

AIRPORTS AUTHORITY OF INDIA OFFICERS' INSTITUTE
B1, OLD AREA, SAFDARJUNG AIRPORT, NEW DELHI

Name of work : Quotation for “ Non Comprehensive Annual Maintenance Contract for Gym. equipments at Airports Authority of India Officers' Institute (AAIOI), Old Area, Safdarjung Airport, New Delhi.”

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Certified that this Tender Document contains pages 1 to 10 only.

Dy. General Manager-II,
AAIOI

AIRPORTS AUTHORITY OF INDIA OFFICERS' INSTITUTE
OLD AREA, SAP, NEW DELHI-03

F.No. AAIIOI/Gym./2023-24

Date :- 26.10.2023

NOTICE INVITING QUOTATION

1. Quotation are invited by **Dy. General Manager-II, AAIIOI, Old Area, Safdarjung Airport, New Delhi-110003**, on behalf of Secretary, AAIIOI from the eligible contractors for the work of for “ **Non Comprehensive Annual Maintenance Contract for Gym. equipments at Airports Authority of India Officers' Institute (AAIOI), Old Area, Safdarjung Airport, New Delhi.**” at an estimated cost of **Rs. 1,30,000/- (approx.) (excluding GST)** with completion period of **(12) Twelve Months which may be extended for another one year on mutual consent.** The scope of work includes Preventive and corrective maintenance of all equipments at the Gym. of AAIIOI at Old Area, Safdarjung Airport, New Delhi..
2. Following 2 envelopes shall be submitted through off line in the office of Dy. General Manager, AAIIOI, Old Area, Safdarjung Airport, New Delhi by the tenderer as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	22.05.2024
Quotation Document Sale Start Date	22.05.2024 (1130 Hrs.)
Quotation Submission Start Date	23.05.2024 (1130 Hrs.)
Quotation Submission End Date	29.05.2024 (1530 Hrs.)
Quotation Opening Date (Envelope- I)	29.05.2024 (1600 Hrs.)
Quotation Opening Date (Envelope- II)	03.06.2024 (1500 Hrs.) (Tentative)

Envelope-I (Technical Bid and Pre qualification):- Bid containing following:

A.Technical Bid containing the following:-

- i) Unconditional Acceptance of AAIIOI quotation Conditions **(as per Annexure- I).**
- ii) Undertaking regarding Blacklisting / Debarment on Company's Letter **Head (as per Annexure- II).**
- iii) Undertaking regarding compliance of GST provisions **(as per Annexure-III)**
- iv) Copy of Permanent Account Number (PAN) and GST Registration Number.
- v) Copy of **Experience certificate** as per qualifying requirements of contractors/tenderers.
- vi) Scanned copy of **Financial Turnover** (P&L Statement)
- vii) **Quotation/Tender document** duly signed by agency.

B. Qualifying requirements of contractors / tenderers containing the following: -

- i) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of **Rs. 52,000/-** or two works, each of **Rs. 65,000/-** or one work of **Rs. 1,04,000/-** in single contract of similar nature of work i.e. **Maintenance of Gym. Equipments during the last seven years ending on last date/Extended date of submission of Bid.**

Note: - The Experience Certificate of works completed pre-GST era. Competition amount will be divided by 1.12 (to exclude pre-GST Tax of VAT 12%) to make it at par with experience certificate of post GST era but excluding GST.

"The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date (Extended date) of submission of Bid".

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tender showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

Should have annualized average financial turnover of **Rs. 39,000/- against works executed during last three years ending 31st March of the previous financial year.** As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application.

Envelope-II: - Financial Bid.

All rates shall be quoted in the Schedule of Quantity (SOQ) format provided and no other format is acceptable. If the SOQ format is found to be modified by the tenderer, the bid will be rejected.

3. Bid Submission: -

The tenderer shall submit their application offline/physically only in the office of Dy. General AAI/OI, Airports Authority of India Officers Institute, Old Area, Safdarjung Airport, New Delhi as per time prescribed in CRITICAL DATA SHEET.

