



भारतीय विमानपत्तन प्राविकरण
AIRPORTS AUTHORITY OF INDIA

No. AAI/GKP/OPS/Survey Report Quotation/2025/

Date: 10.01.2025

NOTICE INVITING QUOTATION

1. Sealed quotations are invited by the Operation In-Charge, Airports Authority of India, Gorakhpur Airport, Gorakhpur 273001 on behalf of Chairman, AAI from the Government Approved Valuer in Two Envelope System for 'Appointment of consultant from the Government Approved Valuer for Valuation of approx. 570 nos. of lost and found items that includes white and Yellow metals also at Gorakhpur Airport, Gorakhpur.

2. the details mentioned below:

Last Date of Receipt of Sealed Quotation	04.02.2025 up to 1700 hrs.
Date of opening of Technical Bid	05.02.2025 at 1400 hrs.

TWO ENVELOPE SYSTEM.

Quotations should be submitted with both the envelopes super-scribing **Envelope-A** (Technical Bid) & **Envelope-B** (Price Bid) bearing the name & address of Bidders, shall be separately sealed and placed in a Master Envelope super scribing the Name of Work and Addressed the same to the quotation inviting officer as mentioned below on or before the last date specified in the quotation:

Vijai Kumar
HOD (Operation)
O/o The Airport Director
Airports Authority of India,
Gorakhpur Airport
Gorakhpur-273001

A. ENVELOPE-A (TECHNICAL BID)– shall contain the following documents (Self attested)

- i) Copy of valid Trade License/ Valuer Registration from Govt. Department
- ii) Copy of Valid GST Registration Certificate,
- iii) Copy of PAN Card,
- iv) Unconditional letter of Acceptance duly signed by the vendor in Company's letter head as per **Annexure-I (Sheet – 5)**.
- v) Copy of Notice Inviting Quotation (NIQ) duly signed and stamped by the Bidder accepting the terms & conditions of the NIQ.

B. ENVELOPE-B (PRICE BID) – shall contain the following documents.

- i) Un- conditional price bid in prescribed format as per the **Annexure -II (Sheet -6)**.

2.1 Conditional offer in any, received from the Bidder shall be rejected outright.

2.2 Both the envelopes super-scribing Envelope-A (Technical Bid) & Envelope-B (Price Bid) bearing the name & address of Bidders, shall be separately sealed and placed in a Master Envelope.

2.3 The sealed Master Envelope containing the Envelope-A & B, shall also be super-scribed with the name of Quotation with due date of submission and bearing name & address of the

Bidders, to enable the bid to be returned unopened in case it is declared as 'late receipt' or 'rejected'.

The quotations shall either be sent by registered/speed post/courier or delivered in-person. The responsibility for ensuring that the Quotations are delivered in time, would vest with the Bidder. The Quotations to be delivered in person, shall drop the sealed Quotation into the Tender Box provided in the office of **Vijai kumar, HOD (Operations), Airports Authority of India, Gorakhpur Airport, Gorakhpur – 273001** on or before the due date of its submission. The AAI shall not be responsible if the bids are delivered somewhere else instead of above specified location.

- 2.4 The Quotations not adhering to 'Two Envelope System' or unsigned offer shall be rejected outright.
- 2.5 The Price Bid (Envelope- B) of technically qualified Bidders shall only be opened after evaluation of basic documents submitted in the Envelope- A for qualifying the Technical Bid, by notifying the same to the Bidder.

3. GENERAL TERMS & CONDITIONS:

- 3.1 The quoted rates shall be valid for acceptance for a period of 60 days from the date of opening of Technical Bid.
- 3.2 Special care shall be taken to write the rates in figures as well as in words and the amount in figures only in such a way that interpolation, are not possible. The Correction, insertion etc. if any made, shall be duly signed and stamped by the person signing the Quotation. The arithmetical error shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.
- 3.3 **The Transparent cellophane tape should be fixed on the quoted rates against any possible tampering with the figures /words.**
- 3.4 The taxes and other charges if any should be clearly specified and in case it is not applicable the relevant row / column should indicate "Not Applicable" or "Nil" or "Included" and in the event it is left blank, it shall be deemed to have been included in the Basic Price.
- 3.5 The Bidders are requested to offer their lowest rates by offering maximum discount. The rates quoted in Annexure - II (sheet - 6) shall be net inclusive GST and other charges for valuation of Approx. 570 no. of Lost & Found item, No extra payment will be made other than the quoted amount, on any account.
- 3.6 In the event of the date of opening of Technical Bid or Price Bid is postponed due to administrative or technical reasons, the same shall be opened on the next working day at the specified time given earlier. The Bidders or their authorized representative can participate in the opening of the Quotation (technical and price bid) if they wish to do so.
- 3.7 In order to assist in the examination, evaluation and comparison of bids, AAI may, at its discretion ask the Bidder for the clarification of its bid. The request for the clarification and the response shall be in writing and the Bidder shall submit his/her clarification within stipulated date failing which the Bid will be rejected. However, no post bid clarification at the initiative of the Bidder will be entertained in any case.

- 3.8 AAI shall not be responsible for any postal delay and any bid received by the AAI after the stipulated date & time / deadline for submission of bids prescribed by the AAI, shall be rejected and returned unopened to the Bidder.
- 3.9 The extension, corrigendum, addendum, amendments, clarifications etc. if any pertaining to the NIQ document will be posted on the AAI official website. Bidders shall regularly visit the website to keep themselves updated.
- 3.10 Only one quotation shall be accepted from a single bidder either a firm or an individual. The propriety of the company or firm will be considered as single party and one legal entity.
- 3.11 AAI is not bound to accept the lowest quotation and reserves the right to accept or reject any or all quotation without assigning any reasons thereof.

