

संदर्भसंख्या/Ref. No. AAI/IMP/TECH/ (Hiring) 2022-23

दिनांक/Date: 09.05.2022

(DEPARTMENT OF TECHNICAL)  
IMPHAL INTERNATIONAL AIRPORT IMPHAL 795140

**NOTICE INVITING QUOTATION**

**Name of Work: Providing of One No. Mahindra Camper, 5 Seater and One Scorpio/Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months.**

Item rate Sealed Quotations are invited by Sr. Manager (Tech.), Airports Authority of India, Imphal International Airport, Imphal - 795140 on behalf of the Airport Director, AAI, Imphal International Airport for **Providing of One No. Mahindra Camper, 5 Seater and One Scorpio/Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months.** In two envelope system from Vehicle Rental / Firm.

The vehicle shall not be older than 2019 and shall be in good condition. Vehicles should be hygienically cleaned with good quality upholstery. (Vehicle document should be attached or power of attorney with the firm vehicle not registers in the name of firm).

Last Date of Receipt of Sealed Quotation	17.05.2022- 1500 hrs.
Date of opening of Technical Bid	17.05.2022 -1530 hrs.
Date of opening of Price bid	18.05.2022 - 1100 hrs.

**1. TWO ENVELOPESYSTEM**

Quotations in the prescribed manner duly sealed are hereby invited for : **Providing of One No. Mahindra Camper, 5 Seater and One Scorpio/Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months.**

**A. ENVOLOPE -A - Technical Bid** containing the following documents: -

- Signed NIQ documents - Page No. 1 to 7
- Unconditional Acceptance Letter – Page No. 8 (Annexure –III)
- Self-attested Copy of GST Registration Certificate.
- Self –attested copy of vehicle rental registered Certificate Govt. of Manipur.
- Self-attested Pan Certificate.



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**B. ENVOLOPE- B - Financial Bid** containing the following document: -

- i) Unconditional financial bid in prescribed format as per Annexure - II (Page No. 7).  
Any conditional offer shall be rejected out rightly.

Both the envelopes super scribing Envelope-A (Technical Bid) & Envelope-B (Financial Bid) shall be separately sealed and placed in a master envelope. The master envelope shall also be sealed and **super scribed with the name of the work** and submitted to "Sr. Manager (Tech.), Airports Authority of India, Imphal International Airport Imphal - 795140". Offers not adhering to two envelope system or unsigned offer shall be rejected out rightly.

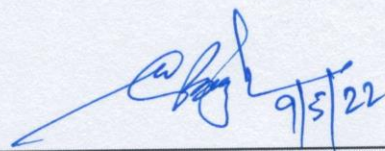
Envelope- B shall be opened after evaluation of basic documents of Envelope - A.

**2. TERMS & CONDITIONS**

- The Agency / Firm are advised to study the Requirement/ Details given in Annexure-I, Financial Bid (Annexure-II) and Unconditional Acceptance Letter (Annexure-III).
- The bidders are requested to offer their best-discounted rates. The rates quoted in Annexure-II should be exclusive of GST and inclusive of other charges if any. No extra payment will be made other than the quoted amount. AAI shall not provide Form C and D.
- The travel agency / firm should have experience in similar nature of works (**i.e. supply of manpower/ Vehicle**) inside the Airport operational area.
- Rental firm should have registered as rental vehicle under the Govt. of Manipur.
- The bidder should have a registered office at Manipur and the proof of the registered office to be provided.
- The vehicle as required should be in perfect working condition, duly registered and insured comprehensively, having requisite permit and taxes paid up to date. The deployed vehicle must comply with State Government.
- The contractor shall take prior permission of AAI for substitution of vehicle provided for duty in case of Break down / 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, check-up etc. will have to be arranged by contractor.
- In case of breakdown of any vehicle, the contractor shall replace the vehicle immediately or within one hour. Failure to replace the vehicle will entitle AAI to deduct an amount of Rs.200/- per hour in addition to reduction on prorata basis, subject to a maximum of Rs.2500/- per day.

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- j. In case the vehicle does not report for duty on any day, a penalty of Rs.2500/- per day will be imposed, in addition to deduction of approved hiring charge on prorata basis
- k. In the event of the date of opening of technical bid or price bid is postponed due to administrative or technical reasons the same shall be opened on the next working day. The bidders can be present during opening of technical and price bid if they wish to.
- l. AAI is not bound to accept lowest quotation and reserves the right to accept or reject any or all quotation without assigning any reason thereof, and to call for any other details or information from any of the bidder.
- m. AAI shall not be responsible for any postal delay and offers received beyond stipulated date and time shall not be considered.
- n. All-time extensions, corrigenda, agenda, amendments, clarifications etc. if any to the NIQ document will be posted on AAI website (www.aai.aero). Bidders should regularly visit website to keep themselves updated.
- o. Bill should be addressed to the Airport director, Airports Authority of India, Imphal International Airport, Imphal 795 140.
- p. The year of manufacturing of vehicle to be provided under the contract shall not be earlier than 2019 and less than 20000 km (Approx.). The vehicle should be registered in the name of the Bidder/ Firm / Proprietor / Owner / Partner OR under the registered Power of Attorney (POA).
- q. 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, Speed Governor, Permit with taxes, fees paid up to date during the period of contract
- r. The contractor shall assign the job of driving of hired vehicle only to qualified, experienced and licensed driver and also assume full responsibility for the safety and security of officers / officials as well as essential stores items while running the vehicle by ensuring safe driving. AAI shall have no direct or indirect liability arising out of such neglect, rash or impetuous driving which is an offense under relevant section of IPC, any loss caused to AAI have to be compensated by the Contractor.



