



**भारतीय विमानपत्तन प्राधिकरण**  
**AIRPORTS AUTHORITY OF INDIA**

## **NOTICE INVITATION QUOTATION**

**FOR THE WORK**

**Rate Contract for Hiring of vehicles on Need basis (non-regular) for 02 years at Raipur Airport**

**SWAMI VIVEKANANDA AIRPORT**  
**RAIPUR-492015 (CG)**

# **NIQ DOCUMENT**

## **FOR THE WORK**

### **“Rate Contract for Hiring of vehicles on Need basis (Non-regular) for 02 years at Raipur Airport”**

A) Name & address of Agency:

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- i) To be submitted by 1500 hours on : 11-07-2022
- ii) To be opened at 1530 hours on : 11-07-2022
- iii) Address for Submission of tender : In-Charge (Tech.),  
AIRPORTS AUTHORITY OF INDIA  
S.V. AIRPORT, RAIPUR,  
CHHATTISGARH, 492015
- Estimated Cost : Rs.6,17,856/- (Ex. GST)
- Time Period : 02 Years

**In-Charge (Tech.)  
For Airport Director  
AAI, S.V. Airport, Raipur**



## **INDEX**

**NIQ No.: AAI/RPR/Tech/NIQ-01/2022-23**

**Date: 30.06.2022**

### **Quotation Document**

**Name of Work: Rate Contract for Hiring of vehicles on Need basis (Non-regular) for 02 years at Raipur Airport**

<b>S. No.</b>	<b>DESCRIPTION</b>	<b>PAGE NO</b>
1	Cover Page	1-2
2	Index	3
3	Notice inviting quotation	4-5
4	Checklist	6
5	Guidance to Tenderer	7-9
6	General Conditions of Contract	10-17
7	Declaration & Unconditional acceptance letter	18-19
8	Schedule of quantities	20

**In-Charge (Tech.)  
For Airport Director  
AAI, S.V. Airport, Raipur**

## **NOTICE INVITING QUOTATION**

1. Sealed item rate quotations in the prescribed form are invited by the In-Charge (Tech.), Airports Authority of India, S.V. Airport, Raipur, on behalf of the Chairman, AAI from eligible agencies/firms for “**Rate Contract for Hiring of vehicles on Need basis (Non-regular) for 02 years at Raipur Airport**” with completion period of **02 years**.

<b>Name of work</b>	<b>Estimated cost</b>	<b>Period of contract</b>
Rate Contract for Hiring of vehicles on Need basis (Non-regular) for 02 years at Raipur Airport	Rs.6,17,856.00	02 (ONE)  Years

2. Quotation Document (PDF Format) for the said work can be downloaded from AAI website [www.aai.aero](http://www.aai.aero) / [www.airportsindia.org](http://www.airportsindia.org) and also can be collected from the office of In-Charge (Tech.), Airports Authority of India, S.V. Airport, Raipur.
3. Documents evidencing the eligibility criteria and duly filled signed & stamped Quotation documents in Sealed Envelope System as mentioned in **Para 7 of Guidance to Tenderer** should reach the office of **In-Charge (Tech.), Airports Authority of India, S.V. Airport, Raipur**, as per the following schedule:

Last Date and Time of Receipt of Quotation: **11.07.2022 up to 1500 Hrs.**  
Date and Timing of Opening : **11.07.2022 at 15:30 Hrs.**

4. Agency has to quote their rate as per the condition of NIQ. In case of any condition put by the agency in quotation except unconditional discount, quotation will be rejected.
5. **The rate quoted shall be firm throughout the contract period without any change i.e., for 02 years.**
6. The quotation shall be submitted in sealed cover with writing name of work and name & address of agency on cover as mentioned in **Para 7 of Guidance to Tenderer**.
7. If at any stage, any information/ documents submitted by the applicant is found to be false, the agency shall be liable for debarment from tendering in AAI, apart from any other appropriate / legal action.
8. AAI reserves to itself the right to reject any or all the quotation without assigning any reason thereof and to call for any other detail of information from any to the agency.

