



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

प्रयागराज हवाई अड्डा, प्रयागराज, उ. प्र.  
PRAYAGRAJ AIRPORT, PRAYAGRAJ, U.P.



**AIRPORTS AUTHORITY OF INDIA  
PRAYAGRAJ AIRPORT, PRAYAGRAJ**

No: AAI/PRJ/MT/HIR-VEH/NIQ/2021

Date: 29.06.2021

**NOTICE INVITING QUOTATION (NIQ)**

**(NOTE: This document contains total 08 Nos. of pages.)**

**Name of Work: Rate Contract for Providing Vehicle on Hire on Call / Requirement basis.**

Sealed Quotations in the prescribed form (Annexure-II) are invited by AGM (CNS)/ MTO on behalf of Airport Director, Airports Authority of India, Prayagraj Airport, Prayagraj, Contact No. 0532-2288104 from reputed Travel Agencies/Car Rental Firms/Taxi Operators for "Rate Contract" for providing A/C vehicles on hire/day rental/call basis and as & when required to Airports Authority of India, Prayagraj Airport for a period of 12 Months.

Sealed Quotations shall be addressed to AGM (CNS) / MTO, Airports Authority of India, Prayagraj Airport, Prayagraj, Contact No.0532-2288104/9419059518. The cover containing the quotation shall be sealed properly and be super scribed with the NIQ reference no and name of work. Duly filled in, signed and Sealed Quotations will be received as per the schedule listed below. Offers received after the due Date & Time will not be considered.

Estimated Cost of Work (However, Since Need Basis Actual Cost may vary and can be Higher /Lower)	Rs. 1, 75,650/- per year. GST extra (As applicable)
Last Date for Bid Submission	09.07.2021 UP to 15:00 Hrs.
Bid Opening Date Envelope I (Technical Bid)	09.07.2021 at 15:30 Hrs..
Bid Opening Date Envelope II (Price Bid)	09.07.2021 at 16:30 Hrs.

  
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AAI is not responsible for any postal delay. Tenderers, if desire, may witness the opening of quotation. The NIQ can be downloaded from AAI website [www.aai.aero](http://www.aai.aero) or may be collected from the Office of AGM (CNS) / MTO, Airports Authority of India, Prayagraj Airport, Prayagraj – 211012. Any further Amendment/Corrigendum will be published on the AAI website only. Tenderers are requested to regularly visit the AAI web site for further updates.

**Terms & Conditions:-**

1. The tenderers are advised to study the NIQ, instructions, Terms & Conditions and satisfy themselves before submitting the quotation. The firms shall quote their best / lowest rates against each item shown in the enclosed Proforma "Offer Sheet -Schedule of Quantity" as per the formats (Annexure -II).
2. Airports Authority of India (AAI) reserves the right to accept or reject any or all the offers without assigning any reason.
3. Conditional Offers/Offer without signature will not be considered. Firms not accepting the terms & conditions need not apply.
4. Tenderer shall submit a complete set of NIQ document duly signed in all pages.

**5. Submission of Bids:**

The Bid submission is of Two Bid Systems consisting Envelope -1 "Technical Bid" and Envelope -2 "Price Bid".

**Envelope-1: Technical bid**

The following Documents are to be submitted in "Technical Bid" (Envelope-1):-

1. Signed Copy of PAN.
2. Signed Copy of GST Certificate.
3. Annexure-I (Unconditional Acceptance Certificate)
4. Stamped Signed Copy (In all pages) of Notice Inviting Quotation.

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**Envelope-2: Price Bid:**

Schedule of rates as per format, Annexure-II is to be submitted in "Price Bid" (Envelope-2)

Both Envelopes must be sealed separately and to be kept in one large size envelope which must be sealed and submitted to the MTO, O/o Airport Director, AAI, Prayagraj Airport, Prayagraj - 211012.