4. Not more than one quotation shall be submitted by one tenderer.

5. Bids Opening Process is as below: -

Envelope-I: (Technical bid and Pre-qualification):

Envelope-I containing documents as per Para 2 (A) and (B) (submitted by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

Envelope-II: (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial Bid) is required to be changed, the same shall be published on notice board at AAIIOI).**

6. AAIIOI reserves the right to accept or reject any or all applications without assigning any reasons.
7. AAIIOI reserves the right at its sole discretion not to award any work under this quotation. AAI shall not pay any costs or loss incurred by the tenderers in the preparation and submission of any requisite quotation or technical proposal or to procure contract for any of the items described herein.
8. AAIIOI also reserves the right to call off quotation process at any stage without assigning any reason.
9. AAIIOI reserve the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by AAIIOI or AAI or Central /State Govt. Depts./PSUs/World Bank/ADB etc. **If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the tenderer then AAIIOI shall take the following action:**
 - a) **The tenderer shall be liable for debarment from quotation/tendering in AAIIOI including termination of the contract apart from any other appropriate contractual/legal action.**
10. Consortium /JV companies shall not be permitted.
11. AAIIOI is not responsible for any postal delay etc. in respect of submission / receipt of any documents. Bidders who are intending to submit Bid are requested to submit the same well in advance before the due date & time. It is the responsibility of the Bidder to make sure that the required documents / Bid is submitted in time.

For and on behalf of
Airports Authority of India Officers' Institute,

**Dy. General Manager-II, AAIIOI,
SAP, New Delhi- 03**

ANNEXURE-I

ACCEPTANCE LETTER

Date:

To

Secretary AAIIOI,
Airports Authority of India Officer's Institute,
Old area, Safdarjung Airport,
New Delhi-110003

Subject “ Non Comprehensive Annual Maintenance Contract for Gym. equipments at Airports Authority of India Officers' Institute (AAIOI), Old Area, Safdarjung Airport, New Delhi.”

The tender document for the above work has been issued to me/us by Airports Authority of India Officer's Institute and I/We hereby certify that I/We have inspected the site and read the entire terms and conditions of the tender documents made available to me/us in the office of Dy. General Manager, AAIIOI, Old area, SAP, New Delhi, which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein. I/We hereby unconditionally accept(s) the tender conditions of AAIIOI tender documents in its entirety for the above work.

The contents of clause in Notice Inviting Tender of the Tender Documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the Tender Document and the same has been followed in the present case. In case, this provisions of the tender if found violated after opening of tender, I/We agree that the tender shall be rejected and AAIIOI shall without prejudice to any other right or remedy be at liberty to take any action against us.

I/We declare that I/We have not paid and will not pay any bribe to any Officer of AAIIOI for awarding this contract at any stage during its execution or at the time of payment of bills. If any officer of AAIIOI asks for bribe / gratification, I will immediately report it to the appropriate authority in AAIIOI.

I/We agree that "If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAIIOI, apart from any other appropriate / Legal action".

Thanking you,

Yours faithfully,

(Signature& Seal of the Contractor/firm)

Undertaking regarding Blacklisting/ Debarment

I/We(name and post of authorized signatory) on behalf of
.....(Name of firm) do here by solemnly affirm and declare as follows:

- (i) Our firm is not restrained/ debarred/blacklisted by AAIOI or Central/State Govt. Depts./PSUs/World Bank/ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (ii) None of Proprietor / Partners / Board Members / Directors of M/s (Name of Firm) has remained Proprietor / Partner / Board Member / Director in any firm which stands debarred / blacklisted by AAIOI or Central / State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (iii) Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAIOI, apart from any other appropriate contractual legal action including debarment/blacklisting, termination of the contract etc. as deemed fit.

Date:

(Signature & Seal of the Contractor/firm)

Place:

ANNEXURE-III

UNDERTAKING REGARDING COMPLIANCE OF GST PROVISIONS

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:

- 1) That I am registered under GST Provision with GSTIN no.-
_____.
- 2) That I indemnify AAIOI for non-compliance of GST provisions and blockage of any
input credit.
- 3) That all input credits will be passed on to AAIOI.

Dated this, the day of month Year.

(Signature& Seal of the Contractor/firm)

Place:

Date:

SPECIAL CONDITIONS OF CONTRACT

Name of work “ Non Comprehensive Annual Maintenance Contract for Gym equipments at Airports Authority of India Officers’ Institute (AAIOI), Old Area, Safdarjung Airport, New Delhi.”

Location : Airports Authority of India Officers’ Institute
Old Area, Safdarjung Airport, New Delhi

1. SCOPE OF WORK

Preventive and corrective maintenance of all equipment, **mentioned in Schedule**, below and will not cover any parts or spares. All parts/spares used for such repair (subject to availability) will be charged to AAIOI account for which payment will be made within 7 days of from the date of Performa Invoice raised by Tenderer.

