

**TENDER DOCUMENT FOR**

**DRY LEASING OF**

**AIRPORT PASSENGER BUS**

**TENDER DOC NO: AIASL/LEH/20-21**

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## SCHEDULE OF TENDER

TENDER NO	AIASL/LEH/20-21
SCOPE OF WORK	DRY LEASING OF AIRPORT PASSENGER BUS, QUANTITY 03 FOR A PERIOD OF ONE YEAR AND EXTENDABLE BY ANOTHER ONE YEAR.
TENDER ISSUER	AI AIRPORT SERVICES LIMITED
DATE OF ISSUE OF TENDER DOCUMENT	23 <sup>rd</sup> JUNE 2020
LAST DATE OF SUBMISSION OF BIDS	14 <sup>th</sup> JULY 2020 ON OR BEFORE 1400 HOURS
DATE OF OPENING OF TECHNICAL BIDS	14 <sup>th</sup> JULY 2020, 1430 HOURS
PLACE OF SUBMISSION & OPENING OF BIDS	AI AIRPORT SERVICES LIMITED, 2 <sup>nd</sup> FLOOR, AI COMPLEX, IGI AIRPORT, TERMINAL II, NEW DELHI 110037
DATE OF PRICE BID OPENING	WILL BE COMMUNICATED TO SUCCESSFUL TECHNICAL BIDDERS

## TENDER NOTICE

AI Airport Services Ltd (AIASL), formerly known as Air India Air Transport Services Limited, a wholly owned subsidiary of Air India Limited providing Ground handling Services at most of the Indian Airports, invites Sealed/Closed Tenders from the **manufacturers/suppliers/Transport Companies** for the dry leasing of **Airport Passenger Bus , Quantity 03** at **LEH AIRPORT**, as per following Annexures

- Technical Specifications - Annexure – A
- Price Bid - Annexure – B

Reference: AIASL/LEH/20-21

Date 23.06. 2020

- 1 Sealed tenders are to be submitted in a two-bid system (Technical Bid and Price Bid separately) as per the following details:

- 1.1 **Technical Bid (COVER – I)**

To be super scribed with “**Technical Bid**” for the **Tender Reference:**

“**AIASL/LEH/20-21 due on: 14<sup>th</sup> July 2020**” and must contain the following:

Tenderer’s response to tender Terms & Conditions, Pre-Qualification Criteria and Annexure – A (Technical Specification compliance).

- 1.2 **Price Bid (COVER – II)**

To be super scribed with “**Price Bid**” for **Tender Reference:**

“**AIASL/LEH/20-21 due on: 14<sup>th</sup> July 2020**” and must contain the following:

The rates along with the complete details of applicable taxes and any other charges as per Annexure– B

The rates should be written in figures as well as in words. In case there is mismatch in rates quoted in figures and words, the amount in words shall prevail.

- 2 **TENDER SUBMISSION:-**

The two sealed envelopes i.e. one Technical Bid (Cover I) and one Price Bid (Cover II) should be further put in a Master Envelope super scribed with “**Tender Reference: “AIASL/LEH/20-21 for Dry leasing of Airport Passenger Bus, Quantity 03, due on 14<sup>th</sup> July 2020**” and should be submitted at the following address by **1400 hrs on or before 14<sup>th</sup> July 2020**.

**AI AIRPORT SERVICES LTD.  
2<sup>nd</sup> FLOOR, AIR INDIA GSD BUILDING,  
IGI AIRPORT, TERMINAL II  
NEW DELHI 110037.**

