



# भारतीय विमानपत्तन प्राधिकरण AIRPORTS AUTHORITY OF INDIA

Ref No: AAI/BM/TECH/Need Basis Hiring/2022-23

Date: 18.05.2022

## **NOTICE INVITING QUOTATION (NIQ)**

**Name of work:** Hiring of vehicles on day-to-day need basis (Non-regular hiring) on annual basis at AAI, Belagavi Airport.

Sealed quotations in two envelope system are invited by the Airport Director, AAI, Belagavi Airport for the work of “**Hiring of vehicles on need basis (Non-regular hiring) on annual basis for AAI, Belagavi Airport**” as per the schedule of quantities mentioned in the **Financial/Price-Bid (Annexure-III)**. The important dates w.r.t. the NIQ process is tabled below:

Sl. No.	Description	Specification
1	Last Date and Time for receipt of sealed quotations or submission of Bids	02.06.2022 upto 1500 HRS.
2	Date & Time of opening of Technical Bid (Envelope-I)	02.06.2022 at 1600 HRS.
3	Date & Time of opening of Financial Bid (Envelope-II)	03.06.2022 at 1100HRS.

**Estimated Cost: Rs. 2,25,000.00 (Two Lakh Twenty-Five thousand only i/c GST)**

## **TWO ENVELOPE SYSTEM**

Quotations/bids should be submitted in two different envelopes:

### **A. ENVELOPE-A-Technical Bid**-Containing the following documents:

- Self-attested copy of valid government registration of Travel Agencies or Transporters.
- Self-attested copy of GST registration certificate.
- Self-attested copy of PAN card.
- Experience certificate w.r.t. providing vehicles on hire basis to any govt. /semi-govt. organization/PSU/reputed private firm for a minimum period of one (01) year during the last five (05) years ending on last date of bid submission for any one of the following quantum of completed work(s): -

One order- 80% of the estimated cost	Not Less than Rs. 1,80,000.00 per annum
Or Two orders- 50% of the estimated cost	Not Less than Rs. 1,12,500.00 each order per annum
Or Three orders- 40% of the estimated cost	Not Less than Rs. 90,000.00 each order per annum

The above work / order should have been satisfactorily completed (Phase/Part completion of work in a contract shall not be considered).

- Copy of annualized average financial turnover of Rs. 67,500.00 (30% of Estimated Cost) during the last three years up to March-2021. **As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement/ Turnover Certificate of the firm duly certified by CA and having UDIN should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected. The documents submitted by bidders without UDIN shall not be entertained and shall be rejected.**



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- VI. Signed Annexure-I (Unconditional Acceptance of AAI's Quotation Conditions, Non-payment of Bribe, Non-participation of near relatives and Non- Blacklisting / Debarring of Firm).
- VII. Signed and filled Annexure-II (GST Undertaking)
- VIII. Duly signed copy of NIQ-Sheet (either downloaded from AAI website [www.aai.aero](http://www.aai.aero) or obtained from AAI MT/Technical Department) accepting terms & conditions.

**B. ENVELOPE-B-Financial/Price Bid**-Containing the following document:

- I. Un-conditional Financial/Price Bid as per the prescribed format (Annexure-III). Any conditional offer shall be rejected outright.

Both the envelopes super-scribing Envelope-A (Technical Bid) and Envelope-B (Financial/Price Bid) should be separately sealed and placed in a master envelope. The master envelope should also be sealed and super-scribed with the name of work **“Hiring of vehicles on day-to-day need basis (Non-regular hiring) on annual basis at AAI, Belagavi Airport”** along with the NIQ Ref. No. & Date and submitted to **“Jr. Executive (Technical), Technical Section, Airports Authority of India (AAI), Belagavi Airport, Samba-591124”**.

If any shortcoming is observed or any clarification is required, the same shall be asked and bidder shall submit the requisite documents/clarification within the stipulated date and time intimated failing which, the bid will be liable for rejection.

Envelope-B of only technically qualified bidders shall be opened.

**Terms and Conditions:**

1. The vehicle will be hired from any firm/agency which is becoming the **Successful bidder**. The **Evaluation Criteria** for deciding the Successful bidder is detailed below:
  - The criteria for deciding the Successful Bidder shall be primarily based on the maximum number of least quote against the slabs: 2 HOURS/30 KMs, 5 HOURS/60 KMs, 12 HOURS/100 KMs and Outstation (minimum 300 KMs) for the Category of vehicles as given in the Financial/Price Bid (Annexure-III).
  - In case more than one Tenderer emerges as the Successful Bidder, the maximum number of least quote against the item: Rate per HOUR and Rate per KM will be considered for identifying the Successful Bidder, with the Rate per HOUR higher in preference to Rate per KM.
  - In both the above cases, if more than one bidder emerges as Successful Bidder, then it will be decided on the highest annualized turnover for the previous three (03) financial years ending 31-03-2021.
  - Rates quoted by the bidders against each segment/category will be evaluated independently on lowest basis.



