

भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA



NIQ DOCUMENT FOR

NAME OF WORK:	Providing manpower for Trolley Retrieval at DABH Airport, Indore.
NIQ No.	: AAI/IDR/TM-OPS/NIQ
Estimated Cost	: Rs. 4,57,884.00 /-(Excluding GST,PF,ESIC,Bonus)
Time Period	: 03 Months (Three months) or till the award of Regular Contract by Dept. of Commercial, AAI Indore whichever is earlier and further extendable by 03 months in case of requirement on same terms & conditions.
Last date and time of submission	: 25.05.2022 up to 11:00Hrs

Prepared by

Sd/-

Sunny
JE(OPS)

Checked by

Sd/-

Amol Thakur
Manager(OPS)

Approved by

Sd/-

Sudha Rangnathan
Jt. GM(OPS)



भारतीयविमानपत्तनप्राधिकरण

AIRPORTS AUTHORITY OF INDIA
D.A.B.H. Airport, Indore

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Certified that this NIQ contains pages 01 to 06 (One to Six Only) excluding cover & Index pages.

Sd/-

Jt. Gen Manager (OPS)
AAI, Indore Airport

उद्धरण आमंत्रण सूचना

NOTICE INVITING QUOTATION

Sealed item rate quotations are invited by the Jt. Gen Manager (OPS), Airports Authority of India, Indore Airport, on behalf of the Chairman, AAI from eligible Contractors/ Specialized agencies for the work of: **Providing manpower for Trolley Retrieval at DABH Airport, Indore** with completion period of 03(Three) Months or till the award of regular trolley retrieving contract by Commercial department AAI Indore whichever is earlier and further extendable by three months in case of requirement on same terms & conditions.

Name of work	Estimated cost (in Rs.) (Excluding PF, ESIC, Bonus & GST) for 03 months	Completion Period
NAME OF WORK: Providing manpower for Trolley Retrieval at DABH Airport, Indore.	Rs. 4,57,884.00 /-	03(Three) Months or till the award of regular trolley retrieving contract by commercial depmt AAI Indore which is further extendable for three months (in case of requirement).

2. Quotation Document (PDF Format) for the said work can be downloaded from AAI website **www.aai.aero**.

3. The **duly filled, signed & stamped quotations** along with following documents in One Sealed Envelope System should be delivered to Jt. General Manager (OPS), O/o Airport Director, DABH Airport, Indore-452005 on or before **last date & time for submission of Quotations:-**

- Form of Quotation.
- Schedule of Quantities as per Annexure-1
- Unconditional Acceptance Letter – Given at Page No.5.
- Copy of PAN
- Copy of GST Registration.
- Copy of valid ESI and PF registration
- RTGS Details as per attached format.

Last Date and Time for submission of Quotations: 25.05.2022 up to 11:00 Hrs

Date and Timing of Opening of Quotations: 25.05.2022 at 15:00Hrs

AAI reserves to itself the right to reject any or all the quotation without assigning any reason thereof and to call for any other details / information from any of the agency.

Sd/-

Jt. Gen Manager (OPS)
AAI, Indore Airport

GENERAL INFORMATION / GUIDELINES-NIQ

- Agency has to quote the rates in figures as well as in words in Schedule of Quantities (page 6) clearly indicating basic rates Exclusive of GST as per format. The rates quoted by contractor for 03 months shall be inclusive of cost components (**minimum wage and service charge**) excluding GST. The **rates** quoted **shall not** include **PF,ESI and Bonus charges** and these statutory charges will be **reimbursed** to contractor in monthly bill after submission of PF and ESIC payment challan sheet in monthly bill of each staff by contractor for successful execution of work. In case of any discrepancy the amount quoted in words will be taken for evaluation in Schedule of Quantities.
- Contract is for supplying of manpower, 08(Eight)unskilled labours for three months on all days including Sunday. **Morning shift 03 manpower, Afternoon shift 03 manpower and Night shift 02 Manpower required each day(Total 08 manpower per day)**. Agency has to arrange for the passes of the said manpower. Trolley retrievers have to collect trolleys from different places and place them at pre-determined locations at Airport.
- Payment shall be made monthly and submission of GST invoice. Statutory deductions will be made in the bill. No advance payment is admissible. Contractor has to pay minimum wages as per Govt. rules. **Present minimum wages for unskilled labour is Rs.553/- per day**.If minimum wages get increased during the contract period, the difference in minimum wages will be reimbursed.
- Once the Agency has given unconditional acceptance to AAI's Quotations terms & conditions, he is not permitted to put any remarks(s) / condition(s) except unconditional rebate on quoted rates, if any in Schedule of Quantity.
- The quotation shall be submitted in sealed cover mentioning name of work and name & address of agency on cover and to be submitted to Jt. General Manager (OPS),O/o Airport Director, DABH Airport,Indore-452005
- AAI reserve to itself the right to reject any or all the quotation without assigning any reason thereof and to call for any other detail or information from any of the agency.
- AAI shall be empowered to discontinue the contract on unsatisfactory performance.
- Agency should have valid ESI and PF registration.
- The work can be deviated as per site condition maximum up to 30% of work order value.

