

NOTICE INVITING QUOTATION

Ref: - AAI/Jamnagar/MT/2022-23/

Date: -06.07.2022

Name of Work: Providing and operating vehicles on monthly hire basis at Jamnagar Airport for a period of Two Months.

Sealed items Rate Quotations are invited from agencies working in the field of **“Providing Tours and Travels Services”** for above mentioned work by Airport Director, AAI, Civil Enclave, Jamnagar Airport, Jamnagar on Behalf of Chairman, Airports Authority of India.

Last Date and time of issue of Quotation from AAI office (However quotation form can be downloaded from AAI website)	: 13/07/2022 at 11:00 Hrs.
Last Date and time of Receipt of dully filled Quotation Form in 02 (Two) separate envelopes as per “method of submission” Mentioned in quotation form (attached herewith). In the office of Airport Director AAI, Civil Enclave, Jamnagar Airport, Jamnagar	: 13/07/2022 at 15:00 Hrs.
Date & time of Opening of Quotation	: 13/07/2022 at 15:30 Hrs.

Blank Quotation forms can be downloaded from AAI website or personally collected from office of Airport Director AAI, Civil Enclave, Jamnagar Airport, Jamnagar.

“Method of submission” mentioned in quotation form shall be followed strictly. Dully filled quotation format shall be submitted as mentioned above, any quotation submitted, through email shall not be entertained.

Any deviation in “method of submission” may cause disqualification of quotation and hence such quotation will not be considered.

Encl: Quotation Form

AIRPORT DIRECTOR
AAI, Jamnagar Airport, Jamnagar
On Behalf of Chairman, AAI
Mo. No.: 9825214667

QUOTATIONS FORM

For NIQ vide no. AAI/Jamnagar/MT/2022-23, Date: 06/07/2022

Issued To/Downloaded by;

Submitted to:

The Airport Director,
Airports Authority of India,
Jamnagar Airport, Jamnagar (GUJ) -361006

Name of work: Providing and operating vehicles on monthly hire basis at Jamnagar Airport
for a period of Two Months.

1. CRITICAL DATES:-

Last Date of Receipt of dully filled Quotation Form in 02(Two) separate envelops as per "method of submission" mentioned in quotation form (attached herewith), in the office of the airport Director, AAI, Jamnagar Airport, Jamnagar	13/07/2022 at 15:00 Hrs
Date & time of opening of envelop no.1 of submitted quotations	13/07/2022 at 15:30 Hrs

2. ELIGIBILITY CRITERIA:- Applying Agency should have valid registration certificate, Permanent Account Number (PAN), GST Registration, work experience certificate. (In the form of satisfactorily completed (Phase/Part completion or the scope or work in contract shall not be considered, however pre-determined phasing of the work will be accepted) one work of Rs. 74,080/-or two works, each of Rs. 46,300/-or three work of Rs. 37,040/- or similar nature in the field of "Providing vehicles on hire basis" during last seven years ending on date 30 June 2022).

3. METHOD OF SUBMISSION: - The quotations shall be submitted in the prescribed form in 02 (two) envelopes the contains of the envelopes shall be as follows. Name of the work as mentioned above, Envelope No., Address of officer and name & address of submitting agency shall be mentioned on the envelope. **Envelope I:-** Prequalification documents shall contain self-attested copies of
i) Valid registration certificate ii) Permanent Account Number (PAN). iii) GST Registration.
iv) Suitable documents for fulfilling eligibility criteria mentioned at Sr. No. 2 above having executed similar nature of work.
v) Copy of commercial vehicle registration (RC book), PUC & valid insurance of vehicles proposed to be provided. If any vehicle is proposed by obtaining of lease, then lease agreement shall be on non—judicial stamp paper and shall be notarized.

Envelope II: - Price Bid shall contain this quotation form duly signed by authorized representative on all pages. Rates shall be quoted in the prescribed column in attached Annexure- "A" (Schedule of quantity).

Cont..... (Signature of Contractor)

4. **PROCEDURE OF OPENING OF QUOTATIONS:** - Envelope No. 1 will be opened on prescribed date and time in the office of Airport Director, AAI in presence of bidders (if any). Scrutiny of documents in envelope no.1, for fulfilling eligibility criteria will be done. Envelope no. 2 (i.e. price bid) will be opened for only those agencies, which full fill the eligibility criteria.
5. **AWARD OF WORK:** - Work will be awarded to the firm offering lowest price for the work.
6. **TIME PERIOD OF WORK:** - The period for work will be of 02 (Two) months or part thereof on same terms and conditions based on satisfactory performance and mutual consent.
7. **CONDITION FOR WORK EXECUTION:** -
- a) The vehicle to be provided for full month including all holidays, providing driver (one shift of 08 Hrs. with fuel, Oil lubricants expenses, minor and major maintenance etc. The actual duty hours and days shall be specified by actual users of vehicle as per official requirements. Being an Airport requirement, the vehicle could be requisitioned at any time including odd hours for meeting out any exigencies and operational/administrative/security requirement, which shall not do so shall be subjected to any extra payment towards availability of vehicle with driver. The failure to do so shall attract penalty/ termination.
 - b) All the minor/major maintenance of the vehicle will be carried out by the agency and no extra payment will be made by AAI.
 - c) The safety measures as per motor vehicle act in respect of person/vehicle will be the sole responsibility of the contractor who renders the vehicle on hire.
 - d) Any vehicle having year of manufacturing prior to 2020 will not be accepted. The vehicles shall be with Commercial Registration with related documents. Up to date payment for Insurance, permit and Road tax should be made by the agency.
 - e) In case of breakdown, accident or any other exigencies involving any regular vehicles, the contractor will be liable to provide replacement of the same with comparable quality immediately. The details of any such substitution shall be submitted to AAI, on the same day. In case of any delay in providing the vehicle, penalty will be charged up to Rs. 500/- in addition to deduction on pro-rata hiring charge for the day.
 - f) The tenderer shall employ only such drivers who shall have valid driving license issued by RTO, good character and well behaved and skillful in their duties. Details of the drivers like name, address and driving license will be submitted to this office by the agency after issue of the work order. Tenderer shall also have the character of all persons employed by him verified by the police to the satisfaction of the Authority, before the employment. The driver will be also required to obtain Airport Driving Permit (ADP) from the AAI. The contractor shall provide proper photo ID to drivers without which they will not be permitted to perform duty at Airport.
 - g) Contractor shall be responsible for compliance with all obligations and restrictions imposed under the Motor Vehicle Act and rules made there under as applicable on date.
- H) The vehicles should be in good working condition, hygienically cleaned and well maintained and having sufficient fuel during complete contract period.
- i) The vehicles should always have the RTO related documents, including PUC, Comprehensive Insurance Policy & First Aid Box.
8. **Price:** - The rates quoted shall be inclusive of all taxes, fuel cost, wages of driver and minor/major repairs, all consumable, incidental charges but excluding GST, EPF, ESI.

Cont.....

(Signature of Contractor)

9. Contractor shall be responsible for compliance with all obligations and restrictions imposed under the rules and regulation of AAJ made there under as applicable on date.
 10. The contractor Is advised to study the schedule or work/quantities. Also to quote your rate against each item shown In Schedule-A attached.
 11. All rates shall be quoted on the tender form. The amount or each item should be worked out and requisite totals given. Special care should be taken to write the rates figures as well as in words and the amount in figures only , in such a way that Interpolation is not possible. The total amount should be written both In figures and In words. In case of figures, the word 'Rs' should be written before the figure of rupees and work 'P' after the decimal figures, e.g. 'Rs. 2.15 P' and In case of words, the word 'Rupees' should precede and the word 'Paise' should be written at the end. Unless the rate Is In whole rupees and followed by the word 'only' it should Invariably be up to two decimal places. While quoting the rate in schedule of quantities, the word 'only' should be written closely following the amount and It should not be written in the next line.
12. In this case or item rate quotation, only rates quoted shall be considered. Any quotation containing percentage below / above the rates quoted is liable to be rejected. Rates quoted by the contractor in Item rate quotation In figures and words shall be accurately filled in so that there Is no discrepancy In the rates written In figures and words. However, (i) if a discrepancy is found between rates In figures and In words, then the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. (ii) If the amount of an item Is not worked out by the contractor or it does not correspond with the rates written either In figures or In words, then the rates quoted by the contractor In words shall be taken as correct. (iii) Where the rates quoted by the contractor In figures and In words tally, but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. (iv) In event no rate has been quoted for any item(s) leaving space both in figure(s), word(s), and amount blank, it will be presumed that the contractor has Included the cost of this / these item(s) In other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.
13. On completion, each Item or work shall be Jointly measured by you or your authorized representative and the Airport Director or his representative.
 14. After satisfactory completion of the work, Monthly bill shall be submitted by you to the Airport Director and the same shall be processed with the following documents:
 - a) Monthly bill.
 - b) Wage slip as driver's payment proof.
 - c) Daily running log book sheet.
 - d) Other relevant documents, if any
 15. TERMS OF PAYMENT: Monthly Bill will be paid after satisfactory completion of work for that period at site with the necessary documents.
 16. IN-CHARGE: · Airport Director. Airports Authority of India, Civil Enclave, Jamnagar Airport, Jamnagar who will be the In Charge for this work.
 17. The quotation shall be valid for 90 days from the date of opening.
 18. Airports Authority of India reserves the right to reject any or all quotations and will not be bound to accept the lowest quotation.
 19. The contractor shall sign in the place provided as a proof of acceptance or Items and conditions and the same may be returned along with schedule.

Cont..... (Signature of Contractor)

20. DECLARATION BY THE CONTRACTOR/BIDDER: - I/We hereby declare that none the members or my/our relatives is relative of any employee of AAI and I/We also further declare that no Director/Employee of Airport Authority of India is/are a Director/Partner of my/ our firm/ Company/ Partnership/ Proprietor.

(Signature of Contractor)

(AIRPORT DIRECTOR)

AAI, Jamnagar

Encl: Schedule of Quantity (QUOTATION FORMAT).

Annexure - A

SCHEDULE OF QUANTITY

Name of Work: Providing and operating vehicles on monthly hire basis at Jamnagar Airport for a period of Two Months.

Item No.	Description of Items	Qty.	Unit	Rate (Rs.) (Excluding GST)		Amount (Rs.) (Excluding GST)
				In Figure	In words	
1	Providing 01 Nos. AC Vehicle i.e., TATA Indigo eCSLX/ Maruti-SX4 / Mahindra Logan DLX / SWIFT or Equivalent, vehicle model not older than 2020 for full month including all holidays, providing driver (one shift of 08 Hrs. with fuel, Oil lubricants expenses, minor and major maintenance etc., limited to 1200 Kms per month.	2	Per Month			
TOTAL AMOUNT						

Note: Price bid to be submitted in Envelope- 2.

(Signature of Contractor)

AIRPORT DIRECTOR
AAI, Jamnagar