



**PROPERTIES & FACILITIES DEPARTMENT**  
**SANTA CRUZ**

Tel. No. 26265670/26265609  
[www.airindia.com](http://www.airindia.com)  
Fax No.: 2615 7130

Old Airport,  
Santa Cruz(E),  
Mumbai-400 029

**Tender No. : PF/C/02/17**      **Date: 17.02.2017**

Providing & fixing aluminium sliding windows with Green Marble sills & jambs from G. F. to 6<sup>th</sup> floor (west face) of Finance Annexe Building OAP, Santa Cruz (E), Mumbai-29.

**NAME & ADDRESS OF THE CONTRACTOR:**

**TELEPHONE NOS.**

OFFICE :

RESIDENCE :



**laifRr vkSj lqfo/kk foHkkx / PROPERTIES & FACILITIES DEPT.  
Ikaarkdqt / SANTA CRUZ**

ACCEPTANCE LETTER

To,  
The GM - P&F Dept., Air India Ltd.  
Mumbai 400 029.

Sir,

We hereby unconditionally accept the tender terms and conditions in its entirety for the tender No. PF/C/02/17 dated 17-02-2017.

We also confirm that payment of Earnest Money Deposit has been made in the form of DD /Bank Guarantee / Cash and receipt of the same is enclosed herewith.

We understand that if RATES against each item of Schedule of Quantities are not WRITTEN in both FIGURES as well as WORDS, the tender will STAND REJECTED.

Date : \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE BIDDER WITH RUBBER STAMP

**laifRr vkSj lqfo/kk foHkkx / PROPERTIES & FACILITIES DEPT.  
Ikaarkdqt / SANTA CRUZ**



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To,  
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laifRr vkSj lqfo/kk foHkkx / PROPERTIES & FACILITIES DEPT.  
lkaarkdqt / SANTA CRUZ

### **IMPORTANT NOTE**

#### **PROCEDURE FOR SUBMITTING OF TENDER**

The tender for the subject work shall be submitted in two separate sealed covers. The Bidders are required to convey in writing in the “Acceptance Letter” which shall be issued in duplicate along with the tender, their unconditionally acceptance to Air India’s Tender Terms & Conditions in its entirety. It shall be the responsibility of the Contractor to collect the “Acceptance Letter” in duplicate from the issuing authority prior to submission of the tender OR “Regret Letter”.

“**Cover No. 1**” super scribed “Acceptance of Air India’s Tender Conditions regarding Tender for.....(*as per the subject of the tender*) .....and bearing on the bottom left corner the name of Bidder, will contain the following:

1. Acceptance Letter in duplicate fully completed.
2. Receipt of Earnest Money Deposit / Demand Draft / Bank Guarantee.

#### **COVER NO. 1 SHALL NOT CONTAIN ANY OTHER DOCUMENTS**

“**Cover No. 2**” to be submitted under separate sealed cover will contain only the Tender document and super scribed.....(*as per the subject of the tender....*) and bearing on the bottom left corner the name of the bidder.

#### **COVER NO. 2 SHALL NOT CONTAIN ANY OTHER DOCUMENTS**

Both the sealed Cover No. 1 & 2 shall be properly pinned together and submitted. Tenders will be opened in the presence of any intending bidders who may wish to be present at the time on the date and at the place indicated. Only the sealed Cover No. 1 shall be opened first.

The offer from only those bidders, who have submitted in *Cover No. 1* their letter of Acceptance, conveying their unconditional acceptance of Air India’s Standard Conditions of Contract together with the receipt of Earnest Money Deposit shall be considered valid and *Cover No. 2* containing the tender quotation for the subject work from such bidders only shall be opened.

Those bidders who do not fulfill the above requirements of Cover No. 1 or Cover No. 2 shall be rejected. The offers from those bidders, who are unable to unconditionally accept Air India’s Standard Conditions of Contract will also be rejected.

**REGRET LETTER**

(To be sent under Contractor's Letter head)

To,  
The Dy.General Manager,  
Properties & Facilities Dept.,  
Air India Ltd.  
S'Cruz (E),  
Mumbai-29.