9. AAI shall be empowered to discontinue the contract on unsatisfactory performance.
10. The agency shall submit the details of a valid Bank Account No. in his name or in the name of company for payment purpose.

**In-Charge (Tech.)  
For Airport Director  
AAI, S.V. Airport, Raipur**

## CHECK LIST

Following 02 Envelopes should be submitted in hardcopy in Outer Envelope			
S. No.	ENVELOPE-I (PRE-QUALIFICATION & TECHNICAL BID)	Yes	No
1	Copy of GST registration certificate		
2	Copy Travel Agency registration certificate of firm		
3	Address Proof of Raipur office, the agency must have their office in Raipur, Chhattisgarh, <b><i>agencies not submitting the proof of local office address shall be Summarily rejected.</i></b>		
4	Copies of valid RC of minimum 5 Nos. equivalent/higher order vehicle commercially registered in the name of Firm / Proprietor/ Owner / Partner or attached to them by duly Registered Power of Attorney (POA) and vehicle model not earlier than 2018 (Year of manufacture).		
5	Copies of Experience/Completion certificate in providing Transport Vehicles on Hire during the last 03 years.		
6	Undertaking regarding Blacklisting/ Debarment on Company's Letter Head as per format given at <i>Annexure-I, page No.18.</i>		
7	Duly signed & Stamped Undertaking for Unconditional acceptance <i>as per the Annexure –II, given at Page No.19</i>		
	<b>ENVELOPE-II (Price Bid)</b>		
1	Original NIQ document issued by AAI/downloaded shall be duly filled, signed and stamped by the tenderer on each page including Pricing part as per <b>Schedule of Quantities</b> with complete NIQ document.  <i>(The tenderers shall quote in Annexure –III, given Page No.20)</i>		

### DECLARATION

I ( \_\_\_\_\_ ) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, appropriate action may be taken.

Place:

Date:

Signature with Stamp  
Authorized Signatory / contractor

## **GUIDANCE TO TENDERERS**

1. The tenderer has to submit the tender documents in original. The rates shall be quoted against each item in the proforma of the schedule of quantities.
2. **The rate quoted shall be firm throughout the contract period without any change i.e., for 02 years. The rates quoted should be inclusive of oil, fuel, driver charges and any other charges but exclusive of GST and Toll Charges, if any.** GST & Toll Charges will be reimbursed on actual production of documentary proof.
3. The successful tenderer is responsible to provide the vehicles as per the requirement.
4. Tenders with any incomplete/ambiguous details are liable to be rejected without seeking any further clarification.
5. AAI reserve the right to award the work in full or in part as per the decision of the competent authority.
6. AAI is not responsible for any delay in receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is received in time.
7. **Quantities indicated in *Schedule of Quantities* is being declared solely for the purpose of guidance and for assessing the Bidders position. This shall not guarantee any business to the extent of mentioned quantities. Quantities shall be accounted purely on the basis of requirement of AAI during the currency of the contract.**

8. **Contents and submission of Tenders**

The Quotations shall be submitted in two parts and each part shall be separately sealed and marked. The contents of each part shall be as described below.

**A) ENVELOPE-1**

The quotations shall be submitted in two parts and each part shall be separately sealed and marked. The contents of each part shall be as described below.

**Envelope-I (Technical Bid & Pre-qualification):**

Envelope – I should contain the following documents duly attested by tenderer for Pre-qualification

- (i) Copy of GST registration certificate
- (ii) Copy Travel Agency registration certificate of firm
- (iii) Address Proof of Raipur office, the agency must have their office in Raipur, Chhattisgarh, ***agencies not submitting the proof of local office address shall be Summarily rejected.***
- (iv) Copies of valid RC of minimum 5 Nos. equivalent/higher order vehicle commercially registered in the name of Firm / Proprietor/ Owner / Partner or attached to them by duly Registered Power of Attorney (POA) and vehicle model not earlier than 2018 (Year of manufacture).
- (v) Copies of Experience/Completion certificate in providing Transport Vehicles on Hire during the last 03 years.
- (vi) Undertaking regarding Blacklisting/ Debarment on Company's Letter Head as per format given at *Annexure-I, page No.18*.

