

भारतीय विमानपत्तन प्राधिकरण
AIRPORTSAUTHORITY OF INDIA

नागर विमानक्षेत्र, वडोदरा
CIVIL AERODROME, VADODARA



कोटेशन आमंत्रण सूचना
NOTICE INVITING QUOTATION

Rate Contract for Hiring of vehicles on need basis (Non-regular hiring) for Two year at C A Vadodara, Vadodara.

किसे जारी किया गया/ Issued to : _____

पता/ Address : _____

विमानपत्तन निदेशक /Airport Director
वडोदरा / Vadodara



**Name of Work:Rate Contract for Hiring of vehicles on need basis
(Non-regular hiring) for Two year at C. A.
Vadodara, Vadodara.**

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यह प्रमाणित किया जाता है की इस कोटेशन प्रपत्र में कवर पेज एवं सूची पत्र पेज को मिलाकर कुल 11 पेज है ।

This is to certify that this quotation document contains 11 pages in total including Cover page & index.

विमानपत्तन निदेशक / AirportDirector
वडोदरा /Vadodara



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

कोटेशन आमंत्रण सूचना / NOTICE INVITING QUOTATION

**NAME OF WORK:RATE CONTRACT FOR HIRING OF VEHICLES ON NEED BASIS
(NON-REGULAR HIRING) FOR TWO YEAR AT C A
VADODARA, VADODARA.**

1. Item rate Sealed quotations are invited for the **“HIRING OF VEHICLES ON NEED BASIS (NON-REGULAR HIRING) FOR TWO YEAR AT C A VADODARA, VADODARA”** by in charge (Tech) on behalf of Airport Director, Airports Authority of India, Vadodara Airport, Vadodara-390022 in **two envelope system** from reputed Travel Agencies, Car Rentals and other Transport Firms.

Last Date of Receipt of Sealed Quotation	13.01.2020 Up to 15:00 Hrs.
Date of opening of Technical Bid	13/01/2020 Up To 15:30 Hrs.
Date of opening of Price bid	Depending Upon Technical Qualification Check

2. TWO ENVELOPE SYSTEM.

Quotations should be submitted in two separate envelopes.

A. ENVELOPE – A - Technical Bid – Containing the following documents

- I. Copy of GST registration
- II. Copy of Firm registration certificate(Register Office must be within 10 Km radius from Vadodara Airport)
- III. Copy of NIQ – Sheet 1 and 2 (either downloaded from AAI website or obtained from AAI E & M workshop, MT department) duly signed by the bidder accepting terms & conditions.
- IV. Copy of PAN CARD.
- V. Acceptance Letter duly signed with seal of the bidder. Annexure –I
- VI. Bank details (Annexure-II)

B. ENVELOPE – B – Price Bid – Containing the following document.

- I. Price Bid As per Annexure –III.

Both the envelopes super scribing Envelope – A (Technical Bid) & Envelope-B (Price Bid) shall be **separately sealed and placed in a master envelope**. The master envelope shall also be sealed and super scribed with the name of the work **“HIRING OF VEHICLES ON NEED BASIS (NON-REGULAR HIRING) FOR TWO YEAR AT C A VADODARA, VADODARA”** and submitted to Manager(Tech), Airports Authority of India, O/o The Airport Director,

Technical, Vadodara Airport, Vadodara-390022. Offers not adhering to two envelope system or unsigned offer shall be rejected out rightly.

Envelope- B shall be opened after evaluation of basic documents of Envelope – A.

3. OTHER TERMS & CONDITIONS.

1. The Bidder is advised to study the Terms & Conditions given in NIQ, Technical specifications provided in Unconditional Price Bid (Annexure-III) Unconditional Acceptance Letter (Annexure – I) and Bank details (Annexure-II).
2. The vehicle will be hired from any firm/agency which is becoming the Successful bidder. The Evaluation Criteria for deciding the Successful bidder is detailed below:
 - 2.1. The criteria for deciding the Successful Bidder shall be primarily based on the maximum number of least quote against the slabs: Local Duties **8 HOURS/80 KMs, and Outstation (minimum 300 KMs per day)** for the Category of vehicles as given in the Financial/Price Bid (Annexure-III).
 - 2.2. In case more than one Tenderer emerges as the Successful Bidder, the maximum number of least quote against the item: Rate per HOUR and Rate per KM will be considered for identifying the Successful Bidder, with the Rate per HOUR higher in preference to Rate per KM.
 - 2.3. In both the above cases, if more than one bidder emerges as Successful Bidder, then it will be decided on the highest annualized turnover for the previous three (03) financial years ending 31-03-2019.
 - 2.4. Rates quoted by the bidders against each segment/category will be evaluated independently on lowest basis.
 - 2.5. In case quoted rates are found to be on the higher side, AAI may negotiate with the successful bidder to bring down the rates to their lowest. For such cases, zero rates or abnormally low rates quoted by other Bidders will not be considered.
 - 2.6. In case the Successful bidder is the lowest bidder (L-1) only in some category of vehicles, then the Successful bidder will have to match the price of lowest bidder in categories where its position is L-2 or L-3 or lower.
 - 2.7. In any case, the lowest rates quoted with respect to each Item No. shall be applicable to the Successful bidder.
3. Whenever transport is required, it will be intimated through telephone and transport should be made available without fail at any point of time, even at short notice.
4. The contract is purely on day-to-day need basis and temporary in nature, therefore it can be terminated at any time without assigning any reason whatsoever. Also it does not provide any claim/right for seeking any kind of job (permanent/casual-in full or part) in AAI or other Govt. /Semi-Govt.

organization/PSU etc. None of the taxi agency employee has any right or claim for employment in AAI.