**Sub: Providing & fixing aluminium sliding windows with Green  
Marble sills & jambs from G. F. to 6<sup>th</sup> floor (west face) of  
Finance Annexe Building OAP, Santa Cruz (E), Mumbai-29.**

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REF: Tender No. PF/C/02/17 dated 17-02-2017.

Sir,

We regret to inform you that we are unable to quote for the subject tender due to the following reason :

- 1.....
2. ....

**SIGNATURE OF THE BIDDER WITH RUBBER STAMP**

Date: .....



## PROPERTIES & FACILITIES DEPARTMENT

T. No. PF/C/02/17

Date: 17-02-2017

### **POLICE VERIFICATION OF CONTRACT LABOUR**

The Contractors who have been awarded the job through Work Order shall furnish necessary Police Clearance Certificate in respect of character and antecedents of all Contract Labourers engaged by them, before commencing the work at site.

This will be a part of Contractual Agreement, as entire Airport including Air India Complex has been declared as “**Prohibited Area**”. All such Contractors who would be awarded contracts are required to comply with the above requirements.

Contractors shall obtain such Police Clearance Certificate from Police available against a nominal fee per Certificate and they will submit this Certificate giving Work Order reference on it, to the Office of the Engineer In Charge of Properties & Facilities Dept., to be forwarded to our Security Department along with request for issuance of Entry Passes.

Contractors at the time of issuance / renewal of passes should present their workers / staff at Security Official stationed at Security Gate, after submission of application.

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**PROPERTIES & FACILITIES DEPARTMENT**

**Tender No. : PF/C/02/17      Date: 17.02.17**

**Sub: Providing & fixing aluminium sliding windows with Green Marble sills & jambs from G. F. to 6<sup>th</sup> floor (west face) of Finance Annexe Building OAP, Santa Cruz (E), Mumbai-29.**

**CONTRACT ADMINISTRATION PRO-FORMA**

1. Estimate Cost of Work: **Rs. 5.50 Lakhs.**
2. The Tender document consists of the following:
  - i) Contract Administration Pro-forma
  - ii) Conditions of Contract  
(to be referred to in our Contract Admin office at OAP)
  - iii) Additional Conditions
  - iv) Specifications
  - v) Bill of Quantities
  - vi) Declaration
3. The bidder is required to pay Earnest Money of Rs.11,000/- (Rupees Eleven Thousand only) in the form DD / PAY ORDER in the name of "Air India Ltd." payable at Mumbai, The same is to be enclosed along with the "Acceptance Letter" in cover no : 1.
4. The completed Tender Documents in Cover no: 2, accompanied by the Earnest Money DD / Pay Order and the Acceptance Letter in Cover no: 1, addressed to the Regional Head-P&F (W.R.), Properties & Facilities Department, Air India Ltd., Old Airport, Kalina, S'Cruz (E), Mumbai 400 029 should be deposited in the Tender Box kept in Admin. Office, before 3:00 PM on **23.03.2017.**
5. Tenders will be opened on the same day **i.e. on** 27.10.2016 at 3.30 p.m. in the Office of the Dy. General Manager, Properties & Facilities Dept., Air India Ltd., Old Airport, Kalina, S'Cruz (E), Mumbai 400 029, in the presence of any intending bidders who may wish to be present.
6. **In case the bidders do not wish to quote for the work, they may please send a regret letter on the date of opening of the tender. (Standard regret letter format attached).**

**CONTRACT ADMINISTRATION PROFORMA**

7. **EARNEST MONEY / SECURITY DEPOSIT:**
- a) Earnest Money Deposit : Rs.11,000/-
  - b) Additional Security Deposit to be made within 15 days of date of issue of Work Order : **NIL**
  - c) Retention Percentage from Running / Final Bill : **8 %**
  - d) Total Security Deposit : **10%**
8. Time allowed for the execution of the work : **8 (Eight) Weeks**
9. Defects liability Period : **6 Months**
10. Minimum value of work to be done between Two consecutive Running Account Bills for claiming by the contractor : **Rs. 2.00 Lakhs**
11. Likely period for honouring Running Account Bill after proper submission : **One month**
12. Likely period for honouring Final Bill After proper submission : **Two months**
13. Percentage permitted in Rate Analysis for Extra / Deviated items to cover overheads and Profits. : **20 (Twenty) %**

