

TENDER TO REFURBISHMENT OF
DESPATCH OFFICE ALLIANCE AIR AVIATION
LTD, TERMINAL-3 , NEW DELHI-110037

CERTIFICATE

IT IS CERTIFIED THAT SUBJECT TENDER DOCUMENT BEARING TENDERS NO AAAL/MED/2023/99 TO REFURBISHMENT OF DESPATCH OFFICE AT ALLIANCE AIR, TERMINAL-3 , NEW DELHI-110037 CONTAINING TOTAL OF 14 PAGES ONLY.

CHAPTER -1

INSTRUCTION TO BIDDERS

1. Alliance Air Aviation Limited (AAAL)-Alliance Air is a 100% wholly owned subsidiary of Air India Asset Holding Ltd., fully owned by the Government of India under administrative control of Ministry of Civil Aviation and currently operates a fleet of ATR 72-600 aircraft inducted on lease with the brand “**ALLIANCE AIR**” and operates domestic flights within India.
2. AAAL is pleased to invite Bids under the SINGLEBID format for Refurbishment of Despatch office at Alliance Air Aviation Ltd, Terminal-3, New Delhi-110037 on urgent Basis.
3. Business entities involved in Refurbishment of Despatch office business are invited to submit the best offer, as per Schedule of Requirement, conditions of contract and general specifications.
4. Vendors are required to submit quotes in response to subject tender document as per Single bid format mentioned in chapter 5 (Financial Bid Format) to subject tender document.
5. The Quotes are to be enclosed in Sealed/Closed envelope. The Envelope to be super scribed with FINANCIAL BID - AAAL/MED/2023/99 to Refurbishment of Despatch at Alliance Air Aviation Ltd, Terminal-3, New Delhi-110037 and the same to be deposited in tender box kept at the address Alliance Air Aviation Ltd below, Either in person or through Post or courier services. The envelope carrying quotes should either be sealed/closed/Glued. Opened/stapled envelopes will not be accepted.

**Administration Department
Alliance Air, Alliance Bhawan,
IGI Airport, Terminal 1
Palam, New Delhi -110037.**

6. Tender documents sent through Post or Courier will be at the risk of the tenderer and AAAL 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. If tender closing/opening date is declared a Holiday in AAAL, Delhi Office, the last date of submission/opening of the Bids will automatically stand extended to 15:00 Hrs of the next working
7. Last date & time for submission of Tender : **10:00 hrs. 06 Oct 2023**
8. Due date& time for opening of Bids submitted : **10:30 hrs. 06 Oct 2023**
9. Amendments, corrigendum, clarifications if any and any extensions of due date of opening of this tender will be intimated

10. For any queries / clarifications w.r.t subject tender, **Mr OM Prakash Soni AGM Admin, Alliance Air Aviation Ltd Mob No 9079253500** may be contacted on any working day between 10 AM to 16:30 PM

11. It is further clarified that any individual signing all the tender 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 either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the Partners.
- ◆ Director if it is a One Person Company.
- ◆ Constituted attorney of the firm, if it is a Company.
- ◆ Authorized signatory of the firm.

12. Financial quotes should be filled in prescribed format (as per Chapter – 5 to subject tender document) duly signed and stamped and prices be clearly written/ typed both in words and figures without any overwriting. Corrections & overwriting, if any, should be counter signed by the tenderers.

13. 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.

14. Conditional bids would not be accepted, and are liable to be rejected.

15. In the event of default in performance of services, AAAL reserves the right to cancel the order and to claim damages from the successful tenderer, and also reserves the right to award the contract to another vendor at the cost and risk of the successful tenderer.

16. The firm should be mandatorily registered with GSTN and should hold GSTN number for invoicing.

17. The tender is for onsite operation to supply the all plumbing items which are required to get for provision of Refurbishment of training Hall at Alliance Air Aviation Ltd, New Delhi-110037 on urgent Basis of personnel from reputed firms For any queries, Bidders are to be contacted AAAL, Administration Department in person between 9:30hrs to 16: 30Hrs.

18. All the Refurbishment of Despatch office at Alliance Air Aviation Ltd, Terminal-3, New Delhi which are mentioned at BOQ should be as per specification and brand/ make or IS or as directed by the authorities.

19. The cancellation of tender solely vest with AAAL ADMIN, and tender can be scrapped before offering of work Order to L1 vendor or at any time as deemed to be fit by AAAL before work order is handed over to vendor without any prior notice and the same will be notified at a later stage after decision is implemented.

20. The bid opening date will be extended to new date if required number of minimum participants doesn't responds to the published bid, as per material rules & regulations of AAAL. The extended date of bid opening will be notified to the bid participants.

21. All pages of the tender document to be signed by vendor signing the financial quotes and thus signed tender document along with financial quotes to be submitted while submitting the Bids.