- (vii) Duly signed & Stamped Undertaking for Unconditional acceptance *as per the Annexure –II, given at Page No.19.*

In case the tenderer's failed to submit any of the above documents in Envelope 1 such quotations will not be considered for further participation, i.e. Price bid will not be opened.

**B) Envelope -2**

The Envelope - 2 Shall Contain

- i) Original NIQ document issued by AAI/downloaded shall be duly filled, signed and stamped by the tenderer on each page.
- ii) Pricing part as per schedule of quantities with complete NIQ document. The tenderers shall quote in *Annexure –III, given Page No.20* format as enclosed. The tenderer shall quote for all items.

**C) Outer Envelope**

The Outer Envelope shall be sealed. The Envelope 1 and Envelop 2 shall be placed in all outer envelope and to be addressed to the AAI at the following address: -

**In-Charge (Tech.)**

Airport Authority of India,  
S.V. Airport, Raipur  
Chhattisgarh – 492015

ALL THE ENVELOPES SHALL BE SUPERSCRIBED AS  
**"TO BE OPENED ONLY BY THE ADDRESSEE"**

Due for opening on date \_\_\_\_\_

**Tender for** \_\_\_\_\_

**9. Corrections in the Bid**

All changes, alternations, correction in the bid shall be signed in full by the person (s) signing the bid, with date. Overwriting is not permissible. Correction should be authenticated.

**10. Procedure for opening of Tender Documents**

- (i) Envelope-1 containing
  - a) Copy of GST registration certificate
  - b) Copy Travel Agency registration certificate of firm
  - c) Address Proof of Raipur office, the agency must have their office in Raipur, Chhattisgarh, ***agencies not submitting the proof of local office address shall be Summarily rejected.***



- d) Copies of valid RC of minimum 5 Nos. equivalent/higher order vehicle commercially registered in the name of Firm / Proprietor/ Owner / Partner or attached to them by duly Registered Power of Attorney (POA) and vehicle model not earlier than 2018 (Year of manufacture).
- e) Copies of Experience/Completion certificate in providing Transport Vehicles on Hire during the last 03 years.
- f) Undertaking regarding Blacklisting/ Debarment on Company's Letter Head as per format given at *Annexure-I, page No.18*.
- g) Duly signed & Stamped Undertaking for Unconditional acceptance *as per the Annexure -II, given at Page No.19*.

In case the tenders failed to submit any of the above documents in Envelope I such tenders will not be considered for further participation, i.e. Price bid will not be opened.

- (ii) Envelope -2 Containing pricing and completed tender document will be opened there after.

11. **Rejection of Tender:** Airports Authority of India, reserves the right to reject any or part of tender without assigning any reason. The documentation submitted by tenderers shall not be returned. AAI also reserves the right at its sole discretion not to award any order under this tender call. This decision does not commit AAI to pay any costs or loss incurred in the preparation and submission of any requisite tender or technical proposal or to procure or contract for any of items described herein.

- (i) In the tenderer deliberately gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the contract, if awarded.

- (ii) Canvassing in any form in connection with the tenders is strictly prohibited. The tenders submitted by firms who resort to canvassing are liable for rejection.

- (iii) Tender in which any of the particulars and prescribed information are missing or are incomplete, in any respect and / or prescribed conditions are not fulfilled, shall be considered non-responsive and is liable to be rejected.

12. All bidders shall give a list of his/her near relatives (means spouse, children, parents, grandchildren, brothers sisters, uncles, aunts and cousins and their corresponding in laws) if employed in AAI.

13. The Airport Director, Airports Authority of India, S.V. Airport, Raipur have the right to accept or reject any/all quotation without assigning any reason.

14. **AGREEMENT:**

The contract agreement shall be executed on a non-judicial stamp paper of value of Rs.100.00 and the cost of stamp paper shall be borne by the contractor within 15 days of placing of award of work.

No running bill shall be paid before signing the agreement.

**Signature of issuing officer**

## **GENERAL CONDITIONS OF CONTRACT**

### **1. Scope of Work**

The scope of this Agreement is to hire vehicle on day basis, which includes hiring of vehicles (including driver and fuel requirements) for defined vehicle-days for local and outstation travel of officials of AAI. Agency has to provide vehicle upon receipt of requirement through telephone/e-mail without fail, even at a short notice.

