGS Details showing amount of EMD Transferred to CHIAL as per attached format.
- ix. EMD of Amounting Rs.10,000/- (Ten Thousand only) in form of DD/RTGS (for RTGS details please refer page-8) of Nationalized bank/ Scheduled bank drawn in favour of "Chandigarh International Airport Limited, Payable at Mohali and shall be refunded on successful completion of the work with final bill.

➤ **Envelope 'B'**

- Envelope 'B' shall contain only SOQ/Price bid in the prescribed format.

Envelope – ‘A’ shall be opened first. The bidder who fails to submit documents as per envelope ‘A’ within prescribed time, their bid shall be rejected summarily and Envelope ‘b’ shall not be opened/considered.

Last date & time of submission of quotation document	:	23.12.2020 up to 1130 hrs
Date & time of opening of quotation document	:	23.12.2020 at 1200 hrs
Decoration period	:	Days
Christmas-2020 & New Year-2021		09 days (25 th Dec to 02 Jan, 2021)
Republic Day-2021		02 days (26 th & 27 th January, 2021)
Holi-2021		01 day (29 th March, 2021)

4. CHIAL reserves to itself the right to reject any or all the quotation without assigning any reason thereof and to call for any other details / information from any of the agency.

**RTGS/NEFT DETAILS OF
CHANDIGARH INTERNATIONAL AIRPORTS LIMITED**

1.	Bank Name	HDFC BANK Limited
2.	Account No.	50200045008946 Chandigarh International Airport Limited
3.	IFSC Code	HDFC0000450
4.	Branch Name	HDFC Bank Ltd, SCO-382, Sec-37, Chandigarh
5.	Swift Code	N/A

GENERAL INFORMATION / GUIDELINES-NIQ

- I. Agency has to quote their rates in figures as well as in words in Schedule of Quantities as per enclosed Annexure-1, clearly indicating total rates for the event excluding GST as per format. The rates quoted shall be inclusive of all cost components for successful execution of work (excluding GST)
- II. The Payment shall be made after successful completion of work and submission of GST TAX invoice as per details given below:

S.no	Total Events (03)	Total Payment of financial bid in percentage (%)
1.	Christmas-2020 & New Year-2021	50%
2.	Republic Day-2021	30%
3.	Holi-2021	20%

- III. No advance payment shall be made/ admissible.
- IV. Once the Agency has given unconditional acceptance letter to CHIAL's Quotations terms & conditions in its entirety, he is not permitted to put any remarks(s) / condition(s).
- V. The quotation shall be submitted in sealed cover with writing name of work and name & address of agency on cover.
- VI. CHIAL reserve to itself the right to reject any or all the quotation without assigning any reason thereof and to call for any other detail or information from any of the agency.
- VII. CHIAL shall be empowered to discontinue the contract on unsatisfactory performance.
- VIII. The decoration to be made ready on 03 (Three) occasions:
 1. Christmas & New Year: 09 days (25th Dec to 02 Jan, 2021)
 2. Republic Day: 02 days (25th – 26th January, 2021)
 3. Holi: 01 day (29th March, 2021)
- IX. The work can be deviated as per site condition maximum up to 30% of work order value.
- X. The electricity shall be provided by CHIAL on free of cost basis.
- XI. All transport and hospitality expense for the workers engaged by the firm have to be borne by the firm contractor.
- XII. Proper safety measures from Fire, electricity etc. shall be complied by the firm as per the concerned department. Any changes/modifications required by the fire/electrical/state police etc. shall be sole responsibility of the firm.

Chandigarh International Airport Limited

FORM OF QUOTATION

(TO BE FILLED & SUBMITTED in Envelope 'A')

Quotation: Name of work: Decoration in Terminal Building (All Areas i.e. City side, Visitor Concourse Area, Check- in area, SHA, Arrival (International and Domestic), Project office, CISF Barracks, Airport entry Gates at Chandigarh International Airport on the following occasions:

- 1. Christmas-2020 & New Year-2021**
- 2. Republic Day-2021**
- 3. Holi-2021**

1. Location: - Chandigarh International Airport Limited, Mohali (Punjab)

2. Name & Address of the Bidders (in block letters):.....

3. Status of the Bidders (Proprietorship/Partnership/Limited company/Self owned):

4. Name of the Proprietor/Partner/MD, as the case maybe:.....

5. PAN No.....

6. GST No. (if applicable)

7. Bank Account No.....

8. Offer amount to be given in the list attached with Quotation form.

9. I/We have carefully read and understood the terms and conditions of the contract as contained in the Quotation. Document issued by CHIAL and accepts the same unconditionally:

a. If on award of the contract, I/we fail to comply with any of the conditions stipulated with NIQ documents within the prescribed period, I/we shall be debarred for participation in CHIAL Quotation/Tenders/E- tenders for a period of 01 year and EMD shall be forfeited.

b. Quotation is liable to be rejected by CHIAL on account of furnishing any inadequate or wrong information.

