



NOTICE INVITING QUOTATION

Name of Work: Hiring of one 22/24 Seater Non-AC Bus /Coach & One Swift Dzire A/c Car or Equivalent on monthly basis for the use of HTC, AAI, Hyderabad Airport

Sealed item rate quotations are invited from reputed travel agencies by ASST.MANAGER(Tech) on behalf of General Manager(CIC), Airports Authority of India, Begumpet Airport, Hyderabad-500016 for **"Hiring of one 22/24 Seater Non-AC Bus /Coach & Swift Dzire A/C or Equivalent on monthly basis for the use of HTC, AAI, Hyderabad Airport"** for a period of 9 Months w.e.f.23.05.2022, initially, as per the terms & conditions

1. Eligibility Criteria :

- 1.1: The bidder shall have the experience in providing similar Vehicles on hire to reputed companies/PSUs/Govt.
- 1.2: The bidder shall have a fleet of vehicles (**Model: 2020 or later**) with valid documents. The party shall provide minimum of one vehicle 22/24 Seater Coach/Bus & Swift Dzire A/C or Equivalent with commercial registration, in the name of firm/Proprietor/owner or attached to duly registered power of Attorney (POA)
- 1.3: The bidder shall have valid PAN
- 1.4: The bidder shall be GST Compliant.

2. Type of vehicle :

The travel agency/firm shall provide the following vehicle on hire

- 1) 22/24 Seater Non-AC Bus/Coach
- 2) Swift Dzire A/C or Equivalent

3. Period of Contract : Period of contract shall be for **9 Months w.e.f. 23.05.2022** with the provision of further extension of another six months or as per AAI requirement.

4. SUBMISSION OF QUOTATION :

Quotations should be submitted in **two separate envelopes**.

A. ENVOLOPE – A - Technical Bid – Containing the following self-attested documents

- i. Copy of GST registration certificate
- ii. (An Undertaking needs to be submitted if not falling under GST Regime)
- iii. Copy of PAN
- iv. Valid firm registration of travel agencies, car rental or Transporter firms
- v. List of minimum one vehicle **Model 2020 or later** with valid documents
- vi. along with commercial registration certificate, Road Tax permit, full comprehensive insurance, Fitness certificate with Name of owner or duly registered Power of Attorney (if vehicle is not in the name of owner) to be submitted.
- vii. Proof of work experience from clients

viii. Self-attested / duly signed Undertaking-cum-Declaration on Unconditional acceptance (**Annexe-I**)

ix. Duly filled in Bank details (**Annexe – II**)

B. ENVELOPE – B – Price Bid – Containing the following document.

i) Price Bid is to be submitted for the items as detailed in **Annexure-III & IV.**

Any conditional offer shall be rejected

C. MASTER ENVELOPE:

Both the envelopes super scribing Envelope- A (Technical Bid) & Envelope-B (Price Bid) shall be separately sealed and placed in THE MASTER ENVELOPE. The master envelope shall also be sealed and super scribed with the **name of the work.**

Master Envelope containing Envelope-A and Envelope-B shall be submitted to Asst.Manager(Tech) o/o GM(CIC), Airports Authority of India, E&M Workshop, Begumpet Airport, Hyderabad-500016. 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** of technically qualified bidders.

Duly filled in, signed and Sealed Quotations will be received as per the schedule listed below.

Sealed Quotations duly signed and complete in all respect shall be addressed to **The General Manager (CIC), Airports Authority of India, Hyderabad Airport, Begumpet, and Hyderabad-500016.** For any queries, please send email to em_hyd@aai.aero Or contact Asst.Manager(Tech) , 040-27903785.

Last Date of Receipt of Sealed Quotation	17-05- 2022 up to 11:00 hrs.
Date of opening of Technical Bid	17-05-2022 at 11:30 hrs.
Date of opening of Price bid	After Technical Bid Evaluation

Asst.Manager (Tech)
For GM(CIC), AAI, HYD

Encl : 1) General & Special terms & Conditions (4 pages)
2) Annex-I to II(Unconditional Acceptance & Bank details)
3) Annex-III (Price Bid)

I. GENERAL TERMS & CONDITIONS

- 1.1 Prospective bidders are advised to go through the NIQ and satisfied themselves before submitting bid.
- 1.2 Not more than one Quotation shall be submitted by a Bidder, Not more than one concern in which an individual is interested as Proprietor and / or partner shall Quotation for the execution of the same work. If they do so, all such Quotation shall be liable to be rejected
- 1.3 The right to accept the Quotation in full or in part / parts will rest with AAI. The Bidder is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest Quotation and reserves to itself the authority to reject any or all the Quotations received or cancel the Quotation without as signing any reason thereof. No claim whatsoever will be entertained on this account.
- 1.4 The Submission of a Quotation 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.
- 1.5 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.
- 1.6 AAI shall not be responsible for any postal delay and offers received beyond stipulated date and time shall not be considered.
- 1.7 All-time extensions, corrigenda, addenda, amendments, clarifications etc. if any to the NIQ document will be posted on AAI website. Bidders should regularly visit website to keep themselves updated.

