



Ref No. AAI/AGT/TECH/FIRE RECRUITMENT/2024/

Date: 12.08.2024

**NOTICE INVITING QUOTATION.**

**Name of the work: Hiring of vehicles during Fire Recruitment at MBB Airport, Agartala.**

Sealed Quotations in the prescribed form (Annexure-I) are invited by In-Charge (Technical), Airports Authority of India (AAI), MBB Airport, Agartala on behalf of Chairman, AAI from reputed Travel Agencies / Car Rental Firms / Taxi Operators for 15 days for providing vehicle to Airports Authority of India, MBB Airport, Agartala on the terms & conditions listed below.

Sealed Quotations shall be addressed to The In-Charge (Technical), Airports Authority of India, MT Section, MBB Airport, Agartala. The cover containing the quotation shall be sealed properly and be super scribed with name of the work "**Hiring of vehicles during Fire Recruitment at MBB Airport, Agartala.**" Duly filled in, signed and Sealed Quotations will be received **up to 15:00hrs on 19/08/2024** and will be **opened at 15:30 hrs.** on the same day. Offers received after the due date & time will not be considered. AAI is not responsible for any postal delay. The tenderer if desires, can participate in opening of the quotation. The NIQ can be downloaded from AAI website [www.aai.aero](http://www.aai.aero). Any further Amendment / Corrigendum will be published in the website only.

**Two Envelope Systems: -**

Duly signed, stamped and Sealed Bids will be submitted in the following pattern: -

**Envelope – A (Technical Bid)**

To be superscripted as "**Hiring of vehicles during Fire Recruitment at MBB Airport, Agartala.**"

This envelope should consist of the following documents in addition to other document that the bidder likes to enclose: -

- I. Copy of Goods and Service Tax Registration Certificate (GST).
- II. Duly signed Unconditional Acceptance as per Annexure-I
- III. Copy of PAN card

**Envelope – B (Financial Bid)**

This envelope should consist the **Price Bid (Annexure-II)** in prescribed format but on the Company's letterhead in a separate envelope. The work will be awarded to lowest quoted rate in total for all Items in financial bid.

If any shortcoming is observed or any clarification is required in respect of the received Technical bids, the same shall be asked and bidder shall submit the requisite documents/clarification within the stipulated date and time intimated, failing which, the bid will be liable for rejection. Non-submission of any of the required documents or submission of any aforesaid documents in a manner which is in non-conformance with the relevant clause of bid document, shall result in disqualification of the bidder.

**Bid Evaluation:** The evaluation criteria/comparison of rates for identifying the successful Bidder shall be based on the total lowest rate quoted in Financial Bid.



**Terms & Conditions: -**

1. The tenderers are advised to study the NIQ, instructions, Terms & Conditions and satisfy themselves before submitting the quotation. The firm(s) shall quote their best / lowest rates against each item shown in the enclosed "Financial Bid" as per the format (**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 / Offers without signature will not be considered. Firms not accepting the terms & conditions need not apply.
4. Quotations shall be signed by the tenderer in all pages, properly sealed and be submitted. Quotations received after the due date will not be considered / returned. 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.
5. **Period of contract** shall be valid for 15 days to be reckoned from the date of issue of work order and further extendable if necessary on the same rate, terms and conditions.
6. Vehicle provided shall be in good condition. Vehicle shall meet all the statutory requirements, AAI shall not be held responsible for any lapse in this regard and AAI will not accept any claim in this regard on any account. Vehicles authorized to operate on hire/rental/cab only be provided.
7. Vehicle should have proper valid Fitness Certificate, Comprehensive Insurance, permit & Pollution certificate and all statutory requirements of state and central govt. Insurance should cover all kinds of incidents/accident to the vehicle.
8. 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.
9. The contractor shall display the board / stickers stating "ON AAI DUTY" at appropriate place of front side of vehicle at contractor's cost at the discretion of AAI.
10. Rates offered shall remain fixed during the entire period of contract and for quantities variation up to 100%. The revision of offered rates due to price escalation / De-escalation of fuel is not allowed.

**Payment:**

11. AAI will not make any advance payment. Payment will be made through RTGS in 20 days after completion of work after submission of Bills / invoice. Statutory deductions / TDS wherever applicable are deductible as per rules.
12. The Kilometer run will be calculated from authenticated Log Book, duly signed by the user.
13. 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 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).



**Penalty**

14. In case of breakdown of any vehicle, the contractor shall replace the vehicle immediately. Failure to replace the vehicle will entitle AAI to deduct an amount of Rs.500/- per hour subject to a maximum of Rs.4,000/- per day for all types of vehicles, in addition to deduction of approved hiring charges on prorata basis.