22. The specifications/ quality of the product should be as per details mentioned in tender document

23. On tender opening date vendors/representatives of vendors who have submitted bids against subject tender are welcome to witness the event. The participant should hold valid authorisation letter/valid Identity card issued by the company.

24. If a firm quotes NIL charge/consideration in the bid submitted against subject tender enquiry, the bid shall be treated as unresponsive and will not be considered.

25. **FORCE MAJUERE CLAUSE:**

a. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

b. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

c. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

d. If the impossibility of complete or partial performance of an obligation lasts for more than 15 to 20 days, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 (Fifteen) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

CHAPTER -2

CONDITIONS OF CONTRACT

1. **CONTRACT BEGINNING:** The commencement date and completion of work shall be as given in the work order to the L-1 Vendor along with permission to carry out work at site (AAAL).
2. **CONTRACT CLOSURE/JOB WORK COMPLETION:** The contract End of providing purchase order and mandatorily on successful completion as stated in tender document or to an extended date as decided by Alliance Air Authorities. If operation is not affected as per schedule of requirement, Liquidated damages will be charged at the rate 0.6% of the value of contract per day and not exceeding an amount of Rs _____-(Rupees _____ only). Exception to this clause is when clause no 15 or 25 is executed and execution of clause no 15 to subject tender is solely the prerogative of Alliance Air Competent Authority.
3. **BID OFFER VALIDITY CLAUSE:** The Bid offer price should be valid for 90 days from the date of opening the financial bids. Further to it the price quoted in financial bid without GST should remain the same till the operation in a single lot as demanded from AAAL, Administration, and Delhi. No enhancement of rates will be allowed and the supplies are to be effected on L1 rates throughout the contracted period or during extension period of contract. Payment from AAAL will only be made against L1 rates plus applicable taxes.
04. **CONTRACT DISHONOUR CLAUSE:** to supply all the Repair items which are mentioned in BOQ or contract will cause for feinting of security deposit from the deviating supplier and orders of such deviating suppliers will be routed to L2 vendor or subsequent participants of tender if subject participant/vendor shows his readiness to supply goods at the L1 Vendor rates, or otherwise the tender will be scrapped and new tender will be floated for subject material.
05. **NATURE OF SUPPLIES:** The L1 vendor in tendering process is to be effected as per Schedule of requirement mentioned in Chapter 3 to subject Tender and as per specifications of items mentioned in Chapter 4 to subject Tender. Also all clauses as per subject tender document is applicable for supply of materials/execution of subject contract. No deviations are accepted. If there emanates any deviation, credible documentary evidence should be furnished for waiver. The waiver will be the sole discretion of **Competent Admin Authority of AAAL**.
06. **NATURE OF QUOTED RATES:** The rates quoted by bidders are to be all inclusive to supply only at the work site and replacement the damaged items which are damaged during supply. No hidden charges will be entertained at any cost.

07. **DELIVERY ADDRESS:** The Repair items which are required for toilet repair of Ground floor and First Floor as mentioned in BOQ of the subject tender by L1 Vendor has to be supply within prescribed/schedule time or as per IS, make/brand or specification.

Administration Department.
Alliance Air, Alliance Bhawan
IGI Airport, Terminal 1
New Delhi – 110037
Email id – admn@allianceair.in

08. **INVOICING ADDRESS:** The address for invoice generation by L1 Vendor is hereby appended below.

Alliance Air Aviation limited
Alliance Air, Alliance Bhawan
IGI Airport, Terminal 1
New Delhi – 110037
AAAL GSTN No is 07AAACA1517b1ZI

09. **PAYMENT TERMS:** Payment against supplies will be effected at 45 days credit from the date of submission of invoice provided the supplies are as per specification and quality mentioned in tender document.

10. **ERROR/DEFECT DEFINITION CLAUSE:** The definition of erroneous/defective material is if the material that is being supplied& installed by Successful/negotiated/contracted vendor is deviating from the specifications mentioned in the tender document, Quantities mentioned in tender or purchase order. Any faulty workmanship in material that is being supplied and installed. A clearance certificate to this effect will have to be sought by the vendor from AAAL committee for water supply connection.

11. **REJECTION CLAUSE:** The erroneous/defective materials supplied will be rejected and has to be replaced by L1 Vendor at no extra cost and within time period provided to complete the task of supply and installation by L1 Vendor. If the erroneous supplies are not made good within said time limits AAAL holds the right to forfeit equivalent amount of Security deposit from L1 Vendor. Also the Competent Authorities at Alliance Air can unilaterally take decision in halting the contract/Scraping the contract if at any time it is felt that Quality and Quantity of the supplies are compromised. In such cases of Halting contract /scraping contract /shelving contract it will be the responsibility of vendor to carry back their materials within 72 Hrs from the date and time of rejection.