\_\_\_\_\_  
*SIGNATURE OF ENGINEER IN CHARGE*

\_\_\_\_\_  
*SIGNATURE OF BIDDER WITH RUBBER STAMP*



**Tender No. : PF/C/02/17**      **Date: 17.02.17**

**Sub: Providing & fixing aluminium sliding windows with Green Marble sills & jambs from G. F. to 6<sup>th</sup> floor (west face) of Finance Annexe Building OAP, Santa Cruz (E), Mumbai-29.**

**ADDITIONAL CONDITIONS**

1. **Bidders should quote their rates of individual items and for rebate offered in figures as well as in words. If the rates are not quoted in words in addition to figures, such tenders will be rejected. Incomplete quotation in any form shall be rejected.**
2. The conditions, as per Air India Standard Booklet, "Conditions of Contract" and Standard Specifications (Air India Ltd.) Volumes - I, II & III are applicable and may please be perused by the bidders, in Admin Office of P&FD, before submitting the quotation. Copies can be purchased, if desired.
3. Intending bidders are advised in their own interest to visit the site of work and familiarise themselves with the site conditions before submitting their quotations.
4. Rates for all items must cover the cost of all appropriate materials, all taxes except Service Tax, labour, machinery, scaffolding, tools and plants and all appliances including safety harnesses whatsoever necessary for the complete execution of the work.
5. The contractor will not be entitled for any compensation due to enactment of any law, regulation etc. on account whether the same is / are enforced by State / Central Govt. during the tenure of the contract, other **than the Service Tax payable by the Service Receiver , as per the relevant Acts & Rules** . Any other tax like Sales Tax on Works Contract, or levy, octroi, excise duty etc. on materials or any elements in respect of this contract, shall be payable by the contractor and Air India will not entertain any claims whatsoever in this respect. The contractor's rates should cater for the same.
6. **The quoted rates shall be exclusive of the Service Tax payable by the Service Receiver, as per the relevant Acts & Rules, but inclusive of the Service Tax payable by the Service Provider. (The Service Tax payable by the Service Provider is to be borne by the contractor.)**



**ADDITIONAL CONDITIONS**

7. The reimbursement shall be as per the applicable service tax rate for the period for which the bill is raised. Contractor's bill shall not be processed without fulfilling the above requirement.
8. The contractor shall produce documentary proof of service tax paid to Govt. authorities on completion of the subject tender, before the release of security deposit.
9. Contractors who does not fall under the Service Tax criteria as per the yearly turn over, shall give an undertaking as per the attached sheet and shall owe all the responsibility of Service Tax, arises, if any, in future.
10. It is mandatory that storage of all the hazardous chemicals /powders should be as per the directives of the competent Government Authorities & should not be easily accessible to the persons other than the authorized expert personnel of the contractor.
11. The workers carrying out the work will have to be provided with and shall wear proper safety masks, hand gloves, shoes, and uniforms to identify & carry bags for materials. The tools to be used shall be of standard quality.
12. The premises shall always be kept clean & the company staff shall not be disturbed by the contractor's labourers while working at site.
13. Price adjustment clause is not applicable to this civil term contract. Mobilisation advance shall not be paid by Air India Ltd. on any account.
14. Air India Ltd. reserves to itself the right to accept or reject any tender either in part or in whole without assigning any reason for doing so & does not bind itself to accept the lowest or any tender.
15. The contractor shall adhere to the rules, regulations & instructions of Security Dept. of Air India Ltd., CISF and MIAL security at the airport premises. The contractor should also ensure that the workers do not loiter anywhere in the building other than the work site. Any action taken by Security Departments against the defaulters shall be contractor's responsibility.
16. **POLICE VERIFICATION** : The Contractors who have been awarded the job through Work Order shall furnish necessary Police Clearance Certificate in respect of character and antecedents of all Contract Labourers engaged by them, before commencing the work at site.