2. Validity of Offer:

- 2.1 The Quotation for the work shall remain open for acceptance for a period of 60 days from the date of opening of Technical Bid.

3. Rates & GST :

- 3.1** All rates shall be quoted in Price Bid only. (As per form given in the Annexure-II of the Quotation form).A.A.I. will not provide Form-C or Form-D. Conditional offers shall be rejected.
- 3.2** Total Value shall be quoted in both figures and words.
- 3.3** No escalation of prices is allowed.
- 3.4** The rates quoted shall be inclusive of oil, fuel, driver batta and any other charges and excluding GST. The percentage of GST rate should be clearly mentioned

II. **SPECIAL TERMS AND CONDITIONS:**

22/24 Seater Non-AC Bus :

1. AAI, Hyderabad Airport requires **one 22/24 Seater Non-AC Bus /Van** (including driver) w.e.f. 23.05.2022 on monthly basis for transportation of Trainees for pickup and drop from Hostel, Begumpet airport to HTC, Begumpet Airport & back Via Prakash Nagar, Hyderabad Public School to HTC & familiarization trips to Shamshabad (as required)
2. **Vehicle Condition:** The vehicle shall not be old i.e. (**commercially registered on 2020 or later**) and should be in proper running condition and must have a valid tax permit to run in the State of Telangana.
3. **Timings of the services: 10 hrs 30 mnts per day**, Morning **08:30 hrs to 19:00** hrs., In case of any changes of timings are anticipated by the training center, the same will be informed in advance to the driver.
4. **Days of operations: 22 working days in a month** , from Monday to Friday . If any holiday occurs between Monday and Friday, the Bus/Van may be required on Saturday.
5. **Approx. Mileage: 600 Km per month.**
Swift Dzire AC Car or equivalent:
6. AAI, Hyderabad Airport requires **one Swift Dzire AC or Equivalent** (including driver) w.e.f. 23.05.2022 on monthly basis for transportation of AAI Officials from HTC to Office or any official purpose within limits of GHMC.
7. **Timings of the services: 10 hrs a day**, Morning **09:00 hrs to 19:00** hrs., In case of any changes of timings are anticipated by the training center, the same will be informed in advance to the driver.
8. **Days of operations: 22 working days in a month** , from Monday to Friday . If any holiday occurs between Monday and Friday, the Bus/Van may be required on Saturday.
9. **Approx. Mileage: 1500 Km per month.**
10. **Period of contract: 9 Months** or as per AAI requirement. At the expiry of the agreed period, AAI may extend the service or issue a fresh work order for further period as per AAI requirement on mutual consent basis at the same rates, terms and conditions.
11. **Deployment:**
 - (i) the vehicles in & out kms/timings will be counted from JET Hostel Near to GCU, Begumpet Airport. For Car , HTC, Begumpet Airport will be counted as reporting point or as required.
 - ii) Wherever applicable, payment for extra duty Hrs/ Kms will be admissible for the duty done if any, beyond prescribed Hrs/Kms.
12. The vehicle should be provided along with the driver and fuel. All safety equipment such as fire extinguishers should be available.
13. AAI is not responsible for any repair and maintenance of the vehicle. No other charges except hire charges will be borne by the AAI.
14. The vehicle should be maintained in neat and clean and perfect running condition.
15. The vehicle should have comprehensive insurance. All the claims arising out of any accident shall be met by the vehicle provider.
16. The Driver should have a valid driving license, should wear proper and clean uniform as prescribed by RTA and follow traffic rules, other regulations prescribed by Government from time to time.
17. The driver must observe all the etiquette and protocol while performing the duty.

18. In case of failure to provide alternative suitable vehicle, hire charges on pro- rata basis shall be deducted from the monthly hire charges. AAI will engage vehicle from other agencies and the cost will be deducted from their bills.
19. The Service provider should follow the time schedule strictly. If they fail to comply with the timings , Penalty will be imposed. Quantum of penalty will be decided in individual cases and decision of the GM (CIC), AAI, Hyderabad Airport will be final.
20. Change of vehicle and driver would allowed only in exceptional circumstances.
21. The monthly hire charges are subjected to statutory deductions.
22. The department / vehicle provider can terminate / withdraw the contract with one month prior notice.
23. The successful bidders on award of letter of intent/ work order will have to fulfill the statutory requirement for obtaining the BCAS/Airport operator permits.
 - a) Obtain & maintain BCAS Clearance for his vehicles and for his drivers on his own expenses throughout the currency of the contract.
 - b) Obtain & maintain "Airport Entry Permit" for his vehicles and "Airport Entry Card" & "Airside Driving Permit" for his drivers from respective AAI Department on his own expenses throughout the currency of the contract.

24. **The rates shall be valid for one year.** The rates should be inclusive of all statutory taxes, hire charges and other wages.

25. Penalties:

- a) A fine of Rs.200/- per hour will be deducted if the vehicle does not report on time if a vehicle doesn't report at all, AAI will be at liberty to hire vehicle of similar class/type from open market and the bill shall be borne by the contractor.
- b) A fine of Rs.100/- will be deducted if the driver is found missing from duty place.

