

Type of Organisation	:	Service Provider (Aviation Industry)
Tender Title	:	Appointment of Consultant for asset verification at WR
Tender Ref. No.	:	PHL/WR/F&A/Asset Verify/2020 dated 01/12/2020
Category	:	Consultancy
Tender Value	:	Rs. 3,00,000/- (Approx) excluding GST
Tender processing fee	:	<b>Applicable fee (only e-payment payable to ITI Ltd., Delhi)</b>
EMD	:	Rs. 9,000/-
Tender Fee	:	Rs.590/- (including GST)
Type of Bidding	:	Manual Tender
Location	:	Mumbai
First Announcement Date	:	<b>01/12/2020</b>
Last Date of Document Collection	:	-
Last Date of Submission	:	<b>10/12/2020 (14:30 hrs)</b>
Opening Date	:	<b>10/12/2020 (15:00 hrs)</b>
Work Description	:	Physical Verification of Assets and inventory
Pre-Qualification	:	As mentioned in tender document
Pre Bid Meet	:	04/12/2020
For further information, contact	:	Ms Shilpa Meshram (HOD) F&A, Pawan Hans Ltd, Juhu Aerodrome, SV Road, Vile Parle (west), Mumbai 400056. Landline: 022-26261710/1714. 9833445422

**PAWAN HANS LIMITED**

**(A Govt of India Enterprise)**

**Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai – 400056**

**APPOINTMENT OF CONSULTANT FOR ASSET VERIFICATION at PHL, WR**

**1. INTRODUCTION:-**

Pawan Hans Limited (PHL) is a Government of India Enterprise having its Corporate Office, at C-14, Sector- 1 Noida-201 301 and its Regional Office at Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai - 400056. The present Tender is for Annual Rate Contract for Hiring of Vehicles at Pawan Hans Limited, Western Region, Mumbai.

**2. DEFINITION:-**

The following terms shall have the meaning hereby assigned to them except where the context otherwise requires.

2.1 PAWAN HANS LIMITED (PHL) having its Corporate Office, C-14, Sector-1, Noida- 201 301 and its Regional Office at Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai - 400056.

2.2 Tender shall mean and include the present document titled Tender for Hiring of Vehicles for Pawan Hans Limited.

2.3 "CONTRACTOR/BIDDER" shall mean the person(s), firm or Company who enters an agreement with Pawan Hans Ltd for execution of works Covered under this tender and shall include their executors, administrators, Successors, permitted assignees and legal heirs.

### **3. SCOPE OF WORK:-**

3.1 We have SIX bases as a part of Western Region, they are: Mumbai, Daman, Rajamundry, Portblair and Kavaratti. Apart from this our Dauphin inventories are lying at various bases across the India as well as abroad with the Repair Agency.

3.2 The physical verification of the assets and inventories of the Mumbai will be done in Mumbai. The list of asset and inventory physically verified and certified by the bases and agencies will be forwarded to you and accordingly it has to be crossed checked with the books of accounts in Mumbai.

3.3. Physical Verification of Assets/Inventories and reconciliation thereof will have to be done with the Books of Accounts

3.4 Submitting the report indicating reconciliation and suggesting entries to be passed in books of accounts.

### **4. PREQUALIFICATION:**

4.1 Bidder must be a CA Firm.

4.2 Should have annualized average financial turnover of **INR 2,40,000** during the last three years ending 31st March 2020. As a proof, duly certified copy of Abridged Balance Sheet along with Profit and Loss Account Statement duly certified by a Chartered Accountant should be submitted along with the application.

4.2 Copy of GST Registration and PAN Card.

4.3 Original EMD DD shall be submitted in this Office before opening of Technical Bid (Address: AGM (F&A), Pawan Hans Limited, Juhu Airport, S.V. Road, Vile Parle (W), Mumbai – 400056. Phone no: 26261710 / 1714. 9833445422).

4.4 Original Tender Fee DD shall be submitted in this Office before opening of Technical Bid (Address: AGM (F&A), Pawan Hans Limited, Juhu Airport, S.V. Road, Vile Parle (W), Mumbai – 400056. Phone no: 26261710 / 1714. 9833445422).

4.5 Copy of this tender document in acceptance of having read, understood and acceptance of all terms and conditions mentioned.