**ADDITIONAL CONDITIONS**

This will be a part of Contractual Agreement, as the entire Airport including non – operational area of Air India Complex has been declared as “**Prohibited Area**”. All such Contractors who would be awarded contracts are required to comply with the above requirements.

Contractors shall obtain such Police Clearance Certificate from Mumbai Police, available against a nominal fee per Certificate and they will submit this Certificate giving Work Order reference on it, to the Office of the Engineer in charge of Properties & Facilities Dept., to be forwarded to our Security Department and BCAS, along with request for issuance of Entry Passes. After obtaining recommendation from the Security Department these applications are required to be submitted by the applicants to BCAS office, Mumbai for their processing and issuance.

Further, these passes (Air India & BCAS) should be handed over to EIC, P&FD after the completion of the contract period. The usage of these BCAS passes shall be at the discretion of Air-India Official and Contractor shall have no say on the matter.

As per BCAS, Mumbai, permanent employees of the company and the Casual Labours / Trainees / Contractor workers who require a temporary Airport Entry Pass will now be issued AEP in the form of laminated card. A fee of Rs.50/- in the form of Demand Draft in the name of RPAO, CAD, Mumbai is required to be paid along with Airport Entry pass applications.

In the event of Loss of either the Temporary or Computerised Airport Entry Pass, a fee of Rs.500/- (Five Hundred Only) will be charged by BCAS authority.

**Contractor shall get acquainted with online registration procedure of MIAL for obtaining security passes in the operational area of CSI Apt, Mumbai & their rates shall include additional cost of necessary fees to be paid to MIAL & or any other regulatory bodies.**

**17. E – MAIL ID & Mobile Phone No:** It is mandatory on part of the contractor to inform E – mail ID and mobile phone no. of his/their firm or of any authorized representative of his / their firm for effective communication while contract is on. This E – mail ID & mobile phone no. shall be submitted latest by date of award of contract. Contractor shall provide the above details to all concerned Air India for every areas/premises for necessary contacts and for better co-ordinations.

18. Following amendment is to be added to the Conditions of Contract after Para 20.7.0 Page No. 15 :

**ADDITIONAL CONDITIONS**

- 20-8-0** -- It shall be the Contractors obligation to comply with all applicable statutory requirements including in particular relating to minimum wages and the dearness allowance and emoluments payable to the employees. It shall be the Contractor's responsibility to furnish each month to Air India Ltd. due compliance of all statutory requirements.
- 20-9-0** -- In the event of Air India incurring any liability by reason of any lapse and / or omission on the part of the Contractor, the Contractor shall, from time to time, and at all times, indemnify and keep indemnified Air India against all such liability including the cost thereof on Attorney and client basis.
19. The clause no : 77 for water supply, the sewerage charge has been revised as 0.35% and water charge has been revised as 0.65% making the total water + sewerage charges amounting to 1% of tender cost i.e. the total remains unchanged )
20. **Purchase Preference Policy for PSE** : Preference shall be given for Products & Services offered by Public Sector Enterprises " as per prevailing orders of Govt. of India.
21. Every activity in connection with the subject work shall be carried out necessarily with the prior permission of sectional in-charge of the premises where the work is being carried out.
22. Descriptions given in the Schedule of Quantities are only generally indicative of the type of work intended to be executed. Likewise, the quantities given in the Schedule should not be considered to be precise and are meant merely as a guide to the bidders and are liable to vary according to the exigencies of work. It must be clearly understood that the Contractors before quoting, have fully acquainted themselves with the intent of:-
- (i) Contract Administration Pro Forma
  - (ii) Conditions of Contract (To be referred to on our web site under Tenders> PFD Manuals)
  - (iii) Additional Conditions
  - (iv) Specifications (To be referred to on our web site under Tenders> PFD Manuals)
  - (vii) Bill of Quantities
  - (viii) Declaration