22. Jurisdiction of Contract :

All disputes arising out of the contract shall be referred to courts under the jurisdiction of Hyderabad Court only

23. Bid Evaluation:

- a) The price bids of those fulfill technical bid requirement only shall be evaluated.
- b) The Lowest bidder shall be evaluated based on the rate quoted for monthly hiring charges (Item no. 1) in price bid (as per Annexure-III & IV) and successful bidder will be identified.

24. Payment:

- a) No advance shall be payable for the above said work to the agency, payment will be made as full and final after submission of monthly bills .
- b) Payment is payable in 30 days through e-payment RTGS/ NEFT upon successful and satisfactory completion of work and on submission of monthly bills in duplicate. The supplier will be required to provide their bank account details for making e-payment

S/D
Assistant Manager(Tech)
for GM(CIC)
AAI, Begumpet Airport, HYDERABAD
040-27902741 , em_hyd@aai.aero

UNDERTAKING-CUM-DECLARATION
(To be submitted in Technical Bid / Envelope – A)

To,

The General Manager (CIC)
Airports Authority of India
Hyderabad Airport, Begumpet

Name of Work : Hiring of one 22/24 Seater Non-AC Bus /Coach Swift Dzire A/C or Equivalent on monthly basis for the use of HTC, AAI, Hyderabad Airport

Sir,

I/we hereby certify that I/we have read the entire terms and conditions of the Quotation documents which shall form part of the contract agreement and I/we shall abide by the conditions/causes contained therein. I/we hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above work.

It is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to put any additional file or put any remark(s)/ condition(s) (Except unconditional rebate on quoted rates if any) in the quotation Document and the same has been followed in the present case. In case, this provisions of the quotation if found violated after opening of quotation, I/we agree that the quotation shall be rejected and AAI shall without Prejudice to any other right or remedy be at liberty to forfeit the full earnest money.

That I/we declare that I/we have been not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI.

That I/We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular NIQ/work and no employee of AAI is a Director/ Proprietor/ Partner or holding in my/our firm/company.

I / We do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, we would be solely responsible and AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Signature of Bidder / Authorized Signatory

(with Company Seal & Date)

Bank details

SL NO	Requirements	Information
1	Account Holder Name	
2	MOBILE#	
3	Name of bank	
4	Branch Address	
5	IFSC Code	
6	Nature of account	
7	Account Number	
8	GST No.	
9	PAN Number	
10	Authorised Signature with date	
11	Name of Signatory	
10	VENDOR ADDRESS	

Annexe - III

Ref: No.AAI/HY/EM -26/NIQ/2022-23

Date:

Price bid

To
The GM (CIC),
Airports Authority of India,
Hyderabad Airport,
Hyderabad-500016.

Sub: Notice inviting quotation for “**Hiring of one 22/24 Seater Non-AC Bus /Van on monthly basis for the use of HTC, AAI, Hyderabad Airport**” – reg.

Dear Sir,

With Reference to The NIQ dated. 09.05.2022, we are offering the following rates for
“**Hiring of one 22/24 Seater Non-AC Bus /Van on monthly basis for the use of HTC, AAI, Hyderabad Airport**”

Detail of one 22/24 Seater Non-AC Bus/Van (Model 2020 or later)	Monthly Hire Charges (for 600km mileage) 08:30 hrs to 1900 hrs on all working days (Item no.1)	Extra km charges in excess of 600 kms (Item no. 2)	Extra hour charges in excess of 10:30 hrs per day (Item no. 3)
Regd.No. Model: Make:	Rs.	Rs.	Rs.
Quoted rate in words			

APPLICABLE GST : _____ %

Note: 1. **Hiring charges quoted shall be exclusive of applicable GST.**
2. **For finalizing the lowest bidder, Item No.1 will only be considered.**

Thanking you sir.

Yours truly,

(Signature of the party with date and seal)

Annexe - IV

Ref: No.AAI/HY/EM -26/NIQ/2022-23

Date:

Price bid

To
The GM (CIC),
Airports Authority of India,
Hyderabad Airport,
Hyderabad-500016.

Sub: Notice inviting quotation for **“Hiring of one Swift Dzire A/C or equivalent on monthly basis for the use of HTC, AAI, Hyderabad Airport”** – reg.

Dear Sir,

With Reference to The NIQ dated. 09.05.2022, we are offering the following rates for **“Hiring of one Swift Dzire A/C or equivalent on monthly basis for the use of HTC, AAI, Hyderabad Airport”**

Detail of one Swift Dzire A/C or Equivalent (Model 2020 or later)	Monthly Hire Charges (for 1500km mileage) 09:00 hrs to 1900 hrs on all working days (Item no.1)	Extra km charges in excess of 1500 kms (Item no. 2)	Extra hour charges in excess of 10 hrs per day (Item no. 3)
Regd.No. Model: Make:	Rs.	Rs.	Rs.
Quoted rate in words			

APPLICABLE GST : _____ %

Note: 1. **Hiring charges quoted shall be exclusive of applicable GST.**
2. **For finalizing the lowest bidder, Item No.1 will only be considered.**

Thanking you sir.

Yours truly,

(Signature of the party with date and seal)