

TENDER FOR PROCUREMENT OF TABLES
FOR TRAINING HALL AT ALLIANCE AIR
AVIATION LTD
(NEW AAAL COMPLEX)

CERTIFICATE

THIS IS TO CERTIFY THAT SUBJECT TENDER DOCUMENT BEARING TENDER NO AAAL/2023/1169 TABLE AND CHAIR AT TRAINING HALL, ALLIANCE AIR AVIATION LTD, NEW COMPLEX DTD 01 FEB 2023 CONTAINS A 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 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 SUPPLY OF TABLE AT TRAINING HALL ALLIANCE AIR AVAITION LTD NEW COMPLEX FOR 16 NOS OF SEATING CAPACITY, subject Table to be installed at Training Hall New Complex office at Alliance Air Aviation Ltd,
3. Business entities involved in Installation of Table and Chair business are invited to submit the best offer, as per Schedule of Requirement, conditions of contract & specification of material to be procured (Refer Chap 2,3&4 to subject tender document).
4. Vendors are required to submit quotes in response to subject tender document as per Single bid format mentioned in chapter5(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/ADMN/2023/1169 Table Chair AT Training Hall New Complex Alliance Air Aviation ,and the same to be deposited in tender box kept at the address Alliance Air Aviation Ltd below. Either in person or through Post/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 Aiport, 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 day.
7. Last date & time for submission of Tender : **10:00 hrs. 08 May 2023**
8. Due date& time for opening of Bids submitted : **10:30 hrs 08 May 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 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 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 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 supply of Table with a seating capacity of 16 Nos of personnel from reputed firms For any queries, Bidders are to contact AAAL, Administration Department in person between 9:30hrs to 16: 30Hrs. Tenderers not dealing in supply of Table and Chair Furniture need not apply / respond to subject tender as their quotes will be rejected outright.

18. The material to be supplied should be as per specifications mentioned in Chapter 4 to subject tender document.

19. The cancellation of tender solely vest with AAAL ADMIN, and tender can be scrapped before offering of Purchase Order to L1 vendor or at any time as deemed to be fit by AAAL before Purchase 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. Vendors are to transfer price advantage on materials being supplied to AAAL arising due to any reduction in market price of materials being supplied/to be supplied or reduction in applicable taxes for materials being supplied/to be supplied.

22. 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.

23. The specifications/ quality of the product should be as per details mentioned in tender document that is being circulated.

24. 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.

25. 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.

26. **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 contract start date will be from the date of furnishing Purchase Order to L1 Vendor along with permission to carry out work at site (Training Hall).
2. **CONTRACT CLOSURE/JOBWORK COMPLETION:** The contract End date will be 10th day from the date of providing purchase order and mandatorily on successful completion of supply of material in quality and quantity as stated in tender document or to an extended date as decided by Alliance Air Authorities. If supplies are 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 26 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 180 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 supply of complete quantity requisitioned from AAAL end till it is delivered/Installed at AAAL premises(in Annexe Bldg) in a single lot as demanded from AAAL, Administration, 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 L1rates plus applicable taxes.
04. **CONTRACT DISHONOUR CLAUSE:** on supply of materials/abandoning of contract will cause forfeiting 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 supplies by contracted L1 vendor in tendering process are 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 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 inclusive of Transport charges or any other charges that affect the supply. No hidden charges will be entertained at any cost.

07. **DELIVERY ADDRESS:** The supplies of contracted material as mentioned in subject tender, by L1Vendor has to be delivered at the following address.(Installation site of workstation is at the same address in Annexe Bldg)

**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 procurement and installation of workstation.

11. **REJECTION CLAUSE:** The erroneous/defective materials supplied will be rejected and has to be replaced by L1Vendor 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.

CHAPTER -3
SCHEDULE OF REQUIREMENT

1. The materials Table with a seating capacity of 16 personnel to be supplied and installed at Training Hall, AAAL New Complex. Within 15 Working days from the date of furnishing the purchase order.
2. On completion of Supply necessary 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.
3. All the documents that are to be submitted is to be in English.
4. The financial bid that is being submitted should have detailed pricing, line by line of input materials to make Table 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.
5. The L1 vendor will be provided with contract letter and premises access certificate to carry out the job work.
6. Any other information if sought from bidders or L1 Vendor w.r.t subject tender the bidders/L1 Vendor is mandatorily to respond.
7. 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.

CHAPTER -4
SPECIFICATION OF MATERIAL TO BE PROCURED

1. Item under procurement is Supplying Table with a seating capacity of 16 Nos of personnel.

1. Table- Godrej Rejoice-work from Home table (35.4"x23.6")

Product ID : WOM000003-56101703AP00380 - Nos 16

CHAPTER -5

FINANCIAL BID FORMAT

S.No.	ITEM DESCRIPTION	QTY	DOQ	UNIT RATE(EXCL OF TAXES)	TOTAL AMOUNT EXCLUSIVE OF TAXES
1	Table –Rejoice-work from Home table (35.4"x23.6") Product ID : WOM000003-56101703APO0380)	16			
				SUB TOTAL	
				GST @ %	
				GRAND TOTAL	

Note: 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 be 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