6. Quotations shall be signed by the tenderer, properly sealed and be submitted as per tender schedule. Quotations received after the due date will not be considered. AAI is not responsible for any postal delay. Only sealed quotations will be considered. Quotations submitted without signature of the tenderer will not be considered.
7. **Discrepancies and adjustment of errors:-** If there are varying or conflicting provisions made in anyone document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the contractor.
8. **Validity of Offer:** The Quotation for the said works shall remain open for acceptance for a period of 90 (Ninety) days from the Due Date of opening of Quotations.
1. **Period of Contract:** The Period of Contract is for 12 Months. Contract may be extended for three months at same terms & conditions. Airports Authority of India (AAI) reserves the right to terminate the contract at any time without assigning any reason.
2. Contractor should provide 2019 & later model vehicles having Tourist Motor Cab/Taxi Registration. Any Vehicle which may primarily be meeting the above age norms but the same if not found to be in good mechanical and physical condition, having dirty/bad exteriors or interiors, vehicle with peeled off paint scratches, dents, on the body, torn/dirty seat covers etc., will not be accepted. Vehicle should be cleaned hygienically and well maintained at all times.
3. Vehicle should always have valid RTO related documents along with Pollution Control Certificate & Comprehensive Insurance policy and in addition it should compulsorily be provided with mini fire Extinguisher & First Aid box.

  
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4. The contractor should provide driver & fuel for the Hired Vehicles. The Driver shall compulsorily wear neat & clean dress (preferably uniform) and should be well mannered. Driver shall have proper driving license. He shall always be provided with an android / Windows mobile phone with Map Navigation and Internet Facility. He shall report for trip duty on time. He shall behave decently with the passenger /users.
5. Vehicle booking will be made over telephone/mobile 02:00 Hrs. before requirement. Firm must be capable of providing vehicle at short notice also. Vehicle booked is liable to be canceled subject to our administrative reasons, for cancellation no charges is payable by AAI.
6. Outstation Trips: Vehicle required for Outstation trips also to be provided even on short notice period (02 Hrs).
7. Starting KMs for each trip shall be counted from the respective User at Reporting place/ AAI, Prayagraj Airport, Prayagraj. Contractor should send Duty Slip/Trip sheet along with Vehicle in which the starting & closing KMs should be entered and after completion of the trip, signature of the user has to be obtained without fail.
8. The tenderer shall have the capability / sources network to provide the vehicles as and when required.
9. Trip details shall be recorded in the Trip Sheets, properly signed by the user, the information shall be clear & legible. The same shall be submitted along with bills. Note: Trip sheets unsigned by user shall not be accepted for payment.
10. Rates Quoted shall be inclusive of operating costs, Driver wages/allowances, fuel cost, maintenance, Toll Tax, all statutory requirements and all applicable taxes or any other charges. However, Parking Charges & interstate permit Charges as applicable will be paid, subject to actuals on production of original receipt except these no other charges will be paid by AAI.
11. Rates offered shall remain fixed during the entire period of contract. The revision of offered rates due to price escalation/de-escalation of fuel are not allowed.
12. Price Bid will be opened Only for Bidders Qualifying all the requirement of the Technical Bid of NIQ.
  - a. Price Bid (Envelope-II) Evaluation:





- i. **The Bidder quoting lowest rates in total of local rates of Annexure-II will be the successful bidder and will be considered for award of the contract for local rates.**
- ii. **Quoted rate calculation for L1 (lowest bidder) for Local run = Average of rate quoted for all Category of Vehicle of (Basic rate for 08 hrs & 80 Km a day + Incremental Rate of per hour run for 04 hrs + Incremental Rate of per Km for 20 Km).**
- iii. **The Bidder quoting lowest rates in total of Outstation Rates of Annexure-II will be the successful bidder and will be considered for award of the contract for Out station Rates.**
- iv. **Quoted rate calculation for L1 (lowest bidder) for out station run = Average of rate quoted for all Category of Vehicle of (Rate for 200 Km/ day + rate of extra km for 70 Km run + Night charge)**
13. If vehicle is not provided on any booking, suitable action will be taken by AAI (including debarring in AAI).
14. In case of any breakdown of hired vehicle the tenderer shall provide alternate vehicle at the earliest.
15. In case the hired vehicle driver become sick or ill while on wheels, the tenderer shall provide substitute driver from the nearest location.
16. **Payment Terms & Conditions:**
  - (i) Airport Director, Prayagraj Airport will be the paying authority of the said work.
  - (ii) Contractor has to submit all Bills/Invoices in duplicate along with the Trip sheets duly certified by the user. Statutory deductions/TDS wherever applicable are deductible as per rules.
  - (iii) AAI will not make any advance payment. Payment will be made on monthly basis through RTGS after submission of monthly bills of all Trips carried out in the concerned month against submission of Bills/invoices.
  - (iv) Calculation for payment of **local run** will be: Basic Quoted Rate [8 Hrs. & 80 Kms a day] plus Quoted Incremental Rate [beyond 8 Hrs. or 80 Kms.]
17. Tenderer on award of work will provide their bank account details for E-payment (duly signed by tenderer); Name & Complete Address of the Bank, Bank's Branch

*[Handwritten signature]*  
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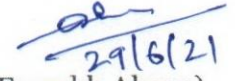
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Code, Bank Account No. and IFSC Code etc. for RTGS payment and firm's details for Vendor Registration (format will be issued along with work award letter).