10. CHIAL reserves the right to reject the tender at any time and at any stage even after the award of work. No incidental or any cost incurred on this will be paid to be agency.

Signature of the Bidder

**Bank details form for RTGS/NEFT
(To be provided on company's letter head)**

To,

Deputy General Manager (Commercial) CHIAL.

Sub: Bank details for RTGS/NEFT.

Sir,

The Bank details of our organization duly verified by bank with seal is given below for RTGS/NEFT of payment. Kindly make payment accordingly.

- 1) Name of Party:.....
- 2) Account type:.....
- 3) Account No:.....
- 4) Bank Name:.....
- 5) Bank Address :.....
- 6) IFSC Code of Bank :
- 7) MICR Code of Bank :
- 8) PAN No of Party :
- 9) Contact No of Party :

With regards

Authorized Signature with Seal of Party Address:
Mail id: Tel ph no.

**UNDERTAKING FOR UNCONDITIONALLY ACCPETANCE OF THE
CHIAL's QUOTATION TERMS & CONDITION**

To,

Deputy General Manager (Commercial) CHIAL.

**SUB: UNDERTAKING FOR UNCONDITIONALLY ACCPETANCE OF THE
QUATATION TERMS & CONDITION.**

1. The Quotation document for the work of Name of work: Decoration in Terminal Building (All Areas i.e. City side, Visitor Concourse Area, Check-in area, SHA, Arrival (International and Domestic), Project office, CISF Barracks, Airport entry Gates at Chandigarh International Airport on the following occasions:

- 1. Christmas-2020 & New Year-2021**
- 2. Republic Day-2021**
- 3. Holi-2021**

has been provided to me / us by CHIAL and I/we have downloaded from the website. I /We hereby certify that I/we have inspected the site and read the entire terms and conditions of the tender documents made available to me / us, 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(s) the quotation condition of the CHIAL's quotation documents in its entirety for the above work.

3. The contents of Quotation have been noted wherein it is clarified that CHIAL reserves the rights to reject the conditional quotation without assigning any reason thereto.

4. That, I/we declare that I/we have not paid and will not pay any bribe to any officer of CHIAL for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of CHIAL asks for bribe/gratification, I will immediately report it to the Appropriate Authority in CHIAL.

Yours faithfully,

(Signature of tenderer) With Rubber Stamp

CERTIFICATE OF TURNOVER FROM CHARTERED ACCOUNTANT
(ON COMPANY LETTER HEAD)
(TO BE PUT IN ENVELOP-A)

“It is certify that as per the balance sheet and profit & loss account during the financial year 2017-18, 2018-19 and 2019-20 the turnover is as under:

FY 2017-18.....

FY 2018-19.....

FY 2019-20.....

Signature of the Chartered Accountant

Name of the Chartered Accountant

Membership No. of ICAI

UDIN No.

Date & seal

ANNEXURE-II (TO BE FILLED and submitted in Envelope 'B')

Name of work: Decoration in Terminal Building (All Areas i.e. City side, Visitor Concourse Area, Check- in area, SHA, Arrival (International and Domestic), Project office, CISF Barracks, Airport entry Gates at Chandigarh International Airport on the following occasions:

SCHEDULE OF QUANTITY

S.No.	Total Events (03)	Total Amount (Rs) excluding GST In figures	Total Amount (Rs) excluding GST In words	Area for decoration
1.	Christmas-2020 & New Year-2021			Refer Page No. 04
2.	Republic Day-2021			Refer Page No. 05
3.	Holi-2021			Refer Page No. 06
Sub Total				

(Total Amount in Words: Rs Only)

Signature of issuing authority

(Company stamp and signature)

- a. The amount of licence fee shall be conspicuously written both in figures as well as in words in English. Any over writing, correction or insertion shall be duly signed by the authorized signatories of the tenderer(s).
- b. In case of discrepancy between the amount offered in figures and words, the offer written in words shall only be considered.
- c. No correction shall be done by applying white fluid or by otherwise defacing.
- d. The tenderer shall put cello-tape over the quoted rate to avoid any alteration.
- e. Once the Agency has given unconditional acceptance letter to CHIAL's Quotations terms & conditions in its entirety, he is not permitted to put any remarks(s) / condition(s) .