15. In case of late reporting of vehicle by 30 min, 45 min & more than 1 hrs, a penalty of Rs 500, Rs 750 & Rs 1000 respectively shall be deducted.

-Sd-

In-charge Tech.  
MBB Airport, Agartala



## SCOPE OF WORK

### NAME OF WORK: **Hiring of vehicles during Fire Recruitment at MBB Airport, Agartala.**

1. The vehicles are required by AAI, MBB Airport, Agartala for ferrying guests for fire recruitment during 21.08.2024 to 04.09.2024
2. Contractor should provide driver & fuel for the hired vehicle. The driver shall compulsorily wear uniform with name badge displayed and should be well mannered, neat and tidy in all respects. He should have a valid RTO license. Driver of the vehicle must be provided with and maintain their own mobile phone. No extra charge will be paid by AAI in this regard.
3. The vehicle should be in good working condition, hygienically cleaned, **sanitized** and well maintained at all times. **For this purpose, soothing car perfume may be used.** The vehicle should always have the RTO related documents, including RC, PUC, Insurance, Fitness, permit etc.
4. **Only commercially registered vehicles which are insured comprehensively shall be used for hiring purpose.** The vehicle should report with sufficient fuel for the day's use.
5. Log Book or Trip Sheets should be maintained regularly for the vehicle for record of KMs and timing covered. The Log Book shall be submitted along with Invoice for processing payment. In case of failure of odometer, the actual distance traveled shall be assessed by the Competent Authority, whose decision in this regard shall be final and binding.
6. Toll & Parking bill will be reimbursed by AAI based on production of receipts/corresponding FASTag statement as per government rules.
7. The work will be carried out as per AAI's NIQ Terms & Conditions.

Sd/-  
In-Charge (Technical)  
AAI, MBB Airport, Agartala-799009



**ANNEXURE-I**

**UNDERTAKING-CUM-DECLARATION**

**(Unconditional acceptance of Terms & Conditions of Bid, non-payment of bribe, non-participation of near relatives and non-blacklisting / debarring of Firm)**

<b>Name of Work</b>	<b>Hiring of vehicles during Fire Recruitment at MBB Airport, Agartala.</b>
<b>NIQ No. &amp; Date</b>	<b>AAI/AGT/TECH/FIRE RECRUITMENT/2024/      Date: 12.08.2024</b>

1. I / We hereby certify that I / We have read the entire terms and conditions of the Bid 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 Bid conditions of AAI's Bid document in its entirety for the above works.

It is clarified that after unconditionally accepting all the NIQ conditions in its entirety, it is not permissible to put any remarks / conditions in the Technical Bid Financial Bid submitted and the same has been followed in the present case. In case any provisions of this Bid are found violated after opening of Technical Bid and Financial Bid, I / We agree that the Bid shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to take necessary action as per NIQ conditions.

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 Bid/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 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 Tenderer / Authorized Signatory  
(With Company Seal)**

**ANNEXURE-II**



(FINANCIAL BID)  
SCHEDULE OF RATES (TO BE SUBMITTED ENVELOPE-B)

Name of work: Hiring of vehicles for Fire recruitment at Agartala.

NIQ Ref. No.: AAI/AGT/TECH/FIRE RECRUITMENT/2024/ Date: 12.08.2024

Sr.No	Description	Unit	Qty	Rate excl GST (In INR)	Amount excl GST (In INR)
1	Hiring charge of following type of vehicle along with its driver for 10 Hrs. -100 kms requirement for MBB airport.				
1.1	Bolero or equivalent	Each/day	10		
1.2	Ertiga or equivalent	Each/day	45		
1.3	Maruti Ciaz or equivalent	Each/day	10		
1.4	Maruti Dzire or equivalent	Each/day	10		
2	Hiring charge of following type of vehicle for extra run of distance beyond 100 km				
2.1	Bolero or equivalent	Per Km	200		
2.2	Ertiga or equivalent	Per Km	600		
2.3	Maruti Ciaz or equivalent	Per Km	500		
2.4	Maruti Dzire or equivalent	Per Km	200		
3	Hiring charge of following type of vehicle for extra run of time beyond 10 hrs				
3.1	Bolero or equivalent	Per Hr.	20		
3.2	Ertiga or equivalent	Per Hr.	50		
3.3	Maruti Ciaz or equivalent	Per Hr.	10		
3.4	Maruti Dzire or equivalent	Per Hr.	10		

Total (in INR):

**Note:**

- Quantities above are for 15 days and Rate to be quoted shall be inclusive of all duties, taxes and other charges but exclusive of GST. GST will be paid extra as applicable.
- Conditional financial bids shall be rejected.

**Date:**

Signature of Tenderer / Authorized Signatory  
(With Company Seal)