- 1.1 Work to be carried out as per the bill of quantities as approved by AAIOI & any other related works considered necessary and as per satisfaction of Secretary/Dy. General Manager AAIOI.
- 1.2 The Tenderer should see the approaches to the site of work and do their due diligence before submission of their bid.

1 PAYMENTS

- 1.1** For the work done by the agency, R/A bill are to be processed every month. These monthly bills shall be prepared based on joint measurements on a prefixed date.

2 INCOME TAX & LABOUR CESS

- 2.1 Income Tax deduction shall be made from all payments made to the Contractor as per the rules and regulations in force in accordance with the Income Tax Act prevailing from time to time.
- 2.2 Labour & other cess as per rules and regulation in force shall be deducted from the bills of contractors.

3 CONTRACT AGREEMENT

- 3.1 The contract agreement shall be executed on a non-judicial stamp paper of value **Rs.100/-** and cost of the stamp paper shall be borne by the Contractor.
 - 3.2 Contractor's tender between the contractor and the AAI prior to the award of contract shall form a part of the Contract Agreement.
- 4 The Defect Liability Period for this work will be 06 months.

5 Agency has to submit challan / invoice of the material supplied.

- 6 Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Tenders as to the nature of the ground and sub soil (so far as is practicable), the form and nature of the site, the means of access to the site, working conditions including space for stacking of materials, installation of T&P, rates of various materials to be incorporated in works, conditions affecting movement of labours etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Tender. A Tenderer shall be deemed to have full

knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

- 7 Submission of a Tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the works to be done.
9. The Tender for works shall remain open for acceptance for a period of **ninety days** from the date of opening of financial bid of tenders. If any Tenderer withdraws his Tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to debar the agency for participating in the future contract of AAIIOI for one year.
10. On acceptance of the Tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the Engineer-in-Charge within 10 days of acceptance of tender.

Schedule

1. Tread Mill - 6
2. Cross Trainer-4
3. Cycle - 3
4. Hyper Ex.
5. Stretching Machine
6. Twister Machine
7. Water Rowing
8. Pre core FTS (Pully)
9. Complete Multi Machine
10. Leg Press
- 11, Keg ?Curl
12. Leg Ex.
13. Back Ex.
14. ABS Machine

SCHEDULE OF QUANTITIES

Name of work“ Non Comprehensive Annual Maintenance Contract for Gym. equipments and at Airports Authority of India Officers’ Institute (AAIOI), Old Area, Safdarjung Airport, New Delhi.”

Location :- Airports Authority of India Officers’ Institute
OldArea, Safdarjung Airport, New Delhi

Sl. No.	Description of item	Unit	Quantity	Rate (Rs.) Per Month	AMC Amount (12 months) (Rs.)
1.	Preventive and corrective maintenance of all equipment (numbering 24), mentioned below , and will not cover any parts or spares:- 1. Tread Mill - 6 2. Cross Trainer -4 3. Cycle - 3 4. Hyper Ex. 5. Stretching Machine 6. Twister Machine 7. Water Rowing 8. Pre core FTS (Pully) 9. Complete Multi Machine 10. Leg Press 11, Keg ?Curl 12. Leg Ex. 13. Back Ex. 14. ABS Machine	Per month	12 months		
				Total	

Signature of Tenderer with Name and Address

DRAFT QUOTATION SUBMISSION LETTER

Date:-

To

Secretary, AAIOI
Airports Authority of India Officer's Institute
B1, Old Area, Safdarjung Airport,
New Delhi- 110003.

Subject :- Quotation for “ Non Comprehensive Annual Maintenance Contract for Gym. equipments at Airports Authority of India Officers’ Institute (AAIOI), Old Area, Safdarjung Airport, New Delhi.”

Sir,

Please find attached filled & signed with stamp, quotation for subject work in the format given by your office. I/we accept all the terms & conditions given in the quotation documents and ensure you of best services. I also assure you that if any of my credential is found false/fake then suitable action may be initiated against me besides cancelling the work.

Encl.

1. Duly filled, signed & Stamped documents as per NIQ in two separate envelope i.e Envelope-I and Envelope-II.

Regards

(Sign & Seal of the contractor/Firm)