

**NATIONAL AVIATION COMPANY OF INDIA LTD
(MATERIALS MANAGEMENT DEPTT.)
AIR-INDIA COMPLEX, IGI AIRPORT, TERMINAL-2
NEW DELHI - 110037
TEL.NO.0091-11-25653563, FAX NO. 0091-11-25653388**

Ref: MM/09/614

Dt. 08.02.2010

**Sub:Tender inviting quotation in two-bid system (Technical and Price Bid)
for supply & installation of New Desert Coolers on Hiring basis.**

Tender Enq.No.	MM/09/614
Last date of submission of tender	03.03.2010 upto 1500 hrs.
Date of opening of technical bid	03.03.2010 at 1500 hrs.

National Aviation Company of India Limited hereby invites offers from the contractors, who are in the business for at-least 3 years, for the supply and installation of Desert Coolers on Hiring basis.

S.No.	Particulars	Annexure
1	Certificate	I
2	Technical Bid Format	II
3	Tender terms and conditions.	III
4.	Format for Price	IV

Quantities required and their delivery location are as follows.

S.N	Item	Qty.	Location/Positioning
1	Supply and installation of New Desert Coolers fitted with 18" Exhaust Fan and Standard Electrical Pump with standard electrical fittings like Plug an Wire etc., alongwith Cooler Stand.	125 Nos.	IGI AIRPORT, Terminal II, New Delhi.

Note : All coolers to be installed by providing proper plywood for the Window at the location where same is to be installed and removal of the same from GSD Premises.

1. Sealed / closed quotations are to be submitted in a two-bid system (**Technical bid and Price bid separately**) as per following details:

1.1 **COVER - I (Technical Bid).**

To be super scribed with "**TECHNICAL BID** for enquiry No. **MM/09/614** dated **8.2.2010** due for opening on 3.3.2010" and must contain the following:

- i) Tenderer's response - Annexure – I & II.
- ii) Earnest Money Deposit (hereinafter referred to as "EMD") of INR 3000.00 by way of bank draft / banker's cheque drawn in favour of Air-India, payable at New Delhi, to be submitted with the technical bid. **No other mode of payment is acceptable.**
- iii) In case a tenderer is eligible for exemption from the payment of EMD, documentary proof to this effect must be enclosed. SSI units registered with NSIC under its Single Point Registration Scheme, and holding a currently valid certificate to this effect, would be exempted from submission of EMD. **It may be noted that submission, if any, of reference(s) of Govt. notification(s) pertaining to exemption from submission of EMD in favour of the tenderer must be supported by copy(ies) of such notification(s) duly certified by the department(s) issuing such notification(s) to the effect that the same is / are currently valid.**

1.2 **COVER - II (Price Bid).**

To be superscribed with "**PRICE BID** for enquiry No. **MM/09/614** must contain the followings:

The price bid must conform to the followings:

- a) **Rates should be quoted in the Annexure- III format only.**
 - b) Unconditional discounts, if any, should be clearly indicated, and would be applied to the quoted price during evaluation.
 - c) Conditional discounts, if offered, will not be considered for the evaluation.
2. THE TWO SEPARATE SEALED/CLOSED COVERS (i.e. ONE COVER FOR THE TECHNICAL BID, AND ANOTHER COVER FOR THE PRICE BID) SHOULD BE FURTHER PUT IN A MASTER COVER SUPERSCRIBED WITH "**QUOTATION FOR TENDER ENQ.NO. MM/09/614 DUE FOR OPENING AT 1500 HRS. ON 03.03.2010**" and should be submitted at the following address upto 1500 hrs. on or before 03.03.2010.

**CHIEF MANAGER - MM
MATERIALS MANAGEMENT DEPARTMENT
NATIONAL AVIATION COMPANY OF INDIA LTD .
AIR-INDIA COMPLEX, IGI AIRPORT, TERMINAL-2, NEW DELHI-110037**

3. **CLARIFICATIONS:** For any clarification please contact:

Sr. Manager - MM
Tel:0091-11-25652319
E-Mail: arasu68@hotmail.com

4. **Delivery & Installation** : At our offices at Air-India complex, IGI Airport-II, New Delhi by end of March 2010.