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- In case quoted rates are found to be on the higher side, AAI may negotiate with the successful bidder to bring down the rates to their lowest. For such cases, zero rates or abnormally low rates quoted by other Bidders will not be considered.
  - **In case the Successful bidder is the lowest bidder (L-1) only in some category of vehicles, then the Successful bidder will have to match the price of lowest bidder in categories where its position is L-2 or L-3 or lower.**
  - **In any case, the lowest rates quoted with respect to each Item No. shall be applicable to the Successful bidder.**
2. Whenever transport is required, it will be intimated through telephone/mail and transport should be made available without fail at any point of time, even at short notice.
  3. The contract is purely on day-to-day need basis and temporary in nature, therefore it can be terminated at any time without assigning any reason whatsoever. Also, it does not provide any claim/right for seeking any kind of job (permanent/casual-in full or part) in AAI or other Govt. /Semi-Govt. organization/PSU etc. None of the taxi agency employee has any right or claim for employment in AAI.
  4. The rate for each item should be worked out and requisite totals should be given.
  5. No advance shall be payable for above said work to the agency, payment will be made as full and final after satisfactory completion of job.
  6. **Period of contract shall be valid for 12 (twelve) months to be reckoned from the date of issue of work order and further extendable by another 06 (six) months** with the prior approval of the competent authority, AAI, on the same rates and terms & conditions based on satisfactory performance of previous year and mutual consent.
  7. **The rates quoted should be inclusive of oil, fuel, driver bata and any other charges and excluding GST. The percentage of GST rate should be clearly mentioned.**
  8. On acceptance of quotation, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from Airport Director or his representative shall be communicated.
  9. The vehicle shall be in good mechanical condition, well maintained with valid RTO documents with full and comprehensive insurance coverage for the officials traveling in it. **The vehicle shall be of 2020 model and later. Only commercially registered vehicles should be sent for the trips.** The vehicle should report with sufficient fuel for the day's use.
  10. **All essential documents such as valid certificate relating to Registration, Road Tax, Insurance, Fitness, permit, PUC, etc. (whatever applicable) should always be present in the vehicle.**
  11. **The vehicle shall be provided with decent upholstery, clean seat covers, comfortable seat cushions** and any other basic fittings like radio, cassette player etc. for maximum comfort of the passenger.
  12. **The Agency shall provide well-behaved, pleasant personality, well-mannered drivers in clean and proper uniform. The driver shall have minimum of three (03) years of experience and should be in possession of valid RTO driving license.** Drivers of the vehicle must be provided with and maintain their own mobile phone. No extra charge will be paid by AAI.
  13. The Agency should provide sufficient money to the drivers so as to cover his requirement during tour. **The driver should not be under the influence of liquor or any other intoxicants or smoke**



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- while on duty.** In the event of such happenings, the driver will have to be removed from services and any damages caused by such contractor's employees will be totally borne by the contractor.
14. In case of any break-down and un-serviceability or any other event on the vehicle, responsibility should be owned by the contractor and alternative vehicle arrangement should be made immediately, failing which, the touring executive(s) will be allowed to hire any vehicle to complete the journey and the expenditure thus incurred, shall have to be borne by the contractor. AAI will not be liable for any incidents/accident to the vehicle or noncompliance by the driver. **The speedometer reading and time for starting and closing shall be counted from AAI Office/Reporting office and Relieving place.**
  15. **For any reason, no escalation of prices is allowed.**
  16. **For the purpose of calculation of hiring amount for any local trip, if the amount falls between any two (02) of the three (03) slabs mentioned (2 HOURS/30 KMs, 5 HOURS/60 KMs and 12 HOURS/100 KMs), then the hiring amount payable to the agency/firm will be the lower amount between the rate calculated by taking the next higher slab (successive slab) rate and considering the rate per extra KM or extra HOUR with the existing slab rate.**
  17. In case of misconduct on the part of the driver, the agency shall replace the driver immediately on receipt of complaint from AAI.
  18. In case of any accident or traffic violation during the trips, the contractor will be solely responsible for all the follow-up remedies including judicial process if any and AAI Belagavi will not bear any responsibility in any way for the person(s) and material.
  19. All disputes arising out of the contract shall be referred to courts under the jurisdiction of Belagavi Court only.
  20. If the AAI considers that the performance of the contractor is unsatisfactory or not up to the expected standard, the AAI shall notify the same to 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 and the decision of the Airport Director shall be final and binding on the Contractor.
  21. The contract can be terminated by issuing 60 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.
  22. AAI reserves the right to hire vehicles on need basis (Non-regular hiring) from an alternative source, if situation warrants.
  23. A fine of Rs. 200/- per hour will be deducted if the vehicle doesn't report on time. If a vehicle doesn't report at all, AAI will be at liberty to hire vehicle of similar class/type/category from L-2 bidder or from market for which the bill will be borne by the contractor. A fine of Rs. 100/- will be deducted if the driver is found missing from duty place.
  24. The Airport Director, Airports Authority of India, Belagavi has the right to accept or reject any/all quotation without assigning any reason whatsoever.
  25. All pages of this NIQ documents as specified above, submitted documents and Work order placed on Successful Tenderer or any other relevant letter, shall form the part of the agreement to be made



