



AIRPORTS AUTHORITY OF INDIA

**O/o. THE AIRPORT DIRECTOR,
PORBANDAR AIRPORT,
PORBANDAR 360577**

TENDER DOCUMENT

NAME OF THE WORK

**Hiring of 01 Nos. QRT Vehicle (Non-A/C)
and 02 Nos. Motorcycle for ASG at
Porbandar Airport, Porbandar 360577**

**Tender Ref. No.:
AAI/POR/TECH/VEHICLE/QRT/2022/**

**Tender ID-
2022_AAI_114517**

I N D E X

NAME OF WORK: Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar

Sl. No.	PARTICULARS	PAGE NO.
1.	Tender Schedule	3
2.	Notice Inviting Tender (Section-I)	4 – 8
3.	E-Tendering Guidelines to Bidders (Section-II)	9– 11
4.	Definitions (Section-III)	12
5.	Instructions to Bidders (Section-IV)	13 - 16
6.	General Conditions of Contract (Section-V)	17 – 18
7.	Special Conditions of Contract (Section-VI)	19 – 27
8.	Unconditional Acceptance letter (Annexure-A)	28-29
9.	Undertaking for GST (Annexure-B)	30
10.	Affidavit for Debarment/Blacklisting (Annexure-C)	31
11.	E-Payment (Annexure-D)	32
12.	Performa for Performance bank guarantee (Annexure-E)	33-34
13.	Draft Agreement (Annexure- F)	35-36
14.	Financial Bid (Annexure-B)	37

This tender document contains a total of **37 pages** (serially numbered from 1 to 37), including the cover page and this page.

.....Sd.....
O/o. the Airport Director,
Airports Authority of India
Porbandar Airport,
Porbandar-360577

TENDER SCHEDULE

01.	Name of Work.	Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar
02.	Tender Reference No.	AAI/POR/TECH/VEHICLE/QRT/2022
03.	Estimated Cost	Rs. 27,56,571.00 for 24 months (excl.of GST)
04.	Tender Fee (Non-refundable)	Rs. 1770/- (inclusive of GST- 18%)
05.	Earnest money deposit (EMD)	Rs. 55,131.00
07	Tender Publishing Date	30-04-2022 @1300 Hrs.
08.	Bid Document Download /Sale Start Date & Time	30-04-2022 from 1300 Hrs.
09.	Bid Document Sale End Date & Time	12-05-2022 upto 1300 Hrs.
10.	Pre-bid queries, if any, by Bidders to AAI through e-portal – Start Date & Time.	30-04-2022 @1300 Hrs.
11.	Clarification of pre-bid queries, if any, by AAI to Bidders through e-portal – End Date & Time.	05-05-2022 upto 1800 Hrs.
12.	Bid Submission Start Date & Time	30-04-2022 @1300 Hrs.
13.	Bid Submission End Date & Time	12-05-2022 upto 1100 Hrs.
14.	Date & Time of opening of Pre-Qualification/Technical Bid (Envelope –I)	13-05-2022 upto 1130 Hrs.
15.	Date & Time of opening of Financial Bid (Envelope – II)	Will be intimated later on.

Note:-

- a. AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

SECTION: I

NOTICE INVITING e-TENDER

NIT No.: AAI/POR/TECH/VEHICLE/2022

1. Tenders are invited from the reputed Travel Agencies, Car Rentals and other Transport Firms through the NIC CPP e-tendering portal by the Airport Director, Airports Authority of India, AAI, Porbandar Airport, Porbandar Gujarat 360577 on behalf of Chairman, AAI for **"Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar"** for a period of 24 (Twenty Four) Months and further extendable by 01 (One) more year on the same rates and Terms & Conditions, subject to satisfactory performance of the contractor and mutual consent at an **Total estimated cost of Rs. 27,56,571.00** (exclusive of GST).

1.1 Vehicle of different categories as detailed in Financial Bid (Annexure-B) registered for Commercial Use.

1.1.1 The tendering process is online at CPP e-portal URL address <https://etenders.gov.in>. Aspiring bidders may go through the tender document by "Guest User" login.

1.1.2 Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'password' and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The bidder may also take guidance from AAI Help Desk Support as given Section-II of the tender.

1.2 The following 2 Envelopes shall be submitted by the bidders: -

ENVELOPE-I: Pre-Qualification / Technical Bid (Online)

The Tenderer shall submit their application only at CPP Portal <https://etenders.gov.in>. Bidders are advised to follow the instructions provided in the tender document for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Public procurement policy for Micro, small and medium enterprises registered under NSIC shall be followed as per the directives of Government of India prevailing on the date of acceptance.

MSEs which are specified by the Ministry of Micro, small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing and Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).

Such bidders should submit a copy of valid NSIC / MSME Registration Certificate **related to the tendered work in Envelope-I through Online mode only**, to claim exemption from Tender Cost & EMD, failing which their tenders will be summarily rejected.

The bidders should upload the following scanned documents **ONLINE** in support of their meeting each criterion mentioned below in "Envelope-I": -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have GST Registration.	Scanned copy of GST Registration Certificate.
(ii)	Should have Permanent Account Number (PAN).	Scanned copy of PAN Card.
(iii)	Should have experience in providing Transport Vehicles on Hire during the last seven years ending on 31-12-2021 for any one of the following quantum of completed work(s) : - One order - 80% of annual estimated cost, i.e., not less than Rs. 11,02,628.00 OR Two orders - 50% of annual estimated cost, i.e., not less than Rs.6,89,142.75 each order. OR Three orders-40% of annual estimated cost, i.e., not less than Rs.5,51,314.2 each order.	Scanned copy of Work Order, Work Contract Agreement, Completion Certificate/Invoices.
(iv)	Should have annualized average financial turnover of Rs. 4,13,485.65 (30% of the annual estimated cost) during last three financial years ending on March-2022 .	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year - 2019-20, 2020-21 & 2021-22.
(v)	Minimum 01 number of 4-wheel vehicle in the name of owner/firm/proprietor.	Scanned copy of RC to be submitted.
Note: - a. Vehicles should be registered in the name of the Bidder / Firm / Proprietor / Owner / Partner OR under Notarized Power of Attorney (POA) for Commercial Use. In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed is also to be uploaded.		
(vi)	Tender Fee	Scanned copy of Proof of payment for Tender fee (Rs.1770.00) made through online OR Scanned copy of Registration Certificate of NISC/ MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.
(vii)	EMD	Scanned copy of Proof of payment for EMD (Rs. 55,131.00) made through online OR Scanned copy of Registration Certificate of NISC/ MSME / UAM / DICs/ KVIC / KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of EMD.