### 3 DEFINITIONS

- a. In this contract, the following terms shall be interpreted as indicated. "Contract" means the agreement entered into between the Service Purchaser and the Tenderer, as recorded in the contract form signed by the parties including all annexure thereto and appendices therein.
- b. "Bus" means the equipment.
- c. "Goods" or "Items" shall mean all of the equipment including their accessories and /or other materials, which the Tenderer is required to supply to the Purchaser under the contract.
- d. Dry leasing means Bus will be taken on dry lease without fuel and driver but with maintenance back up at site.
- e. "Purchaser" or "Service Purchaser" or 'Buyer' means AIASL, AI Airport Services Limited (formerly known as Air India Air Transport Services Limited).
- f. "Tenderer" or "Bidder" means the individual or firm or company, who are manufacturers and suppliers, on whom the order for work is placed and shall be deemed to include their approved successors, heirs, executors and administrators, holding company /Group /Group Companies, Conglomerate as the case may be.
- g. "AIASL representative" mean the authorized representatives of the Purchaser.
- h. "Manufacturer"/"Supplier" means original equipment manufacturer (OEM) or any agency or firm who is in the business of leasing of Bus
- i. Transport Companies means the Companies in the business of deploying buses for road transport.

### 4 TENDER TERMS AND CONDITIONS

#### 4.1 SCOPE OF TENDER AND OBLIGATIONS:-

- a. The Tenderer should ensure that:-
  - i) The Tender document should be neatly typed and signed on numbered pages filed in binding folder.
  - ii) Corrections/over writing, if any, should be duly authenticated with full signature of the person who is signing the tender (**initials will not be accepted**).
  - iii) Attached documentary proof in binding folder should be indexed chronologically, labeled and countersigned.
- b. Tenders received late, delivered at different address other than as specified in the tender / or lost in transit will not be accepted irrespective of whether the delay has arisen on account of the delivery system, i.e. postal, courier etc.
- c. Tenders received through fax and / or email will not be considered.
- d. Tenders that are incomplete are liable to be rejected.
- e. On the date of opening of the tender, the "PRICE BIDS" would be kept in the

custody of AI Airport Services Ltd in sealed condition as received from tenderer. Representatives of the bidder can attend the bid openings.

- f. The Price bids of only those tenderers, who qualify in the Technical Bid evaluation, would be opened at a later date which will be intimated to technically qualified bidders in advance.
- g. In case any indication of price is included in the Technical bid, the quotation will be rejected without any reference to the tenderer. No correspondence will be entertained in this regard.
- h. Validity of Quotes: The Price quoted should remain valid for acceptance for a minimum period of 90 days from the date of opening of the tender.

However AI Airport Services Limited, reserves the right to accept / reject any / all offers without assigning any reasons. AIASL reserves the right to cancel, amend or withdraw the tender at any stage, without assigning any reasons whatsoever.

- i. The successful tenderer shall supply and deliver bus to AI Airport Services Limited as per operating region in the terms of the tender.
- j. AI Airport Services Limited has the right to reduce / increase the quantity of Airport Passenger Bus without any increase in unit price.
- k. The successful tenderer shall at its own cost and expense;  
Supply the Airport Passenger Bus
  - 1) in accordance with the Specifications;
  - 2) in accordance with the Delivery Schedule;
  - 3) in accordance with the best industry practice.
- l. The successful tenderer shall carry out maintenance without disrupting the routine activities at the station, alternate will be provided as and when required.
- m. In the event of default, AIASL reserves the right to cancel the order and can claim damages from successful tenderer.
- n. Intention to Quote:  
You are requested to confirm your intention to quote / regret preferably by email.
- o. Any modification/alteration of the original Tender by the Bidder shall lead to disqualification.

#### **4.2 Commercial Terms**

**(Confirmation on compliance on following points to be submitted with Technical Bid)**

- 4.2.1 Earnest Money Deposit (EMD) -**Non Compliance on EMD terms will lead to disqualification :-**
- 4.2.2 An Earnest Money Deposit of INR 35,000/- (Rupees Thirty Five Thousand only) must be submitted by means of Bank Draft or Banker's Cheque in favour of AI AIRPORT SERVICES LIMITED, payable at MUMBAI, and should be submitted along with the Technical Bid(Cover I).

