

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

**Name of work: Supply of Fragrance Cartridges with Diffusers at AAIOI, Old Area,
Safdarjung Airport, New Delhi.**

INDEX

SNO	PARTICULARS	PAGE NO.
1	Index	1-1
2	Notice Inviting Quotation	2-4
3	Acceptance Letter (Annexure-1)	5-5
4	Undertaking regarding Blacklisting/ Debarment	6-6
5	Undertaking regarding compliance of GST provision	7-7
6	Special Condition of Contract	8-9
7	Specification	10-10
8	Schedule of Quantities	11-11

Certified that this Quotation Document contains pages 1 to 12 only.

Property Manager, AAIOI

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

AAIOI/ Fragrance /2025-26

Date: 27.01.2025

NOTICE INVITING QUOTATION

1. Item rate quotation is invited by **Property Manager, AAIOI, Old Area, Safdarjung Airport, New Delhi-110003**, on behalf of Secretary, AAIOI from the eligible contractors for the work of **“Supply of Fragrance Cartridges with Diffusers at AAIOI, Old Area, Safdarjung Airport, New Delhi”** at an estimated cost of **Rs. 1,92,000/- (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 supply of fragrance as per the Schedule of Quantities (SOQ) and complete upkeep and maintenance of the diffusers for the entire year.

2. Following 2 envelopes shall be submitted through offline in the office of Property Manager, AAIOI, Old Area, Safdarjung Airport, New Delhi by the agency/tenderer as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	28.01.2026 (09:30 Hrs.)
Quotation Document Sale Start Date	28.01.2026 (09:30 Hrs.)
Quotation Submission Start Date	28.01.2026 (09:30 Hrs.)
Quotation Submission End Date	18.02.2026 (18:00 Hrs.)
Quotation Opening Date (Envelope- I)	19.02.2026 (1600 Hrs.)
Quotation Opening Date (Envelope- II)	20.02.2026 (15:00 Hrs.) (Tentative)

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

A. Technical Bid containing the following: -

- i) Unconditional Acceptance of AAIOI 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) 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. 76,800/- or two works, each of Rs. 96,000/- or one work of Rs. 1,53,600/- in single contract of similar nature of work i.e. supplying and fabrication of Awning (replacement, supplying of material related to awning etc.) and rodent control during 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. **Agencies showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s), clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

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 agency, the bid will be rejected.

3. Bid Submission: -

The agency shall submit their application offline/physically only in the office of Property Manager AAIOI, 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 agency.

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 agencies) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

Envelope-II: (Financial Bid):

Envelope-II containing financial bid of the agencies 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 AAIOI).**

6. AAIOI reserves the right to accept or reject any or all applications without assigning any reasons.

7. AAIOI reserves the right at its sole discretion not to award any work under this quotation. AAIOI shall not pay any costs or loss incurred by the agencies 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 agency then AAIIOI shall take the following action:**
 - a) **The agency 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.

Property Manager, AAIIOI
New Delhi- 110003
For and on behalf of
Secretary, AAIIOI

ACCEPTANCE LETTER

Date:

To,

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

Subject: "Supply of Fragrance Cartridges with Diffusers at AAIIOI, Old Area, Safdarjung Airport, New Delhi."

Sir,

The quotation 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 quotation documents made available to me/us in the office of 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 quotation conditions of AAIIOI quotation documents in its entirety for the above work.

The contents of clause in Notice Inviting quotation (NIQ) of the quotation Documents have been noted wherein it is clarified that after unconditionally accepting the quotation 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 quotation Document and the same has been followed in the present case. In case, this provision of the quotation is found violated after opening of quotation, I/We agree that the quotation 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)

ANNEXURE-II

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 AAIIOI 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 AAIIOI 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 AAIIOI, 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 AAIIOI for non-compliance of GST provisions and blockage of any input credit.
- 3) That all input credits will be passed on to AAIIOI.

Dated this, the day of month Year.

**(Signature & Seal of the
Contractor/firm)**

Place:

Date:

SPECIAL CONDITIONS OF CONTRACT

Name of work: - “Supply of Fragrance Cartridges with Diffusers at AAIIOI, Old Area, Safdarjung Airport, New Delhi.”

Location: - Airports Authority of India Officers’ Institute, Old Area, Safdarjung Airport, New Delhi-110003

Scope of Work:

1. The scope of work shall include supply of fragrance cartridges strictly as per the requirement of AAIIOI and as per the choice of fragrance approved by AAIIOI.
2. The agency shall provide on-call site visits for inspection and checking of the condition and functioning of fragrance diffusers within 24 hours of receiving intimation from AAIIOI.
3. Installation of fragrance diffusers at the locations specified in the Schedule of Quantities (SOQ) shall be carried out by the agency without any extra cost.
4. All required spares, including but not limited to batteries, adapters, refilling pumps, and any other parts necessary for smooth operation of the system, shall be supplied by the agency on an as-and-when-required basis, as per the diffuser requirements at site and as mentioned in the SOQ.
5. The agency shall be responsible for ensuring uninterrupted and satisfactory performance of the fragrance diffuser system throughout the contract period.
6. Any damaged caused to the site or to equipment or any AAIIOI’s property same shall be made good by the agency at his own cost.
7. Agency's authorized persons will visit the site when required till period or when called by AAIIOI. On his visit they should meet the In-charge i.e. Manager-AAIOI or his representative and shall submit the report about satisfactory working of all lights.
8. The firm service engineer shall make visits as per requirement to location and in case of any breakdown call during the currency of contract; the firm shall attend the unlimited number of breakdown calls & rectify the fault within 24 hours of intimation over phone without any extra cost. The rates quoted/accepted shall be firm and final shall be inclusive of the same.
9. Agency has the right to come & check the existing condition of installation before quoting the rates. Once quoted then no change in rates will be admissible depending on site conditions during execution.
10. During the contract year, while the fragrance system is in use, the agency shall be fully responsible for rectifying, at its own cost, any defects that may develop and any unsatisfactory performance observed during the contract period.
11. **Terms of Payment:** Payment shall be made to the agency by AAIIOI on supply of fragrance and after installation of diffusers, on submission of

bill/invoice, after standard deductions of applicable taxes, including Labour Cess @ 1%.

