



**AIRPORTS AUTHORITY OF INDIA
CIVIL AIRPORT, PANTNAGAR**

No.: AAI/PNT/MT/HIR-VEH/NIQ/2022

Date: 02.12.2022

NOTICE INVITING QUOTATION (NIQ)
(NOTE: This document contains total 09 Nos. of pages.)

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

Sealed Quotations in the prescribed form (Annexure-III) are invited by Airport Director, Civil Airport, Pantnagar on behalf of Chairman, Airports Authority of India, Contact no. 05944-233686 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, Civil Airport, Pantnagar for a period of 12 Months.

Sealed Quotations shall be addressed to Airport Director, Airports Authority of India, Civil Airport, Pantnagar, Contact no. 05944-233686. 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. 1,75,513/- for 01 year. GST extra (As applicable)
Last Date for Bid Submission	22.12.2022 UP to 15:00 Hrs.
Bid Opening Date Envelope I (Technical Bid)	23.12.2022 at 15:30 Hrs.
Bid Opening Date Envelope II (PriceBid)	To be intimated Later

AAI is not responsible for any postal delay. Tenders, if desire, may witness the opening of quotation. The NIQ can be downloaded on or before 22.12.2022 upto 15:00 Hrs from AAI website www.aai.aero or may be collected from the Office of Airport Director, Airport Authority of India, Civil Airport, Pantnagar-263145. Any further Amendment/Corrigendum will be published on the AAI website only. Tenders are requested to regularly visit the AAI website for further updates.

1. Eligibility criteria – Reputed Travel Agencies, Car Rental and other Transport Firms (Having their main/Branch office in Udham Singh Nagar District) are eligible to participate in tender.
 - 1.1 **Legal Status** – As a proof, copy of certificate of registration under Proprietorship, Partnership Deed or Article of memorandum of association as the case may be.
 - 1.2 **Power of Attorney** – Power of Attorney (Stamp of Rupees 100/-) authorizing the designated executive to sign all document on behalf of the company or Firm, if the bid is not signed by the Director of the Company (If required)



- 1.3 **Experience** – The bidder should submit successfully completed work (Phase/Part completion of the scope of work in contract shall not be considered, **however pre-determined phasing of the work will be accepted**) of providing and operating vehicles on hire basis to Government Departments/Public Sector Undertaking or reputed Private Sector Companies/Firms (within India) during last seven years ending on the last/date/extended date of submission of bid in India. Work experience will be evaluated on annual basis.
- One work/order of value more than or equal to **Rs. 1,40,410.00** only
 - Two work(s) /order(s) each of value more than or equal **Rs. 87,756.00** only.
 - Three work (s)/order(s) each of value more than or equal to **Rs. 70,205.00** only.
- 1.4 **Annualized Average Financial Turnover – CA Certificate for Annualized Average Financial Turnover:** Vendor should submit annualized average financial turnover of at least Rs. 52654.00 only during last 3 financial years ending on **31st March 2022 in the given** format enclosed as Annexure-II.
- 1.5 **Performance/Experience Certificate-**
- Bidder must submit performance/experience certificate in respect of work(s)/order (s) claimed against experience as mentioned below.
These certificate should be issued by the end user agencies for which the work(s)/order(s) have been carried out and endorsed by the bidder. Such performance/experience certificate should clearly indicate the following.
 - Value of order or contract.**
 - Scope of order or contract.**
 - Order or contract no.**
 - Contract Award date & End date**
 - That the works/orders have been completed satisfactorily.**
In case of end user agency being a Government Department/Public Sector Undertaking, document as per above, shall be submitted by bidder.
 - In case bidder submitting performance/experience certificate from private sector companies/firm (within India), TDS certificate issued by firm, copy of bank statement, where the payments from end user agency were credited, duly endorsed by bidder should be submitted in addition to performance/experience certificate as per above.
- 1.6 **Fleet of Vehicles-**
- The bidder should have **05 (Five) numbers of vehicle registered** either in the name of Proprietor/firm/company or attached to him by power of attorney (POA).
 - All vehicles in the fleet shall have following valid documents from appropriate authorities.
 - Valid Commercial registration certificate.
 - Valid insurance.
 - Pollution under control (PUC) certificate.



Terms & Conditions:-

1. The tenderers are advised to study the NIQ, instructions, Term & 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-III).
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. 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/GST.
2. As a proof, copy of Certificate of Registration under Proprietorship, Partnership Deed or Article of memorandum of association as the case may be.
3. Power of Attorney (If Required).
4. Experience certificate along with work order & work completion certificate.
5. CA Certificate for financial turnover as per Annexure II.
6. Annexure-I (Unconditional Acceptance Certificate).
7. Fleet of vehicles along with Commercial Registration, Valid Insurance & PUC.
8. Stamped Signed Copy (In all pages) of Notice Inviting Quotation.