**Types of Vehicle:** Vehicle should be provided by the agency as per the requirement of AAI (AI will have the option to choose the type of vehicle), for which the following categories have been defined.

<b>S. No.</b>	<b>Type of Vehicle</b>	<b>Type of Vehicle</b>	<b>Usage Variant</b>
1	Category-I	Tata Indigo/Tata Zest/ Toyota Etios/ Swift Dzire, etc. or its equivalent (A/C)	80 kms mileage x 8 Hrs. per day
2	Category-II	Innova/Honda WRV/Maruti Ertiga/Duster, etc. or its equivalent (A/C)	80 kms mileage x 8 Hrs. per day
3	Category-III	Toyota Corolla/Honda Civic/Fortuner/Endeavour, etc. or its equivalent (A/C)	80 kms mileage x 8 Hrs. per day

AAI shall specify its requirement in terms of Vehicle-Days required during the contract period. One Vehicle-Day means use of one Vehicle for One day as per the Usage Variant selected as indicated above. The Agency has to quote rate on Per Vehicle-Day basis. AAI may call for multiple vehicles as per requirement.

**Year of Vehicle Model:** The provided vehicle shall be of commercially registered and Model 2018 or later only.

During the contract period, AAI may increase or decrease the quantity of vehicles and contract period and also increase package running mileage and duty hours as per requirement. The payment for extra mileage, extra duty hours and outstation charges will be done as per the rates quoted in *Schedule of Quantities* (Price Bid).

**Outstation and local travel:** For the purpose of this service, local travel would include areas covered within the city limits or up to 50 km of one-way travel, whichever is higher and outstation travel would include the areas covering outside the city limits or more than 50 kms of one-way travel, whichever is higher as per requirements. If the AAI avails the services for a 24\*7 requirement, the usage hours selected in the usage variant becomes null and void. It is the responsibility of the Agency to provide one driver per vehicle at all times as per the requirement, while complying with the Labour Laws.

**Contract Duration:** Period of contract shall be valid for **02 (TWO) Years** which shall be reckoned as per the date mentioned in award letter. **The contract duration can be extended further up to 01 Year on same terms and conditions subject satisfactory performance of the agency.**

### **1.1 Service Details and Standards**

- i) All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.
- ii) All vehicles provided shall be fully air conditioned and shall be equipped with an emergency medical first aid kit, a fire extinguisher and Hand Sanitizer.
- iii) All vehicles should be in excellent working condition (both internally and externally) at all times. The agency shall ensure that the vehicles deployed by him are cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, bad odor and any personal belongings of the driver.
- iv) All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel.
- v) The drivers of the vehicles must possess a valid driver license and must have a minimum 2 years of driving experience.
- vi) The vehicle deployed shall be parked at the Buyer's/ User's premises after the duty hours if desired so by the Buyer/ User and cannot be taken-out without written permission from the Buyer/ User.
- vii) The drivers of the vehicles must have a working mobile number for easy contact by the passenger. It must also have an active internet connection at all times where google maps can be accessed, to navigate the shortest and/ or fastest route possible avoiding traffic jams. The driver shall be reachable at all times during duty hours.
- viii) The drivers of the vehicles deployed should maintain polite & courteous behavior towards the buyer/ passenger. "Misbehavior" which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as defined by Buyer/user, use of abusive language, theft, shall attract penalties as per provisions of the contract.

### **1.2 Defined Timelines**

- i) The Agency shall ensure that assigned vehicle and driver report upon receipt of requirement through telephone/e-mail without fail, even at a short notice or as mutually agreed with AAI.
- ii) AAI shall notify agency of any change in schedule of hired vehicle(s).
- iii) Delay in arrival beyond 30 minutes, shall attract penalties.