**ADDITIONAL CONDITIONS**

23. The bidder is advised to sign the tender conditions and the person authorised to sign the tender should sign on all important pages including (i) Contract Administration Pro Forma, (ii) Additional Conditions, (iii) All pages of Schedule of Quantities & (iv) Declaration Form.
24. Contractors are required to procure adequate numbers of safety harness, helmets, shoes, hi – visibility vests etc. duly approved by EIC before commencement of work at their own cost and provide them to his contract workers on duty.
25. Stacking and storing of dismantled serviceable materials shall be the responsibility of the contractor. In case of any loss or damage, contractor shall compensate to Air India Ltd.
26. Debris is to be dumped at designated places only, at the end of the day's work. The contractor will not be allowed to dump the debris near the work in progress. If the contractor could not remove the debris within 7 days out of Air India premises, same will be carried out by Air India at the contractor's risk and cost. The amount will be recovered from the contractor's bill towards the expenses incurred by Air India to do the same.
27. Contractors may please note, that in case of deviation in the item or use of materials other than specified under instructions of EIC (Allowed due to non-availability or otherwise) same shall be dealt in rates as under:  
“Difference in the cost of materials specified and actually used including taxes plus 20% overhead & profits (on the difference in cost of materials) shall be deducted from quoted rates in case of used material cost is lower than specified or paid extra in case of cost of materials are on higher side than specified as the case may be”.  
The labour cost if extra or on lower side, shall be dealt similarly.
28. The contractor shall submit “Workmen Compensation Policy” as per the Workmen Compensation Act 1923 & its Amendments, for all workers under this contract, with appropriate wages of workers and the height at which the work is to be executed. The validity of the policy shall be the contract period plus period of extension, if delayed due to any reason and Defect Liability Period. The Policy Proposal Document is to be submitted to the EIC and contractor has to amend the policy proposal as per the instructions of the EIC. Workmen Compensation Policy submitted without the consent of the EIC will be treated as invalid and any delay on this account will be at contractor's risk and cost.

**ADDITIONAL CONDITIONS**

29. The contractor shall submit "Contractor's All Risk Policy" with a policy value equivalent to the amount of work order of this work, with Air India Ltd. as the 1<sup>st</sup> Policy Holder name and contractor's name as the 2nd Policy Holder. The validity of the policy shall be the contract period plus period of extension, if delayed due to any reason and Defect Liability Period. Work shall be started only after submission of Workmen Compensation Policy & Contractor's All Risk Policy.

30. Contractor has to maintain separate daily consumption registers of materials like cement, polymer, concrete admixture, additive, etc., as per the approved format of EIC, without any extra cost to Air India. These updated registers are to be submitted to EIC or his authorised representative on daily basis.

I / we hereby declare that I / we have read and understood the additional conditions and here by agree to abide by them.

DATE:

PLACE :

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*SIGNATURE OF BIDDER WITH THE RUBBER STAMP*



**Tender No. : PF/C/02/17      Date: 17.02.17**

**Sub: Providing & fixing aluminium sliding windows with Green Marble sills & jambs from G. F. to 6<sup>th</sup> floor (west face) of Finance Annexe Building OAP, Santa Cruz (E), Mumbai-29.**

**SCHEDULE OF QUANTITIES**

Item No	Description	Qty	Rate	Per	Amount
1	Dismantling carefully existing single/double MS doors/ windows, (with or without grills) ventilators, rolling shutters, collapsible gates etc. of any size and section and at all levels together with all fittings and fixtures (including glasses) including transporting, handing over serviceable materials to AI stores within OAP premises, making good damages, carting away debris to nearby stacking area, etc. complete. (Only clear size of masonry opening shall be measured for payment.)  <b>RATE IN WORDS</b>	40 sq. m.		sq. m.	
2	Providing and fixing GREEN MARBLE slab of 18 mm to 20 mm thick, machine cut, mirror polished to one side and internal exposed edges machine moulded and mirror polished as per approved sample for sills and jambs of windows or at any locations as directed at all levels in stepping arrangements, with overlapping of 25-40 mm or as directed to suit the window length and height, with necessary backing coat 12 mm thick (min) in CM (1:4) setting in neat cement and finished with matching pigment, sealing gaps between stone and wall with cement paste to prevent any leakages, curing cleaning , etc. ....				