(viii)	Unconditional Acceptance letter	Scanned copy duly signed with company's seal, as per Annexure-A.
(ix)	Undertaking for GST	Scanned copy duly signed with company's seal, as per Annexure-B.
(x)	Affidavit for Black Listing/Debarment	Scanned copy executed on Rs. 100 Non judicial stamp paper duly notarized, as per Annexure-C.

Note: -

a. Tender fee of Rs.1770/- (including 18% GST) will be is required to be paid online only through payment Gateway provided at the CPP portal itself.

b. Tender Fee & EMD in the form of cash/Demand Draft or any other form shall not be accepted. Tender fee & EMD shall be submitted online through CPP portal only. Vendors shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of Tender Fee & EMD. In no scenario the vendors are required to submit / contact any AAI employees for physical submission of any documents before opening of the bids.

c. **Attention NSIC / MSME Bidders** - The bidders registered under NSIC / MSME are eligible to get the benefits under the Public Procurement Policy for Micro, Small & Medium Enterprises extended by the Govt. of India.

Such bidders should submit a scanned copy of valid NSIC / MSME Registration Certificate **related to the tendered work** in Cover-I **ONLINE**, to claim exemption from **Tender Cost & EMD**, failing which their tenders will be summarily rejected.

d. All the above-said documents are to be submitted on or before the stipulated date and time, failing which tender of bidder will be summarily rejected.

e. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

ENVELOPE-II: Financial Bid (Online)

All rates shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard **BOQ format** with the tender document and the same is to be downloaded and filled by all the bidders.

Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed.

Once the details have been completed, the bidder should save it and submit it online, without changing the file name.

1.3 BIDS OPENING PROCESS

The bid opening process is described below: -

1.3.1

Envelope-I Pre-

Qualification / Technical Bid:

Envelope-I containing document as per Para 1.2 (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid document of the work, they should use "Seek clarifications" on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through CPP Portal or email if required. The tenderer shall upload the requisite clarification / documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP Portal.

The Envelope-I – Pre-Qualification / Technical Bid shall be opened as per Tender Schedule. If any clarification is needed about the deficiency in the uploaded documents in Envelope-I, the same shall be asked to be provided through Short fall document folder in e-tendering portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by the Bid Manager, failing which tender will be liable for rejection.

1.3.2 Envelope-II – Financial Bid:

Envelope-II of those bidders who are found meeting all the requirements of "Envelope-I" only shall be opened.

Bidders may please note that the 'Price Schedule' is attached in the portal. The same (BOQ) file shall be downloaded and be filled in the editable (un protected – colored) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, Name of the bidder etc. No other cells (protected-uncolored) should be changed. Once the details are completed, the bidder should save and submit it online, without changing the filename. **If the BOQ file is found to be modified/alterd in protected un-colored cells by the bidder, the respective bid will be rejected and The Firm will be debarred for 01 (one) year from participating in AAI tender.**

AAI reserves the right to accept or reject any or all applications without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.

The firm / bidder who are blacklisted / debarred by the CBI / CVC / BCAS /AAI or any other Department of Govt. of India or State Government shall not participate in the tender. A declaration to that effect shall be submitted by the parties as per prescribed form (Annexure-A).

AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary / Permanent debar by any Department of AAI, AAI reserve the right to verify the credentials submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm, then AAI shall take the

following action:

The agency shall be liable for debarment for 3 (Three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

* * *

SECTION: II

E-TENDERING GUIDELINES TO BIDDERS

2. Requirement of E-Tendering Participation

Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for Bidders" and go through the 'Self Help files' available in the Home Page after logging-in to the portal <https://etenders.gov.in>. Vendors are required to carry out the following activities:

2.1 Registration

Registration shall be on CPP e-Procurement Portal free of cost, at <https://etenders.gov.in>.

2.2 Login ID:

Bidder shall click '**Apply for Access Authentication**' and fill in the required details as reflected on screen. After saving the details, a password for the registered bidder will be generated by the system and the password will be sent to the **e-mail id** provided by the bidder during registration. On receipt of email, the login id is ready with the bidder to proceed further.

2.3 General guidelines for bidders:

Guidelines to proceed further in the tender process are available in the CPP e-Procurement portal under Self Help Files Tab. Bidders are advised to go through these guidelines before submitting their bids, on-line.

2.4 Digital Certificate:

Bidder shall have a legally valid **class III digital certificate** as per Indian IT Act, 2000, from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (Please visit: www.cca.gov.in). Licensed CA's in India are:

- a) Safescrypt b) NIC c). IDRBT d) TCS
- e) MtnITrustline f) GNFC g). E-MudhraCA

2.5. Online Tendering:

For all AAI tenders hosted on CPP e-Procurement portal, the Envelope-I, II & III shall be submitted on-line only.

Upload the tender in multiple files (by breaking the same into multiples files), each file should not be of more than 10 MB.