### **1.3 Service Assumptions**

- i) The Agency shall not sublet any part of the Contract. The agency may act as an aggregator of vehicles/ individual drivers. However, it is the agency who shall be responsible and liable to deliver the services as per the contract.
- ii) The time of service provided shall start from the point of pick up to the point of final drop off and the garage hours and km shall not be included. *However as S.V. Airport, Raipur is far away from city, agency may charge extra 10 Km of fixed mileage on each side to compensate extra running.*
- iii) AAI shall be entitled to use the vehicle within the scope of service specified under this contract and at no time during or after the completion of the contract, will the

- ownership of hired vehicle be transferred to AAI.
- iv) The vehicle deployed for duty shall at no point of time carry any person other than personnel authorized by AAI.
  - v) The drivers/ staff provided by the agency shall not be deemed employees of AAI hence the compliance of the applicable labour laws and acts, Transport Motor Workers Act and other relevant laws will be the sole responsibility of the agency.
  - vi) AAI shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of agency's vehicle.
  - vii) AAI will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the agency.
  - viii) During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the agency's risk and shall arrange alternate vehicle.
  - ix) If the vehicle does not report at the requisitioned time or it not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of vehicle so rejected. Vehicle may be hired from other source(s) at the risk and cost of the contractor besides any penal action which may even termination of contract.

#### **1.4 Limitations of Service Delivery (if any)**

Hiring for this service would mean hiring of vehicle on "Vehicle-Day" basis for both local and outstation travel as per requirement of AAI. The service for the contract period shall deemed to have completed once the AAI has utilized the total vehicle-days within variation of 25% of contract value.

## **2. Agency's Obligation**

- i) On acceptance of quotation, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from In-Charge (Tech)/ or his representative shall be communicated.
- ii) Agency shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the contract.
- iii) Agency shall ensure that proper inspection of vehicle has been done before deploying it to AAI/ Consignee location as per the contract.
- iv) The Agency shall ensure that all maintenance works related to the assigned vehicle will be carried out in off duty hours. It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning and other vehicle systems shall be periodically checked and maintained by agency to avoid any inconvenience to AAI.
- v) The agency shall provide at his own cost proper uniform and badges and photo identity cards to the drivers in compliance with the Motor Transport Workers Act.
- vi) The agency shall pay the toll charges, parking fee or entry taxes payable locally or outstation which shall later be reimbursed by AAI on actual basis as paid by the agency.

- vii) The agency must ensure that all necessary measures are taken by the driver to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
- viii) The agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to AAI.
- ix) In an event that, for any reason, the drivers provided change their contact number during the tenure of the contract then agency will immediately notify AAI of the above change.
- x) The agency shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules shall rest with the agency only and AAI will not be liable in any manner.
- xi) The Agency shall not deploy or shall discontinue deploying the person(s), if desired by AAI and must ensure prompt replacement of the personnel without any additional cost to AAI. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with AAI.
- xii) A mandatory, detailed contingency plan(s) in the event of mechanical breakdown of each vehicle, for each area of operation shall be provided by the agency.
- xiii) In an event that agency fails to deliver or fails to carry out tasks as per schedule due to non-delivery of vehicle, break-down, servicing and repairs of vehicles, or if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, the Agency at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into, without any extra charges. Failure to do so will evoke penalty then AAI shall have right to recover damages as per the provisions of the contract.
- xiv) The Agency would be bound by the conditions with regard to police verification of the deployed staff and their medical fitness.
- xv) The Agency will deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services. The agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

### **3. AAI's Obligations**

- i) The location for reporting shall be provided by AAI to the agency.
- ii) The toll charges, parking fee or entry taxes payable locally or outstation shall be reimbursed by AAI to the Agency on actual basis as paid by the agency.
- iii) In the event of outstation travel, outstation night charges shall be paid to the agency if the duty hours end between 10:30 pm and 6:00 am at an outstation location.
- iv) AAI shall immediately report to the designated representative of the agency any problems, complaints, incidents or accidents that occur during the trip, including any form of inappropriate behavior/ improper uniform by the driver.

- v) In the event that the vehicles run more than the estimated number of kms as mentioned in the order details, the charges for additional km travelled will be paid as per the rates quoted in Schedule of Quantities (Price Bid).
- vi) It is fundamental that the driver does not under any circumstance directly or indirectly approach, solicit or accept work in any form AAI/ passenger. If the driver of the vehicle communicates directly with AAI/passenger (either by telephone, in writing or verbally, and either before, during or after a trip) to make alter or change the nature of service provided AAI must immediately inform the Agency.