12. There shall be no liability on the part of the AAIIOI to pay any compensation arising out of the labour dispute, accident etc. at site.

The agency shall be fully responsible for safety security and -coordination of the workers deployed at AAIIOI site. Nothing extra will be paid to the agency on this amount.

13. Any material taken out for the purpose of repair / rectification / replacement from the building or work premises shall have necessary permission from the Property Manager-AAIOI and security personnel/ competent authority in the form of a Gate Pass.
14. Consumables: All the Consumables such as Battery, Adapters, as required except the item, which will be supplied as & when basis and will be billed in next running bill.
15. Penalties: breakdown penalty of Rs. 50/- per case per light and not attending a call with-in 24 hours will attract a penalty of Rs. 50/- per day after 24 hours of booking the call on phone/ WhatsApp/ mail etc.
16. Contractor's tender between the contractor and the AAIIOI prior to the award of contract shall form a part of the Contract Agreement.
17. Agency has to submit challan / invoice of the material supplied.
18. Agency are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their quote 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 labors etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their quotation. An agency 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.
19. Submission of a Quotation by agency 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.
20. The agency for works shall remain open for acceptance for a period of **fifteen days** from the date of opening of financial bid of agencies. If any agency withdraws his quotation before the said period or makes any modifications in the terms and conditions of the quotation which are not acceptable to the Department, then AAIIOI 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.
21. On acceptance of the quotation, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the SM, AAIIOI shall be communicated to the SM, AAIIOI within 10 days of acceptance of quotation.

Specification for Fragrance

1. General Requirements:

- Fragrance shall be of premium quality, suitable for continuous indoor use in public areas such as restaurants, convention halls, washrooms, and meeting rooms.
- Fragrance must be pleasant, non-irritating, and acceptable to a wide range of users.

2. Safety & Compliance

- Fragrance shall be non-toxic, non-allergenic, and safe for human health.
- It shall comply with applicable safety and environmental standards and shall not contain any banned or harmful chemicals.
- No staining, residue, or adverse effect on furniture, walls, fittings, or HVAC systems.

3. Performance

- Fragrance should provide uniform and consistent diffusion without being overpowering.
- Long-lasting effect with controlled release suitable for the size and usage of the area.
- Odour neutralization along with freshening effect, especially in washrooms.

4. Compatibility

- Fragrance cartridges shall be fully compatible with the supplied diffusers.
- No leakage, clogging, or damage to diffuser mechanism during use.

5. Packaging & Shelf Life

- Fragrance cartridges shall be sealed, leak-proof, and properly labeled.
- Minimum shelf life of 12 months from the date of supply.

6. Approval

- Final selection of fragrance type and intensity shall be subject to approval by AAIOI before regular use.

SCHEDULE OF QUANTITY (SOQ)

Name of Work- Supply of Fragrance Cartridges with Diffusers at AAIIOI, Old Area, Safdarjung Airport, New Delhi.

S.N.	Item Description	Unit	Qty	Rate(Rs.)	Amount (Rs)
01	Supply of fragrance cartridges along with diffusers at Airports Authority of India Officers' Institute (AAIOI), Old Area, Safdarjung Airport, New Delhi, including installation at designated locations, complete in all respects, as per specifications, and directions of AAIIOI. Make: Aroma pure air, Godrej, Aroma 24, Novel	Nos.	15		
Total					

NOTE:

1. Rates should be exclusive of GST but inclusive of any other tax, if applicable.
2. Rates quoted will not be changed after acceptance of offer.
3. AAIIOI will not be responsible for any mistakes done in filling the rates.
4. All the material used should be of good quality and reputed brand as per SOQ.
5. Mere providing the quotation does not guarantee for the award of work to any agency.
6. AAIIOI reserves the right to reduce/ increase the order/PO quantity as per requirement.

Seal and signature of the agency

QUOTATION SUBMISSION LETTER

Date: -

To

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

Subject: - Supply of Fragrance Cartridges with Diffusers at AAI, 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 envelopes i.e. Envelope-I and Envelope-II.

Regards

(Sign & Seal of the contractor/Firm)

Date: -

To

M/s
.....
.....
.....

Subject: - Quotation for “Supply of Fragrance Cartridges with Diffusers at AAIIOI, Old Area, Safdarjung Airport, New Delhi.”

Sir,

It is in reference above subject work; you are requested to provide/submit the sealed envelope quotation duly signed & stamped in the format attached herewith. You are requested to take print of quotation submission letter on the letterhead of the company without changing the matter and submit all supporting documents in hard copy original latest by 18.02.2026 (15:30 hrs) in the office of Manager, AAIIOI, B1, Old Area, Safdarjung Airport, New Delhi-110003.

Note:

1. Any shortcoming in the documents will be considered as an incomplete quotation and will be rejected without any further information/communication.
2. Mere providing quotation does not guarantee any work award from AAIIOI.

Regards

(Brijesh KUMAR)
Property Manager, AAIIOI