2.6 On-line training & technical assistance for interested bidders shall be available as follows:

2.7 Bidder's training support system:

Detailed information in this regard, have been provided to the bidders at CPP e-Procurement Portal i.e., <https://etenders.gov.in> under the Self-Help Tab. However, training support system is given inside the portal and are **visible to the registered bidders only**.

2.8 Help Desk Services:

CPPP under GePNIC, Help Desk Services

(a) For any technical related queries please call the Help desk. The 24x7 Help Desk Number 0120-4200462, 0120-4001002.

Note – Bidders are requested to kindly mention the **URL of the Portal** and **Tender Id** in the subject while emailing any issue along with the Contract details. For any issues / clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel: 0120-4200462, 0120-4001002
Mobile: 91 8826246593
E-Mail: support-eproc@nic.in

(b) For any Policy related matter / Clarifications Please contact Dept. of Expenditure, Ministry of Finance.

E-Mail: cphp-doe@nic.in

(c) For any Issues / Clarifications relating to the publishing and submission of AAI tender(s):

(i) In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).

(ii) Before submitting queries, bidders are requested to follow the instructions given in **"Guidelines to Bidders"** and get their computer system configured according to the recommended settings as specified in the portal at **"System Settings for CPPP"**.

(d) In case of any issues faced, the escalation matrix is as mentioned below:

Sl. No.	Support Persons	Escalation Matrix	E-MailAddress	Contact Numbers	Timings*
1.	HelpDesk Team	Instant Support	<u>e-sap1@aai.aero</u>	011-24632950, Ext-3512	0800-2000Hrs. (MON –SAT)
2.	Mr.Sanjeev Kumar Jr.Exe.(IT)	After 4 Hours of Issue	<u>etendersupport@aai.aero</u>	011-24632950, Ext-3505	0930-1730Hrs. (MON-FRI)
3.	Mrs. S. Nita Sr.Mgr.(IT)	After12 Hours	<u>snita@aai.aero</u>	011-24632950, Ext-3523	0930-1730Hrs. (MON-FRI)
4.	Mr.Y.K. Kaushik Jt. General Manager(IT)	After24 Hours	<u>ykkaushik@aai.aero</u>	011-24651507	0930-1730Hrs. (MON-FRI)
5.	GeneralManager(IT)	After03 Days	<u>gmitchg@aai.aero</u>	011-24657900	0930-1730Hrs. (MON-FRI)

*** The Help desk services shall remain closed on all Govt. Gazetted Holidays.**

(e) The above-mentioned help desk numbers are intended only for queries related to the issues on CPP e-Procurement portal and help needed on the operation of the portal. **For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.**

* * *

SECTION-III

DEFINITIONS

3. "AAI" means the "Airports Authority of India".

3.1 The Chairman means the "Chairman", Airports Authority of India or his successors.

3.2 "Bidder / Tenderer" means the individual or firm who participates in this tender and submit their bid.

3.3 "Bid Manager" means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the project with the bidder / contractor.

3.4 "The Contractor" means the person/firm or company with whom the order for the stores is placed and shall be deemed to include the contractor's successors (approved by the purchaser) representative's executors and administrators as the case may be unless executed by the terms and the contract.

3.5 "Acceptance of Tender" means the letter of memorandum communicating to the contractor regarding acceptance of his tender. This includes an advance acceptance of his tender.

3.6 "The Purchaser" means the "chairman, Airports Authority of India, New Delhi – 110003 or his representative.

3.7 Stores to be supplied at: - As per name of consignee mentioned in tender document/supply order.

3.8 "The Inspecting Officer" means the persons, firm or department authorized by the purchaser to inspect the stores on his behalf. This includes representatives of the inspecting officers so nominated.

3.9 "Specifications" means a specification accepted or approved by the purchaser for the compliance by the contractor.

3.10 "Day" means a day starting from 0000 hrs. to 2400 hrs.

3.11 "Month" means a calendar month or a cycle month depending on the date of commencement of the contract. For all pro-rate calculation, the number of days considered in a month will be 30.

3.12 "The Award Letter / Work Order" means the order placed on contractor / firm for supply of Grass Cutting Machines.

3.13 "The Contract" means the agreement signed between the AAI and the Contractor as per the terms and conditions contained in the tender.

3.14 "The Contract Price" means the price payable to the Contractor under the Purchase Order for the full and proper performance of its contractual obligations.

3.15 "Non-responsive Bid" means a bid, which is not submitted as per the instructions to the bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or incomplete bids or intentional errors have been committed in the Bid.

* * *

SECTION: IV

INSTRUCTIONS TO BIDDERS

4. Tender document:

4.1 The tender document consists of six sections. The bidder shall go through all these sections:

Section – I	: Notice Inviting e-Tender.
Section – II	: E-Tendering Guidelines Bidders
Section – III	: Definitions.
Section – IV	: Instructions to Tenderers.
Section – V	: General Conditions of Contract.
Section – VI	: Special Terms & Conditions of Contract.

Bidders shall comply with each clause of all the above six sections.

4.1.1 Bidders willing to participate may download the digitally signed tender document on-line from CPP e-Procurement portal at <https://etenders.gov.in> and submit digitally counter-signed tender document on-line at the same portal.

4.1.2 The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

4.1.3. Bidder shall upload tender on CPPPP E-Portal well in advance i.e. 24 hrs. before scheduled closing time of bid submission to avoid last minute hassles. **AAI shall not entertain any queries on such subject after last date of downloading tender document.**

4.2 Transfer of Tender document: Tender documents are not transferable.

4.3 Amendment to Tender document:

At any time, prior to scheduled date of submission of bids, AAI, if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / Corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference to this tender and binding on the bidders. Addendum /corrigendum will be notified through CPP e-Procurement portal at <https://etenders.gov.in>.

