

AIR – INDIA LTD.,  
MATERIALS MANAGEMENT DEPARTMENT.  
AIR-INDIA COMPLEX,  
IGI AIRPORT, TERMINAL-2  
NEW DELHI-110037.

Ref No. MM/11/438

Date :6.7.2011

**TENDER CLOSES AT 15:00 HRS ON 27.7.2011 AND TECHNICAL BIDS SHALL BE OPENED AT 15:30 HRS ON THE SAME DAY ON 27.7.2011 .**

**SUB: HIRING OF MARUTI EECO VEHICLES ON 24 X 7 BASIS WITH DRIVER FOR USE INSIDE THE AIRPORT, - DELHI, Qty = 2 Nos**

**TENDER NO.MM/11/438**

Sealed Tenders are invited for the subject job under Two Bid system for hiring of vehicle with driver for cabin stores – Delhi subject to following :

1. Annexure A : Pre-qualification / Eligibility criteria
2. Annexure B : Work scope and other terms and conditions.
3. Annexure C : Proforma for Technical bid.
4. Annexure D : Proforma for Commercial bid.

**Tenderers are requested to submit:**

1.Technical Bid as per annexure-C in a sealed envelope super scribing the remarks “TECHNICAL BID FOR TENDER NO.MM/11/438 HIRING OF MARUTI EECO VEHICLES ON 24 x 7 BASIS WITH DRIVER FOR USE INSIDE AIRPORT AT DELHI”

2.Commercial Bid as per annexure-D in a sealed envelope super scribing the remarks “COMMERCIAL BID FOR TENDER NO.MM/11/438 HIRING OF MARUTI EECO VEHICLES ON 24 x 7 BASIS WITH DRIVER FOR USE INSIDE THE AIRPORT AT DELHI”

Both the above envelopes should be further sealed in a master envelope super scribing the remarks “QUOTATION FOR HIRING OF MARUTI EECO VEHICLES ON 24 x BASIS WITH DRIVER FOR USE INSIDE THE AIRPORT AT DELHI . TENDER NO.MM/11/438

**SUBMISSION OF TENDER:** Your tender, as per the above, should reach at the following address **on or before the closing time of the tender ie 15:00 HRS ON 27.7.2011**

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

For any clarification regarding terms and conditions of the bid document or any interpretation thereof, Mr. C.Kujur, AGM- MMD can be contacted on Telephone No.25653563 or 25603180.

(C.KUJUR)  
AGM-MMD

**PRE-QUALIFICATION / ELIGIBILITY CRITERIA.**

**SUB: HIRING OF MARUTI EECO VEHICLES ON 24 X 7 WITH DRIVER , Qty = 2 Nos - TENDER NO.MM/11/438**

**TENDERERS FULFILLING THE FOLLOWING CONDITIONS WILL ONLY BE ELIGIBLE TO PARTICIPATE IN THE TENDER:**

1. MUST HAVE FLEET OF ATLEAST TWO MARUTI EECO OF MODEL 2010 AND ABOVE, COMMERCIALY REGISTERED IN THE NAME OF TRANSPORT CO / PROPRIETOR / PARTNER IN CASE OF A PARTNERSHIP FIRM, WITH VALID COMMERCIAL/TOURIST PERMIT FOR PLYING IN NCR.
2. IF THE VENDOR IS SUCCESSFUL IN THE TENDER PROCESS AND STANDING ORDER IS PLACED ON THEM FOR HIRING OF MARUTI EECO VEHICLES WITH DRIVER, VENDOR MUST CONFIRM THAT AIRPORT ENTRY PERMIT FOR BOTH MARUTI EECO VEHICLES AND DRIVERS WILL BE OBTAINED FROM M/S DIAL (GMR) AND BCAS FOR DRIVERS WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF CONFIRMED STANDING ORDER.
3. MUST HAVE THEIR OFFICE AND GARAGE WITHIN MUNICIPAL LIMITS OF NCR.
4. MUST HAVE PAN NUMBER AND SERVICE TAX REGISTRATION NUMBER.
5. TENDERER MUST HAVE TWO YEARS OF EXPERIENCE IN TRANSPORTATION BUSINESS AS ON DATE OF THE APPLICATION. DETAILS OF INSTITUTIONAL CUSTOMERS TO BE PROVIDED.
6. MUST HAVE AN AVERAGE ANNUAL TURNOVER OF RS. 8 LACS FOR THE LAST TWO FINANCIAL YEARS.

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## ANNEXURE -B

### WORK SCOPE AND OTHER TERMS AND CONDITIONS.

SUB: HIRING OF MARUTI EECO VEHICLES ON 24 X 7 BASIS FOR USE INSIDE AIRPORT AT DELHI , QTY = 2 Nos  
TENDER NO.MM/11/438

#### I) SCOPE OF WORK :

Maruti Eeco Vehicles will be required **on 24 X 7 basis ( round the clock basis ) for transporting staff and materials inside the Airport at Delhi.** Service provider will be required to position Maruti Eeco Vehicles at Cabin/ Engg stores as per flight operations requirements conveyed by MM Dept. The Maruti Eeco Vehicles deployed should be of model 2010 and above and well maintained, clean thoroughly both internally and externally.

#### II). EARNEST MONEY DEPOSIT:

Tenderer are required to attach a pay order/ DD for Rs. 30000 /- drawn in favour of AIR-INDIA LTD., towards earnest money deposit along with the technical bid. Bids received without EMD will be rejected. In the event of withdrawal of offer (technical or 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.

In case of successful tenderer, earnest money deposit will be refunded after receipt of Security deposit.

#### III) PERIOD OF CONTRACT

Initially for two years extendable for another one year if the performance of the transporter is found satisfactory. The validity of Agreement comes to an end IPSO FACTO by efflux of time unless or otherwise renewed/ terminated.

#### IV) RATES:

- a. The rates should be quoted as per the format provided in the Commercial Bid (ANNEXURE-D).
- b. 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. The escalation / de-escalation shall be appropriated with difference of fuel cost with respect to base rate of fuel as prevalent at the time of application/ award of contract/ LOI. The present rates of fuel should be indicated in the commercial bid.
- c. The escalation /de-escalation due to change in fuel rates shall be reviewed on quarterly basis and any increase /decrease beyond 5% shall only be payable/ recoverable from taking standard fuel consumption/ output as under:
  - a) Maruti Eeco 14 Kms per Ltr

V) **PAYMENT**

Payment shall be made after 30 days from the date of receipt of the bills on monthly basis after the verification and certification by Bond stores. The service provider shall maintain vehicle wise details of the trips, kilometers, time and date etc and enclose these details with the bills.

VI). **PENALTY:**

a) In the event of failure to deploy vehicle as per our requirement or to provide replacement on breakdown of the MARUTI EECO Vehicles, resulting in disruption of the flight activities, all such expenditure incurred by AIR-INDIA LTD. will be borne by the transporter. AIR-INDIA LTD. also reserves the right to impose **penalty of Rs. 500 /- per day in addition to the above.**

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

VII). **SECURITY DEPOSIT:**

Successful Tenderer will be required to deposit with AIR-INDIA LTD. free of interest a sum equal to 5 (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 LTD. also reserves the right to recover from the Transporter(s), in addition to Security Deposit any financial loss incurred by them because of non fulfillment of the contract by the transporter.

In case security money is not deposited by the party, the same shall be deducted from their bills.

VIII). **TERMINATION CLAUSE:**

In case of unsatisfactory performance or breach of any of the clause of the contract, AIR-INDIA LTD. shall be at liberty to terminate the contract/ agreement by providing a 30 days written notice to the party. The party shall not have any right to dispute or question the judgment of AIR-INDIA LTD. of unsatisfactory performance of the party.

Notwithstanding the above, AIR-INDIA LTD. shall also be at liberty to terminate the contract / agreement for any reason including change in situation / circumstances, etc by providing to the party a 90 days written notice. The party shall also be at liberty to terminate the contract / agreement by providing to AIR-INDIA LTD. a 90 days written notice. In such an event, the terminated party shall have no right to claim compensation / damages, etc from the terminating party on account of early termination. However, the party shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination.

IX). **SETTLEMENT OF DISPUTES:**

**Arbitration:** Any dispute or difference whatsoever arising between the parties out of or

relating to the construction, interpretation, application, meaning scope operation or effect of this contract or the validity or the breach thereof, shall be referred to the higher management of AIR-INDIA LTD. for settlement. In case, the dispute is not settled by AIR-INDIA LTD., the same shall be forwarded to the “SCOPE FORUM OF CONCILIATION AND ARBITRATION, GOVERNMENT OF INDIA” and the award made in pursuance thereof shall be binding on the parties. However, the contractual obligations shall continue to be executed/ discharged during pendency of the arbitration.

X) **JURISDICTION:** Any dispute, whatsoever, shall be subject to the Jurisdiction of New Delhi/ Delhi Courts only.

XI). **OTHER TERMS & CONDITIONS:**

1. No private registered Maruti Eeco Vehicles 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 2010 and above models of the required category of Maruti Eeco Vehicles, for which contract is awarded to them, within 30 days time from the date of receipt of the contract/ LOI.**

3. **Positioning of MARUTI EECO Vehicles:** The transporter will have to position the vehicle for operational requirement on 24 X 7 basis ( Round the clock) at Cabin/Engg. Stores ,Terminal II , IGI Airport, Delhi

4. The transporter should be in a position to meet our additional requirements of Maruti Eeco Vehicles of above category at short notice. In the event of breakdown or for any reason whatsoever, immediate substitute arrangements of similar Maruti Eeco Vehicles will have to be provided by the transporter failing which all expenses incurred by AIR-INDIA LTD. 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 Maruti Eeco Vehicles should be connected with Mobile phones. Tenderer should give their office and residential telephone number/contact person(s) name in their quotation.

6. **Designated Representative:** The transporter shall nominate a designated representative with mobile phone to coordinate and liaise with Shift In charge ,Bond Stores, Terminal II, Delhi

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 LTD.. AIR-INDIA LTD. 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 LTD. and in the event of any such claim, the transporter undertakes to indemnify AIR-INDIA LTD. for any loss or damage financial or otherwise. The responsibility for discipline of the employees, in case of any complaint from AIR-INDIA LTD. 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 Maruti Eeco Vehicles and any breach thereof shall render the contract liable to cancellation.

8. AIR-INDIA LTD. 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 LTD. 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 Vehicle, 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 LTD. for any act of the employees of the transporter, the transporter shall act as guarantor and indemnify AIR-INDIA LTD. 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 Vehicle, staff/passenger must be suitably compensated.

10. Any Material left behind in Vehicle must be immediately informed and promptly returned to our office. For any loss or damage to the material in the Vehicle, should be suitably compensated for the same forthwith by the transporter failing which AIR-INDIA LTD. shall be entitled to recover adjust the same against the rentals payable or any security deposit with AIR-INDIA LTD..

11. The essence of the contract will be on qualitative/satisfactory services. Any complaint on account of unsatisfactory services of Maruti Eeco Vehicles or drivers will be liable for such penalty as may be considered reasonable by AIR-INDIA LTD.

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

13. The transporter shall comply with all the laws, rules, and regulations applicable to him in respect of his staff and Maruti Eeco Vehicles 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.

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 LTD. staff.

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

17. None of Transporter's employees present or future will be entitled to claim for any sort of employment in AIR-INDIA LTD..

18. Transporter shall make provision for accommodating the company materials in addition to for seating the staff .

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

20. 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.

21. AIR-INDIA LTD. 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

22. 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.
- vii. Incomplete tender bids are also liable to be rejected.

**TENDER CLOSES AT 15:00 HRS ON 27.7.2011 AND TECHNICAL BIDS SHALL BE OPENED AT 15:30 HRS ON THE SAME DAY ON 27.7.2011**

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## ANNEXURE-C

### FORMAT FOR TECHNICAL BID

#### TO BE GIVEN IN SEPARATE SEALED ENVELOPE ON BIDDER'S LETTER HEAD TECHNICAL BID

SUB: Hiring of Maruti Eeco Vehicles, Qty = 2 Nos on 24 X 7 basis ( round the clock basis ) for transporting staff and material inside Airport, Terminal - II , Delhi.

Name, address and contact numbers of the Company (Tenderer): Name:  Address:  Contact numbers:  Phone: Fax: Mobile:		
S.NO.	AIR-INDIA LTD. REQRUMENT	PARTY COMPLIANCE <b>Yes/ No</b>
1	TENDERER MUST HAVE MINIMUM TWO MARUTI EECO OF MODEL 2010 AND ABOVE, COMMERCIALY REGISTERED IN THE NAME OF TRANSPORT CO / PROPRIETOR / PARTNER IN CASE OF A PARTNERSHIP FIRM, WITH VALID COMMERCIAL/TOURIST PERMIT FOR PLYING IN NCR ( <b>Attach copies of the RC , Insurance and permit of such Maruti Eeco Vehicles</b> ). THE MARUTI EECO VEHICLES AND THE ORIGINAL DOCUMENTS SHALL BE REQUIRED TO BE PRODUCED FOR INSPECTION AFTER OPENING OF THE TECHNICAL BIDS.	
2	IF THE VENDOR IS SUCCESSFUL IN THE TENDER PROCESS AND STANDING ORDER IS PLACED ON THEM FOR HIRING OF VEHICLE WITH DRIVER,VENDOR CONFIRM THAT AIRPORT ENTRY PERMIT FOR BOTH VEHICLE AND DRIVERS WILL BE OBTAINED FROM M/S DIAL (GMR) AND BCAS FOR DRIVERS WITHIN 30 DAYS FROM THE DATE OF RECEIPT OF CONFIRMED STANDING ORDER.	
3	TENDERER MUST HAVE THEIR OFFICE AND GARAGE WITHIN MUNICIPAL LIMITS OF NCR.( <b>Attach proof</b> )	
4	TENDERER MUST HAVE PAN AND SERVICE TAX REGISTRATION. DETAILS AS UNDER: ( <b>Attach proof</b> )  PAN NO_____  SERVICE TAX NO_____	

5	TENDERER MUST HAVE TWO YEARS OF EXPERIENCE IN TRANSPORTATION BUSINESS AS ON DATE OF THE APPLICATION. DETAILS OF INSTITUTIONAL CUSTOMERS TO BE PROVEDED. <b>(Attach document proof )</b>	
6	TENDERER MUST HAVE AN AVERAGE ANNUAL TURNOVER OF RS. 8 LACS FOR THE LAST TWO FINANCIAL YEARS. TURNOVER (07-08) RS _____ TURNOVER (08-09) RS _____ <b>(Attach documents proof of audited financial reports / submission of income tax etc)</b>	
7	TENDERER MUST HAVE SUBMITTED THE PAY ORDER/DEMAND DRAFT IN FAVOUR OF AIR-INDIA LTD. AS EARNEST MONEY DEPOSIT FOR RS. 30,000/-.(Thirty Thousand only ) PAY ORDER DD NUMBER _____ <b>(To be attached)</b> DD DATE _____	

Signature of the tenderer :  
Name :  
Designation :  
Seal of the company :

**ANNEXURE- D**

**FORMAT FOR COMMERCIAL BID**

**(TO BE GIVEN IN SEPARATE SEALED ENVELOPE ON BIDDER'S LETTER HEAD)**

IT SHOULD NOT BE REPEAT SHOULD NOT BE ATTACHED WITH THE TECHNICAL BID.

**COMMERCIAL BID**

**SUB: HIRING OF MARUTI EECO VEHICLES, QTY = 2 NOS ON 24 X 7 BASIS WITH DRIVER FOR USE INSIDE AIRPORT DELHI - TENDER NO.MM/11/438**

S/no	Type of Vehicle	Minimum KM / Day	Rate per kilometer in Rupees
1 A	Hiring of Maruti EECO vehicle , Qty = 2 Nos required on <b>24 X 7 basis ( round the clock ) for transporting staff and material from inside Airport, IGI Airport, Terminal - II , Delhi.</b>	120 KM EACH VEHICLE	
B	<b>Additional KM to be run beyond 120 KM / Day on 24 X 7 basis (Round the clock)</b>		

**Note : The billing will be done for actual KM / Day on 24 X 7 basis subject to minimum of 120 KM / day.**

**II) Rate Quoted will be inclusive of following costs :**

- a. Cost of the fuel for the vehicle.
- b. Drivers salary including PF ,ESI benefits as per Govt rules
- c. Maintenance of vehicle including cleaning of the vehicle and spare parts / consumables
- d. Airport Charges & any other charges chargeable by DIAL(GMR) for plying within the Airport premises.
- e. Accidental repair charges
- f. Annual Insurance charges payable for the vehicle

### UNDERTAKING.

1. We confirm that we have quoted our rates on Point to Point trip basis and understood that Charges will not be paid from **GARAGE TO BOND/ ENGG STORES**, Terminal-II, Delhi OR VICE VERSA.
2. Our offer is open for acceptance for 120 days from the date of opening of Technical Bid.
3. Rates quoted are inclusive of all charges for maintenance of Maruti Eeco Vehicles, fuel, oil, driver's salary, Charges payable to DIAL(GMR) etc. However, Service Tax (including education CESS ) and other statutory duties and taxes ,as and if applicable, to be payable to Govt will be charged extra..
4. We have understood all the terms and conditions of the tender and submitted our rates accordingly.
6. Above rates are based on the prevailing fuel price as on \_\_\_\_\_ (date) as under :

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

Signature of the tenderer :  
Name :  
Designation :  
Seal of the company :