



PROPERTIES & FACILITIES DEPARTMENT
OLD AIRPORT, KALINA, SANTA CRUZ (E), MUMBAI 400 029
CABLE : AIRINDIA TEL : 2626 5758 / 5670 FAX : 2615 7130
INTERNET: www.airindia.in

TENDER NO: PF / C / 04/ 01 DATED: 04-04-2017.

REPAIRS TO TERRACE WATERPROOFING TOWARDS NORTH
SIDE OF ENGINEERING TRAINING DIVISION AT OLD AIRPORT,
SANTA CRUZ (EAST), MUMBAI-400 029.

NAME & ADDRESS OF THE CONTRACTOR:

TELEPHONE NOS.

OFFICE : _____

RESIDENCE : _____

MOBILE NO: _____

E-MAIL ID : _____



PROPERTIES & FACILITIES DEPARTMENT

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" OR "Regret Letter" which shall be issued in duplicate along with the tender, their unconditionally acceptance to Air India's Tender Terms & Conditions in its entirety. The bidders are also required to give an undertaking on "Service tax". It shall be the responsibility of the Contractor to collect the "Acceptance letter" in duplicate and pro-forma of "Undertaking on Service tax" 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. Receipt of Ernest Money Deposit/Demand Draft/ bank Guarantee.
2. "**Acceptance letter**" in duplicate fully completed.
3. Appropriate undertaking of Service Tax duly filled in with signature & stamp of the bidder.

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 seal 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 "Undertaking on Service tax" and receipt of Ernest 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 Standard Conditions of Contract, will also be rejected.



**PROPERTIES & FACILITIES DEPT.
SANTA CRUZ
ACCEPTANCE LETTER**

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

Sir,

We hereby unconditionally accept the tender terms and conditions in its entirety for Tender No. _____ dated _____.

We also confirm that payment of Earnest Money Deposit has been made in the form of DD and receipt of the same is enclosed where applicable.

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



**PROPERTIES & FACILITIES DEPT.
SANTA CRUZ
ACCEPTANCE LETTER**

To,
The Dy.G.M - P&F Dept., Air India Ltd.
Mumbai 400 029.

Sir,

We hereby unconditionally accept the tender terms and conditions in its entirety for Tender No. _____ dated _____.

We also confirm that payment of Earnest Money Deposit has been made in the form of DD and receipt of the same is enclosed where applicable.

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



**PROPERTIES & FACILITIES DEPARTMENT
OLD AIRPORT, KALINA, SANTA CRUZ(E) MUMBAI 400 029.
UNDERTAKING FOR SERVICE TAX
(FOR WORKS COSTING UP TO RS. 10 LAKHS ONLY)**

Name of work:
Tender No. & Date :-

We, M/s _____, having our official address at _____, are not covered under the Service Tax Rules, as our turnover is not likely to exceed Rs. _____ Lakhs.

We undertake all the responsibility of Service tax liability of this contract in case we exceed the turnover or gets covered under Service Tax bracket during the execution and completion of this work or any liability of Service Tax imposed on us for the concerned contract.

Place :
Date :

SIGNATURE & SEAL OF THE BIDDER

UNDERTAKING FOR SERVICE TAX
(FOR WORKS COSTING RS. 10 LAKHS & ABOVE ONLY)

Name of work:
Tender No. & Date :-

We, M/s _____, having our official address at _____, hereby confirm that our Service tax Registration No. with Central Board of Excise and Customs is _____. We also confirm that our rates are exclusive of Service tax and we shall claim the applicable Service Tax separately in our Running/Final bills. We also undertake the responsibility of payment of Service tax claimed from AIR-INDIA to the appropriate authority of Service Tax and keep AIR-INDIA indemnified on this count.

OR

We, M/s _____ having our official address at _____ hereby confirm that we will submit our Service Tax Registration No. with Central Board of Excise and Custom to AIR-INDIA before the submission of our 1st R.A. Bill. In case we fail to submit that same, AIR-INDIA may withhold our payment. We also confirm that our rates are exclusive of Service Tax and we shall claim the applicable Service Tax separately in our Running/ Final Bills. We also undertake the responsibility of payment of Service tax claimed from AIR-INDIA to the appropriate authority of Service tax and keep AIR-INDIA indemnified on this count.

Place :

Date :

SIGNATURE & SEAL OF THE BIDDER



CONTRACT ADMINISTRATION PROFORMA

T.NO. PF/C/ 04/01

Dated: 04/04/2017.

**NAME OF THE WORK: REPAIRS TO TERRACE WATERPROOFING TOWARDS NORTH
SIDE OF ENGINEERING TRAINING DIVISION AT OLD AIRPORT,
SANTA CRUZ (EAST), MUMBAI-400 029.**

1. Estimated Cost of Work : Rs. 7.00 lakhs
2. The Tender documents consist the following:
 - a) Contract Administration Pro- forma
 - b) Conditions of Contract (to be referred to in our Contract Admin office at OAP).
 - c) Additional Conditions
 - d) Schedule of Quantities
3. The bidder is required to pay Earnest Money of **Rs.14, 000/-** (Rupees Fourteen Thousand Only) [NOTE: EMD is to be paid by way of DD / PAY ORDER payable to "Air-India" at Mumbai.]
4. The completed Tender Documents in Cover no: 2, accompanied by the Earnest Money Receipt / DD / Pay Order and the Acceptance Letter in Cover no: 1, addressed to the Sr. Asst. General Manager – P&F Dept., Air-India, Santa Cruz (E) should be deposited in the Tender Box kept in Admin Office before 3:00 PM on **25.04.2017**.
5. Tenders will be opened on the same day at 3:30 p.m. in the Office of the Asst. General Manager, Properties & Facilities Dept., Air-India, Old Airport, Santa Cruz (E), Mumbai - 400 029, in the presence of any intending bidder who may wish to be present.
6. In case the bidder does not wish to quote for the work, he may please send a regret letter on the date of opening of the Tender.



T.NO. PF/C/ 04/01

Dated: 04.04.2017.

7. EARNEST MONEY / SECURITY DEPOSIT :
- a) Earnest Money Deposit : Rs.14,000/-
Additional Security Deposit to be made
within 15 days of date of issue of WO: Nil
- c) Retention Percentage from Running /
Final Bill : 8% (Eight percent)
- d) Total Security Deposit : 10% (Ten percent)
8. Time allowed for the execution of the work: 06 (Six) WEEKS
9. DEFECTS LIABILITY PERIOD : One Year
10. Percentage permitted in Rate Analysis
For Extra / Deviated items to cover
Overheads and Profits. : 20 %(TWENTY PERCENT)

SIGNATURE OF ENGINEER-IN-CHARGE



**AIR INDIA LIMITED
PROPERTIES & FACILITIES DEPARTMENT
SANTACRUZ**

T.NO. PF/C/04/01

Dated: 04/04/2017.

**Sub: REPAIRS TO TERRACE WATERPROOFING TOWARDS NORTH
SIDE OF ENGINEERING TRAINING DIVISION AT OLD AIRPORT,
SANTA CRUZ (EAST), MUMBAI-400 029.**

ADDITIONAL CONDITIONS

1. Intending contractors are advised in their own interest to visit the site of work and familiarise themselves with the site conditions before submitting their tenders.
2. The work being repair in nature, the contractor has to execute the items in parts or patches as shown by the EIC. No claim for extra payment for executing the items of works in parts or patches at different locations shall be entertained. The contractor's quoted rates should cater for the same.
3. The quoted rates for items should cover the costs of all appropriate materials, labour, machinery, tools, plants and all appliances what so ever necessary for the complete execution of the work.
4. 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.
5. 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.)



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6. The bills for the work should have service tax registration number printed or stamped on it and should show the amount of service tax separately (at the prevailing applicable rate). Bills shall not be processed without fulfilling the above requirement.
7. 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.
8. The contractor who does not fall under the service tax criteria as per yearly turnover, shall give an undertaking as per attached format and shall be responsible for service tax related matters.
9. The premises shall always be kept clean and Air India staff working near the site shall not be disturbed by the contractor's labourers while working at site. The work shall be planned and executed in consultation with users of Air India facility as well as EIC.
10. Debris should be removed immediately and stacked at specified locations failing which the same shall be carried out at contractor's risk and cost. The contractor's supervisor should meet the EIC every day and inform about commencement and progress of work.
11. All the safety precautions, rules and regulations are required to be observed strictly during progress of the work. Work permits as applicable for the work shall be obtained from regulatory authorities of Air India before starting any work.
12. Proper care shall be taken by the contractor to avoid any damage to Air India property and injuries to people while execution of the work.
13. 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. 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.



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14. 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 1st 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.
15. Restrictions for working in Engineering area: Contractors should get familiarised with the working conditions in Engineering area such as meeting various regulatory requirements for entry permit for workers, Hot job, electrical connections, entry and exit timings, entry restrictions during VIP aircraft maintenance works etc. The contractor’s quoted rate should cater for the same.
16. The site of work is security sensitive zone of Old Airport. The contractor and workmen shall have to strictly observe the security rules and regulations of Air India. The contractor shall arrange the Police NOC and other security requirements for getting entry permits. Air India will only recommend the required procedures and the contractor shall be responsible in getting the entry permits in time. Any expenditure towards security passes, NOCs etc. shall be borne by the contractor. The contractor shall be responsible for the conduct of his workmen. The contractor shall arrange for safe storage of the materials being used for the works.
17. Mobilisation advance shall not be paid by Air India on any account.
18. Air India reserves itself the right to accept or reject any tender either in part or whole without assigning any reason for doing so and does not bind itself to accept the lowest or any tender.
19. The security deposit @ 10% shall be retained for the defects liability period of one year from date of completion of the work.
20. The quantities stated in the bill of Quantities are tentative. The contractor shall be paid at the quoted rates and on the basis of actual measured dimensions of finished work. The mode of measurement shall be as given in the item description or Air India standard specifications .In case not specified, the measurements shall be generally in accordance with IS : 1200, Methods of measurements of building works. The decisions of EIC regarding mode of measurements shall be final and binding.



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Dated: 04/04/2017.

21. The contractor shall produce the authentic receipts of materials purchased which are required for this particular work, as and when demanded by Air India, in order to settle any dispute arising during contract period.

22. The contractor is advised to understand the tender conditions and the person authorised to sign the tender should sign on all important pages including (i) Additional Conditions (ii) Last page of Schedule of Quantities and (iii) Declaration form.

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

DATE:

PLACE :

SIGNATURE OF BIDDER WITH THE RUBBER STAMP

T.NO. PF/C/04/01

Dated: 04/04/2017

Sub: REPAIRS TO TERRACE WATERPROOFING TOWARDS NORTH SIDE OF ENGINEERING TRAINING DIVISION AT OLD AIRPORT, SANTA CRUZ (EAST), MUMBAI-400 029.

SCHEDULE OF QUANTITIES

Sr. No.	Description of item	Qty.	Unit	Rate	Amount
1	Dismantling existing hollow, cracked and leaking cement based terrace waterproofing top IPS layer, cleaning the surface, applying cement slurry @ 2.75 kg/ sq. meter mixed with approved waterproofing compound in the proportion 1.5:1 or as specified by manufacturer, providing and laying 32mm average thick IPS layer (Min. thickness 25mm and Max. Thickness 40mm.) with Cement Mortar 1:4 mixed with approved waterproofing compound in the proportion specified by the manufacturer, finally finishing with trowel with neat cement slurry and making pattern of 300mmX300mm square , curing, clearing the debris to a lead of 100 meters etc. complete, all as directed.	1000 Sq. m.	Sq. m.		
	RATE IN WORDS				

Sr. No.	Description of item	Qty	Unit	Rate	Amount
2.	Dismantling existing hollow, cracked plaster, cleaning the surface, providing and applying 25mm thick waterproof plaster to brick masonry/ RCC surface in two coats with under layer 19mm Average thick cement plaster 1:4 finished with top coat of 6mm thick cement plaster 1:5 with water proofing chemical and 5% polymer mixed with both coats of plaster and finished with sand faced finish, curing, clearing the debris to a lead of 100 meters etc. complete all as directed. RATE IN WORDS	100 Sq. m	Sq. m.		
3.	Removing debris and unwanted materials including loading and unloading in truck of capacity 5.5 cubic meters, carting outside Air India premises, dumping at designated locations and clearing the site etc. complete all as directed. RATE IN WORD	9 Trips	Trip		
	TOTAL				
	REBATE _____ % (_____ PERCENTAGE)				
	NET TOTAL				

AMOUNT IN WORDS (RUPEES)

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.

DATE :

PLACE : SIGNATURE OF THE BIDDER WITH RUBBER STAMP



DECLARATION

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.

Place:

Date:

SIGNATURE OF BIDDER WITH RUBBER STAMP