4.2.3 EMD will not carry any interest.

4.2.4 EMD in respect of successful tenderer will be adjusted against Security Deposit.

4.2.5 Payment terms

- i) The Vendor / Bidder shall submit bills to AIASL for the charges on the 10<sup>th</sup> of every month for the Services rendered during the previous month.
- ii) All monthly bills must be accompanied by the required supporting documents duly certified by the Vendor / Bidder.
- iii) Payment will be made by AIASL within 30 days of submission of invoice.

4.2.6 Mode of Payment

Payment will be made through ECS mode. Kindly provide the following information:

- Account Name
- Name of the Bank
- Branch Name
- Account Number
- Bank Code/MICR No.
- Swift Code No.

4.2.7 Security Deposit(SD): **Non Compliance on SD terms, as below will lead to disqualification :**

The bidder who qualifies for award of PO will have to deposit with AIASL 5% of the total value of the Purchase Order towards interest free Security deposit, within 2 weeks of the receipt of the Purchase Order. The Security Deposit is to be paid by way of Bank Guarantee/ Bank Draft/ Bankers Cheque in favour of 'AI AIRPORT SERVICES LIMITED', payable at MUMBAI for an amount of 5% of the total value of the Purchase Order.

Security Deposit submitted by means of Bank Guarantee, the original BG has to be forwarded by the Bank directly to AI Airport Services Ltd through registered AD. The expense incurred towards submission of Security Deposit, in any of the above mentioned form, will have to be borne by the successful bidder.

Validity of SD would be till the contract period of One Year plus 1(one) month (Total 13months) which is extendable to another One Year and will be returned after the completion of all obligations under the Purchase Order/ Contract without interest.

4.2.8 Positioning Schedule (**Non Compliance on Positioning Schedule may lead to disqualification**) :-

All the 3 buses to be deployed latest by 8<sup>th</sup> August 2020.

**4.2.9 Delivery Point/Receipt (Non Compliance on Delivery Point/Receipt terms will lead to disqualification):-**

Delivery of item should be at the airport of destination mentioned in clause **4.2.11**

**4.2.10 Penalty Clause(Non Compliance on Penalty clause terms will lead to disqualification) :-**

No invoice to be raised for the number of days the bus is not provided/unserviceable. The daily rate will be calculated on pro rata basis of the monthly rate. Additionally for the non-availability of Bus a penalty at the rate of Rs 500 per day per Bus will be recovered from the monthly bill/SD.

**4.2.11 Operating Airport: Leh Airport**

**4.2.12 Firm Price**

Price should remain firm till the fulfilment of PO liabilities.

**4.2.13 Exit/Termination**

The Purchase Order (PO) may be terminated under the following circumstances:

In the case of unsatisfactory performance for breach of any of the Tender term, AIASL would issue a notice of 30 days to the Tenderer to rectify the breach and improve the performance failing which AIASL shall be at liberty to terminate this PO by providing 30 days written notice to the Tenderer.

Both AIASL and the successful Bidder shall also be at liberty to terminate this PO by providing a 30 days written notice.

**4.2.14 Arbitration**

Any dispute arising between the parties of the construction, interpretation, application, meaning, operation or effect of this document or the validity or breach thereof, shall first be settled by mutual consultation, if dispute remains unresolved after period of 30 days from the date the mutual consultation has started, the matter shall be referred for settlement to 'SCOPE FORUM OF CONCILIATION AND ARBITRATION', Govt. Of India, New Delhi and the award in pursuance thereof shall be binding on the parties.

**4.2.15 Jurisdiction**

Any dispute whatsoever shall be subject to the jurisdiction of the courts of Delhi.

**4.3 TECHNICAL TERMS**

**(Confirmation on compliance on following points to be submitted with Technical Bid)**

**4.3.1 In house inspection**

AIASL reserves the right to inspect AIRPORT PASSENGER BUSES before accepting. In case, any deviation in quality is found at the time of supply, then the same will be rejected and should be replaced free of cost.

Non adherence of this clause may lead to cancellation of P.O and AIASL reserves the right to withhold the invoice for that shipment.