5. The rate for each item should be worked out and requisite totals should be given.
6. No advance shall be payable for above said work to the agency, payment will be made as full and final after satisfactory completion of job.
7. Period of contract shall be valid for 24 (Twenty Four) months to be reckoned from the date of issue of work order and further extendable by another 12 (Twelve) months with the prior approval of the competent authority, AAI, on the same rates and terms & conditions based on satisfactory performance of previous year and mutual consent.
- 8. The rates quoted should be inclusive of oil, Fuel and Maintenance.**
- 9. DriverCharge, Night halt Charges, Parking Charges, Toll Charges,any other charges andGST Excluding. The percentage of GST rate should be clearly mentioned.**
10. On acceptance of quotation, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from Airport Director or his representative shall be communicated.
11. The vehicle shall be in good mechanical condition, well maintained with valid RTO documents with full and comprehensive insurance coverage for the officials traveling in it. The vehicle shall be of 2018 model and later. Only commercially registered vehicles should be sent for the trips. The vehicle should report with sufficient fuel for the day's use.
12. All essential documents such as valid certificate relating to Registration, Road Tax, Insurance, Fitness, permit, PUC, etc. (whatever applicable) should always be present in the vehicle.
13. The vehicle shall be provided with decent upholstery, clean seat covers, comfortable seat cushions and any other basic fittings like radio, cassette player etc. for maximum comfort of the passenger.
14. The Agency shall provide well-behaved, pleasant personality, well-mannered drivers in clean and proper uniform. The driver shall have minimum of three (03) years of experience and should be in possession of valid RTO driving license. Drivers of the vehicle must be provided with and maintain their own mobile phone. No extra charge will be paid by AAI.
15. The Agency should provide sufficient money to the drivers so as to cover his requirement during tour. The driver should not be under the influence of liquor or any other intoxicants or smoke while on duty. In the event of such happenings, the driver will have to be removed from services and any damages caused by such contractor's employees will be totally borne by the contractor.
16. In case of any break-down and un-serviceability or any other event on the vehicle, responsibility should be owned by the contractor and alternative vehicle arrangement should be made immediately, failing which, the touring executive(s) will be allowed to hire any vehicle to complete the journey and the expenditure thus incurred, shall have to be borne by the contractor. AAI will not be liable for any incidents/accident to the vehicle or noncompliance by the driver. The speedometer reading and time for starting and closing shall be counted from AAI Office/Reporting office and

Relieving place. O/o The Airport Director, Airports Authority of India, Vadodara Airport, Vadodara-390022 दूरभाष/TEL: 0281-2451849 फ़ैक्स/FAX:0281-2453009 ई-मेल/E-mail: tech_vabo@aai.aero

17. For any reason, no escalation of prices is allowed.
18. If in a particular slabs mentioned (8 HOURS/80 KMs and 12 HOURS/300 KMs) vehicle run beyond extra kms and extra hours then only charges of either extra km extra hours will be added by contractor while submitting the bill.
19. In case of misconduct on the part of the driver, the agency shall replace the driver immediately on receipt of complaint from AAI.
20. In case of any accident or traffic violation during the trips, the contractor will be solely responsible for all the follow-up remedies including judicial process if any and AAI Vadodara will not bear any responsibility in any way for the person(s) and material.
21. All disputes arising out of the contract shall be referred to courts under the jurisdiction of Vadodara Court only.
22. If the AAI considers that the performance of the contractor is unsatisfactory or not up to the expected standard, the AAI shall notify the same to contractor in writing and specify in detail the cause of such dissatisfaction. The AAI shall have the option to terminate the contract by giving 30 days' notice in writing to the contractor, if contractor fails to comply with the requisitions contained in the said written notice issued by the AAI and the decision of the Airport Director shall be final and binding on the Contractor.
23. The Agency must be complete 01 Year from the date of Issuing Work Order for provision vehicle as and when required on same quoted price. If the Agency want to be quite before 01 year from signed contract then AAI would be take necessary action and Agency must be paid to AAI.
24. The contract can be terminated by issuing 60 days' notice in writing at any time by either the party without assigning any reason and the contractor shall not cease to render the service facility until the AAI makes alternate arrangements thereof and informed the contractor accordingly. The extended period after expiry of the notice period will not, however, be more than 30 days in any case.
25. Trip details shall be recorded in the Trip Sheets; the information shall be clear & legible. The same shall be submitted along with bills.
26. AAI reserves the right to hire vehicles on need basis (Non-regular hiring) from an alternative source, if situation warrants.
27. A fine of Rs. 200/- per hour will be deducted if the vehicle doesn't report on time. If a vehicle doesn't report at all, AAI will be at liberty to hire vehicle of similar class/type/category from L-2 bidder or from market for which the bill will be borne by the contractor. A fine of Rs. 100/- will be deducted if the driver is found missing from duty place.
28. The Airport Director, Airports Authority of India, Vadodara has the right to accept or reject any/all quotation without assigning any reason whatsoever.
29. The bidders are requested to offer their best-discounted rates. The rates quoted in Annexure-III should be inclusive of all taxes (Expect GST) and