#### **4. Service Tracking**

Tracking of services ensures quality of service delivery in time bound manner, effective service tracking helps in analyzing Agency's performance as well as AAI's timely inputs for services and leads to immediate actions against the defaulters if any. Service tracking shall be mandatory for the both AAI and Agency, non-tracking of the same may lead to a fine/ penalty on either party.

##### **4.1 Logbook**

The agency will maintain a separate duty slip for each trip, which will be signed by the authorized signatory of AAI/ passenger. Before each vehicle is allotted for duty, the odometer reading shall be noted down by the driver and subsequent entries for starting time/closing time, places visited etc. for each duty during service hours. After completion of duty, the driver shall again note down the odometer reading and get it checked and signed by the user of the vehicle deployed by AAI. On the basis of each vehicle's duty slip, the agency shall prepare bills enclosing therewith a consolidated statement of each vehicle's running and original copies of duty slip.

Once the agency updates the logbook, AAI shall either accept or reject these entries within the prescribed time lime. AAI will also record the any service non-delivery or non-performance issues, and subsequent penalties Failure to take action on logbook entries updated by agency shall be deemed as accepted.

##### **4.2 Service Performance and Feedback**

- i) The principal point of contact for the issues arising out of this agreement will be the agency or a designated representative who shall be any employee of the Agency in administrative and managerial capacity and in a position of authority to resolve issues. Nonetheless, the agency shall be solely responsible for maintaining the quality and level of service provided.
- ii) The Agency shall maintain a compliant register in the vehicles for the complaints by the passenger travelling in the vehicle.

#### **5. Penalties and Fine**

In case of noncompliance of the standards of the services to be provided as per this agreement, AAI would be at liberty to levy such penalty and terminate the contract as per the conditions detailed out below:

Sl. No	Nature of Default	Default Details	Penalties for breach			Remarks
			1 <sup>st</sup> Instance	2 <sup>nd</sup> Instance	3 <sup>rd</sup> Instance	
1	Non deployment of vehicle/driver (no replacement provided)	Non deployment for 30 min or more, no replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 15% of daily vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
2	Non deployment of vehicle/driver (replacement provided)	Non deployment for 30 min or more, replacement provided up to 2 hours	Warning	Penalty of 10% of daily vehicle hiring cost	Penalty of 15% of daily vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
3	Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 15% of daily vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
4	Breakdown of vehicle during trip (replacement provided)	No replacement provided up to 2 hours	Warning	Amount of charges for vehicle hired by Buyer from third party and a penalty of 8% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
5	Delay in arrival of vehicle/driver	For 30 mins or more	Warning	Penalty of 5% of daily vehicle hiring cost	Penalty of 8% of daily vehicle hiring cost	After 3 <sup>rd</sup> instance, the buyer may continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
6	Misbehavior by driver/ unacceptable behavior by driver	Any instance	Penalty of Rs. 1000	Penalty of Rs. 2000/-		After 2 <sup>nd</sup> instance, the agency will have to replace the driver
7	Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-			After 1 <sup>st</sup> instance, the agency will have to replace the driver. After 2 cumulative instances, buyer may terminate the contract.

8	Failure to address deficiencies pointed out at inspection	Deficiencies not addressed after 24 hours of inspection	Penalty of Rs. 500/-	Penalty of Rs. 800/-	Penalty of Rs. 1000/-	After 3 <sup>rd</sup> instance, the buyer may continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
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## 6. Payment Terms

This section provides details about the terms and conditions of payment towards the services, it may also include deduction of payment in case of faulty service.

### 6.1 Payment Condition

- i) The payment shall be made as per the Schedule of Quantities quoted by the Agency and accepted by AAI.
- ii) No advance payment shall be made to the Agency.
- iii) The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
- iv) Nonetheless, any charges borne by the Agency with respect to toll charges, parking fee or entry taxes shall be reimbursed on actual basis upon submission of proof of payment.