#### 4.3.2 Acceptance/Receipt at earmarked destination

In case any deviation in Technical Specifications/PDI report is found at the time of receipt, then the deviation should be rectified free of cost.

#### 4.4 Award Decision For L1

**L1 basis implies on Grand Total for 3 Buses per Year as in Serial Number (VI) of the Price Bid**

Royalty for Airport Operator if any will be paid by the service provider to the Airport Operator and reimbursed by AIASL on actual basis.

#### 4.5 TENDERERS REPRESENTATIONS, COVENANTS & INDEMNITIES:-

The tenderer has examined the scope of the Specifications and all other documents, information and requirement of AIASL, and has satisfied itself as to the adequacy thereof for the performance of this Tender. It is the duty of the tenderer to draw to the attention of AIASL any errors, discrepancies or inaccuracies in the Specifications or such other documents which an experienced supplier of the Equipment should reasonably have discovered.

#### 4.6 INSURANCE & OTHER OBLIGATIONS:-

Equipment (Including Insurance & Other Obligations) is the sole responsibility of the successful tenderer until successfully accepted by AIASL.

### 5 SCOPE OF WORK

To provide Airport Passenger Bus to Passengers on the tarmac inside the Airport, handled by AI Airport Services Limited at Leh Airport.

#### GENERAL CONDITIONS.

1. The Bidder shall be required to supply Airport Passenger Bus directly in accordance with the specifications laid down in the tender, for a **period of 12 months (One Year) which may be extended for a further period of One year under same terms and conditions.** Any Airport Passenger Bus not confirming to the said specifications shall not be accepted.
2. Manpower for driving and operating the Bus in Airport Premises and fuel will be AIASL responsibility.
3. Airport Passenger Buses will be deployed 24 x 7.
4. The Airport Passenger Bus to be offered for dry leasing shall be in up to date condition including its tyres, engine as well as conditions of its inside and outside body. The date of manufacturing of Airport Passenger Bus to be used inside the Airport on the Tarmac which are being offered by the tenderer should be on or after 01<sup>st</sup> January, 2015. The buses should have current and valid RTO fitness certificate.

- AIASL reserves the right to reject the L1 bidder after Physical inspection of Buses, if the Buses do not satisfy the physical condition and Technical specifications as mentioned in Annex A of this tender document and will be debarred for 2 years from participating in any future tender of AIASL.
5. The bidder shall also make his own arrangement for repairs and maintenance of offered Airport Passenger Bus.
  6. The Airport Passenger Bus once inspected and approved by the AIASL for leasing shall not be changed or substituted by the Bidder except on orders from the AIASL or becoming defective off road due to accident, breakdown etc. In such an event the contractor shall give immediate intimation to AIASL. Wherever change of vehicle is likely to last for more than one week prior approval of the AIASL shall have to be taken.
  7. The Bidder shall provide standby Airport Passenger Bus to ensure prompt substitute arrangements should any leased Airport Passenger Bus goes off road.
  8. In case of any Airport Passenger Bus remains off the road due to break-down, penalty shall be imposed as per terms of para 4.2.10.
  9. The Bidder shall be responsible for any fine or penalty if imposed by any Airport Regulator, State or Central authorities, including any local body for any breach, violation or non-compliance of statutory rules, regulations etc.
  10. The rates quoted should be inclusive of all taxes and levies etc., Tenders not confirming to these requirements are liable for rejection and no correspondence thereof shall be entertained whatsoever.
  11. Number of buses can be increased or decreased any time during the contract period & any bus service can be withdrawn by the AIASL, any time directly without any prior intimation to approved contractor in between contract period depending upon the actual requirement.
  12. The Bidder must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
  13. Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver, all passengers and third party also.
  14. Withdrawal of offer after opening of the tender shall make whole offer invalid and shall attract forfeiture of the Earnest Money (EMD).
  15. Income Tax applicable will be deducted at source from the monthly payment.
  16. The Bidder will bear the expense of positioning the buses at Leh Airport as mentioned in tender. Any expenditure incidental to positioning of Airport Passenger Bus at locations will be borne by Bidder.

**6. PRE QUALIFICATION CRITERIA**

Sr.No	Description	Indicate Compliance
1.	<p>Tenderer should be a Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization, registered and in existence for at least three years.</p> <p>Registration Number of Tenderer (Under shop and commercial establishment act or any other relevant Act, scanned copy of registration should be attached)</p> <p>OR</p> <p>Consortium not exceeding three partners. Each partner of the consortium shall be registered Company/firm in existence for at least past three years.</p> <p>Consortium Agreement and along with companies registration certificates to be provided</p>	<p>Relevant Registration Certificate and date of registration.</p> <p>Consortium Agreement &amp; date Company Registration Certificates</p> <p>1. 2. 3.</p>
2.	EMD to be submitted along with Technical Bid.	EMD Draft no and date and Bank
3.	<p>Minimum Average Annual turnover for the FY 2016-17, FY 2017-18, FY2018-19 should be INR 20 Lakhs</p> <p>Copies of Certified Financial Statement for above mentioned period to be submitted. Pro forma statement is not acceptable.</p>	<p>Turnover year wise(Currency to be reflected)</p> <p>1. 2. 3.</p> <p>Financial Statement to be attached</p> <p>1. 2. 3.</p>
4.	<p>As on date of submission of the tender, the tenderer or its parent company or subsidiary, or a group of company should not have been black listed / debarred by AI/ AIASL or any of the State or Central Government of India or Organization of State or Central Government of India.</p> <p><b>Under taking by the tenderer to be submitted as per Annex I</b></p>	
5.	PAN/ GST / Regn. No.(As applicable)	<p>1. PAN No</p> <p>2. GST No</p> <p>3. Reg.No</p>
6.	Income Tax Returns for three Financial Years FY 2016-17, FY 2017-18, FY2018-19 duly certified to be submitted.	<p>Year wise Income Tax payment/returns details.</p> <p>1. 2. 3.</p>

- Documents/Certificates in any other languages than English should be submitted along with English translated version duly authenticated.
- Remarks for complying PQC should be as “**Comply**” or “**Non Comply**” only. Remarks like noted, agreed, ok, etc are liable for disqualification in PQC.
- Supporting documents/certificate related to PQC should be labeled and attached with PQC.

#### **7. CLARIFICATIONS:-**

Amendments and clarifications, if any, to this tender will be hosted on the website of AIASL will not intimate the tenderers individually of the same. The tenderers are, therefore, advised to visit the AI website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.

For tender clarifications please contact

1. Mr Shanker Mahto on email:

shanker.mahto@airindia.in

Contact No: 011 2565 3332

2. Mr. Anish Chaudhari on email:

Anish.Chaudhari@airindia.in

Contact No: 011 2560 3311

#### **8. POINT OF CONTACT:-**

Single point contact to be provided by the bidder along with email ID and telephone number of the contact person for clarification.

ANNEXURE-I

DECLARATION

(To be given on Company's Letter Head)

Date.....

To  
The GM- GH  
AI Airport Services Limited,  
Air India GSD Building,  
IGI Airport, Terminal II,  
New Delhi 110037.

Dear Sir,

Ref: Tender No.....

I/We,..... Hereby confirm that our Firm/Company /Group/Group Company has not been black listed / debarred by AI/ AIASL or any of the State or Central Government of India or Organization of State or Central Government of India.

Place: Signature of Tenderer.....

Date: Name .....

Designation.....

Seal/Stamp

**TECHNICAL SPECIFICATIONS – ANNEXURE A****SPECIFICATIONS FOR AIRPORT PASSENGER BUS****1. MAIN FUNCTIONS**

The Airport Passenger Bus, APB to be used on the airport ramp to transport passengers between the airport terminal and aircraft.

Sr. No.	Functional Specification	
1	(a)Basic Information (Provide Brochure).	
	(b) Contact Person Details Name: Email ID Contact No.	
1.1	Make & Model Offered	
1.2	Dimension	
1.4	Engine Details: make/model	
2.	<b>GENERAL</b>	<b>Indicate Compliance</b>
2.1	These specifications are guidelines. Minute features of the equipment are not included in the scope of the specification. Any deviation in the specification shall be permitted after consent of AI Airport Services Limited.	
2.2	The Airport Passenger Bus should be aesthetical in look to match modern trend.	
3.	<b>GENERAL REQUIREMENTS</b>	
3.1	Capacity – 32 Passengers. Supplier has to provide detailed floor plan, showing details of seating arrangement, number of seats, standing area sq. m, and max. Passenger capacity).	
3.2	Floor height of Entrance door from ground during passenger boarding should not exceed 400 mm(pl specify)	
3.3	The door shall open so as to cause no hazard to passengers and minimum obstruction.	
3.4	Provision for emergency exit from inside as well as outside, by simple arrangement with clear operating instructions.	
3.5	<b>VEHICLE / BUS MAIN ENGINE :</b>	
	Vendor to provide make and details of the Engine.	
	Facility to be provided to limit vehicle speed at 30 Km/Hr, for driving on Tarmac Area inside Airport.	
	<b>TRANSMISSION:</b> Compatible with engine output & axle design.	
3.6	<b>AXLE:</b> Rear axle with Double wheel on each side.	
3.7	<b>INTERIOR TRIM</b>	
	Stay bars/vertical bars/grab handles- Suitable and adequate number of stay bars/vertical bars/grab handles to be provided for best comfort of	

	passengers.	
<b>3.8</b>	<b>PASSENGER SEATS:</b> Luxury seats and luxury quality upholstery, complementing the overall interior with comfortable seating arrangement and no obstruction to passenger flow. The upholstery color for the seats should be saffron.	
<b>3.9</b>	<b>LIGHTS (LED) AND SIGNALS.</b>	
	Two Nos. each Flashing Amber color beacon light (Front and Rear).	
<b>3.10</b>	<b>INSIDE ILLUMINATION</b>	
	Well-lit interior lighting and Door Step/entrance illumination is to be provided through spot lights.	
<b>3.11</b>	<b>ADDITIONAL FEATURES</b>	
	Exterior Body of Coach should have Body wrap in Ferrari red color.	
	Ignition start switch is to be key-controlled.	
	2 numbers of 2 kg ABC type fire extinguisher per bus.	

**PRICE BID - ANNEXURE B**

**BID FORM**

To,  
GM GH,  
AI Airport Services Limited,  
IGI Airport Terminal II,  
New Delhi 110037

Sir,  
Ref: Tender No.....

Having examined the bidding documents, I/we undersigned, offer to supply and deliver (description of goods and services) in conformity with the said bidding documents as per the prices given in the price bid. We undertake, if our bid is accepted, to position all the Buses as specified in the tender, from the date of receipt of PO/LOI.

I/We agree to abide by this bid for a period of 90 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal purchase order is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signature of the Bidder



**PRICE BID**

To,  
GM GH,  
AI Airport Services Limited,  
IGI Airport Terminal II  
New Delhi 110037

<b>I.</b>	<b>Item Description</b>	
<b>II.</b>	<b>Quantity</b>	03
<b>III.</b>	<b>Rate per Bus/month</b>	
<b>IV.</b>	<b>Applicable Tax</b>	
<b>V.</b>	<b>Total for 03 Buses/Month (III+IV) x 3</b>	
<b>VI.</b>	<b>Grand Total for 3 Buses per year(V x 12)</b>	
	<b>Grand Total Price (In words):</b>	

Signature of the Bidder

Date:

Name:

Place:

Designation:

Seal:

**L1 basis implies on Grand Total for 3 Buses per Year as in Serial No (VI) on the Price Bid**

Royalty for Airport Operator if any will be paid by the service provider to the Airport Operator and reimbursed by AIASL on actual basis.