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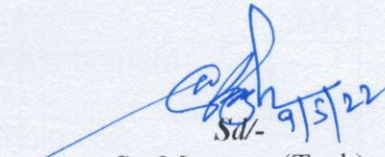
- s. The driver uniform shall be provided by the contractor. Driver should always wear neat and clean uniform and hold a valid Driving License, Airport Entry Pass, Airfield Driving Permit, Vehicle Entry Pass etc. and abide by all the rules laid down by Transport Authority or any other Authority relevant to the subject and should always strictly follow the traffic rules and regulations, so as to ensure safety of the passengers. And also know the local language and route of all districts of Manipur
- t. The driver should be well behaved and punctual while on duty. They should never be in an intoxicated state or smoking. The contractor shall be required to change / replace the driver immediately in case not found suitable by AAI.

The Agency/Firms must sign in all pages of this NIQ documents with the Company Seal. The NIQ documents (Annexure-I, II & III) being uncompleted/ without being date and signature/without being enclosed the copies of documents shall not be considered and rejected out rightly.



The time allowed for completion of work for **Providing of One No. Mahindra Camper, 5 Seater and One Scorpio/Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months** and shall be started from the third day of issue of Award Letter by AAI.

- a. Payment shall be made monthly – on completion of the month, each Running Account bill shall be submitted by the Agency to the Airport Director, Airports Authority of India, Imphal International Airport, Imphal and the same shall be processed with the following Documents.
- Log Book of the vehicle duly signed / verified by the Concerned Department.
  - Bank Account Details for E-Payment.
  - Month wise work completion certificate issued by Sr. Manager-Tech, AAI, Imphal Airport, Imphal.
- b. Payment will be made only through NEFT/RTGS.



Sd/-  
Sr. Manager (Tech)  
For Airport Director,  
AAI, Imphal Airport

Signature of the supplier:

Date:

Seal:

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DEPARTMENT OF TECHNICAL

IMPHAL INTERNATIONAL AIRPORT, IMPHAL - 795140

Annexure - I

**Name of Work: Providing of One No. Mahindra Camper, 5 Seater and One Scorpio/Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months.**

**Details Of The Vehicle**

Sl. No.	Make	Model	Fuel
1	Mahindra & Mahindra	Camper (2019)	Diesel
2	Scorpio/Bolero	2019	Diesel

Signature of Agency with Seal



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DEPARTMENT OF TECHNICAL

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Annexure-II

**FINANCIAL BID**

**Name of Work: Providing of One No. Mahindra Camper, 5 Seater and One Scorpio/Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months.**

Sl. No.	Description of work	Total Rs. (Excl. GST)
01.	<p>Providing of One No. Mahindra Camper, 5 Seater and One Scorpio/Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months.</p> <p>1. Max Operating Time:08 Hrs. 2. Max KM to be covered:80 KM</p> <p>However, in case of watch extension (Operation Hours) for a period upto 2 Hrs. and if the Max. KM is not covered by 60 KM nothing extra will be paid.</p>	

Total Amount: -

(Rupees in Word ..... Only)

Signature of Supplier with Seal



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DEPARTMENT OF TECHNICAL

IMPHAL INTERNATIONAL AIRPORT, IMPHAL - 795140

Annexure-III

**UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF QUOTATION**

To,

The Airport Director  
Airports Authority of India  
Imphal International Airport  
Imphal West - 795 140

**Name of Work: Providing of One No. Mahindra Camper , 5 Seater and One Scorpio/ Bolero with drivers for the use of operational for 03 (Three) Months on Regular Contract Basis at Imphal International Airport and extendable 2 (Two) Months.**

Dear Sir,

The quotation documents for the works mentioned above have been issued to me/ downloaded from the AAI Web site and I have read the terms and conditions of the NIQ documents fully. I / We shall abide by the conditions/clauses contained therein. I/ We hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above works.

It is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not possible to put any remarks / conditions (Accept unconditional rebates on quoted rates if any).

Yours Faithfully,

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

(Signature of the Tendered)

With Seal

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