### 6.2 Payment Cycle

- i) Payment shall be made once the agency submits the invoice for the same as per the prescribed process flow.
- ii) AAI shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, logbook and service feedback.

### 6.3 Payment Process

- i) Payment shall be made only after submission of invoices, logbook, service feedback, non-submission of the same may lead to delay/ deduction in payment.
- ii) All the penalties/ fine/ interest (if applicable) will be settled before making the payments. Agency shall not have any objection on the same.

Payment will be made through bank transfer only.

## 7. Termination of Contract

The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for the following reasons:

- i) The contract may be terminated by issuing 30 days' notice in writing at any time by the AAI with Specific reason and the contractor shall not cease to render the service facility until the AAI makes alternate arrangements thereof and informed the contractor accordingly. Termination will not attract any penalties or shall not be liable for any extra payments other than payment of invoices raised till the time of termination including notice period.



- ii) *Breach of contractual obligations:* Any incidents considered as the breach of contract will result in immediate termination of services. AAI shall have the right to terminate the Contract effective immediately by giving written notice to the Agency if, the Agency breaches a material provision of this Contract where that breach is not capable of remedy; or if the Agency breaches any provision of this Contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.

Breach of SLAs: The contract may also be terminated if

- i) the cumulative penalties rise to 10% of the contract value
- ii) repeated breach of any SLA beyond 3 instances as per AAI discretion.

However, termination of this Contract shall not affect any accrued rights or remedies of either party.

Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the contractor.

AAI further reserves the right to recover from the contractor any amount which may become due to the AAI against failure of Contractual obligations and any other dues.

**All disputes arising out of the contract shall be referred to courts under the jurisdiction of Raipur only.**

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**DECLARATION**

(Black Listing/Debarred by AAI or any other Government body)

I..... (Name), aged ..... years, S/o .....  
(Name), Proprietor / Managing Partner / Managing Director of .....  
(Name of the Agency) do hereby solemnly affirm and state as follows.  
I am competent to swear this declaration on behalf of ..... (Name of  
Agency). I state that, my firm has not been black listed / debarred by AAI or any other government body as on  
date.

Dated this, the ..... Day of ..... Month.....  
years.

DEPONENT.

Note:

**This declaration shall be on company's letter head with seal and signature.**

**UNDERTAKING FOR UNCONDITIONALLY ACCEPTANCE OF THE QUOTATION  
TERMS & CONDITIONS**

To,  
The Airport Director,  
Airports Authority of India,  
S.V. Airport, Raipur

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

Sir,

1. The quotation documents for the work **“Rate Contract for Hiring of vehicles on need basis for 02 years at S.V. Airport, Raipur”** has been provided to me/us by Airports Authority of India and I/We hereby certify that I/We have inspected the sites 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.
2. I/We hereby unconditionally accept quotation conditions of AAI's mentioned in quotation documents in its entirety for the above work.
3. 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.
4. 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 ask for bribe/gratification, I/We will immediately report it to the appropriate authority in AAI.

Date:

Yours Faithfully

(Signature of the agency with rubber stamp)

**SCHEDULE OF QUANTITIES**

(To be filled by the agency)

**NAME OF WORK: Rate Contract for Hiring of vehicles on need basis for 02 years at S.V. Airport, Raipur**

S. No.	Description of item		Unit	Qty.	Rate to be quoted in figure & words		Total Amount (in Rs.)
	Usage Variant	Category			Rate (in Rs.)	In Words	
A	B	C	D	E		F	G=E x F
1	Hiring Charges of Vehicles (80 Kms X 8 Hrs. Per Trip)	Category-I	Per Trip	40			
		Category-II		30			
		Category-III		6			
2	Charges for extra KMs beyond 80 KMs in a day	Category-I	Per Km	1000			
		Category-II		1000			
		Category-III		150			
3	Charges for extra hours beyond 8 hrs. in a day	Category-I	Per Hrs.	100			
		Category-II		100			
		Category-III		24			
4	Night charges per night	Category-I	Per Night	10			
		Category-II		10			
		Category-III		3			
Grand Total							

In words Rupees .....

Signature of the agency with rubber stamp