Envelope-2: Price Bid: Schedule of rates as per format, Annexure-III 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 on or before 22.12.2022 UP to 15:00 Hrs to the Airport Director, AAI, Civil Airport, Pantnagar-263145.

6. Quotation 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 quotation 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 any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the documents 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 2020 & later model vehicles having Tourist Motor Cab/Taxi/Commercial 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 peeling off paint scratches, dents, on the body, torn/dirty seat cover 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. Should compulsorily be provided with mini fire Extinguisher & First Aid Box.
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, Civil Airport, Pantnagar. 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 vehicle 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. Rate Quoted shall be inclusive of operating costs, Driver wages/allowances, fuel cost, maintenance, all statutory requirements and all applicable taxes or any other charges. However, Toll Tax, 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 requirements of the Technical Bid of NIQ.



Price Bid (Envelope-II) Evaluation:

1. **The Bidder quoting lowest rates in total of local Rates & Outstation Rates of Annexure-III will be the successful bidder and will be considered for award of the contract.**
 - a) **Quoted rate calculation for Local run = Aggregate of rate quoted for all Category of Vehicle of (Basic rate for 04 hrs & 40 Km + 08 hrs & 80 Km a day + Incremental Rate of per hour run + Incremental Rate of per Km run).**
 - b) **Quoted rate calculation for out station run = Aggregate of rate quoted for all Category of Vehicle of (Rate for 200 km/day +rate of extra km for 70 km run + Night charge).**
 - c) **If vehicle is deployed for less than 08 Hrs/ 80 Kms but more than 04 Hrs/40 Kms. AAI will pay either for 08 Hrs/ 80 Kms or for 04 Hrs/ 40 Kms + incremental rate per Hour run and per Km run, whichever is less.**
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, Civil Airport, Pantnagar 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 deduction/TDS wherever applicable are deductible as per rules.
 - (iii) AAI will not make any advance payment. Payment will be made through RTGS against submission of Bill/invoices after Trip carried out.
 - (iv) Calculation for payment of Local run will be: Basic Quote Rate (4 Hrs. & 40 Kms or 8 Hrs. & 80 Kms a day) Plus Quoted Incremental Rate.
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 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 15 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, Airports Authority of India, Civil Airport, Pantnagar-263145 Shall be final & binding on all concerned.

(Sumit Saxena)
Airport Director
Pantnagar 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 & conditons to be fulfilled as per NIQ.

Sign of Bidder with company Seal

Date:



Annexure –I

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

To,
The Airport Director,
Airports Authority of India,
Civil Airport, Pantnagar.

ACCEPTANCE OF AAI'S TERMS & CONDITIONS

Sir,

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 have read the entire terms and conditions of the tender document Ref. No. Ref: AAI/PNT/MT/HIR-VEH/NIQ2/2022 made available to me/us from AAI website/office of Airport Director, Airports Authority of India, Civil Airport, Pantnagar-263145, Contact No. 05944-233686, 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 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)



Annexure-II

Formate for CA certificate Indicating Annual Turnover

All Figures in Equivalent Currency (In Rs.)

Description	Last Three Financial Years - Audited		
	Fy 2019-20	Fy 2020-21	Fy 2021-22
Total Turnover			

Financial Year: 1st April to 31st March

This is to certify that (name of the bidder/member of the consortium to be filled by bidde) has Annual Turnover as shown above against the respective/s financial year/s.

Unique Document Identification Number (UDIN):

Singnature:

Name of the Statory Auditor Membership no:

Designation:

Name of the Audit Firm FRN:

(Seal of the Firm):

Date:

Note:

- (1) The certificate as above should show a vaild UDIN, without which the above decleration would be treated as invalid information and incomplete bid.
- (2) If the value in any column of the above tabular format is not entered them it willbe treated as NIL for that year.

SIGNATURE

NAME :

DESIGNATION :

COMPANY SEAL :

DATE



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. 4 Hrs.& 40 Kms. a day (Rs.))	Basic Rate (Rs. 8 Hrs.& 80 Kms. a day (Rs.))	Incremental Rate per Hrs. (Rs.)	Incremental Rate per Kms. (Rs.)	Total E=A+B+C+D	For 200 Kms. per day	Extra Per Km Charge	Night Charges 10 PM to 5 AM	Total I = F+ (70xG)+H	
		(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	
1.	Swift Dzire/ Etios or equivalent										
2.	Innova/ Marazo or equivalent										
TOTAL		TOTAL OF E						TOTAL OF I			
GRAND TOTAL (E+I)											

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

I hereby agree with the terms & conditions of the NIQ Ref: AAI/PNT/MT/HIR-VEH/NIQ2/2022 dated : 02.12.2022 for Rate Contract for Providing Vehicle on Hire on Call/ Requirement Basis.

Name:

(Authorized Signatory of Bidder with Stamp)

Address:

Contact No.:.....

Date: