

**AIR INDIA LTD.
AIR-INDIA COMPLEX,
IGI AIRPORT, TERMINAL-2
NEW DELHI-110037.**

Ref No. MM/11/763

Date :15.12.2011

TENDER CLOSES AT **1500HRS** ON 09.01.2012. TECHNICAL BIDS SHALL BE OPENED AT **1530HRS** ON 09.01.2012

SUB: HIRING OF TOURIST CARS IN THREE BOX SECTION – ON POINT TO POINT BASIS.

SEALED TENDERS are invited in Two bids separately superscribed as Technical and Commercial bid to provide A/C and Non A/C Cars Petrol/Diesel/CNG Fuel Mode Model 2010 or later for pick up and dropping of our Visiting Executives from IGI Airport, Terminal-1, II & Terminal-III, in and around Municipal limits of NCR subject to following terms and conditions:-

D) SCOPE OF WORK :

Cars will be required from time to time for our sudden and random requirement and contractors are required to provide Cars at a short notice. Successful tenderer have to arrange the Cars depending upon the requirement conveyed by Transport Section of Ground Services Department. The Cars required should be of model 2010 or later and the Cars deployed should be well maintained, cleaned thoroughly both internally and externally.

2)The total requirement of cars per day may vary from 0 to 15. Initially the contract will be entered into for two years period, which may be extended for another one year if services provided by the transporter are found satisfactory at the sole discretion of Air India.

3)The driver shall note down the kilometer and time at the beginning of each duty and record the same in the duty slip duly certified by the Official whose duty he is performing. The signed duty slip is to be attached alongwith the bill. Starting time/kms., and ending time/kms. Point to Point mileage will be paid.

4) List of the Cars and Names of the Drivers, as and when required to operate for handling of Special Extra Section Flights, should be handed over to the Air-India Officers/staff to enable preparation of Entry Passes for Air Force Technical Area.

II)ELIGIBILITY CRITERIA.

A)ONLY THOSE TRANSPORTERS HAVING MINIMUM 10 NOS. COMMERCIALY REGISTERED CARS IN THREE BOX SECTION CATEGORY MODEL 2010 AND LATER REGISTERED IN THE NAME OF TRANSPORT CO/PROPRIETOR/IN THE NAME OF PARTNER IN CASE OF A PARTNERSHIP FIRM WILL BE CONSIDERED. THE CARS SHOULD HAVE VALID COMMERCIAL/TOURIST PERMIT FOR PLYING IN NCR.

B) ONLY THOSE TRANSPORTERS HAVING THEIR OFFICE AND GARAGE WITHIN MUNICIPAL LIMITS OF NCR WILL BE CONSIDERED AGAINST THIS TENDER.

C) TENDERER MUST HAVE MINIMUM TWO YEARS EXPERIENCE IN TRANSPORTATION BUSINESS AS ON THE DATE OF SUBMISSION OF TENDER. A CERTIFICATE TO THIS EFFECT MUST BE ATTACHED ALONGWITH TECHNICAL BID.

D).TENDERER MUST HAVE PAN NO. AND SERVICE TAX REGISTRATION NO.

III. EARNEST MONEY DEPOSIT : TENDERER ARE REQUIRED TO ATTACH A PAY ORDER FOR RS.50000.00 TOWARDS EARNEST MONEY DEPOSIT ALONGWITH THE TECHNICAL BID. BIDS RECEIVED WITHOUT EMD WILL BE REJECTED.

IV). **Period of contract** – Initially for Two years subject to extension by another year if the performance of the Transporter is found satisfactory.