12. **OPTION CLAUSE:** To take care of change in the requirement during contract period, a plus/minus option clause of 25%(Twenty-five percent) is hereby included in subject tender document, Alliance Air reserves the right to increase or decrease the materials that is being contracted through subject tender up to the mentioned limit of 25%(Twenty-five percent) without any change in terms and conditions and prices quoted by the bidders. Extension of contract beyond contractual period will be on mutual consent basis provided if vendor accepts readiness to supply& installation of materials without revision in rates mentioned in composite purchase order and is ready to follow/adhere all terms and conditions as per tender document. Proposal for Extension of contract is solely the prerogative of Alliance Air.

13. **WARRANTY PERIOD:** Warranty period will be for 1 year from the date of complete installation and invoice for the composite materials that is being procured. If any subparts of subject material are having any inherent warranty which is more than one year then the same will be applicable instead of 1 Year. Liability to replace the material if gone faulty within the warranty period will be the responsibility of buyer. The security deposit will be refunded after the warranty period (1 Year) to the vendor.

14. **SPECIAL CONDITION:** If the contractor's are not able to execute/complete or supply the required materials within pre criteria given period. The same work shall be carried out by other agencies. The complete payment of the same shall be charged from the contract aware.

15. The make or brand of the Items which are included in planning agreement shall be as per ISI mark OR as a approved by authorities of AAAL.

16. AAAL will not be responsible for any injury/casualty sustained/ suffered by Tender's personnel during the performance of the duties. Any damage or compensation due to any dispute between them and its personnel shall be borne exclusively by the Tenderer. Any expenditure incurred by AAAL to handle situation arising on account of above or on account of the conduct of the personnel deployed by the Tenderer shall be made good from the security Deposit/other amount due to the Tenderer and the Tendered undertakes to indemnify AAAL in this regards.

17. The rates offered by the Tenderer shall be inclusive of manpower Labour cost provision for uniform, transportation cost, meal & canteen, indentify cards, security clearance and all

statutory payments (e.g. PF, Gratuity, ESI Bonus & all taxes but excluding GST etc. As applicable).

18. **Penalty** In case the contractor does not complete the work/works within the given stipulated time of completion for a particular work by E-in-C, excluding emergency works which are to be attended on the same day, then Asstt. Gen. Manager (Admn) AAAL shall have the authority at his discretion to get the particular work/works carried out through other agencies at the risk & cost of the contractor for which no separate note sheet shall be issued and the extra cost incurred by AAAL in executing such work/works through other agency/agencies along with a penalty up to a maximum of 10% of the cost of the work which will be recovered from the current month bills.

(i) Minimum running payment permissible is fortnightly/monthly on work done or .

(ii) The contractor to use materials approved by AGM (Admn).

(iii) It will be the responsibility of the contractor to liaise with the local bodies, like DIAL, CISF Police, CISF, BSES, Delhi Jal Board, MCD, NDMC sewerage Department, etc. to get the emergency services attended immediately by the concerned agency at no extra cost.

(iv) The contractor will make adequate arrangements for manpower Commutation system like Mobile Phone & Stationery etc at his own cost for smooth Maintenance of Fire Fighting & Alarm system. The contractors have to maintain log books/register for monitoring the system.

(v) The entire work lies in restricted Airport Areas. The contractor will have to make his own arrangement for obtaining the necessary Entry Passes for Labour, tools and materials from BACS/CISF Police and Alliance Air Aviation Ltd.

19. **Rates:** Rates for all items must cover the cost of all appropriate materials, all taxes (Except GST), labour, machinery, scaffolding, tools and plants and all appliances including safety devices whatsoever necessary for the complete execution of the work.

20. Old replaced items will be deposited in AAAL store as per direction of AGM (ADMN)

21. **Price Variation:** No price variation (escalation) is payable/recoverable on whatsoever account.

22. **Commencement of contract :** The successful Tenderer, after completing the required formalities, should commence the service within 07 days from the date of the work Order.

23. **Payment of Bills:** Contractor is required to submit monthly bills (in duplicate) office of AGM (ADMN) within one month, payment will be made after certification of the bill subject to all relevant papers are in order.

24. **Termination Clause:**

(a) In case the performance of the contractor is found to be unsatisfactory, the contract will be terminated by AAAL by giving one-month notice to the contractor. The contractor will however complete all the works, which he is entrusted with till the notice of termination, is served on him.

(b) If the party wants to terminate the contract/agreement, they can terminate the same by giving at least three months notice in writing.

35. **Extension/Validity of Agreement:** The successful Tender shall execute agreement with AAAL. The agreement shall be for the scope of work as per tender.

36. **Safety Compliances:** The contractor shall comply with all safety regulation as per good industry practices and as per the prevailing laws and regulations at the Airport Work place/Govt. Offices & residential premises.

CHAPTER -3

SCHEDULE OF REQUIREMENT

1. The inspection by AAAL Committee members will be done on the completed job and their verdict and projection will be final w.r.t job completion. Only the reporting head of subject committee members can overrule this clause. Notwithstanding the CEO of AAAL has got sweeping powers to intervene at any given point of time or during the execution of job work and subject Authority has got sweeping rights to cancel the order/Convert the order.
2. All the documents that are to be submitted is to be in English.
3. The financial bid that is being submitted should have detailed pricing, line by line of input materials and service charge as well. Also it should show the composite pricing as well. The party whose rates are lowest in composite pricing in financial bid and has been cleared in technical bid will be declared L1.
4. The L1 vendor will be provided with contract letter and premises access certificate to carry out the job work.
5. Any other information if sought from bidders or L1 Vendor w.r.t subject tender the bidders/L1 Vendor is mandatorily to respond.
6. The Job to be completed by L1 vendor as per specification and requirement stated in tender within 10 days from the date of furnishing of Purchase order.

7. Award of contract, Commencement, validity & Acceptance:

The award of contract shall be subject to fulfillment (in addition to eligibility criteria) of following conditions by the tenderers:

(a) The Tenderer has to convey acceptance of contract within 3 working days of receipt of work order issued by AAAL.

8. Contractor's Responsibilities:

(a) The Contractor will cover all the jobs specified in the scope of work given in CHAPTER 3

(b) The Contractor is required to log books &

tely as per the direction of Admn Department.

CHAPTER -4**FINANCIAL BID FORMAT**

Ser No	Description	
1.	Name of the Company	
2.	<ol style="list-style-type: none"> 1. Full address of the registered office 2. Telephone /Mobile /Fax No 3. Contact person 4. E-mail-ID 	
3.	Is your Co. Registered (Encl. Proof)	
4.	Are you a Co./Registered Firm/Proprietorship/Partnership/Corporation/Sister Concern/Any other (Specify)-(Encl.proof)	
5.	<p>List of similar nature of works carried out during the last five years along with supporting documents and performance certificates for the works as detailed below only shall be considered.</p> <ol style="list-style-type: none"> a) Three similar completed work costing not less than the amount equal o 40% of the estimated cost. b) Two similar completed works costing not less than the amount equal to 60% of the estimated cost. c) One similar completed work costing not less than the amount equal to 80% of the estimated cost. 	
6.	Total span of experience (Proof encl)	
7.	Undertaking for Labour license on company letter head.	
8.	PAN/GIR Registration copy enclosed	
9.	Annual Turnover for the last 03 financial years to be enclosed. (Copy of certificate from chartered Accountant to be attached)	
10	Copy of GST Registration Certificate	
11	Copy of GST Registration Certificate	
12	List or works carried out, value of such completed works and certificates for works execute under execution for the last three years.	
13	Have you/Your Co.. being served with show cause notice for non-compliance with any of the statutory provisions of labour laws/criminal offences in the past.	
14	Has any director/Partner/proprietor been convicted?	
15	Any other information which tendered may like to furnish(Separate sheet may be enclosed if required)	

- 1) Subject Financial bid format is to be strictly adhered.
- 2) No extra cost to be indicated all input cost to supply subject item to be worked out
And the same to given in furnished format.
- 3) Subject format to be supplied in Official Letter Head of the firm with stamp and seal of proprietor/Director/Authorised signatory.
- 4) Conditional bids are not to be submitted and if submitted sub bid are liable to be rejected.
- 5) Quotes to be mentioned in INR (Indian Rupee)
- 6) Parties will be declared L1 only for composite price

SCOPE OF WORK

Ref: - Tender No. AAAL/MED/2023/99

Dated: - 23 Sep 2023

WORK SCOPE FOR REFURBISHMENT OF DISPATCH OFFICE AT ALLIANCE AIR AVIATION TERMINAL-3, NEW DELHI					
S.NO	DESCRIPTION OF ITEM	Qty	Unit	Rate	Total
1	Dismantling Works Dismantling the existing fixtures and refixing the same to make a space of width 2m	01	01		
2	(a)Fabrication of wall mounted strage (b) Fabrication of wall mounted strage as existing in the Doctor cabin	01	1.38 Sqm		
3	(a) Providing and erecting gypsum partition (b) Providing and erecting gypsum partition on the existing cubicle	No	3.50 sqm		
4	Providing and erecting Aluminum partition with glass of thickness 5mm. Providing and erecting Aluminum partition on the existing cubicle instead of gypsum partition till ceiling .	No	3.50		
5	Providing and fixing Glass Door.	No	1.00		
	Total				
	Add CGST -9%				
	Add SGST -9%				
	Grand Total				