5 **PENALTIES:**

- a) **Liquidated damages:** Timely delivery is the essence of the Contract. In case of delay in delivery, liquidated damages would be charged at the rate of ½% (half

percent) or maximum of 5% of the value of the item(s) that have been delayed for every week of delay or part thereof from the scheduled delivery date:

- b) NACIL further reserves the right to cancel the Purchase Order in the event of delayed deliveries, and to issue a fresh Purchase Order on any other source at the cost and risk of the tenderer.

- 6** **REJECTION** : If Desert Coolers offered on hiring are found to be old or defective or not conforming to the specifications / requirements, it may result in rejection of the defective supply without any liability to National Aviation Company of India Ltd., and a fresh supply will have to be made IMMEDIATELY, FREE OF COST in order to sustain the operations of NACIL.

7. EVALUATION CRITERIA :

As per eligibility criteria as mentioned in Page 2/2 of Annexure-II.

Price Bid

Selection would be on the basis of the lowest contract value as per the details indicated at Annexure-III.

- A. JURISDICTION:** Any dispute whatsoever shall be subject to the jurisdiction of New Delhi / Delhi Courts only.

- 8. SECURITY DEPOSIT** : Successful tenderer will be required to furnish a Bank Draft / Pay Order / Bank Guarantee in favour of Air-India on any Scheduled Bank in Delhi / New Delhi, equivalent to 5% value of the order within 7 days from the date of receipt of order. The Security Deposit shall not bear any interest and shall be refunded after completion of Hiring period.
- 9. INSPECTION** : The successful bidder will require to furnish / attach with each delivery lot Quality Assurance Certificate conforming to our ordered specifications. Expenses on this account will be borne by the supplier.
- 10. VALIDITY OF QUOTES** : Quotation / tenders should be kept open for a minimum period of 120 days from the date of opening of Tender.
- 11.** Your quotation shall also be rejected in case of the following:-
- a) Quotation received after due date and / or without date.
 - b) Only single quote i.e. Technical or Commercial quote received.
 - c) Quotation received by Fax.
 - d) Quotation received unsigned and or without date.
 - e) Quotations received without earnest money.
 - f) Quotation not received in separate sealed envelopes.

You are requested to confirm your intention to quote or regret to quote on our Fax No.25653388 or e mail to arasu68@hotmail.com

(A.THIRUNAVUKKARASU)
SR.MANAGER-MM

ANNEXURE -I

ON TENDERER'S LETTER HEAD

C E R T I F I C A T E

To,

The Chief Manager - MM
Materials Management Deptt.,
National Aviation Co. of India Ltd.,
Air-India Complex,
IGI Airport, Terminal - 2,
NEW DELHI – 110037.

Sir,

It is certified that we have studied and understood the terms and conditions of the tender for supply & installation of Desert Coolers on Hiring basis against enquiry No.MM/09/614 and we agree to abide by the same unconditionally.

AUTHORISED SIGNATORY
COMPANY SEAL

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ANNEXURE II

TECHNICAL BID FORMAT

MM/09/614

1	Name of Contract	
2	Name of the Tenderer / Co.	
3	Address	
4	Telephone No. / Mobile No.	
5	Fax No.	
6	Email ID	
7	Name of Contact Person	
8	No. of Employees Office : Technicians.	
9	Time Limit for providing and installation of Desert Coolers after award of tender.	
10.	Details of Help Desk Name : Tel No. Fax No. Mobile No.	

AUTHORISED SIGNATORY & COMPANY SEAL

(To be submitted on tenderers letter head)

ANNEXURE – II (Page 2 / 2)

TENDER ENQUIRY NO : MM/09/614

ELIGIBILITY CRITERIA FOR EVALUATION OF TECHNICAL BID.