- other charges if any. No extra payment will be made other than the quoted amount. AAI shall not provide.
30. Transparent cellophane tape should be fixed on the quoted rates.
 31. The firm should not submit more than one offer/product.
 32. 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.
 33. AAI is not bound to accept the lowest quotation and reserves the right to accept or reject any or all quotation without assigning any reason thereof and to call for any other details or information from any of the bidder
 34. AAI shall not be responsible for any postal delay and offers received beyond stipulated date and time shall not be considered.
 35. All-time extensions, corrigenda, addenda, amendments, clarifications etc. if any of the NIQ document will be posted on AAI website.
 36. Bidders should regularly visit the website to be updated.
 37. Quotation submitted by bidders who are black-listed/debarred by CBI/AAI/ Undertaking/ Dept. like Railways, Defense or any Govt. of India/State Govt. are liable to be rejected at any time without showing any cause during the process.
 38. Bill should be addressed to the Airport director, AAI, Vadodara Airport.
 39. The supplier/Bidder must sign in all pages of this NIQ documents (including Annexure – I, II, III,) with the company seal and date. The NIQ documents being uncompleted /without being enclosed the copies of documents shall not be considered and rejected out rightly.
 40. Payment will be made only through NEFT/RTGS. As per AAI policy, No advance payment is payable.

प्रबंधक (तकनीकी) /Manager (Tech.)
कृते विमानपत्तन निदेशक/For Airport Director
भारतीय विमानपत्तन प्राधिकरण/Airports Authority of India
वडोदरा /Vadodara

To,
The Airport Director,
Airports Authority of India,
Vadodara Airport,
Vadodara, Gujrat-390022

Unconditional Acceptance Letter

(on Firm Letter head) (To be submitted in Envelope-A)

Dear Sir,

1. The quotation documents for the work **“Rate Contract for Hiring of vehicles on day-to-day need basis (Non-regular hiring) for Tow year at AAI, Vadodara Airport”** have been issued to me/us by Airports Authority of India and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained therein.
2. I / we hereby certify that I / we have read the entire terms and conditions of the tender document 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 tender conditions of AAI’s tender document in its entirety for the above works.
3. The contents of all clauses of Notice Inviting Quotation have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety. It is not permissible to put any remarks / conditions (except unconditional rebate on price if any) in the tender enclosed and the same has been followed in the present case. In case, this provisions of the tender is found violated after opening Envelope- I" & "II", I / We agree that the tender shall be rejected and AAI shall without prejudice to any other remedy be at liberty to forfeit the full said earnest money absolutely.
4. 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.

5. 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 NIQ/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.
6. 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. 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: -----

Sign of Bidder with company Seal
Name and Designation
of Authorized person/signatory:

Contact No: _____

Email ID: _____

(On Letter Head)

BENEFICIARY DETAILS FOR RTGS/NEFT FUNDS TRANSFER

1. Name of the Account Holder i.e. Bidder :
2. PAN/TAN No. of the party i.e. Bidder :
3. GSTIN :
4. Name of the Bank :
5. Address of the Bank :
6. Bank Account No. :
7. Bank MICR Code :
8. IFSC Code of the Bank :
9. Type of the Bank Account :

Note :- In addition to above scanned copy of cancelled cheque may please be provided.

Place :

Date :

(Beneficiary's i.e. Bidder's
Name and Signature)

**FINANCIAL BID (SCHEDULE OF RATES)**

(To be submitted in Envelope-II)

QUOTATION FOR ANNUAL RATE CONTRACT FOR HIRING OF VEHICLES ON NEED & CALL BASIS AT AAI, CIVIL AERODROME VADODARA, VADODARA-390022

Sr No	Particulars	Vehicle Type			Remarks
		Swift Dzire	TOYOTA INNOVA	TOYOTAINNOVA Crysta	
1	Local Station 8 Hrs@80KM				
2	Out Station 300Kms per Day				
3	Rate per Extra Hour				
4	Rate per Extra KM				
5	Driver Allowance per Day				
6	Driver Allowance per Night				

Certified that the rates quoted above are subject to the Terms & Conditions of NIQ Ref No. AAI /VADO /TECH /VEHICLE HIRING/RATE CONTRACT dated:

Date:Signature of Tenderer / Authorized Signatory(With Company Seal)