



चण्डीगढ़ इंटरनेशनल एयरपोर्ट लिमिटेड

Chandigarh International Airport Limited



NIQ 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 and CISF Barracks on Christmas and New Year 2020 at Chandigarh International Airport.

| | |
|----------------------------------|----------------------------------|
| Estimated Cost | : Rs. 5,00,000/- (Excluding GST) |
| Time Period (completion of work) | : 03 Days |
| Last date & time of submission | : 20.12.2019 upto 11:00 Hrs |
| Decoration Period | : 24.12.2019 to 02.01.2020 |

| | |
|--|-----------------------------|
| Last date & time of submission | : 20.12.2019 upto 11:00 Hrs |
| Date and time of opening of quotations (Technical) | : 20.12.2019 at 12:00 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 09 (One to Nine 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 the CEO, CHIAL from eligible Contractors / Specialized 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 and CISF Barracks on Christmas and New Year 2020 at Chandigarh International Airport,**” with completion period of **03 days**.

| Name of work | Estimated cost (Rs.) Excluding GST | EMD in Rs. | Completion Period |
|--|--|-------------|-------------------|
| Decoration in Terminal Building (All Areas i.e. City side, Visitor Concourse Area, Check- in area, SHA, Arrival (International and Domestic), Project office and CISF Barracks on Christmas and New Year 2020 at Chandigarh International Airport, Mohali Airport. | Rs. 5,00,000/- | Rs. 10000/- | 03 days |

Eligibility Criteria

1. Agencies having experience of handling at least 04 events (at-least two events of Govt. Organisation/State Organisation/PSU/AAI/CHIAL) and having an average turnover of Rs. 10,00,000/- for 03 (Three) completed Financial years. (Please attach copies of work order/Purchase order/Agreement.)
2. Quotation Document for the said work can be downloaded from the website www.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 20/12/2019 up to 1000 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, Chandigarh on or before **last date & time for submission of Quotations:-**

Envelope ‘A’ (All documents are required to be signed and stamped by the bidder)

- Experience Certificate
- Turnover Certificate (CA Certified)
- Form of Quotation.
- Schedule of Quantities as per Annexure-1
- Unconditional Acceptance Letter – Given at Page No. 8
- Copy of PAN
- Copy of GST Registration, (if applicable) An undertaking may be submitted in case of non-applicability of GST on bidder.)
- RTGS Details showing amount of EMD Transferred to CHIAL as per attached format.
- EMD of Amounting Rs.10000/- (Ten Thousand only) in form of DD/RTGS (for RTGS details please refer page-4) 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 and Time for submission of Quotations : 20.12.2019 up to 1100 Hrs

Date and Timing of Opening of Quotations : 20.12.2019 at 1200 Hrs

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 | YES BANK |
| 2 | ACCOUNT NO. | 010981400000120 , CHANDIGARH INTERNATIONAL AIRPORT LIMITED |
| 3 | IFSC CODE | YESB0000109 |
| 4 | BRANCH NAME | SCO-538, SECTOR – 70, MOHALI – 160070 |
| 5 | SWIFT CODE: | YESBINBB (required for international transactions only) |

GENERAL INFORMATION / GUIDELINES-NIQ

- 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)
- Payment shall be made (after deduction of applicable taxes) on successful completion of work and submission of GST TAX invoice. No advance payment shall be made/ admissible.
- 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) except unconditional rebate on quoted rates, if any in Schedule of Quantity.
- The quotation shall be submitted in sealed cover with writing name of work and name & address of agency on cover.
- 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.
- CHIAL shall be empowered to discontinue the contract on unsatisfactory performance.
- The work can be deviated as per site condition maximum upto 30% of work order value.
- The electricity shall be provided by CHIAL on free of cost basis.
- All transport and hospitality expense for the workers engaged by the firm have to be borne by the firm contractor.
- 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')

1. Quotation: **Decoration in Terminal Building (All Areas i.e. City side, Visitor Concourse Area, Check- in area, SHA, Arrival (International and Domestic), Project office and CISF Barracks on Christmas and New Year 2020 at Chandigarh International Airport.**
2. Location:- **Chandigarh Intl. Airport**
3. Name & Address of the Bidders (in block letters):
.....
.....
4. Status of the Bidders (Proprietorship/Partnership/Limited company/Self owned):-
.....
5. Name of the Proprietor/Partner/MD, as the case may be:
.....
6. PAN No.....
7. GST No. (if applicable)
8. Bank Account No.....
9. Offer amount to be given in the list attached with Quotation form.
10. 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 of wrong information.
11. 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 Bidders
Date:-

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

To,

DGM (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,

DGM (Commercial) CHIAL.

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

1. The Quotation document 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 and CISF Barracks on Christmas and New Year 2020 at Chandigarh International Airport**, 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 there to.
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**

ANNEXURE-I (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 and CISF Barracks on Christmas and New Year 2019 at Chandigarh International Airport for a period of 10 days i.e. 24.12.19 to 02.01.2020

SCHEDULE OF QUANTITY

| S.No. | Description of Item | Quantity | Days | Total Amount (Rs) excluding GST | Area for decoration |
|-------------------------|---|------------------------------------|------|---------------------------------|---|
| 1. | Series light single/multicolor/Parkan Light | 50 nos. 20 feet each minimum | 10 | | Garden Area (Arrival-Domestic) |
| 2. | Christmas Tree with decorations (Multi color Balls, Stars, Glittering Stars, Snow star, bells, Hanging Gifts, Red Stockings and other decorative items) 30 x 10 as per site availability | 05 | 10 | | Arrival or departure hall |
| 3. | Distribution of gifts to passengers/children Bunch of Toffees/small santa/bells/stars. | 300 | 02 | | (Arrival/Departure 25.12.2019 & 01.01.2020 |
| 4. | Selfi points (Santa claus/Reindeer/Star/Christmas Tree/Chariot/Floral Flowers/Woollen Frills/artificial garlands/Tinsels/Stockings and Stocking hooks/Drums/Christmas wreath with Santa/Ribbons for tying garland or making bows around vases or planters/Other Decorative items) 10 x 10 or as per site availability | 10 | 10 | | Terminal Building |
| 5. | Roof hangings/drop downs/decorative dangles/art (Santa claus/Reindeer/Star/Christmas Tree/Chariot/Floral Flowers/woollen Frills) | Minimum 200 | 10 | | Terminal Building |
| 6. | (Flowers/Woollen Frills/artificial garlands/Tinsels/Stockings and Stocking hooks/Drums/Christmas wreath with Santa/Ribbons for tying garland or making bows around vases or planters/Other Decorative items) | 4000 running Sq. feet | 10 | | Terminal building |
| 7. | (Santa claus/Reindeer/Star/Christmas Tree/Chariot/Floral Flowers/Woollen Frills/artificial garlands/Tinsels/Stockings and Stocking hooks/Drums/Christmas wreath with Santa/Ribbons for tying garland or making bows around vases or planters/Other Decorative items) | Minimum 150 pieces | 10 | | Terminal building |
| 8. | Heavily decorated door wreath, Multi colored Hand design for arrival and departure gates | 04 gates | 10 | | Arrival & Departure Gates |
| 9. | Photographer | 02 days full Coverage | 02 | | Terminal Building 25.12.2019 & 01.01.2020 |
| Grand Total (Rs) | | | | | |

(Total Amount in Words : Rs.....Only)

(Company stamp and signature)

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