4.4 Clarifications of Bid Documents:

Bidder, requiring any clarification of the tender documents may submit their queries, if any, only through provision of CPP e-Procurement Portal at <https://etenders.gov.in> and AAI shall not respond to any queries sent though by any other means.

4.4.1 Request for clarifications received from bidders shall be responded by AAI till the schedule date and time indicated in the Tender Schedule or as extended thereto by AAI.

- 4.4.2 Replies to Clarifications by AAI will be uploaded through CPP e-Procurement Portal. The bidders are advised to visit the same at <https://etenders.gov.in> regularly.
- 4.4.3 Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.
- 4.4.4 AAI makes no representation or guarantee as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- 4.4.5 In order to provide reasonable time to bidders to take the amendments made by AAI into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.
- 4.5** AAI shall summarily reject a bid as non-responsive if found valid for a shorter period than specified in the Tender documents. Only in exceptional circumstances, AAI may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.

4.6 Post Tender Qualification for Technical Evaluation:

Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:

- 4.6.1 If any document submitted in Envelope-I is found to be false or fabricated, the bidder shall be debarred from participating in AAI tendering process as per AAI regulations.**
- 4.6.2 Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the bidder.

4.7 Composition of Bids and General Guidelines for bid process:

- 4.7.1 Bidders shall submit their bids as per scheduled date & time through CPP e-Procurement portal at <https://etenders.gov.in> only.
- 4.7.2 Bidders shall submit the tender before the deadline as specified in the Tender Schedule of this tender document. **e-tender CPP Portal shall not allow bidders to submit their tender after the scheduled date & time.**
- 4.7.3 The Envelope-I & II will be opened online by AAI at the time and date as given in the Tender schedule. All the statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for evaluation.
- 4.7.4 The clarifications if any, required from the bidders, will be obtained through query provision available in CPP e-Procurement portal.

4.8 On-line E-Tendering General Guidelines:

- 4.8.1 System shall not permit upload of bids after the scheduled time of submission.

- 4.8.2 The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission.
- 4.8.3 To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification /confirmation of compliance and the response shall be through query provision available in CPP e-tendering portal.
- 4.8.4 Bidders may submit their response to AAI queries through provision of CPP e-procurement Portal Only.
- 4.8.5 No post bid clarification / confirmation of compliance at the initiative of the bidder, shall be entertained.

4.9 Preparation / Submission of Bids: Bids shall be prepared and submitted in three parts: the first, second and third part shall comprise of the Pre-Qualification / Technical Bid (Envelope-I) and the financial bid (Envelope-II) specifying the price offer respectively and the relevant documents, as specified in Section-I, be uploaded in CPP e-procurement portal.

4.10 Language and Currency:

The bidder shall quote the rates in English language and in international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. Over writing is not permitted. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

- 4.11** It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. No condition, whatsoever, shall be stipulated in this part.
- 4.12** Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive Bid and are liable to be rejected. If the bidder gives wrong information in his/her tender, **AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the security deposit.**
- 4.13** AAI reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in technical bid evaluation shall not be opened. AAI also reserves the right at its sole discretion not to award any order for which the tender is. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by tenderers shall not be returned.
- 4.14** AAI shall evaluate the Bids to determine whether they are complete, the documents have been properly signed and the bids are in order.

4.15 AAI will determine the substantial responsiveness of each bid to the Bid documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. AAI's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as substantially non-responsive will be rejected by AAI.

4.16 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender during the tendering process.

4.17 Date of submission and opening of tender can be extended at the sole discretion of the Competent Authority.

4.18 Award of Contract:

4.18.1 The acceptance of the tender shall be intimated to the successful bidder by AAI through Fax / Letter/ Telephone / e-mail etc.

4.18.2 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

* * *

SECTION: V

GENERAL CONDITIONS OF CONTRACT

5. The e-Tenders as per the prescribed Form, are invited in open tender two envelope system:

- | | | |
|-------------|--------------------|--|
| (i) | Envelope-I | : Pre-qualification/Technical Bid |
| (ii) | Envelope-II | : Financial Bid |

5.1 Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.

5.2 Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate tender application.

5.3 The right to accept the tender in full or in part / parts will rest with AAI. The Tender is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.

5.4 The Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.

5.5 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the bidders who resort to canvassing will be liable to rejected.

5.6 On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Airport Director or his authorized representative, which shall be communicated to the AAI.

5.7 Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the technically qualified and responsive Bidder offering and lowest evaluated bid in technically are commonly conformity with the requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard.

5.8 A responsive bidder is one who submits priced tender and accepts all terms and conditions of the specifications and contract documents without any major modifications.

5.9 A major modification is one which affects in any way, the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidder or any right of AAI as required in the specifications and contract documents. Any modification in the terms and conditions of the tender, which are not acceptable to AAI, shall also be treated as a major modification.

5.10 Bidder shall submit a responsive bid, failing which his/her tender will be liable to be rejected.

5.11 All rates shall be quoted in Financial Bid only. Conditional Financial Bid shall be rejected.

5.12 The bidders shall quote their rates in international numerals. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be English. The bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

5.13 The bidder shall duly attest all corrections, cancellation and insertions.

5.14 The Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.

5.15 All the tenders in which, any of the prescribed conditions are not fulfilled / incomplete in any respect are liable to be rejected.

5.16 The Bidder shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority.

Note:- The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.

5.17 The bidders shall furnish a declaration that none of their near relatives is posted in AAI as officer responsible for award and execution of this tender/work as per Annexure-A

5.18 No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of Government of India or AAI is allowed to work as contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India/AAI. The contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the contractor's service.

5.19 Tenders shall be received by the Accepting Authority up to the date and time and shall be opened on the due date and time as detailed in the Notice inviting Tender.