V) **RATES** : i) The rates should be quoted as per the format provided in the Commercial Bid. There should not be any indication of prices in the Technical Bid.

ii)The rates quoted shall be fixed for the entire period of the contract from the date of commencement of agreement/contract. The revision of rates will not be considered under any circumstances except in the event of and to the extent of revision of Petrol/Diesel/CNG prices beyond 5% by the Government. In such a situation, the transporter will have to give one month's notice in writing for the approval of revised rates by Air India. The working formula for increase or decrease in rates due to increase or decrease in Petrol/.Diesel/CNG rates will be as under:

a) Cars Non A/C 12Kms per Ltr/Kg. of Petrol or CNG & 16 Kms for Diesel

b) Cars A/C 10Kms per Ltr/Kg. of Petrol or CNG and 14 Kms for Diesel

iii)There should be no cutting/overwriting in the duty slips. Duty slips to be made in triplicate and counter signed by our authorized official should be submitted alongwith the Bills.

iv)Air India reserves the right to accept or reject any or all tenders without assigning any reason whatsoever and award the contract to one or more parties at its sole discretion.

VI. PENALTY:

a) Failure to provide replacement on breakdown of the Cars result in our Staff/passenger being transported by Cars, all such expenditure be borne by the transporter. Air India also reserves the right to impose penalty of 200 percent of charges of the particular trip for each complaint in respect of Cars, transportation or driver.

b) Fines and penalties for violating traffic rules/breaking signals or over speeding shall be borne by the Transporter and in case staff/passenger delayed due to this, further penalty may be imposed.

VII). **SECURITY DEPOSIT**: Successful Tenderers will be required to deposit with Air India free of interest a sum equal to five percent of the total value of the contract or Bank Guarantee of equivalent amount as Security Deposit. This Security Deposit will not bear any interest and shall be refunded only after completion of the contract. Air India also reserves the right to recover from the Transporter(s), in addition to Security Deposit any financial loss incurred by Air India because of non fulfillment of the contract by the transporter.

VIII) **TERMINATION CLAUSE:** The contract may be terminated by giving 90 days notice from party and 30 days from Air-India.

IX) PRE-QUALIFICATION (TECHNICAL BID)

Your Technical Bid should be in the format enclosed as Annexure – A

Vendors meeting above requirements may submit their **SEALED QUOTATION** as technical and commercial bid in **SEPARATE ENVELOPES** in the enclosed format. You are requested to submit your Technical quotation giving details on the following points:-

ANNEXURE-A
FORMAT FOR TECHNICAL BID (ON THE BIDDER'S LETTERHEAD)

S.NO.	AIR INDIA REQUIREMENTS	PARTY OFFER
1	LOCATION OF OFFICE/GARAGE SPECIFYING DISTANCE IN KM FROM GARAGE TO IGI AIRPORT-I & II. BIDDERS HAVING THEIR GARAGE WITHIN MUNICIPAL LIMITS OF NCR WILL ONLY BE CONSIDERED.	
2	NO. OF EMPLOYEES (PLEASE SPECIFY CLEARLY DRIVER & OFFICE STAFF) PLEASE CONFIRM THAT DRIVERS ANTECEDENTS DULY CROSS CHECKED BY POLICE/RELEVANT DEPARTMENTS SHALL BE PRODUCED BEFORE AWARD OF CONTRACT.	
3	DETAILS OF INSTITUTIONAL CUSTOMERS WITH SPECIFIC REFERENCE TO AIRLINE INDUSTRIES IF ANY	
4	A. ANNUAL TURNOVER OF THE COMPANY FROM TRANSPORTATION BUSINESS FOR THE LAST ONE YEAR SHOULD BE RS.10.00 LAKHS PER ANNUM. B. DETAILS OF LOANS TAKEN, IF ANY, FROM VARIOUS BANKS & OTHER FINANCIAL INSTITUTIONS. C. CARS MORTGAGED IF ANY D. OTHER LOANS OR LIABILITIES DUE TO BE PAID IF ANY	
5	CAR OFFERED IE. DETAILS OF FLEET OF CARS OFFERED SPECIFYING MAKE, YEAR OF MANUFACTURE, AC, FUEL MODE, RTO REGISTRATION NO (COPY OF REGISTRATION CERTIFICATES TO BE ATTACHED). TENDERERS WILL HAVE TO PRODUCE ORIGINAL REGISTRATION CERTIFICATES OF CARS FOR VERIFICATION AFTER OPENING OF TECHNICAL BID.	
6	DETAILS OF PAN NUMBER	
7	6(A) DETAILS OF SERVICE TAX REGISTRATION NO.(ATTACH A COPY OF SERVICE TAX NO). 6(B) THE CAB/CAR RENTAL OPERATOR MUST BE REGISTERED WITH THE CENTRAL EXCISE DEPT & HAVE A 15 DIGIT SERVICE TAX NUMBER. ALL INVOICES/CHALLANS/BILLS ARE REQUIRED TO BE SERIALLY NUMBERED AND CONTAIN THE NAME & ADDRESS OF SERVICE PROVIDER, SERVICE RECEIVER, DESCRIPTION OF SERVICE, VALUE OF SERVICE AND SERVICE TAX PAYABLE THERE ON.	
8	DETAILS OF PAY ORDER/DEMAND DRAFT ATTACHED IN FAVOUR OF AIR INDIA LTD., AS EARNEST MONEY DEPOSIT FOR RS. 50000/-. IN THE EVENT OF WITHDRAWL OF OFFER(TECHNICAL AND COMMERCIAL) DURING VALIDITY PERIOD OR MISREPRESENTATION OR ADOPTING ANY UNFAIR MEANS TO GET THE CONTRACT, THE EMD WILL BE FORFEITED. EMD IS INTEREST FREE AND WOULD BE RETURNED TO TENDERERS AFTER FINALISATION OF THE TENDER. TENDERS	

