

**AIRPORTS AUTHORITY OF INDIA OFFICERS' INSTITUTE
SAFDARJUNG AIRPORT,
NEW DELHI-110003**

RFP no.: AAIOI/Party Lawn/catering/2024

SUBJECT:- REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF CATERING AGENCIES FOR PROVIDING CATERING SERVICES FOR THE PARTIES/ EVENTS AT MAIN PARTY VENUES HOSTED BY MEMBERS/GUESTS AT AIRPORTS AUTHORITY OF INDIA OFFICERS' INSTITUTE (AAIOI).

1. Proposal are invited through the e-tendering Portal by AAIOI for "Empanelment of Catering agencies by AAIOI" on behalf of Secretary, AAIOI, from eligible Firms / Companies for providing catering Services for the Parties/Events at Main Party Venues Hosted by Members/Guests at Airports Authority of India Officers' Institute (AAIOI), Safdarjung Airport, New Delhi-110003". The empanelment will be for a period of 1 + 2 years (in which 1st year will be probation period) extendable for further 02 years on satisfactory completion of 1st Year of probation. Eligible agencies can download the RFP from website <https://aaioi.enivida.com>.
2. The E-Bid documents indicating full details of the work can be seen in the e-tender documents uploaded on the RailTel E-tendering Portal at <https://aaioi.enivida.com>
 - a) The bids shall be submitted only on the RailTel E-tendering Portal at <https://aaioi.enivida.com>
 - b) The bids shall not be accepted in any other form.
 - c) The e-tendering process is online at RailTel E-tendering Portal at <https://aaioi.enivida.com>
 - d) Clarification needed, if any, may be sent through RailTel E-tendering Portal at <https://aaioi.enivida.com>

3. DEFINITIONS

- a) "Agency" shall mean a service provider company whose RFP has been accepted by "Airports Authority of India Officers' Institute" for empanelment and have received a written communication confirming such empanelment.
- b) "Institute" shall mean the Airports Authority of India Officers' Institute (AAIOI).
- c) "RFP" shall mean the 'Request for Proposal'.
- d) "Empanelment" shall mean empanelment for Catering Services.

- e) "Venue" Main Party Lawn, Annexe lawn and any other Venue (s) assigned by AAIIOI management or at any other location as directed by the AAIIOI management.
- f) Services shall mean catering services.

4. RFP PROCESSING FEE (Form Fee), EARNEST MONEY, & SECURITY DEPOSIT:

- (i) RFP processing Fee (Form Fee) of Rs. 11,800 (i.e. RFP processing fee (Form Fee) Rs. 10,000.00 + GST Rs.1800) (Rupees Eleven Thousand Eight Hundred Only) (Non-refundable) will be required to be paid online on E-Tendering portal at <https://aaioi.enivida.com> only.
- (ii) Earnest Money Deposit (EMD)/Bid Security of Rs. 10,00,000/- (Rs. Ten Lac Only). The EMD/Bid Security will be required to be paid online on E-Tendering portal at <https://aaioi.enivida.com> only.

Note: In the event, the RFP processing fees (Form Fee) & EMD is not submitted by a bidder as mentioned above, then the Bid of such Bidder(s) shall be rejected considering it as non-responsive and their Technical Bid shall not be opened and if opened then it will not be evaluated.

- (iii) Security Deposit – Rs. 15,00,000/- (Rs. Fifteen Lac Only), which will be refunded back to the agency after completion of tenure after deduction of any dues, if any. The EMD of successful agencies will be converted to security deposit and balance amount have to be deposited by the agencies towards Security Deposit.

- 4.1 **Security Deposit of Rs. 15,00,000/- (Rs. Fifteen Lac Only) in the form of Demand Draft/Pay order/Bank Guarantee (As per Annexure-C) in favour of "AAIOI" shall be deposited by the Successful bidder within 15 days of issue of letter of award, which shall be returned after completion of period of contract after deduction of penalties/dues, if any.** If any agency does not deposit the SD in time, then agency will be debarred from future participation in AAIIOI tenders for a period of 1 year & EMD will be forfeited. Agency will not be allowed to make any bookings for any party/ function until deposit of the full amount of Security Deposit. No interest will be paid on the SD deposited. Agency has to recoup the SD amount to full value in 15 days, if due to any penalty or pending bill which is deducted from the SD deposited.

5. **CRITICAL DATE SHEET**

Publishing Date	02.05.2024
Bid Document Download/Sale Start Date	02.05.2024
Clarification Start Date	02.05.2024
Clarification End Date	10.05.2024 upto 1800 Hrs.
Bid Submission Start Date	02.05.2024
Bid Submission End Date	24.05.2024 upto 1800 Hrs.
Bid Opening Date (Envelope-I)	27.05.2024 at 1200 Hrs.