* * *

SECTION: VI

SPECIAL CONDITIONS OF CONTRACT

NAME OF WORK: Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar.

6. SCOPE OF WORK

6.1 The successful bidder(s) has to provide following vehicle(s) with Petrol/Diesel, oil, lubricants (POL) including maintenance and repair etc. and without drivers, complete as required on monthly hire basis as per operational and administrative requirement.

Sr. No.	Type of vehicle	Quantity	Remarks
1	Quick Response Team (QRT) vehicle: Jeep- Mahindra Bolero (Invader)/Thar/Bolero camper 4-wheel drive (non-AC) or equivalent Make 2019 or later (Modified as per specification given in para 1.2)	01	Vehicle with fuel, oil, lubricants for 200 Kms. Per month on 24 hours per day for all Seven days a week basis.
2	Motorcycles: 100-115 cc 1) MC-1: patrolling 2) MC-2: dispatch rider function Make 2019 or later	02	Vehicle with fuel, oil, lubricants all Seven days a week basis. MC-1: 2350 kms per month on 24 hours per day MC-2: 50 ltrs. per month for 08 hrs. per working day

6.2 The Vehicles shall be provided as per following specifications:

- i) QRT Vehicle: **Modification required as per point c, d, e, f & g.**
 - a. Type of Vehicle: Jeep- Mahindra Bolero invader (non-AC)/Thar/Camper 4 Wheel drive or equivalent.
 - b. Mileage: 200 kms per month
 - c. The QRT vehicle are to be painted yellowish green in color.
 - d. The letters "QRT" and "AAI" are to be written in bold capital letters of size 2"x18" so that vehicle can be identified from distance.
 - e. The vehicle should be modified with Soft-Top with roof-top access 2 ft x 2 ft with gun mount at center.

- f. The backseats to be removed and replaced with bench-seat.
 - g. Emergency vehicle lights to be installed at roof top.
- ii) Motorcycles:
 - a. Type of vehicle: Motorcycle of 100-115cc, TVS Star city or equivalent.
 - b. Mileage: MC-1 for patrolling- 2350 kms per month
MC-2 for dispatch rider function: 50 liters. per month
- 6.3** The successful bidder has to provide full quantity of fuel, oil and lubricant(s) required to run the vehicle for prescribed kilometers mentioned in para (6.1) above and any extra kilometers thereafter.
- 6.4** The successful bidder shall be responsible for carrying out all types of maintenance whether major or minor due to either breakdown or regular wear and tear for keeping the vehicle in full serviceable condition at all times during the currency of contract.
- 6.5** The vehicle shall be used for security and operational purposes only and shall not leave airport premises unless specified otherwise.
- 6.6** Substitute vehicle in case of breakdown as replacement to be provided by the contractor. This temporary arrangement will be acceptable for a short duration only. However, in case the repair warrants more time, AAI may consider the specific/special case on its merits.
- 6.7** The vehicles shall be driven by authorized CISF personnel holding a valid Driving License.
- 6.8** The successful bidder shall deploy and operate the vehicles as per instructions of Airport Director, AAI, Civil Aerodrome, Porbandar, Gujarat or his authorized representative as per operational requirements.
- 6.9** The contractor shall carry out the jobs as per specifications of AAI and to its entire satisfaction. In case of any complaints either as regard to the nature of service the AAI shall intimate the contractor, who shall attend to the complaint promptly.
- 6.10** Daily/weekly maintenance should be carried out by the contract on regular basis.
- 6.11** In case the documents submitted by the bidder are false, incorrect, not as per tender conditions, the same shall be liable to be rejected. The financial viability as per prescribed criteria if not fulfilled, the bid shall be liable to be rejected, besides any other appropriate legal action as may be warranted to be initiated by. If it comes to the notice of AAI that any incorrect and/or false information has been submitted by the bidder, such award shall be liable to be cancelled after giving an opportunity of being heard, besides any other legal action, as may be made out under the facts and circumstances of the case.
- 6.12** In case bidder wants to see the vehicle modifications, the QRT vehicle is available at Airport. The bidder may visit the vehicle during working hours (1000 to 1800 Hrs.) before date of bid submission.
- 6.13** The vehicle should be fit in all respect for operation in accordance with Motor

Vehicle Act, Rules and existing laws as applicable from time to time and must be equipped with valid documents, i.e., Registration Book, Insurance Certificate, PUC Certificate, Fitness Certificate, permit with taxes, fees paid up to date during the period of contract.

6.14 The contractor shall be responsible to provide specific make / model of vehicles mentioned in the Financial Bid as per the specific requirement of AAI.

6.15 During the entire period of contract including extension if any, the vehicles shall be subjected to periodical inspection and subsequent acceptance shall be subject to aforesaid fresh inspection by the AAI in consideration to same criteria as indicated above. Any defect or deficiency noticed during inspection should be rectified immediately at the cost of contractor.

6.16 The decision with regard to acceptance or rejection of the vehicles offered by the contractor shall remain with AAI and its decision shall be final and binding upon the contractor.

6.17 CONDITION OF VEHICLE

The vehicle requisitioned should be in perfect working condition, duly registered and insured, having requisite permit and taxes paid up to date. Taxes must comply with Central/State Government and Pollution Act.

The vehicles shall be kept clean and immaculate (from inside and outside) and as scratch free as possible.

Sparkling white (spotless) seat covers of good tapestry cloth shall be provided and shall be changed at least once in a week.

The vehicles suspension system shall be maintained in excellent conditions to provide good riding comfort.

The vehicle should be noise free. Any rattling sound of loose components, windows, shutters, spare wheel, fan belt, loosely kept tool box, etc., should be completely done away with.

Battery, tyres, brakes, head-light beam adjustment, indicator and other lights, starter, wiper, window shutter should be in good and smooth working condition, Retreaded tyres will not be acceptable.