	RECEIVED WITHOUT EMD WILL NOT BE ACCEPTED.	
9	ACCEPTANCE AND CONFIRMATION TO ABIDE BY ALL TERMS AND CONDITIONS (TECHNICAL AND COMMERCIAL) MENTIONED IN OUR TENDER NO.	

COMMERCIAL BID : Please submit your commercial bid on your company letter as per the format given below in the separate sealed envelope duly superscribed with our tender No. and Date. It should not be repeat should not be attached with the technical bid.

COMMERCIAL BID

(to be given in **Separate** Sealed Envelop on Bidder's letter head)

S.NO.	CAR	TYPE	FUEL (PLEASE INDICATE FUEL TYPE)	RATE FOR 80KMS/8 HRS.	RATE FOR 40 KMS./4 HRS.	RATE FOR EXTRA KM.	RATE FOR EXTRA HR.	RATE PER KM. ON LONG HAUL (150- 300 KMS.)
1	CARS(01 APRIL TO 30 TH SEPT.)	A/C						
2	CARS/CAR (01 OCT. TO 31 ST MARCH)	NON A/C						

NOTE : ABOVE RATES ARE BASED ON THE PREVAILING FUEL PRICE AS ON AS UNDER :

DIESEL RS.-----PER LITRE.
 PETROL RS.----- PER LITRE.
 CNG RS.----- PER KG.

L-1 (Lowest Vendor) will be decided based on the lowest rates quoted irrespective of any fuel mode offered.

UNDERTAKING.

1. We confirm that we have quoted our rates on per kilometer basis from Point to Point.
2. **VALIDITY** – Our offer is open for acceptance for 120 days from the date of opening of Technical Bid.
3. Hire charges are inclusive of all charges for maintenance of Cars, fuel, oil, driver's salary etc.
4. Parking charges shall be claimed extra on actual basis on production of Receipts.
5. We have understood all the terms and conditions of the tender and submitted our rates accordingly.

Signature of the tenderer

Name

Designation

Seal of the company

TERMS & CONDITIONS:

1. No private registered Car should be included and the same will not be allowed to be used after award of the contract.
2. The transporter should be in a position to provide Cars of required Model within a 15 to 30 days time from the date of receipt of invitation/signing of the contract.
3. **Positioning of Cars:** The transporter will have to liaise with our Transport Section of Ground Services Department and position the Cars in time for pick up/dropping the Visiting Executives from Airport or any other place as communicated by the Transport Section. Transport duty slips should have all the pertinent details filled up i.e. Car number, driver's name/designation and these details should be informed to Transport Section.
4. The transporter should be in a position to meet our additional requirements of Cars of above category at short notice i.e. half an hour in advance for Executive / Staff pickup without fail and delay. In the event of breakdown or for any reason whatsoever, immediate substitute arrangements of similar Cars will have to be provided by the transporter failing which all expenses incurred by Air India in this connection will be borne by the transporter/recovered from transporter's bills.
5. **Help Desk:** The transporter should have proper office with minimum one telephone & fax manned round the clock so that they can be contacted at any time and the driver of the Cars should be connected with radio phones (RT Sets) or Mobile phones. Tenderer should give their office and residential telephone number/contact person(s) name in their quotation. The primary responsibility of this representative shall be to ensure on time pick up/drop of our staff/passenger via the shortest routes/at the lowest mileage.
6. **Designated Representative:** The transporter shall depute a designated representative with mobile phone to be provided by the tenderer and the phone no to be provided to Air India to coordinate and liaise with Transport Section.
7. The contract is for providing transportation services only and not for engagement of any staff deployed for running the fleet. Such staff shall be on the duty of the transporter operator and under no circumstances shall be deemed to be on the duty of Air India. Air India shall have no relationship or nexus of any kind whatsoever with such staff deployed by you. Such staff shall not be entitled to claim any right, privilege or benefit from Air India and in the event of any such claim, the transporter undertakes to indemnify Air India for any loss or damage financial or otherwise. The responsibility for discipline of the employees, in case of any complaint from Air India or staff, shall be solely that of the transporter. The transporter shall comply with all the laws, rules, regulations, etc. applicable to him in respect of his employees and the Cars and any breach thereof shall render the contract liable to cancellation.
8. Air India is neither responsible nor liable to pay any compensation for injury/death caused to Transporter's operating staff in the event of any accident while on Air India duty. Transporter will make his own arrangements to meet such eventualities as per existing Government rules/regulations.
9. In case of injury or loss of life to our staff/passenger while traveling in Transporter's Car, transporter shall make arrangements to pay suitable compensation in accordance with law for the time being in force to each and every one of our affected staff or their legal heirs depending upon

the merits of each individual case. Insurance claim & settlement shall be time bound and the sole responsibility of the transporter. In case of any third party claim against Air India for any act of the employees of the transporter, the transporter shall act as guarantor and indemnify Air India to the extent of all claims and expenses. Besides normal insurance for the staff/passenger, the transporter shall arrange additional insurance, open coverage policy for the entire period of agreement. In case of any loss or damage to luggage of staff/passenger traveling in Car, staff/passenger must be suitably compensated.

10. The transporter shall make adequate provision to provide Attendant/Helper to accommodate baggage of staff/passenger, and the same shall be loaded/offloaded into/from the Car by transporter staff. Transporter shall make all arrangements to protect the luggage from rain/storms etc. and to ensure safety of luggage. Any luggage left behind in Car must be immediately informed and promptly returned to our office. For any loss or damage to luggage of staff/passenger traveling in the Car, the staff/passengers should be suitably compensated for the same forthwith by the transporter failing which Air India shall be entitled to recover adjust the same against the rentals payable or any security deposit with Air India. However, the same may be covered under the 'Open Coverage' insurance policy as mentioned in para-9.

11. The essence of the contract will be on qualitative/satisfactory services. Any complaint on account of unsatisfactory services of Cars or drivers will be liable for such penalty as may be considered reasonable by Air India.

12. At any given time, the Car should be kept neat and clean, both inside and outside in serviceable and presentable condition. Cleanliness/presentability of Car must be properly maintained. In no case, the driver should be allowed to smoke/eats/drinks while driving the Car or to bring blankets/shawls etc., which may create bad environment inside the Car. All essential gadgets such as Speedometer etc will have to be maintained in excellent condition for the day to day running of the Cars. No other person shall be permitted to accompany the Car while transporting our staff/passenger.

13. The transporter shall comply with all the laws, rules, and regulations applicable to him in respect of his staff and Cars and any breach thereof shall render the transport contract liable to cancellation. The transporter will have to ensure that all the obligations under various applicable acts, rules and regulations viz Contractor labour, such as minimum wages act, payment of wage act, PF and ESI act, payment of Bonus Act and other applicable laws, Abolition of Child labour, Acts, regulations etc., as amended from time to time, for all his employees who shall be deployed by the transporter for rendering services to Air India are to be fulfilled and complied by him. In the event of Non compliance, any penalty on Air-India imposed by the regulating authorities, the same shall be reimbursed by the contractor to Air-India.

14. Drivers names with their address duly verified, driver's antecedents verified by Police must be submitted to our Office.

15. The Driver must be having a valid driving licence and should be in a transporter's company uniform with the name prominently displayed on the uniform and well conversant with the routes and working knowledge of English. He should also be provided with the photo identity card by the transporter and shall show the same on demand to the Air India staff.

16. The transporter must ensure proper safety of the Car and our staff/passenger by providing a driver who is not tired/unwell/intoxicated and has not done extended duties.

17. All disputes and differences arising out of or in any way touching or concerning this contract shall be referred to the sole arbitration of a person to be appointed by the Executive Director-Northern Region, Air India or in case the designation of the Executive Director-Northern Region is changed, or his office is abolished, by the person from the time being entrusted, whether or not in addition to other functions, with the function of Director, Air India by whatever designation such a person may be called and if the Arbitrator so appointed, is unable or unwilling to act, to the sole arbitration, some other person similar appointed who is willing to act as such Arbitrator. There will be no objection to any such appointment, that the Arbitrator so appointed is an employee of Air India, that he had to deal with the matter with this agreement relates and that in the course of his duties as a employee of Air India, he had expressed views on all or any or the matters in dispute or defence. The award of the Arbitrator so appointed shall be final and binding on the parties. The Arbitrator may, with the consent of the parties, extend from time to time, the timing for making and publishing the award.

18. None of Transporter's employees present or future will be entitled to claim for any sort of employment in Air India. Transporter is required to attach undertaking to this effect in your Technical Bid-A.

19. Transporter having previous similar transport contract & experienced with airline will be preferred.

20. Transporter shall make provision for accommodating the passenger's baggage as well as loading & offloading the same.

21. Payment Terms: Payment will be made after 30 days of receipt of Bill.

22. Tenders should be submitted in separate envelopes superscribed with our Tender No and Due date and contents (i.e. Technical or Commercial Quote).

23. Transporters who are successful in Technical bid only will be considered for opening of their commercial bid.

24. Bidders are welcome to be present for Tender opening (both Technical and Commercial Bids). The date for opening of commercial bids will be notified to the transporters who qualify in the Technical Bid.

25. All tenders should be duly signed and stamped and dated and rates should be clearly shown in figures as well as in words. In case of any correction, it should be signed over office stamp. Rates given should be complete, and in full in all respects and no changes will be entertained once tenders are submitted. Please submit your quotation in the format given in the Tender.

26. Tenderer should clearly signify their acceptance of our terms & conditions in their Technical Bid.

27. Your quotation shall also be rejected on the following:

- i) Quotation received after due date
- ii) Only single quote received i.e. technical or commercial quote.
- iii) Quotation received by Fax.
- iv) Quotation received unsigned or without date.
- v) Quotation received without Earnest Money Deposit.

vi) Quotations not received in Separate Envelopes.

SUBMISSION OF TENDER : Please submit your technical and commercial bid sealed in separate envelope indicating our tender number and due date on the envelope, on or before closing time at the following address :-

ASST.GENERAL MANAGER-MM
MATERIALS MANAGEMENT DEPTT.,
AIR-INDIA LTD.,
AIR-INDIA COMPLEX,
IGI AIRPORT, TERMINAL-2,
NEW DELHI-110037.

In case, the tenderers desire to have any clarification regarding terms and conditions of the bid document or any interpretation thereof, they are advised to contact the Mr.Jasvinder Singh, Asst. General Manager-Tech, Ground Services Department, Telephone No.25652050 Extn.3208 or 25603208, Email : jasvinder.singh@airindia.in

You are requested to confirm your intention to quote or otherwise on Fax no. 011-25653388 or e mail : C.Kujur@airindia.in

(C. KUJUR)
ASST.GENERAL MANAGER-MM