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Sd/-

Jt. Gen Manager (OPS)
AAI, Indore Airport

**AIRPORTS AUTHORITY OF INDIA
FORM OF QUOTATION
(TO BE FILLED & SUBMITTED)**

**Quotation: : Providing manpower for Trolley Retrieval in terminal building
at Indore Airport**

Location: D.A.B.H., Airport Indore

1. Name & address of the Bidders (in block letters):

2. Status of the Bidders:

3. (Proprietorship/Partnership/limited Company/self
owned)

4. Name of the Proprietor/partner/MD, as the case maybe:

5. PAN No.

07. Bank Account

No. _____

08. Offer amount to be given in the list attached with Quotation form.

9. I/We have carefully read and understood the terms and conditions of the contract as contained in the Quotation. Document issued by Airports Authority of India and accepts the same unconditionally:

(a) If on award of the contract, I/we fail to comply with any of the conditions stipulated with NIQ documents within the prescribed period, action deemed fit as per AAI guidelines will be taken and agency will be debarred from participation in AAI Quotation at any of its airports for a period of 01 year.

(b) Quotation is liable to be rejected by AAI on account of furnishing any inadequate wrong information.

10. AAI does not bind itself to accept the Lowest or any Quotation and reserved to itself the right of accepting the whole or any part of the Quotation and the Bidders shall be bound to provide the service at the rate(s) quoted.

Signature of the Bidders

Date:-

Bank details form for RTGS/NEFT
(To be provided on company's letter head)

To,
JT. Gen Manager (OPS),
Airports Authority of India,
D.A.B.H, Airport Indore.

Sub: Bank details for RTGS/NEFT.

Sir,

The Bank details of our organization duly verified by bank with seal are given below for RTGS/ NEFT of payment. Kindly make payment accordingly.

100) Name of Party:.....

2) Account type:.....

3) Account No:.....

4) Bank Name:.....

5) Bank Address :.....

6) IFSC Code of Bank :

7) MICR Code of Bank :

8) PAN No of Party:

9) Contact No of Party :

With regards

Authorized Signature with Seal of
Party Address:
Mail id:
Tel ph. no.

**UNDERTAKING FOR UNCONDITIONALLY ACCEPTANCE OF THE AAI's
QUOTATION TERMS & CONDITION**

**To,
JT. Gen Manager (OPS),
Airports Authority of India,
D.A.B.H, Airport Indore.**

**SUB: UNDERTAKING FOR UNCONDITIONALLY ACCEPTANCE OF THE QUOTATION
TERMS & CONDITION.**

**The Quotation document for the work of: : Providing manpower for Trolley Retrieval in
Terminal building at Indore Airport**

The NIQ has been provided to me / us by Airports Authority of India and I/we have downloaded from the website. I /We hereby certify that I/we have inspected the site and read the entire terms and conditions of the quotation documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.

1. I/we hereby unconditionally accept(s) the quotation condition of the AAI's quotation documents in its entirety for the above work.

2. The contents of Quotation have been noted wherein it is clarified that AAI reserves the rights to reject the conditional quotation without assigning any reason thereto.

3. 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 in AAI.

Yours faithfully,

**(Signature of tenderer)
With Rubber Stamp**



AIRPORTS AUTHORITY OF INDIA
DABH AIRPORT, INDORE
Schedule of Quantities

NAME OF WORK: Providing manpower for Trolley Retrieval in terminal building at Indore Airport

Item No	Descr iption	Qty	Unit	Total Amount (In Rs.) quoted for 90 days excluding PF, ESIC, Bonus & GST .
1	Providing unskilled 08 manpower per day for Trolley Retrieval at DABH Airport, Indore.	90	Day	
Amount Quoted (in words)				

Signature of the
Contractor

Name & Address of
Contractor:

(With Stamp)