6.18 The contractor shall ensure that milometer of vehicle supplied to AAI is duly sealed and is not tampered. It can be checked by any authorized representative of AAI and reserve the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted.

6.19 The contractor shall take prior permission of AAI for substitution of vehicle provided for duty in case of Break down / maintenance.

6.20 The owner or representative of firm should always be available on his own direct telephone or mobile phone / office as well as residence and the telephone numbers may be specified in this bid document. Contractor must name his liaison officer / representative to be available for coordination in connection with day to day running of the vehicle.

6.21 SECURITY DEPOSIT (S.D.)

The contractor, whose tender is accepted, will be required to furnish by way of a security deposit for the due fulfilment of his contract, the amount equivalent to 3% of awarded value (Annual value) (excluding taxes etc.). The contractor shall have an option either to deposit the entire SD at one time or it will be deducted @ 3% of the gross amount of each running bill till the security of 3% of the annual value is recovered. The security deposit shall be furnished in the form of demand draft/Fixed deposit receipt or Bank guarantee in favors of Airports Authority of India, Drawn on Nationalized Scheduled Bank (As per RBI Schedule) having office in India and payable at Mumbai. No Interest on security deposit is payable by AAI.

After termination / expiry of the contract, the security deposit held by the AAI will be released to the contractor within a period of three months' subject to realization of dues, if any to be made from the contractor.

AAI shall have unqualified option to forfeit the S.D if the contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to AAI. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the S.D. AAI shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by AAI due to any act / commission or defaults by the Contractor.

6.22 PERIOD OF CONTRACT

The contract shall be valid for an initial period of 2 (TWO) year and further extendable by 01 more year on the same rates and terms & conditions, subject to satisfactory performance of the contractor and mutual consent.

6.23 RUNNING & MAINTENANCE

The vehicle will have to be kept in good operating condition at all the times. Procurement of fuel, lubricants, spare etc. will have to be arranged by the contractor at his own cost. All repair maintenance, checkup etc. will have to be arranged by contractor.

The daily maintenance and cleaning should be done in such a way the services are not affected.

6.24 ACCIDENT / DAMAGES / CLAIMS / LIABILITIES

AAI shall be completely free from any liability whatsoever, in the event of any accident while the vehicle engaged under the contract.

The hired vehicle should be fully/comprehensively insured for commercial use by the contractor at his own cost for all risk including fire, strike, flood, earthquake, riots etc. All liability whatsoever towards costs arising due to accident of the vehicle irrespective of reason/cause shall rest upon the contractor only and AAI shall fully stand indemnified.

6.25 QUOTING OF RATES IN BOQ:

The Bidder shall quote Basic Cost in the respective column of BOQ, which shall be: -

(a) Inclusive of costs:

- i. Charges for modifications as per point **6.2**.
- ii. Arising due to Preventive/Scheduled Maintenances, Unserviceability, Breakdowns, Repairs of various Systems & Components of the vehicle either due to normal wear and tear or any type of accident irrespective of reason/cause, including puncture(s).
- iii. Fuel, All Lubricants / Spare Parts /Consumables.
- iv. Supervisor, Stationary, Administrative work etc.
- v. All statutory obligations like Road Tax, PUC, Fitness Certificate, Comprehensive Insurance, RTO Permits, Anti-Collision Light etc.
- vi. Towards making of Vehicle Entry Permit to be issued by AAI, which shall be kept renewed throughout the currency of the contract.
- vii. Profits.

(b) Exclusive of costs:

- i. Driver (shall be driven by authorized CISF personal having a valid Driving License). However, for purpose of maintenance related worksof vehicle, driver shall be arranged by contractor.
- ii. GST.

6.26 CONSIDERATION OF ABNORMALLY LOWBIDS:

Wherever the price of the lowest bidder is lower than the justified cost by more than 25%, the lowest bid can be termed as Abnormally Low Quoted Bid (ALQB). Processing of such bid shall be as follows: -

- (i) All such items which are more than 25% below the justified rate shall be terms as Abnormally Low Quote Items (ALQI).
- (ii) The lowest Bidder has to submit a justification of their price either on CPP portal (if possible) or submit through a separate letter along with analysis of rates for all such ALQI.
- (iii) On receipt of clarifications, AAI shall analyze the Bidder(s) justification and accept or reject the Bid.

6.27 PAYMENT

- 6.27.1 No advance payment shall be paid to the contractor. However, the Contractor shall submit his / her monthly bills along with other statutory documents in duplicate for necessary payment.
- 6.27.2 AAI shall make payment after receipt of bills along with other statutory documents in order, by electronic payment – R.T.G.S.
- 6.27.3 In the event of any dispute on this account, the decision of AAI shall be final and binding on the Contractor.
- 6.27.4 While computing the distance in Kms. the distance covered for taking the vehicle for repair, RTO passing etc. will not be taken into consideration i.e., the number of km that are covered furtherance of performing the scheduled duty will not be taken in to consideration.
- 6.27.5 The KM run of a vehicle from the designated duty place to the garage of the contractor and vice versa shall not be admissible for payment.

6.28 GOODS & SERVICES TAX(GST)

- (i) The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST.
- (ii) The copy (self-attested) of GST Certificate should be submitted before the submission of a first invoice or monthly bill. The GSTIN of AAI and the Bidder must be mentioned on each invoice/hire bill.
- (iii) No claim on account of penalties, interest etc. if any levied by statutory authorities on account of non-compliance of the provision of GST shall be entertained.
- (iv) Goods & Services Tax as applicable will be paid extra by AAI. During the currency of the contract, any change in the GST rate, as notified by the Govt. of India from time to time shall be applicable.

6.29 TAXES & OTHER CHARGES

Income Tax or any other taxes as applicable from time to time shall be deducted as per provisions of the Act from the Bill of Contractor and shall issue requisite TDS certificate.

6.30 LOGBOOK

Log Book of the vehicle shall be maintained by the CISF.

In case of failure of milometer, the actual distance travelled shall be assessed by AAI whose decision in this regard shall be final and binding. The period for which the milometer was found defective, shall be recorded in the remark column of Log Book.

6.31 PENALTY

- (i) In the event of the breakdown of the vehicle, the contractor shall make an alternative arrangement, failing which the following shall be levied as a penalty:

Sl. No.	Description	Penalty (in Rs.)
1.	Within 04 Hours reckoned from the time of call/email	No deduction.
2.	Beyond 04 Hours & up to 24 hours	Prorate deduction.
3.	More than 24 hours	Prorate deduction. Also, a penalty @ Rs.1000/- per day subject to a maximum penalty of Rs. 10000/- per Month.

Note: -

Penalty will be levied only if the vehicle is not repaired/replaced for a full 24 hours of a day (i.e., 0000Hrs. to 2400Hrs.). For part thereof, only prorated deduction will be applicable.

- (ii) In case milometer is not repaired within two days, a penalty of Rs.100/-per day subject to a maximum of Rs.500/- per month will be imposed.

6.32 CONTRACTORS OBLIGATIONS & LIABILITIES

The contractor shall on award of the contract, furnish the list containing names and addresses of his staff along with police verification report of each workman so as to enable the AAI to check the character and antecedents and to provide temporary permits to operate the vehicle within the restricted area (s). The contractor shall get AAI's approval for the staff to be engaged.

6.33 ARBITRATION

All disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract or breach thereof shall be settled by arbitration for which Arbitrator will be appointed by AAI. The applicable law will be the laws of India in force. The jurisdiction for all disputes will be within limits of Porbandar Courts only.

6.34 FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, earth quake, explosions, epidemics, quarantine restrictions, bandh, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable

after such an event may come to an end or cease to exist, and the decision of AAI as to whether the services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option to terminate the contract.

6.35 TERMINATION OF CONTRACT

If the AAI considers that the performance of the contractor is unsatisfactory or not up to the excepted standard, the AAI shall notify the 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.

AAI may also give return notice and without compensation to the contractor to terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

The contract can be terminated by issuing 30 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.

Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the contractor.

If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the contractor or his employees, AAI reserves the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from the AAI whatsoever.

The agreement shall be deemed to have been terminated on the expiry of the contract period unless AAI has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

6.36 SUBLETTING OF CONTRACT

The work shall not be sublet / assigned directly or indirectly to other agencies without prior written consent of the competent authority of the AAI.

6.37 JURISDICTION

The agreement including all matters with this contract, shall be governed by the Laws of India for the time being in force and shall be subjected to exclusive jurisdiction of the Porbandar only.

6.38 CONTRACT AGREEMENT

All Terms & Conditions of the tender, as mentioned in Section-I to VI and Work order placed on successful bidder or any other relevant letter, shall form the part of the agreement to be made with the AAI.

The contract agreement shall be executed on a non-judicial Stamp Paper of value Rs.100/- as per AAI format within one month from the date of award of work and cost of the same shall be borne by the Contractor.

* * *

Unconditional Acceptance letter

[To be submitted in Envelope –I without which the tender shall be summarily rejected].

To,
Airport Director,
Airports Authority of India,
Civil Aerodrome,
Porbandar,
GUJARAT - 360577.

Name of Work: Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar.

Sir,

Having examined the conditions of tender and specifications including addenda, I/We, the undersigned offer to undertake Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Airports Authority of India, Civil Aerodrome, Porbandar, Gujarat – 360577, in conformity with E-NIT, General Information and Guidelines, Terms and conditions, General Conditions of Contract etc. of tender document. I/We agree to abide by the terms and provisions of the said conditions of the tender and provisions contained in the Notice Inviting e -Tender (E-NIT).

2. I/We hereby unconditionally accept (s) all conditions of AAI's tender document in its entirety for the above work. It is certified that I/We have not stipulated any condition (s) in our tender offer, in case any condition(s) are found in our tender violated after opening of tender, I/We agree that the tender be rejected and AAI shall without prejudice to any other right or remedy be at liberty of AAI.

3. I/We have submitted the earnest money of through the payment gateway of State Bank of India integrated / mapped with CPP Portal by AAI or enclosed a valid MSME/NSIC certificate in appropriate class/category of work/services for exemption of Tender Fee (if applicable).

4. I/We declare that I/We have not paid and shall 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 shall immediately report it to the Appropriate Authority in AAI.

5. I/We undertake that AAI's tender document shall form part of contract agreement. I/We understand that AAI is not bound to accept the lowest or any bid received for present tender.

Thanking you,

Yours' faithfully,

Signature of Bidder with date and Seal.

Date : _____

Witness : _____

Name: _____

Signature: _____

Address: _____

Telephone: _____

E-mail: _____

Enclosures:-

UNDERTAKING

(To be printed on letter head of company/firm)

To,
The Airport Director
Airports Authority of India,
Porbandar Airport

Sir,

UNDERTAKING FOR GST

I/we undertake that

1. I/we are registered under GST and our GSTIN are _____(to be filled by bidder) and compliant of GST provision.
2. In case of non-compliance of GST provisions and blockage of any input credit, I/we shall be responsible to indemnify AAI.
3. In case of change in rate of Tax or any provision relating to levy of tax implemented/effectuated by Government resulting in increase/decrease of tax, proportionate tax component shall be paid/recovered from the quoted amount.
4. All input credits have been passed on to AAI by I/we.