Please circle for your compliance

S.No	Criteria	Tenderer response
1	Capacity to provide Minimum 125 New Desert Coolers to Air-India for the period from 1.4.10 to 30.9.2010	Yes / No
2	Tenderer must be in the business of providing Desert Coolers on Hiring basis for the last three years(Attach document proof of orders received from any Govt./PSU/Bank/Public company etc. for the last three years.)	Yes / No
3	The turnover of the tenderer should be minimum Rs 1.00 lakhs / year for the last two year.(Attach document proof)	Yes / No
4	EMD of INR.3000.00 in the form of Bank Draft / Banker's Cheque in favour of Air-India, payable at Delhi./New Delhi.	Yes / No
6	Certificate accepting all the terms and conditions unconditionally of the tender on the Tenderer's letter head in the format as given at Annexure- I.	Yes / No
7	Details of a. PAN no b. Service tax no / VAT no (Attach document proof)	a. b.
8	Acceptance of 30 days payment for the services rendered.	Yes/No.

AUTHORISED SIGNATORY

Name :

Designation

COMPANY SEAL

ANNEXURE- III

PRICE FORMAT

MM/09/614

S.NO.	DESCRIPTION	UNIT OF MEASURE EACH	QTY.	UNIT RATE	TOTAL PRICE
1	Providing of New Desert Coolers on Hiring basis for a period of six months from 1st April 2010 to 30th Sept.2010	Each	125NOS.		

NOTE:

1. THE SELECTION OF TENDERER (L-1) WILL BE DECIDED AS UNDER :

- a) The tenderers should fill up all fields of the Table above.
 - b) In case price is not relevant to a given field of the Table, or has been included in the total price, the same should be entered as "Not Applicable" or "Included in the basic price" as applicable.
 - c) Service Tax, VAT, Work Contract Tax etc. must be clearly indicated with the percentage thereof (as and where applicable)
 - d) Unconditional discount, if any, should be clearly indicated.
 - e) Any other costs to be borne by NACIL should be clearly indicated.
2. THE SELECTION OF TENDERER WOULD BE DECIDED INDEPENDENTLY BASED ON THE TOTAL HIRING CHARGES OF EACH UNIT.
3. UNCONDITIONAL DISCOUNT, IF ANY, MAY BE INDICATED SEPARATELY, AND WOULD BE ADJUSTED FROM THE QUOTED PRICE.
4. CONDITIONAL DISCOUNT, IF ANY, WILL NOT BE CONSIDERED FOR DECIDING SELECTION OF TENDERER.
5. THE RATES QUOTED SHOULD BE INCLUSIVE OF TRANSPORTATION CHARGES FOR DELIVERY TO THE DESTINATION MENTIONED ABOVE.
6. THE RATES SHOULD BE QUOTED BOTH IN FIGURES AND WORDS.
7. THE TENDERERS ARE ADVISED TO ENSURE THAT THE PRICES AND OTHER DETAILS ARE FILLED IN CORRECTLY AND COMPLETELY IN THE ABOVE FORMAT. SUBMISSION OF INCORRECT OR INCOMPLETE INFORMATION, AND / OR SUBMISSION OF THE ABOVE FORMAT WITH ARITHMETICAL ERRORS IN COMPIATION OF THE DATA WOULD BE AT THE TENDERER'S SOLE RISK AND THE DECISION OF N.A.C.I.L IN SUCH CASES WOULD BE FINAL AND BINDING.

CERTIFICATION

Certified that:

- a) There are no hidden costs to National Aviation Company of India Limited over and above that indicated above, and
- b) The benefit of reduction in statutory taxes/ levies, if any, arising during the term of the contract, if awarded in our favour, would be passed on to National Aviation Company of India Limited.

AUTHORISED SIGNATORY / COMPANY SEAL