4. **SPECIAL TERMS & CONDITIONS**

- 4.1 **Scope of Works:** Appointment of consultant for Valuation of Survey Report of **Approx. 570 nos. of lost and found items that includes white and Yellow metals also at Gorakhpur Airport, Gorakhpur**
- 4.2 **Site Visit:** Bidders are advised to inspect and examine the site and satisfy themselves about the nature of work and site details before submitting the tender. They shall be deemed to have full knowledge of the site whether they inspected it or not and no extra charge consequent on any misunderstanding or otherwise shall be admissible.
- 4.3 Bidder are advised to conduct the survey of approx. 570 nos. of lost and found item after completed the operational hour at site i.e. Gorakhpur Airport.
- 4.4 AAI reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAI or Central/State Govt. Depts./PSUs/World Bank/ADB etc.
- 4.5 AAI reserves the right to verify the credential submitted by the tenderer at any stage (before or after the award the work). If at any stage, any information/ documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the tenderer then AAI shall take the following action:
I) Tenderer shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.
II) Termination of the contract apart from any other appropriate contractual /legal action.
- 4.6 **Contract Period:** The period of contract shall be Two (02) month.
- 4.7 **Rate:** The quoted rates shall be net inclusive of GST and other charges for undertaking Work "Valuation of approx. 570 nos. of lost and found items that includes white and Yellow metals" and no extra payment will be made on any accounts. The rate quoted shall be remain firm during the contract period and no escalation / deviation shall be accepted under any circumstances. However, in case of any increase/decrease of GST percentage announced by the Government during the tenure of the contract (and extensions thereof, if any), the difference of such increase/ decrease of GST percentage shall be reimbursed / recovered from the bills as per the actual difference, on production of documentary proof. TDS and other taxes as applicable shall be deducted from each bill. In case of any downward revision of rates during the tenure of contract, it shall be intimated to AAI and necessary discounts shall be passed on to AAI while raising the bills/invoice.

- 4.8 **Payment:** No advance payment will be made to the contractor in any circumstances and the payment will only be made after execution of order successfully. 100% payment will be made within 30 days through the RTGS/NEFT to the contractor by AAI after completion of work to the satisfaction of Work Incharge.
- 4.9 **Termination of Contract:** If the AAI considers that the performance of the contractor is unsatisfactory or not up to the expected standard, the AAI shall have the option to terminate the contract by giving 7 days' notice in writing to the contractor and the decision of the AAI shall be final and binding on the Contractor.
- 4.10 **Evaluation Criteria of Bid:** The successful Bidder will be determined to be substantially responsive Bidder who have quoted the net lowest price as per the T&C of NIQ.
- 4.11 **Award of works:** The AAI shall consider placement of orders for commercial supplies only on those eligible Bidder whose offers have been found technically, commercially and financially acceptable.

-Sd./-
Operation In charge
For Airport Director

I/We have carefully read and fully understood the terms & conditions incorporated in the NIQ.
I/We do agree to abide by the terms & conditions to be fulfilled as per the NIQ

(To be submitted in Envelope-A)

Date:.....

Signature of Bidder /authorized signatory with Rubber Stamp

Name of Bidder /authorized
Signatory

.....
Postal Address

.....
E-mail ID

.....
Office Telephone No.

.....
Mobile No.

(TO BE SUBMITTED IN ENVELOPE-A)

UNDERTAKING-CUM-DECLARATION

UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF NIQ

Name of work: 'Appointment of consultant from the Government Approved Valuer for Valuation of Survey Report of Approx. 570 nos. of lost and found items that includes white and Yellow metals also at Gorakhpur Airport, Gorakhpur

NIQ No.: AAI/GKP/OPS/Survey Report Quotation/2025

1. I / we hereby certify that I / we have read the entire terms and conditions of the NIQ document which shall form part of the contract agreement and I/we shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the Terms & Conditions of AAI's NIQ document in its entirety for the above works.

It is clarified that after unconditionally accepting all the Terms & Conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the NIQ enclosed in envelope "A" & B " and the same has been followed in the present case. In case any provisions of this bid are found violated after opening envelope "A" & "B".

I / We agree that the AAI shall without prejudice to any other right or remedy be at liberty to reject my Bid.

2. That, I /We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

4. I / We do hereby declare and state that none of my / our near relatives is posted in AAI as officer responsible for award and execution of this particular tender / work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm / Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.

5. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.

6. I / We do further declare and state that all the above information given by me / us is true to the best of my / our knowledge and in case if it is found to be false / incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me / us.

Date:.....

**Signature of Bidder / Authorized Signatory
(with Company Seal)**

FINANCIAL BID AS PER SCHEDULE OF QUANTITIES
(To be submitted in Envelope-B)

Name of work: Appointment of consultant from the Government Approved Valuer for Valuation of Survey Report of Approx. 570 nos. of lost and found items that includes white and Yellow metals also at Gorakhpur Airport, Gorakhpur.

Amount in Rupees

SL No.	Description of Items	Qty.	Cost (Excl. GST)	GST Rate (in %)	GST Amount (in Rs.)	Total Amount (Incl. GST)
1	Charges/Fees for appointment of consultant from the Government Approved Valuer for preparation of details data for Survey Report of approx. 570 nos. of lost and found items that includes white and Yellow metals also at Gorakhpur Airport, Gorakhpur	570				

Note: The Quoted rates are including of applicable GST & Other charges.

Date:.....

Signature of Bidder / Authorized Signatory
(with Company Seal)