**Tender No. : PF/C/02/17      Date: 17.02.17**

**SCHEDULE OF QUANTITIES**

Item No	Description	Qty	Rate	Per	Amount
	<p>complete all as directed etc. complete.            Note: -            (i) Nothing extra shall be paid for any additional thickness of backing coat plaster to marble stone.            (ii) Mode of measurement shall be length x breadth, no overlapping shall be counted.</p> <p align="right"><b>RATE IN WORDS</b></p>	65 sq. m.		sq. m.	
3	<p>Providing &amp; fixing aluminium work for doors, fixed/sliding windows, ventilators, partitions and wall cabinets with extruded built up standard tubular and other sections of any thickness and of approved make conforming to IS code, anodised or powder coated to required shade, fixed with roll plugs and screws or with fixing clips, or with expansion hold fasteners, including necessary filling up of gaps at junctions at top, bottom and sides with required PVC/ neoprene felt, rollers and side locks for sliding shutters, etc. complete. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, aluminium snap beading for glazing / panelling, C.P. brass/ stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-Charge. (Glazing and panelling to be paid separately. Rollers &amp; side locks of sliding shutters shall not be paid separately and the quoted rate shall include for the same.)</p> <p align="right"><b>RATE IN WORDS</b></p>	860 kg.		kg.	

**SCHEDULE OF QUANTITIES**

Item No	Description	Qty	Rate	Per	Amount
	Providing and fixing 5 mm thick plain float glass of "Modiguard", "Saint Gobain", "AIS" or equivalent approved make in aluminium partitions, doors, etc. including cutting, wastage, fixing with approved quality neoprene gasket and aluminium snap beading, etc. complete as per instructions of EIC.(Aluminium snap beading shall be separately paid under item no. 15) <b>RATE IN WORDS</b>	40 sq. m.		sq. m.	
	<b>TOTAL Rs.</b>				
	<b>REBATE</b> _____ %, IF ANY , (in figures & in words) <b>Rs.</b>				
	<b>GRAND TOTAL Rs.</b>				

**IN WORDS : (Rupees only)**

**NOTE :**

**Service Tax payable by the Service Receiver, as per the relevant Acts & Rules, shall be paid separately, along with the running/final bills. The Service Tax payable by the Service Provider is to be borne by the contractor. For comparison of tender bids, service tax will not be included and the quoted amount (exclusive of service tax) only will be compared.**

*Place:*

*Date:*

\_\_\_\_\_  
**SIGNATURE OF BIDDER WITH RUBBER STAMP**





**Tender No. : PF/C/02/17      Date: 17.02.17**

**Sub: Providing & fixing aluminium sliding windows with Green Marble sills & jambs from G. F. to 6<sup>th</sup> floor (west face) of Finance Annexe Building OAP, Santa Cruz (E), Mumbai-29.**

1. I/We hereby declare that I/We have read and understood the Conditions of Contract, Specifications, drawings, Schedule of Quantities etc. and hereby agree to abide by them. In token thereof I/We have signed below and at the end of Schedule of Quantities. I/We also understand that otherwise this tender is liable to be rejected.
2. I/We understand that our Tender will not be considered, if the rates for items are not written both in FIGURES AND WORDS.
3. I/We hereby confirm that only the relevant entries asked for have been made within the Tender documents issued to us. I/We also confirm that in the event of any entry in this Tender document, other than the relevant entry, shall make this Tender invalid.
4. I/We hereby agree to obtain the Registration Number under the Contract Labour Act by Registering with the Labour Commissioner and furnish the Registration details to Air India Ltd.
5. I/We hereby agree to obtain Employer's Number under the Employees State Insurance Corporation and the Provident Fund `Commissioner. in the event of our not being able to provide the above said numbers, we agree to Air India Ltd. retaining appropriate amounts at the stipulated percentage rates towards ESIS and PF, Air India Ltd. may remit such amounts to the appropriate authorities.
6. I/We agree to submit to Air India Ltd. necessary reports and returns as required for compliance of ESIS & PF regulations.
7. I / We agree to submit the bills with our service tax registration no. printed / stamped on it and shall show the service tax amount separately at the prevailing service tax rate.

Place:

Date:

\_\_\_\_\_  
*SIGNATURE OF BIDDER WITH RUBBER STAMP*