Your Faithfully

(signature of tenderer)
With rubber stamp

Date:

AFFIDAVIT

(To be Executed in Rs. 100 Non judicial stamp paper duly notarized)

I/ We, the director(s) / proprietor(s) of M/s _____ do hereby declare that, neither this firm nor its any subsidiary firm is **debarred / blacklisted** by AAI / Government / Semi-Govt / PSU for participating in Tenders.

Date:

(Signature of the Contractor) With rubber-stamp.

(Notary)

E-Payment

To,
Airport Director,
Airports Authority of India,
Civil Aerodrome,
Porbandar-360577

Name of Work: Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar.

Subject: - Request for E-Payment

The following particulars are given below for effecting E-Payment in respect of our Claim/Bill.

- I) Name of the Company : -
- II) Address : -
- III) Bank A/c No. : -
- IV) Bank/Branch Name &Address : -
- V) Branch Code : -
- VI) IFSC Code of the Bank : -
- VII) Permanent A/c No. of the Company: -

We also enclosed herewith a cheque duly cancelled of our above Bank A/c. Thanking You.

Yours faithfully,

Authorized Signature

Proforma for Performance Bank Guarantee

In consideration of the Chairman, Airports Authority of India [hereinafter called “AAI”] having offered to accept the terms and conditions of the proposed agreement between..... and..... [here-in-after called “the said Contractor(s)”] for the works..... [here-in-after called “the said agreement”] vide Order no.Dated..... having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees only) as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We..... (indicate the name of the Bank) [here-in-after referred to as “the bank”] hereby undertake to pay to the Chairman, AAI, an amount not exceeding Rs..... (Rupees only) on demand by AAI.

2. We..... (indicated the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).

3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We

.....(indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharge or till contract-in-charge on behalf of AAI certified that terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We.....(indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the

said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect so relieving us. This guarantee shall not be discharged due to the change in the constitution of the bank or the contractor(s).

6. We..... (indicated the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.

7. This guarantee shall be valid upto unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the..... (Day) of..... (Month), (Year)

For..... (Indicate the name of bank).

Draft Agreement with Successful Bidder

AGRREEMENT

AGRREEMENT (on Rs.100/- Non-Judicial Stamp Paper) for “Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar”. Between Airports Authority of India, Civil Aerodrome, Porbandar, Gujarat and (Name of the Contractor along with address)

THIS AGREEMENT, entered into this (Date) day of (Month & Year) by and between (Name of Contractor), having its office at (Contractor’s Office Address) (hereinafter called the “Contractor”) and the Airports Authority of India having its office at Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi India (hereinafter called the “AAI”), the expressions “Contractor” and “AAI” shall mean their successors, legal representatives or assigns, for the Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Airports Authority of India, Civil Aerodrome, Porbandar, Gujarat

WITNESSETH

WHEREAS, AAI invited offers for the Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Airports Authority of India, Civil Aerodrome, Porbandar, Gujarat.

WHEREAS, the Contractor has offered to undertake Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Airports Authority of India, Civil Aerodrome, Porbandar, Gujarat in accordance with their Price Bid dated (Date) and AAI has accepted its offer.

NOW, therefore, in consideration and mutual covenants contained herein, the Contractor and the AAI (hereinafter referred to as the “parties”) agree that the following document shall be part of this agreement: -

- a. AAI E - Tender Documents for the Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar.” supplied by AAI.
- b. Tender corrigendum no. 1, 2...., if any.
- c. Bid Documents submitted by the Contractor dated (Date) in fulfilling the contract requirements that includes the signed compliance.
- d. Unconditional acceptance of AAI Tender conditions as given by the Contractor.
- e. Queries raised by AAI during technical evaluation and technical clarification submitted by contractor in response thereof.
- f. The price bid of the Contractor which was opened on (Date) and accepted by AAI.
- g. Reference of LOI/Work order issued/acceptance of bidder.

For and on behalf of Contractor

For and on behalf of Chairman, AAI.

Signature

Signature

Name

Name

Designation

Designation

1. Witness: (Signature, Date, Name, Designation on behalf of AAI)

2. Witness : (Signature, Date, Name, Designation on behalf of Contractor)

SCHEDULE OF RATES

DO NOT FILL UP THIS SECTION. IT IS FOR YOUR REFERENCE ONLY.

Validate

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Help

Item Rate BoQ

Tender Inviting Authority: Airport Director, Airports Authority of India, Porbandar

Name of Work: Hiring of 01 Nos. QRT Vehicle (Non-A/C) and 02 Nos. Motorcycle for ASG at Porbandar Airport, Porbandar.

Contract No: AAI/POR/TECH/VEHICLE/QRT/2022

Name of the Bidder/ Bidding Firm / Company :								
<div>PRICE SCHEDULE</div> <div>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</div>								
NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder Rs. P	Rate per extra KM	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	12	13	18	53	55
1	QRT Vehicle							
1.01	01 Vehicle with fuel, oil, lubricants for 200 Kms. Per month on 24 hours per day for all Seven days a week basis.	24.000	Months	INR			0.00	INR Zero Only
2	Motorcycle							
2.01	02 Motorcycles:100-115 cc MC-1: Patrolling- 2350 km for 24 hrs. per day for all seven days a week basis. MC-2: Dispatch rider function 50 ltrs. per month for 08 hrs. per working day.	24.000	Months	INR			0.00	INR Zero Only
Total in Figures							0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only						

TERMS & CONDITIONS: -

1. Goods & Service Tax, will be extra.
2. Rate for Extra KM shall also be filled by the bidder and it will be not be considered for L-1 evaluation.
3. The financial e-Bid shall be submitted in "Items" section of e-tendering portal unconditional rebate i.e., header discount (%) if any it to be put in "Bid Invitation Information Price Component" section only. **The bidder shall follow each category & segment of various vehicles while submitting the rates as mentioned in the above table. Table shall not be unfilled with rate. (Remain Blank)**