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with the AAI. The Contractor shall enter into a contract agreement with AAI, within 30 (Thirty) days from the date of issue of Work Order to be executed on a non-judicial Stamp Paper of value Rs. 100/- as per AAI format and the cost of the same shall be borne by the Contractor.

Airport Director  
Airports Authority of India (AAI)  
Belagavi Airport, Samba-591124



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**ANNEXURE-I**

## **UN-CONDITIONAL ACCEPTANCE LETTER**

To

**The Airport Director**  
Airports Authority of India  
Belagavi Airport  
Sambra-591124, Karnataka

Sir,

1. The quotation documents for the work “**Hiring of vehicles on day-to-day need basis (Non-regular hiring) on annual basis at AAI, Belagavi Airport**” have been issued to me/us by Airports Authority of India and I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document which shall form part of the contract agreement and I /we shall abide by all the conditions / clauses contained therein. I / We hereby unconditionally accept all the NIQ conditions of AAI’s NIQ document in its entirety for the above works. It is clarified that after unconditionally accepting all the NIQ conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in Technical & Commercial Bids and the same has been followed in the present case. In case any provisions of this NIQ are found violated after opening Technical & Commercial Bids I / We agree that the NIQ shall be rejected.
2. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.
3. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular NIQ/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.
4. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI. I / We do further declare and state that all the above information given by me / us is true to the best of my/our knowledge and in case if it is found to be false / incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date:

Yours faithfully

**(AUTHORISED SIGNATORY) & Office Seal:**



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## ANNEXURE-II

### GST UNDERTAKING

**Name of work:** Hiring of vehicles on day-to-day need basis (Non-regular hiring) on annual basis at AAI, Belagavi Airport.

I/We,

.....  
.....  
.....

(Name of the proprietor/Agency with complete address) do hereby solemnly affirm and state as follow:

1. I/We are regulated under GST 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. All input credit has been passed on to AAI by me/us.

Name of the agency:

Place:

Date:

Signature and Seal of the Agency



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**FINANCIAL BID - ANNEXURE-III**

S. No.	Description	Qty.	Types of Vehicles						TATA 407 or Equivalent Truck (g)
			TATA Tiago/Maruti Suzuki WagonR or Equivalent (Non- AC) (a)	TATA Tiago/Maruti Suzuki WagonR or Equivalent (AC) (b)	TATA Tigor/Swift Dzire/Toyota Etios or Equivalent (AC) (c)	Maruti Ertiga/Mahindra Bolero/TUV 300 or Equivalent (AC) (d)	Honda City/Maruti Ciaz/Nissan Sunny or Equivalent (AC) (e)	Toyota Innova/Mahindra XUV500 or Equivalent (AC) (f)	
1	PICK-UP FROM AIRPORT AND DROP AT CITY/ VICE VERSA (2 HOURS/30 KMs)	Each							
2	HALF-DAY LOCAL TRIPS (5 HOURS/60 KMs)	Each							
3	FULL-DAY LOCAL TRIPS (12 HOURS/ 100 KMs)	Each							
4	OUTSTATION TRIPS (MINIMUM 300 KMs)	Each							
5	RATE PER HOUR BEYOND 2/5/12 HOURS (Not applicable for OUTSTATION TRIPS)	Hour							
6	RATE PER KM BEYOND 30/60/100 & 300 KMs	KM							

Note: Rates quoted above should be inclusive of vehicle, fuel cost, driver bata, etc. and excluding GST. Toll Tax & Parking charges shall be paid by AAI subject to production of original Receipt. VALIDITY OF OFFER: 120 DAYS. Firm's GST Reg. No. & SAC/HSN: \_\_\_\_\_  
Name and Address of Agency: \_\_\_\_\_

Telephone No. & e-Mail Address of Contact person: \_\_\_\_\_

Sign, Seal & Date: