



Air-India Limited

Northern Region

TENDER DETAILS

Tender No :DGSD/11-12/LKO/COACH/675

Dated : 05/01/2012

Sub: Tender for Hiring of one CNG Coach for staff transportation at Lucknow station

Air-India Limited Invites sealed / closed Tenders under two-bid system i.e. **Technical Bid – Part A and Financial Bid - Part B** for the subject job.

Tender documents giving details of work scope & other terms and conditions is available for downloading on free of cost basis from Air-India Limited website “www.airindia.in”.

For any Technical clarifications office of our Dy. General Manager (Ground Support), Air-India Limited, GSD Complex, IGI Airport, Terminal.- II, New-Delhi (Ph # 011- 25652109 & 25652117) or Station Manager, Lucknow (Ph # 0172 – 2656029) may be contacted.

Tender(s) be sealed/closed in separate envelopes containing and super scribing **Envelope- (i)** "Technical Bid form - Part A, Tender No. :DGSD/11-12 /LKO/COACH/675 dated 05/01/12 along with “Earnest Money Deposit” Demand Draft of ₹ 26,000/- (Rupees Twenty Six Thousand Only) favouring ‘Air-India Limited’ and payable at Delhi / New-Delhi & other documents as per Technical Bid and **Envelope - (ii)** Financial Bid form- Part B, Tender No. : DGSD/11-12/LKO/COACH/675 dated 05/01/12. **Envelope – (iii)** Both the above envelopes further be sealed/closed in Third Master envelope super scribing "Quotations for Tender No: DGSD/11-12/ LKO/COACH/675 dated 05/01/12 due on 30/01/12. The master envelope should be addressed to Dy.GM (GS), Air India Limited, IGI Airport, New Delhi and be submitted/dropped in the Tender box kept at the following address:

Local Purchase Section
Materials Management Department
Air India Limited, Old Chefair Building
I.G.I. Airport Terminal-1B, New Delhi – 110037

Last date/time for submission of Tender : 15:00 hrs. of date - 30/01/12

Due date /time for opening of Technical Bid : 15:00 hrs. of date - 30/01/12

Tenderers who wish to attend tender opening processing may do so or send their representative with authorization letter on their company letterhead as per Annexure E duly signed by their authorized signatory for presenting at the time of opening of the tender at above address, time and date. Air-India Limited reserves the right to reject any tender in part or full without assigning any reason.

Sd/-

Dy. General Manager (Ground Support)



Air-India Limited
Northern Region

Tender No: DGSD/11-12/LKO/COACH/675

Date: 05/01/12
Due on: 30/01/12

Sub: Tender for Hiring of one CNG Coach for staff transportation at Lucknow station

Sealed/closed Tenders are invited for subject job under Two Bid system as per the following documents enclosed:

1. **Annexure 'A'** - General Terms & Conditions governing this Tender. (13 pages)
2. **Annexure 'B'** - Work Scope (02 pages)
3. **Annexure 'C'** - Performa for Technical Bid along with check list (04 pages)
4. **Annexure 'D'** - Performa for Financial Bid (02 pages)
5. **Annexure 'E'** - Format of Authorization Letter for attending Bid Opening (01 Page)

Tenderers are requested to submit the Technical bid along with check list - Part A as per Annexure 'C' in a sealed/closed envelope, super scribed with remarks **Envelope (i)** " Technical Bid - **Part A** for Hiring of one Coach for staff transportation at Lucknow station - Tender No: DGSD/11-12/LKO/COACH/675 dated 05/01/12".

Envelope (ii) Financial bid – Part-B as per Annexure 'D' is to be submitted separately in another sealed/closed envelope super scribing "Financial Bid- **Part B** for Hiring of one Coach for staff transportation at Lucknow station -Tender No: DGSD/11-12 /LKO/COACH/675 dated 05/01/12"

Master Envelope (iii) Both the above envelopes to be put in a master envelope in sealed/closed condition, clearly indicating Tender for "Hiring of one Coach for staff transportation at Lucknow station - Tender No: DGSD/11-12/LKO/COACH/675 dated 05/01/12".

The master envelope should be addressed to Dy.GM (GS), Air India Limited, IGI Airport, New Delhi and be submitted/dropped in the Tender box kept at the following address:

Local Purchase Section
Materials Management Department
Air India Limited, Old Chefair Building
I.G.I. Airport Terminal-1B, New Delhi – 110037

Last date/time for submission of Tender : 15:00 hrs. of date - 30/01/12
Due date /time for opening of Technical Bid : 15:00 hrs. of date - 30/01/12



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The Bidders/Service Providers/Tenderers shall be invited to witness the opening of the Envelope (i), containing the Technical Bid. Bidders/Service Providers/Tenderers who wish to be present at the time of opening of the Technical Bid may do so or send their representative with authorization letter on their company letter head as per Annexure 'E' duly signed by their authorized signatory for presenting at the time of opening of the Tender at above address time and date. The Bid should be only in the prescribed format. The Bid Cover should carry the complete name and address of the Bidder, along with the telephone, fax and e-mail address. In the event of the receipt of the Bid after the due date, the Bid shall be rejected. Air-India Limited reserves the right to reject any Tender in part or full or annul the Tender process without assigning any reason.

Sd/-

Dy. General Manager (Ground Support)



Air-India Limited
Northern Region

Tender No: DGSD/11-12/LKO/COACH/675

Date: 05/01/12
Due on: 30/01/12

Sub: Tender for Hiring of one CNG Coach for staff transportation at Lucknow station

General Terms and Conditions:

1. **AIR-INDIA LIMITED** as used in the Tender document means 'Air-India Limited.
2. **Contract** means the Transport Contract signed between Air-India Limited and the successful Bidder/Tenderer/Service Provider.
3. The **Tenderer** and/or **Party**, as used in the Tender document, shall mean the one who has signed the tender form and submitted the quotation in response to our tender notice.
4. It is further clarified that any individual signing the tender or other documents in connection with the tender must certify whether he signs as:
 - ◆ A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
 - ◆ A partner of the firm, if it is a partnership, must have authority to refer to arbitration, disputes concerning the business of the partnership by virtue of either the partnership agreement or a power of attorney. In the alternative, all the Partners should sign the tender.
 - ◆ Constituted attorney of the firm, if it is a Company.
 - ◆ An authorized signatory of the firm.
5. The Bids shall be evaluated on the basis of details and documents provided by the Bidder in Envelop (i) containing documents in support of Eligibility Criteria. Upon scrutiny of the application and supporting documents in Envelop (i) for Eligibility Criteria, a short list of Bidders who are found to meet the Eligibility Criteria shall be prepared and the Financial Bids of only the said short listed Applicants shall be opened for further evaluation and consideration.
 - i) The Financial Bids of only those Bidders will be evaluated who are found to fulfill the Eligibility Criteria and have submitted all documents, including the Undertaking, and the Earnest Money Deposit, required to be submitted with the application to the satisfaction of the Air-India Limited. The date and time of opening of the Financial Bids would be intimated in advance to the technically qualified Tenderers only.
 - ii) Ineligible Bidder's application shall not be entertained for Financial Bid and the decision of Air-India Limited in this regard would be final. No correspondence in this regard will be entertained. Offers should be valid for Air-India Limited's acceptance for a period of 120 days from the date of opening of the Technical Bid.

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6. **The Tenderers are required to submit Technical Bid and Financial Bid in separate envelopes AND BOTH THESE ENVELOPES ARE TO BE CLOSED/SEALED IN THIRD MASTER ENVELOPE.** In case both the tender forms Part-A (Technical Bid) & Part-B (Financial Bid) is not sealed/closed separately and are received in a single sealed cover, the same will not be considered.
7. Tenders should be filled in prescribed forms duly signed and stamped and all prices be clearly written/typed both in words and figures without any overwriting. Overwriting, if any, should be counter signed by the Tenderer. The amounts quoted by the Tenderers/Bidders for the Financial Bid, as specified in Annexure "D" shall be stated both in figures (English numerals) and words. In case of any discrepancy, the amount written in words shall be considered as final for the purpose of evaluation of the Financial Bid.
8. Tenderers are advised to study the Tender document carefully. Submission of Tender shall be deemed to have been done after Careful study and examination of the Tender document with full understanding of its implications.
9. Bids should be unconditional. In case of any condition, the Bid shall be treated as disqualified and shall be rejected.
10. The Tender and resultant Contract is CONFIDENTIAL and anything contained in this document shall not be disclosed in any manner, whatsoever. The undue use of the Bidder of confidential process related to the process may result in the rejection of Bid/Contract.
11. Bids prepared by the Tenderer shall contain all requisite information along with self attested supporting documents as per details in Technical Bid Part-A.
In case during the evaluation, the documents/data submitted by the tenderer in support of the Technical Bid are found to be at variance with original documents, the bid of the tenderer would be out rightly rejected and would be disqualified in the Technical evaluation of tender and EMD would be forfeited.

12. ELIGIBILITY:

The Bids prepared by the Tenderer shall contain all requisite information along with supporting documents as required in Technical Bid Form- part A. The following eligibility criteria are laid down:

- i) The Tenderer must have an experience of minimum TWO (2) years (**on or after 1st January 2006 till the date of opening of the Tender**) in "Passenger Transportation Business of Bus/Coach/Van/Jeep/Motorized Four Wheeled Vehicle". (Copy of relevant supporting document(s)/ Contract(s) etc, duly self-attested should be enclosed as a proof of above.)
- ii) It will be preferable that the Tenderer has a local contact office at Lucknow (as on the date of opening of Technical Bid Part 'A'). Else, Tenderer will have to give an undertaking that in case LOI against subject tender is issued to them, they will appoint a Local Contact Person with correspondence address / Establish a Local Liaison Office at Lucknow within 30days from the date of acceptance of LOI (Letter of Intent).
- iii) The tenderer /Company/ firm /partner's must own minimum 02 Serviceable commercially registered four wheeled vehicles with Transport Authority of any State/UT of India with all valid licenses. The Self attested copies of RC, insurance and permit to be enclosed with the tender. However, any 02 Serviceable commercially registered four wheeled vehicles with Transport Authority of any State/UT

owned by the tenderer on or before the date of submission of tender documents along with original copy of RC, insurance and permit have to be made available for inspection of Air-India Limited at Lucknow/Delhi (as per tenderers choice), as and when required by Air-India Limited after opening of Technical Bid..

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Annexure 'A'

- iv) The Tenderer must be an Income Tax payee and should furnish PAN/GIR No. Self attested copy of Income Tax Return for the Financial Year 2009-2010 & 2010-2011 should be enclosed along with the Technical Bid-Part A.
- v) Possession of ESI, PF, WCT/VAT, Registration certificate is optional at the time of application of tender.
- vi) Possession of Service Tax is optional at the time of the application of tender. However, if the annual turnover of the tenderer exceeds 10 Lacs, it will be the responsibility of the service provider to ensure compliance of provisions of service tax. The service provider shall be solely responsible for any cost and consequences on account of any breach and / or non compliance of any of the provisions of Service Tax.

NOTE: Copy(s) of documentary proof as required under eligibility parameters must be furnished along with Technical Bid-Part A. Replies such as 'Applied for' or 'Under Process' shall not be acceptable under any circumstances.

13. UNDERTAKINGS:

- a) The tenderer must give an undertaking that incase Contract/LOI is awarded by Air-India Limited & ESI, PF, WCT/VAT becomes applicable on such services, then the tenderer shall obtain the ESI, PF, WCT/VAT Registration Numbers and submit a copy with Air-India Limited with in 90 days of receipt of intimation from Air-India Limited. (Applicable in case the Tenderer is presently not registered under ESI, PF, WCT/VAT Acts).
- b) The tenderer must give an undertaking that the complete project of provision of "One Coach for staff transportation at Lucknow station" will be operational within 30 days from the date of acceptance of LOI (Letter of Intent) / Agreement as the case may be.
- c) The tenderer must give an undertaking that they will appoint a Local Contact Person with correspondence address / Establish a Local Liaison Office at Lucknow within 30 days from the date of acceptance of LOI (Letter of Intent) (Applicable in case the Tenderer is currently not having a local office at Lucknow)
- d) The tenderer must give an undertaking that the registrations and licenses under all the applicable local and central taxes and laws and to be specified separately under each applicable Tax/Law/Act (i.e. Service Tax/Work Contract Act/Provident Fund Act/Income Tax Act/Shop & Establishment Act/ESI Act etc.) shall be produced for verification/checking of Air-India Limited or to a third party authorized by Air-India Limited / agencies of Govt. of India.
- e) The tenderer must give an undertaking that the requisite work as per enclosed Work Scope (Annexure-B) would be completed to the satisfaction of Air-India Limited.
- f) The tenderer must give an undertaking that on the spot surprise check could be conducted by Air-India Limited /third party authorized by Air-India Limited, anytime and shortcomings are to be over come which shall be penalized by Air-India Limited
- g) The tenderer must give an undertaking that no vehicle registered in the name of Air-India Limited employee or his /her family member shall be deployed for the services under this contract.

14. The technical qualification of Tenderer and award of work would be subject to compliance of the eligibility criteria & undertakings as specified in Para 12 & Para 13 above and the LOI would be withdrawn, if these requirements are not fulfilled.

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Annexure 'A'

15. Tenders not accompanying required information and documents are liable to be rejected outright. Any request for subsequent submission of any information/documents will not be entertained.
16. It will be imperative for each Tenderers to fully acquaint himself with the local conditions and factors, which may have an effect on the performance of the resultant Contract and/or the cost.
17. Sealed/Closed Tender documents are to be addressed to Dy.GM (GS), Air India Limited, IGI Airport, New Delhi and be submitted/dropped in the Tender box kept at the Local **Purchase Section ,Materials Management Department, Air India Limited, Old Chefair Building, I.G.I. Airport Terminal-1B, New Delhi – 110037**
Tender documents sent through Post or Courier will be at the risk of the Tenderer and Air-India Limited will not be responsible for any loss or non-receipt of the Tender documents. Tenders received after due date/time will not be entertained/considered.
18. Tenderers shall give the official mailing Address and Fax Numbers to which all correspondences shall be sent by Air-India Limited. Also if address is changed in due course, the same shall be intimated to Air-India Limited immediately.
19. **When deemed necessary, Air-India Limited may seek clarifications on any aspect from the Tenderer.**
20. Air-India Limited reserves the right to accept or reject any/or all bids, annul the Tender process and reject any or all the bids at any time prior to the award of Contract without incurring any liability to the affected Bidder(s)/Tenderer(s) or without any obligation to inform the affected Bidder(s)/Tenderer (s) on the grounds of such annulment / rejection. Air-India Limited further reserves the right to add / delete / modify any one or more of the terms and conditions contained in the Annexure "A" or any of the agreements proposed to be entered into by Air-India Limited with the successful Bidder/Tenderer.
21. **Amendments and clarifications**, if any, to this Tender will be hosted on the website of Air-India Limited at www.airindia.in and Air-India Limited will not intimate the Tenderers individually of the same. The Tenderers are, therefore, advised to visit Air-India Limited's website regularly till the date of closing of the Tender. **The last amendment, if any, will be hoisted a minimum of seven days before the closing date of the Tender.** In case there is a change in Work-scope or Other Terms & Conditions after release of the Tender but before its due date, the vendors who have submitted their response shall have an option to re-submit their bids, before the due date if they choose to do so.

22. Any notice by one Party to the other pursuant to the Contract, shall be sent in writing to the address specified for that purpose in the Contract.

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Annexure 'A'

23. The Tenderer/Bidder shall not sub-Contract this Work or any part thereof to any other person, concern, firm or company without prior approval of Air-India Limited. In case the sub contracting without prior approval is detected at any stage, Air-India Limited is at liberty to terminate the Contract with immediate effect without any liability on Air-India Limited and also without prejudice to any other rights which Air-India Limited may have against the Tenderer/Bidder under the Contract.

24. **The Tenderer shall be solely responsible for the acts and deeds of his personnel deployed by him/her/it for the Work. Air-India Limited will, in no way, be responsible for violation of any rules/regulations/instructions of the concerned agency and/or for any loss or damage caused by his/its personnel/employee to Air-India Limited and/or third party and any such loss or damage shall have to be compensated/borne by it/them.**

25. **CLAIMS FOR DAMAGE**

a) Air-India Limited shall promptly notify the Tenderer of any claims / deficiency on the part of the Tenderer arising under/out of the Contract.

b) In case the Tenderer, having been notified, fails to take remedial action within the stipulated time as advised by the Station Manager Air-India Limited, it may take a remedial action without any further notice, at the Tenderer's risk & cost. In this case "Air-India Limited" may terminate the Contract without prejudice to any other rights, which Air-India Limited may have on the Tenderer under the service Contract.

26. **SUPERVISION**

a) Supervision of vehicle/personnel provided by the Tenderer shall be his responsibility.

b) The Tenderer shall ensure the quality of service rendered by him and in case of any complaint against a particular vehicle/person; the Tenderer shall have to replace such personnel/vehicle. In case of non-compliance of this condition, "Air-India Limited", shall have right to refuse entry of any such vehicle/personnel.

27. As far as possible, the Tenderer shall engage same vehicle & manpower for the Work defined in the Work-Scope so that continuity and quality of Work is maintained throughout the contract period.

28. The Tenderer will provide Uniform to his personnel at his own cost. He will also ensure that the persons wear the uniform and keep it neat, clean and tidy.

29. **PAYMENT OF MONTHLY WAGES**

- a) The Tenderer shall distribute wages for the previous month to his personnel so deployed for the Work, not later than 7th of following calendar month. Proof of the same should be kept for verification by Air-India Limited or any other third party including Government agencies.
- b) "Air-India Limited" shall not be responsible for payment of wages and or any other emoluments to the personnel/workers of the Tenderer so deployed and it shall be the sole responsibility of the Tenderer to make payment to the said personnel/workers in time and the Tenderer shall at all time keep "Air-India Limited" indemnified against any claim from its personnel/workers in this regard.

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Annexure 'A'

- c) All records, documents under various statutory provisions including ESI/PF/Disbursement of monthly Wages etc. shall be maintained by the Tenderer and shall be open for inspection by an authorized representative of Air-India Limited /third party authorized by Air-India Limited and Government Agencies.

30. RATES & VALIDITY:

A - i) Inclusions:

The rates offered/finalized/agreed by the Tenderer shall be inclusive of Capital Cost, Manpower cost, Fuel cost, Maintenance (including spares and lubricants) cost, Government Taxes, Pollution Check Charges, Road Tax and permit fees, Parking charges , Vehicle Insurance, Provision for Name Badges & Uniform, issuance of ID Cards and all statutory payments like ESI / PF etc.

ii) Exclusions:

- a) The Service Tax (including education cess) on applicable rates is excluded. This would be re-imbursed separately by Air-India Limited on production of receipt as proof of payment for the previous month for Service Tax amount.
- b) WCT/VAT, if applicable and imposed by Government Authorities shall be separately reimbursed by Air-India Limited on production of receipt as a proof of payment.

B - i) Rates finalized & agreed will remain firm during the Contract period of 3 years and for additional period of 1 year in case of extension. No request shall be entertained for increase of Rates during the validity of the Contract and extensions, if any, under any circumstances.

ii) The escalation/de-escalation due to change in fuel cost shall be reviewed and any increase/decrease (cumulative) of ₹ 1.95 (i.e. 5% of base rate of CNG at Lucknow) or above on rate of fuel shall be recoverable/payable (rate of fuel for which last revision was made or base rate if there was no revision) by taking standard fuel consumption as per the specification by the manufacturer with regard to specific model of the Coach deployed at Lucknow. **The present base rate of CNG at Lucknow is ₹ 39.00 per kilogram.**

iii) In case, the running of the Coach in a month is less than 4000 kilometers, recovery will be made as per the rate quoted for extra/less running.

iv) Rates not quoted as per the format given in the Financial Bid (Annexure D) will be out rightly rejected.

31.

PRICE NEGOTIATION:

As it is not the general norm for "Air-India Limited" to Carry out price negotiations following evaluation of the Financial Bids, the Tenderers are advised to submit their best quotes in response to this Tender. "Air-India Limited", however, reserves the right to carry out negotiations in exceptional cases with the Tenderer who has been evaluated by "Air-India Limited" as having offered the lowest bid in response to the Tender.

32. AWARD OF CONTRACT, ACCEPTANCE, COMMENCEMENT/EXECUTION & VALIDITY:

The award of Contract shall be subject to fulfillment (in addition to eligibility criteria and the Undertakings) of following conditions by the Service Provider: -

- i) The Tenderer has to convey acceptance of LOI (Letter Of Intent) within 7 days of receipt of letter of intent.
- ii) The Tenderer has to execute an agreement of terms & conditions of the Contract on a Rs.100/- non judicial Stamp Paper with "Air-India Limited" within 30 days of his acceptance of the Letter of Intent (LOI).
- iii) The successful Tenderer, after completing the required formalities, should commence the service within 30 days or as specified in the Letter of Intent (LOI) from the date of the acceptance of Letter of Intent (LOI).
- iv) The Contract shall be valid for a period of 3 years and extendable for another one year at the same rates & other terms and conditions if agreeable to both the parties.
- v) Air-India Limited reserves the right to extend the contract/ agreement for another 3 months at the same rates & other terms and conditions.
- vi) If required, "Air-India Limited" may issue a Trial Contract for 3 to 6 months period before issuing the final Contract. Such Trial Contract period will be a part of overall Contract period as defined at Para 32 (iv) above.

33. EXIT CLAUSE / TERMINATION OF THE CONTRACT/AGREEMENT:

The Contract may be terminated under the following circumstances:

- 1) Air-India Limited may at any time terminate the Contract with immediate effect by giving written notice to the Tenderer/ Bidder, if Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to "Air-India Limited". In this case no compensation shall be made available to the Bidder/Tenderer.
- 2) In case of unsatisfactory performance or breach of any of the clauses of this Contract, Air-India Limited shall issue a notice of 30 days to the party to rectify the breach and improve the performance failing which Air-India Limited shall be at liberty to terminate the Contract/Agreement by providing a 30 days written notice to the party. The Tenderer/Bidder shall not have any right to dispute or question the judgment of 'Air-India Limited' on its unsatisfactory performance.

- 3) Change of circumstances/operations: In case of change in situation/circumstances, etc. "Air-India Limited" shall have the right to terminate the Contract by serving a 90 days written notice to the Tenderer/Bidder. In this case, the Tenderer/Bidder shall not have any right to claim damages/compensation from "Air-India Limited"

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Annexure 'A'

- 4) The successful Tenderer shall also be at liberty to terminate the Contract by providing to Air-India Limited a 90 days written notice. However, the Tenderer/Bidder shall comply with their Contractual obligations during the period and thereafter, shall discharge the obligations arising out of the Agreement/Contract till the termination. **The successful Tenderer who exercises the option of this exit clause will however not be allowed to participate at least in the immediate next tender floated for the subject work.**
- 5) On termination of the Contract Tenderer/Service Provider/Bidder shall handover all the documents related to the services rendered and all equipments, fittings including Furniture, Fixtures and all items that have been issued to Tenderer/Service Provider and all the Money due & payable to Air-India Limited with complete accounting details for the same.

34. REJECTION OF BIDS (Technical Bid & Financial Bid):

The response to the Technical Bid & Financial Bid will be rejected forthwith without evaluation of the Tender response on the following grounds:

- a) If the Technical Bid and/or the Financial Bid has been received after due date and time of the Tender.
- b) If only the Technical Bid has been received and the Financial Bid has not been received, and vice versa.
- c) If the Technical Bid and/or the Financial Bid have been received by fax or email.
- d) If the Technical Bid and/or the Financial Bid have been received unsigned.
- e) If the Technical Bid and/or the Financial Bid has been received in an open condition.
- f) If the Technical Bid has been received without EMD or the EMD has been submitted in a mode other than as specified at Para 39 -II of Annexure 'A' of the Tender.
- g) If the Tender given in a different name shall be liable for disqualification and shall be rejected.

35. EVALUATION CRITERIA:

i) Technical Bids:

The Technical Bids would be first evaluated for compliance with the 'Eligibility Criteria' as specified at Para 12 of Annexure 'A'. Air-India Limited reserves the right at its sole discretion to seek whatever information, documents etc. from the Tenderer as it may consider necessary for the purpose of evaluation of the bids.

ii) Financial Bids:

- i) The Financial Bids of only those Tenderers who qualify under the 'Eligibility Criteria' and accept all the 'undertakings' as specified at Para 12 & Para 13 of Annexure 'A' and also comply with the other requirements as specified in Annexure 'B' and Annexure 'C' would be opened. The date and time of opening of the Financial Bids would be intimated in advance to the Tenderers who have qualified in the Technical Bid evaluation, and their authorized representatives only would be permitted to participate in the opening of the Financial Bids.
- ii) Financial Bids should be submitted strictly as per the format given at Annexure 'D' only failing which the same will be out rightly rejected.

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Annexure 'A'

36. **EVALUATION OF BIDS/ QUERIES FROM THE BIDDERS:**

During the process of the evaluation of bids, no queries shall be entertained from the bidders with regard to the status of the evaluation.

37. TECHNICALLY DISQUALIFIED BIDS:

- a) Financial bids of the technically disqualified bidders would be returned to them after finalization of the Contract under intimation and against acknowledgement from the bidders.
- b) In case a bidder fails to collect the Financial Bid within the stipulated 30 days time, the bid shall be shredded in "as is where is" condition after expiry of 30 days time.

38. EXTENSION OF DUE DATE:

The Due date /time of submission of Tenders and opening of Technical Bids-Part A may be extended at any time, at the sole discretion of Air-India Limited.

39. I) Tender Fee:

Tender documents' giving details of work scope & other terms and conditions is available for down-loading on free of cost basis from Air-India Limited website "www.airindia.in". There is no fee for the Tender Documents.

II) Earnest Money:

The Tenderer will furnish along with Technical Bid-PART-A, **Earnest Money of ₹ 26,000/- (Rupees Twenty Six Thousand only)** in the form of DD/Pay Order drawn in favour of the "Air-India Limited" payable at Delhi/New-Delhi.

- a) **Tenders received without EMD/ lesser amount of EMD will be rejected.**
- b) EMD so deposited shall not carry any interest.
 - c) In case, the successful Tenderer refuses to accept the LOI/Contract or fails to abide by any terms of the Tender/fails to commence the work within stipulated time, EMD shall be forfeited.
- d) In case of successful Tenderer, EMD can be adjusted in Security Deposit.
 - e) In case of unsuccessful Tenderers, EMD shall be refunded without interest, within a reasonable time after finalization of the Tender.
 - f) EMD of the tenderer will be forfeited and the tenderer will not be allowed to participate in any tenders of AIR INDIA LTD at least in the immediate next tender floated for the subject work, if

- i) The tenderer declines to accept or honor the contract, if awarded in his favour.
Or
- ii) The Tenderer opts out of the tender process, for reasons unknown, after submitting their bid against AIR INDIA LTD tender.
- g) Date of DD/PO/Banker's Cheque should be after the date of issue of Tender Enquiry.

III)

Security Deposit:

- a) The successful Tenderer, on award of LOI/ Contract, shall deposit, and continue to maintain for the entire period of agreement plus three months, a sum equivalent to 5% of the value of Contract as estimated by Air-India Limited, as Security Deposit in the form of Demand Draft / Pay Order/ Bank Guarantee from a Scheduled/Nationalized Bank.
- b) The Security Deposit has to be deposited at the time of commencement of the Work but positively before submission of 1st Bill.

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Annexure 'A'

- c) In case, Security Deposit is not deposited in time, the bills shall not be processed for payment.
- d) In case of breach of Contract or violation of any terms of the Contract the Security Deposit shall be forfeited.
- e) Such security deposit shall not bear any interest, and shall be refunded without interest only on successful completion of the awarded work and on fulfilling of all Contractual obligations.

40. PAYMENT OF BILLS:

- i) The Tenderer shall maintain a Log Book indicating details of day & date wise running of Coach. Air-India Limited will have the right to pursue these details for verification of bills submitted by the service provider.
- ii) The Service provider shall submit monthly bills to Station Manager for certification and onward submission to the office of Senior Manager (GS), Air India Limited, IGI Airport, New Delhi. The office of Senior Manager (GS) after carrying out necessary scrutiny and certification of bills shall forward them to General Manager (Finance) for payment.
- iii) Air India Limited will make payment on monthly basis by an account payee cheque within 45 days of the submission of Bills for the undisputed amount.

The tenderer shall, along with his bills for the preceding month, submit the requisite proof of payment of wages as per Govt. Rules and proof of deduction and deposit of P. F., ESI (wherever applicable) etc pertaining to the previous month to the persons engaged by him for Air-India Limited job, as well as proof of payment of any other statutory dues to such persons, failing which bills shall not be processed for payment. In this situation, Sr. Manager (GS) shall forward the bills of tenderer to General Manager (Finance) for payment through General Manager (Personnel).

- iv) No advance payment shall be admissible in any case.
- v) Necessary deductions at source towards applicable income tax shall be done as per rule applicable from time to time.

41. PENALTY:

- a. In case the Successful Tenderers fails wholly or partly to carry out the assigned Work within the assigned time or Work is not performed to the satisfaction of "Air-India Limited", the same shall be arranged through other agencies at the risk and cost of the Tenderer/Bidder/ Service Provider. In this case "Air-India Limited" may terminate the Contract without prejudice to any rights which Air-India Limited may have on the Tenderer under the Contract
- b. In case of unsatisfactory performance for any of the activity specified in Work Scope (Annexure - B), Penalty will be imposed at the sole discretion of Air-India Limited as specified in the Annexure "B"

42. RECOVERY OF SUM DUE:-

- i) Whenever under the Contract any sum of money is recoverable from the Tenderer/Service Provider, Air-India Limited shall be entitled to recover such sum by appropriating in part or full from the security deposit already deposited by the Service Provider.
- ii) In the event of the said Security Deposit being insufficient, the balance or the total amount recoverable, as the case may be, shall be deducted from any sum due to the Service Provider, under this, or any other Contract between the Service Provider and Air-India Limited.

Cont...11...

Page...11

Annexure 'A'

Should this amount be insufficient to cover the said full amount recoverable, the Tenderer/Service Provider shall pay to Air-India Limited the balance amount, if any, within 30 days of the demand by Air-India Limited. If any amount due to the company is so set off against the said security deposit, the Tenderer/Service Provider shall have to make good the said amount so set off to bring the security deposit to the original value immediately, and in any event, not later than 10 days of the depletion of the original value.

43. INDEMNIFICATION:-

- a) The Tenderer/Service Provider shall indemnify Air-India Limited against any claims, damages, loss or penalty including costs thereof in case of liability arising out of any accident/incident involving manpower deployed by him/it.
- b) Air-India Limited will not be responsible for any injury sustained by Tenderer's/Service Provider's personnel during the performance of its/their duties and also any damage or compensation due to any dispute between them and it's personnel. Any expenditure incurred by Air-India Limited to handle the situation arising out of the conduct of personnel deployed by the Tenderer/Service Provider will be made good from Security Deposit/Bills of the Tenderer/Service Provider.
- c) **Labour Laws/Statutory Obligations:** The Tenderer/Service Provider shall also indemnify Air-India Limited against any acts, laws, rules and/or regulations (including Labour Laws) and amendments enacted from time to time thereto by any Central/State/Local or Municipal Authorities as also which may be applicable to the Service Provider/Tenderer.
- d) The Tenderer shall indemnify Air-India Limited against third Party claims arising out of equipment malfunctioning/mishandling on the part of personnel provided by the Service Provider.
- e) The Tenderer shall also indemnify to reimburse any loss or damage by his personnel to Air-India Limited personnel or property including machinery, equipment or buildings. In case, any such amount is not deposited/paid to Air-India Limited, the same shall be deducted from Security Deposit/Bills/Future payments due to the Tenderer/Service Provider.

44. COMPLIANCE WITH STATUTORY PROVISIONS

- a) The Tenderer shall be responsible for ensuring compliance with provisions of related Labour Laws (Central/State/Municipal/Local) and particularly with regard to Minimum Wages Act, Payment of Wages Act, PF Act, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act etc and amendments there to as applicable from time to time.
- b) The Tenderer shall be solely responsible for any cost and consequences on account of any breach and/or non-compliance of any of the provisions of the Labour Laws. The Tenderer shall indemnify Air-India Limited against any claims/costs/damages and penalties in respect of breach of any of the provisions of the laws in force.
- c) The employees of the Tenderer/Contractor shall not be deemed to be employees of Air-India Limited; hence the compliance of the Laws with respect to its/their employee/their welfare will be the sole responsibility of the Tenderer/ Contractor. Air-India Limited does not bind itself to provide any Canteen, Medical & Transport facilities to the employee of the Tenderer/Contractor. Air-India Limited shall not be responsible to provide any canteen, Medical and/or transport facility to any personnel of the Tenderer/Contractor.

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Page...12

Annexure 'A'

- d) It shall be the responsibility of Tenderer/Contractor to comply with all liabilities arising out of any provisions of Labour Acts/Enactments hitherto in force or enacted from time to time during the execution of this agreement.
- e) The Tenderer/Contractor has to ensure that the disbursement of wages to his employees will be made in the presence of authorized Air-India Limited nominee on or before 7th of the month following so as to ensure that the prescribed minimum wages are paid for the applicable category of his employees.

45. COMPLIANCE OF SECURITY REGULATIONS

- a. The Tenderer/Service Provider/Contractor shall ensure that all the safety and security regulations of Air-India Limited are strictly adhered to and complied with by personnel deployed.
- b. Any violation of security regulations and indulging in illegal activities by his personnel will be at the cost/risk of Tenderer/Bidder/Service Provider.
- c. The Tenderer/Bidder/Service Provider should ensure verification of character and antecedents of his personnel by Police before deployment, since Air-India Limited is "protected industry". Every employee's photograph, copy of Police verification of character and antecedents and Contractor's undertaking to be furnished to Security Department.
- d. The Tenderer/Bidder/Service Provider shall provide at his own cost proper uniform (as approved by Air-India Limited) for the personnel deployed.
- e. The personnel so deployed must be in possession of photo identity cards provided by the Tenderers under his signatures, company's name and seal to be shown when demanded by Air-India Limited's officials.
- f. Any lapse noticed on the part of Tenderer/Bidder/Service Provider/Contractor or Tenderer's/Bidder's/Service Provider's employee involvement in theft/pilferage/malpractices, shall

be inquired into by Air-India Limited's security/other officials and suitable action including legal proceedings initiated for breach of Contractual liability and also it will attract penal provisions of law.

- g.** The Tenderer/Contractor/Bidder/Service Provider shall take responsibility for good conduct of its/his/her employees in Air-India Limited premises / airport. If any of the Tenderer's/Bidder's/Service Provider's/Contractor's employees is involved in any theft/pilferage of property of Air-India Limited Passenger/ Passenger Baggage/ cargo consignments/ Air-India Limited property also in their areas of Work as assigned by Air-India Limited, Air-India Limited reserves the right to impose penalty on the Contractor apart from initiating or provide assistance in the legal ramifications..
- h.** The Tenderer/Bidder/Service Provider/Contractor shall also be responsible for getting all necessary clearance, if any, from all Govt. Agencies/Legal Authorities from time to time.
- i.** It will be the responsibility of the Tenderer/Bidder/Service Provider/Contractor to ensure that no unauthorized personnel other than those deployed specifically for the Work gains access to the premises where the services are to be provided.

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Annexure 'A'

46. INTERPRETATION:-

In the event of any difference in the interpretation of any of the clauses of the Service Contract/ Agreement and/or the Tender documents, the clarification given by Deputy General Manager (Ground Support), Air-India Limited, Northern Region, shall be final and binding.

47. RELATIONSHIP

The relationship shall be on 'Principal to Principal Basis'. Nothing contained shall be construed or interpreted as constituting a partnership agency or joint venture or any association between the parties. Neither party shall have any right, power or authority to enter into any agreement or act in any manner on behalf of the other.

48. ARBITRATION:-

Any dispute or differences, whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope, operation or effect of the Contract/Service Agreement or validity or the breach thereof, which despite best efforts cannot be amicably settled between the parties shall be referred to ``SCOPE FORUM OF CONCILIATION AND ARBITRATION – GOVT OF INDIA`` and the award made in pursuance thereof shall be binding on the parties to the arbitration.

49. JURISDICTION:-

The construction, interpretation, validity and performance of this Contract/Agreement shall be governed by the laws of India. Any disputes arising out of implementation of the Contract between Air-India Limited (AIR-INDIA LIMITED) and Service Provider whatsoever shall be subject to the Jurisdiction of New Delhi / Delhi Courts Only.

The End

Annexure 'B'



Air-India Limited
Northern Region

Tender No: DGSD/11-12/LKO/COACH/675

Date: 05/01/12
Due on: 30/01/12

WORK SCOPE

Sub: Tender for Hiring of one CNG Coach for staff transportation at Lucknow station

1. REQUIREMENT:-

- i) One CNG Coach of 2009 or above model for Staff (pick-up and drop from/to rallying points) & Passengers and Cargo movement outside the Airport Premises as per the requirement of station/flight schedule at Lucknow station.
- ii) The seating capacity of coaches shall be 21 comfortable seats. The coach should have sufficient space to keep cargo.
- iii) The service provider shall provide the coach for 19 hours 30 Minutes daily (presently from 03:00 Hours to 22:30 Hours) on all days irrespective of Holidays/Sundays. (The timings may vary depending upon flight schedule, which would be conveyed by Station Manager, Lucknow and may change at a short notice).
- iv) The average monthly running shall be 4000 kilometers.
- v) Any vehicle registered in the name of any serving Air-India Ltd. Employee or his/her family members shall not be deployed against the requirement of this tender.

2. RESPONSIBILITY OF SERVICER PROVIDER:

- i) The Service Provider shall be responsible to ensure payment of all Govt. Taxes, Levies, PUC charge, Road permit Fee, Insurance premium of the vehicles deployed and keep all the documents permits up to date from the concerned authorities.
- ii) The service provider shall comply with the relevant rules and regulations of Motor vehicle Act/AAI regulations applicable at present and as may be enforced from time to time under the rule of law. The vehicle provided by the service provider should be comprehensively insured with third party unlimited risk claim.
- iii) The vehicle provided by the contractor shall be comprehensively insured with third party unlimited clause. Air-India Ltd shall not be liable for any damages, whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of vehicle. The service provider shall be solely responsible for any claim by any third party and/or employees of Air-India Ltd traveling in the vehicle for any injuries caused by accident or otherwise.
- iv) The drivers provided by the service provider must be in possession of valid HMV license and must carry the same while on duty.
- v) The driver should not be under influence of liquor or any other intoxicant and should not smoke while on duty.

Cont... 02.

Annexure 'B'

Page...02

- vi) The Service contract shall be for providing the transport services and not for engagement of manpower. The service provider's employee deployed for running the vehicle on Air-India Ltd duty shall be an employee of the service provider and under no circumstances shall be deemed the employee of Air-India Ltd. Air-India Ltd shall have no relationship or nexus of any kind whatsoever with such employee deployed by the service provider. Such employee shall not be entitled to claim any right, privilege or benefit from Air-India Ltd and in the event of any such claim, the service provider undertakes to indemnify Air-India Ltd for any loss or demand financial or otherwise. The responsibility of discipline of the employee in case of any complaint from Air-India Ltd shall solely that of the service provider.
- vii) The service provider shall be responsible to deploy an alternate vehicle in case of break down, failing which Air-India shall be within its rights to make alternate arrangement by hiring another vehicle from any other source and the expenditure incurred will be fully recovered from the service provider's regular bills. Penalty clause as defined below will also be applicable.
- viii) The service provider will provide Name Badges & Uniform to his personnel at his own cost. He will also ensure that the persons wear the uniform and keep it neat, clean and tidy.
- ix) The vehicle deployed for Air-India Ltd duty should be in very good condition with neat and clean upholstery.

3. PENALTY:

- i) Providing prompt, punctual, efficient, safe, courteous and quality service is the essence of the contract. In case of not providing services as defined in Work-scope and in case of non-compliance of laid down Terms & Conditions, the following operational penalties shall be applicable:

Sr. No	Nature of Complaint / Violation	Penalty / Occasion
--------	---------------------------------	--------------------

.		
A	Duty driver not found in uniform	• 100/- each occasion
B	Vehicle not found properly cleaned / good condition	• 250/- each occasion
C	Failure to make alternate arrangement in case of non-deployment of vehicle due to any reason	• 500/- each occasion plus cost of engaging alternate vehicle.

- ii) In case of non-payment of penalty, the same shall be recovered from Security Deposit / future / pending bills of the Service Provider.

----- X -----

Annexure 'C'



Air-India Limited
Northern Region

Tender No: DGSD/11-12/LKO/COACH/675

Date: 05/01/12

(Tenderer(s) to submit this form duly completed & signed in a sealed/closed envelope superscribed on the top of envelop with Tender No/Date/Due Date/Subject)

Sub: Tender for Hiring of one CNG Coach for staff transportation at Lucknow station

Technical Bid Form - Part A

1	Name of Contract	Hiring of one Coach for staff transportation at Lucknow station
2	Name of the Company/Establishment	
3	Full Address of Registered Office	
4	Telephone No./ Mobile Tel No	
5	Fax No.	

66	6	Name of Contact Person				
	7	Nature of company (Whether Proprietorship Firm / Partnership Firm / Limited Company / Corporation / Any Other (Specify) (Enclose Proof)				
	8	Particulars of Registration - Issued in the name of the tenderer	Yes/ No	If Yes, give following details		
				Number	Date of Issue	Valid upto
	A	PF Registration with No. & details (Optional)				
	B	ESI Registration with No. & details (Optional)				
	C	PAN/ GIR NO. with details (Must)				
	D	Service Tax Registration No. with details (Optional)				
	E	WCT/VAT Registration No. with details (Optional)				
	9a	Two Years experience (On or after 1st January 2006 up to the date of opening of the tender) in "Passenger Transportation Business of Bus/Coach/Van/Jeep/Motorized Four Wheeled Vehicle.				

9b	Copy(s) of relevant supporting Document(s)/ Contract(s) etc , duly self attested enclosed as a proof of Two Years experience (on or after 1 st January 2006 up to the date of opening of the tender) as required at Para 9a above.	
10	Whether having an Office establishment in Lucknow (as on date of opening of Technical Bid Part A)	
11a	Whether having minimum Two Commercially Registered Vehicles in the name of the Company/Owner(s)/ Partner(s). Details to be provided at Para 15 of Annexure 'C'	
11b	Self attested Copy of RC Book(s), Insurance & Permit as a proof of 11 a above enclosed	

Cont...02...

12	Whether self attested copy of Income Tax returns enclosed for the Financial Year 2009-10 Financial Year 2010-11	Yes/No Yes/No
13 a	Has any Director/Partner/Proprietor been convicted any time by court of law? (if Yes, give details)	Yes/No
13 b	Has your company been Blacklisted by any agency of the airport or elsewhere (if Yes, give details)	Yes/No
13 c	Is any Director/Employee on your payroll belonging to Air-India Limited (if Yes, give details)	Yes/No
14	Location where the Tenderer will like to get Two Commercially registered vehicles in the name of Company/Owner(s)/Partner(s) inspected along with the Original documents as mentioned at Para 11a& 11b above.	

15. Details of Two (2) Commercially Registered Vehicles in the name of the Company/Owner(s)/Partner(s):

Sr. No	Registration No.	Make	Model	Engine No.	Chassis No.	Validity of Fitness	Validity of Insurance	Validity of Permit
i.								
ii.								

(Note: Self attested Copy of RC Book(s); Insurance & Permit of above vehicles are to be enclosed along with the Technical Bid)

16. Earnest Money Deposit Details:

Amount Name of Bank Demand Draft /Pay Order No & Date

- 26,000/-

16. Details of relevant supporting document(s)/contract(s) etc enclosed justifying two Year experience in "Passenger Transportation Business of Bus/Coach/ Van/Jeep /Motorized Four Wheeled Vehicle" .(A separate sheet may be enclosed for these details together with a copy of relevant supporting document(s)/contract(s) etc duly self certified)

Sr. No.	Name/Type of relevant supporting document(s)/ Contract(s) etc	Name & Address of the issuing Agency/Government Department/Organization	Validity of the relevant supporting document(s)/ Contract(s) (From..... to)
1.			
2.			

3.			
4.			
5.			

Cont...03...

Page...03

Annexure 'C'

18. Any other information which Tenderer may like to furnish (separate sheet may be enclosed if required.)

19. **CHECK SHEET:** Following Documents must be attached with Technical Bid (Annexure-C).

		YES	NO
1.	EMD ₹ 26,000/- (Demand Draft/Pay order)		
2.	Self Attested copies of:-		
	A) PAN / GIR No.		
	B) Service Tax Registration, if available		
	C) PF Registration, if available		
	D) ESI Registration, if available		
	E) WCT/VAT Registration ,if available		
3.	Self Attested Copy(s) of Income Tax Return for the Financial Year (2009-10, 2010-11)		
4.	Self Attested Copy(s) of RC Book(s),Insurance & Permit of Two Commercially Registered Vehicles in the name of the Company/Owner(s)/ Partner(s)		
	RC Book(s)		
	Insurance policy		
	Permit		
5.	Copy of relevant supporting document(s)/ contract(s) etc , as a proof of two year experience (as on the date of opening of Technical Bid Part A) ,duly self attested		
6.	List of other Organizations where similar services are provided currently with Tel No.& contact person		

20. **Undertaking: (To be agreed & signed by the Tenderer):**

- a) It is confirmed that incase Contract/LOI is awarded by Air-India Limited, and ESI, PF, WCT/VAT becomes applicable on such services, then we shall obtain the ESI, PF, WCT/VAT and. and submit a copy with Air-India Limited with in 90 days of receipt of intimation from Air-India Limited. (Applicable incase the Tenderer is presently not registered under ESI, PF, WCT/VAT Acts)
- b) It is confirmed that the complete project of provision of one Coach for staff transportation at Lucknow station will be operational within 30 days from the date of acceptance of LOI (Letter of Intent).
- c) It is confirmed that in case contract/LOI is awarded by Air-India Limited, we will appoint a Local Contact Person with correspondence address / Establish a Local Liaison Office at Lucknow within 30 days from the date of acceptance of the LOI (Letter of Intent). (Applicable in case the tenderer is currently not having a Local Office at Lucknow.)
- d) It is confirmed the registrations and licenses under all the applicable local and central taxes and laws and to be specified separately under each applicable Tax/Law/Act (i.e. Service Tax/Work Contract Act/Provident Fund Act/Income Tax Act/Shop & Establishment Act/ESI Act etc.) shall be produced for verification/checking of Air-India Limited or to a third party authorized by Air-India Limited / agencies of Govt. of India.

Cont...04...

Page...04

Annexure 'C'

- e) It is confirmed that the requisite work as per enclosed Work Scope (Annexure-B) would be completed to the satisfaction of Air-India Limited.
- f) It is confirmed that on the spot surprise checks could be conducted by Air-India Limited /third party authorized by Air-India Limited, anytime and shortcomings are to be overcome which shall be penalized by Air-India Limited.
- g) It is confirmed that no vehicle registered in the name of Air-India Limited employee or his /her family member shall be deployed for the services under subject contract.
- h) It is also confirmed that two commercially registered vehicles in the name of company/owner(s)/partner(s) shall be produced for inspection at Lucknow /Delhi (as per tenderer's choice) along with the original documents, as and when required by Air-India Limited after opening of the technical bid.

- **I have carefully gone through, have understood, and hereby agree to abide by all the General Terms & Conditions, Work scope and Specifications governing the tender.**
- **I hereby confirm that I am authorized to sign the tender document and the information given in the tender is true and correct to the best of my knowledge and belief and nothing material is concealed.**
- **All the pages of the Technical Bid (Annexure-C) i.e. Page 1 to Page 4 and any overwriting are signed.**

Date: _____

Name & Designation: - _____

Signature _____

Place: _____

Co.'s Name & Seal: _____

Annexure 'D'



Air-India Limited
Northern Region

Tender No: DGSD/11-12/LKO/COACH/675

Date: 05/01/12

(Tenderer(s) to submit this form duly completed & signed in a sealed/closed envelope super scribed on the top of envelop with Tender No/Date/Due Date/Subject)

Sub: Tender for Hiring of one CNG Coach for staff transportation at Lucknow station

Financial Bid Form - Part B

1.	Name of the Tenderer	
2.	Address	
3.	Telephone No.	
4.	Fax No.	

5.	Name of the Contact Person:		
6.	FINANCIAL OFFER for hiring of one Coach for staff transportation at Lucknow station		
i	Monthly Charges for services as per Work Scope (Annexure 'B') for 4000 Kms per month for 19 Hours 30 Minutes per day duty basis	(Rate In Figures) ₹ Per month	(Rate In Words) Rupees per month
ii	Payable Charges for Extra Kilometers beyond 4000 Kilometers per month / Recoverable against short running for lesser utilization in a month	• /Km	Rupees Per Kilometer
iii	Detention Charges beyond 19 Hours 30 Minutes duty on a day	• /Hour	Rupees Per Hour

Cont...02...

Page...02

Annexure 'D'

Note:-

- i) The rates quoted above are based on current rate of CNG at Lucknow of ₹ 39.00 per Kilogram
- ii) All the rates at (i) to (iii) must be quoted. In case of **NIL** rate, the same should be mentioned.
- iii) L-1 will be decided based on the "**Monthly Charges for services as per Work Scope (Annexure 'B') for 4000 Kilometers per month for 19 Hours 30 Minutes per day duty basis**" as quoted at Para 6 (i) above.

8. Rates, Govt Taxes, Validity, Variation in Minimum Wages :

A - i) Inclusions:

The rates offered/finalized/agreed by the Tenderer shall be inclusive of Capital Cost, Manpower cost, Fuel cost, Maintenance (including spares and lubricants) cost, Government Taxes, Pollution Check Charges, Road Tax and permit fees, Parking charges , Vehicle Insurance, Provision for Name Badges & Uniform, issuance of ID Cards and all statutory payments like ESI / PF etc.

iii) **Exclusions:**

- a) The Service Tax (including education cess) on applicable rates is excluded. This would be re-imbursed separately by Air-India Limited on production of receipt as proof of payment for the previous month of Service Tax amount.
- b) WCT/VAT, if applicable and imposed by Government Authorities shall be separately reimbursed by Air-India Limited on production of receipt as a proof of payment.

B - i) Rates finalized & agreed will remain firm during the Contract period of 3 years and for

additional period of 1 year in case of extension. No request shall be entertained for increase of Rates during the validity of the Contract and extensions, if any, under any circumstances.

ii) The escalation/de-escalation due to change in fuel cost shall be reviewed and any increase/decrease (cumulative) of ₹ 1.95 (i.e. 5% of base rate of CNG at Lucknow) or above on rate of fuel shall be recoverable/payable (rate of fuel for which last revision was made or base rate if there was no revision) by taking standard fuel consumption as per the specification by the manufacturer with regard to specific model of the Coach deployed at Lucknow station. **The present base rate of diesel at Lucknow is ₹ 39.00 per kilogram.**

iii) In case, the running of the Coach in a month is less than 4000 kilometers, recovery will be made as per the rate quoted for extra/less running kilometers.

iv) Rates not quoted as per the format given in the Financial Bid (Annexure D) will be out rightly rejected.

Undertaking:

1. We have carefully gone through and have understood the General Terms & Conditions, Work scope and Specifications governing the tender and would abide by the same.
2. The Financial Bid will be valid for 120 days from the date of opening of Technical Bid Part A.
3. I hereby confirm that I am authorized to sign the tender document.
4. All the pages of the Financial Bid (Annexure-D) i.e. Page 1 to Page 2 and any overwriting are signed.

Date: _____

Signature: _____

Place: _____

Name: _____

Designation: _____

Co. Name & Seal: _____

Annexure 'E'

Tender No: DGSD/11-12/LKO/COACH/675

Date: 05/01/12
Due on: 30/01/12

Sub: Tender for Hiring of one CNG Coach for staff transportation at Lucknow station

**FORMAT OF AUTHORIZATION LETTER FOR ATTENDING BID OPENING
(ON COMPANY LETTER HEAD)**

To

The DGM (Ground Support),
Air-India Limited
I.G.I Airport Trml.- IB (Domestic)

Sub: Authorisation for attending bid opening

Tender No _____ Closing Date: _____

Opening Date _____ Opening Time _____

The following persons(s) are hereby authorized to attend the bid opening for the tender mentioned above on our behalf.

Sr. No	Name	E-Mail ID	Contact No.	Signature
--------	------	-----------	-------------	-----------

1.

2.

Authorised Signatory

Note:

1. Permission for entry to the hall where bids are opened may be refused in case authorization letter as prescribed above is not received.
2. The authorized representatives, in their own interest, must reach the venue of bid opening well in time.
3. The authorized representative must carry a valid photo identity.