18. The contractor can be terminated with one month notice in case of violating the terms of contract.
19. Receipt & Acceptance of work Order may be acknowledged/conveyed immediately.
20. The bidder awarded work will be required make an agreement with Airports Authority of India on Non-judicial Stamp paper worth of value Rs. 100/- within 30 days from the date of issue of work order (Draft Agreement copy will be provided along with Work Order).
21. In case of any dispute the decision of Airport Director, Airport Authority of India, Prayagraj Airport, Prayagraj – 211012 shall be final & binding on all concerned.

  
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(Farrukh Ahsan)

AGM (CNS) / MTO

Prayagraj Airport

**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 NIQ.**

Sign of Bidder with company Seal

Date



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Date: 29.06.2021

**Annexure-I**  
**(To be submitted in Envelope-1, Technical bid)**

To,  
**The Airport Director**  
**Airports Authority of India**  
**Prayagraj Airport**  
**Prayagraj – 211012**

Sir,

**ACCEPTANCE OF AAI's TERMS & CONDITIONS**

1. The tender documents for the work of "Rate Contract for Providing Vehicle on Hire on Call / Requirement basis" has been provided to us by AAI office / downloaded by us from AIRPORTS AUTHORITY OF INDIA website, and I/we certify that I/we have read the entire terms and conditions of the tender document Ref. No. Ref: AAI/PRJ/MT/HIR-VEH/NIQ/2021 made available to me/us from AAI website/ Office of AGM (CNS) / MTO, Airports Authority of India, Prayagraj Airport, Prayagraj – 211012, Contact No. 0532-2288104, 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 tender conditions of AAI's tender documents in its entirety for the above work.
3. The contents of Notice Inviting Quotation of the Tender documents 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 quoted rates if any) in the tender enclosed in Envelope-I & II and the same has been followed in the present case. In case, any 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 right or remedy be at liberty to forfeit the full said Earnest Money absolutely.
4. That I 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. That if any officer of AAI asks for bribe/gratification, I will immediately report it to the appropriate authority in AAI.
5. The required earnest money deposit for this work is enclosed herewith.

Yours faithfully,

(Authorized Signatory of Bidder with Stamp)

Date:

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Authorized Signatory of Bidder with Stamp



**Offer Sheet – Schedule of Quantities**

**(To be submitted in Envelope-II, Price Bid)**

**HIRE VEHICLE ON NEED BASIS FOR LOCAL TRIPS/ OUTSTATION TRIPS**

SN	Category of Vehicle	Local Rates (Rs.)			Out Station Rate (Rs.) Round Trip and Local				
		Basic Rate (Rs.) 8 Hrs. & 80 Kms. a day (A)	Incremental Rate per Hrs. (Beyond 8 Hrs.) (Rs.) (B)	Incremental Rate Per Kms. (beyond 80 Km) (Rs.) (C)	Grand Total D=A+(4xB)+(20xC) (D)	For 200 Kms. Per day. (E)	Extra Per Km Charge (F)	Night Charges 10 PM to 5 AM (G)	Grand Total H=E+(70xF)+G (H)
1	Hatchback (1100 to 1400 cc)								
2	Sedan (1400 to 2000 cc)								
3	SUV (1400 to 2000 cc)								
Average									

(Rates shall be quoted inclusive of all **but Exclusive of GST**. However, GST as applicable from time to time will be payable).

I hereby agree with the terms & conditions of the NIQ Ref: AAI/PRJ/MT/HIR-VEH/NIQ/2021 dated: 28.06.2021 for Rate Contract for Providing Vehicle on Hire on Call / Requirement Basis.

Name: \_\_\_\_\_ (Authorized Signatory of Bidder with Stamp)

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten Signature]*  
29/6/21