**5. EMD & TENDER FEES :**

The tenderer has to submit a DD for INR 9,000/- towards EMD drawn in favour of Pawan Hans Ltd. payable at Mumbai on or before the due date and time failing which the tender shall be summarily rejected.

Tender Fee: The tenderer has to submit a DD for Rs. 590/- (including 18% TDS) towards Tender Fee drawn in favour of Pawan Hans Ltd. payable at Mumbai on or before the due date and time failing which the tender shall be summarily rejected

The refund of EMD (without interest) to bidders who fails to qualify at the technical stage shall be processed within 60 days of the award of Contract to the L1 party

**6. SUBMISSION OF TENDER (TWO BID SYSTEM)/BID EVALUATION:**

The Technical bid and Price bid shall be submitted online only as per prescribed format by due date and time. The tender shall not be accepted in any other form.

The Technical Bid shall be evaluated first and Financial Bid of only those bidder whose Technical Bid is accepted shall be considered.

**7. BID OPENING AND EVALUATION OF PROPOSALS**

**6.1 Opening of Technical Proposal**

The "Technical Proposal" will be opened on 10/Dec/ 2020 at 15:00 hrs

**6.2 Technical Proposal Evaluation**

The Technical evaluation would establish the responsiveness of Bid with respect to the Tender Document and would be considered responsive on fulfillment of the requirement as mentioned in clauses 4 and Annexure A. Bid of any Bidder not meeting any or all the criteria mentioned in the clause shall be rejected outright and shall be marked non-responsive and its financial proposal will not be opened. Fulfillment of required criteria by a Bidder will be declared as Technically Qualified Bidder.

**6.3 Opening of Financial Proposal**

The "Financial Proposal" would be opened only of the Technically Qualified Bidders. The date and time of opening of Financial Proposal would be intimated to the Technically Qualified Bidders separately. Financial bid is attached in Annexure B.

**8. VALIDITY OF BID**

Bidders shall keep their bids /proposals valid up to 120 (One hundred Twenty) days from the date of opening of the Financial Proposals.

## **9. PERFORMANCE SECURITY**

The successful bidder is required to submit the Performance Security for an amount of 10% of the value of the contract. The Performance Security is to be furnished in the form of DD or Bank Guarantee from a Scheduled Commercial Bank. The Performance Security is to be furnished within 21 days after notification of the award and should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

Performance Security will not bear any interest during the contract period. If the successful tenderer fails to furnish the security deposit within the stipulated time, then the whole earnest money shall be forfeited without any reference to the tenderer.

## **10. BASIS OF OFFER**

The price offer for the assignment should be quoted on a lump sum basis inclusive of travelling, lodging & boarding expenses, TA/DA , out of pocket expenses viz. photostate, typing, printing etc. No escalation for any reason whatsoever shall be allowed over and above the bid price.

## **11. Payment terms**

No advance payment will be done by PHL. 40% of the payment will be done after verification of the physical asset/inventories. Remaining i.e. 60% will be done after the reconciliation with the books of account.

## **12. COMPLETION OF WORK:**

The Physical Verification of Assets/Inventories is to be done within 30 days from the date of offer letter for the said tender. However, a provision for extension of contract period, for the genuine reason, may be permitted.

## **13. LIQUIDATING DAMAGES:**

If the work is not completed within the stipulated time frame, the liquidating damages at the rate of 1% of the contract value per week to the maximum of 10% will be charged.

## **14. OTHER TERMS & CONDITIONS**

14.1 The Financial Proposal by the firm shall be in Indian Rupees with no escalation provision for any reason whatsoever till the completion of the Assignment.

14.2 The incidentals like Tours and Travel etc. shall be arranged by the Asset Valuer whenever outstation visits are made.

14.3 Given the nature of the work being entrusted, the firm would have to give an undertaking to the effect that the contents/ essence of any reference/ documents given would not be disclosed to any third person without the express approval of PHL, failing which the engagement of the Asset Valuer could be terminated

14.4 PHL reserves the right to reject any or all tenders without assigning any reasons.

## **15. PRE-BID MEETING**

A pre-bid meeting to clarify terms & conditions of tender will be held on 04/12/2020 at 11:00 hours in HOD(F&A), PHL, JUHU AERODROME, S V ROAD, VILE PARLE WEST , MUMBAI - 400056. One representative of the bidder may attend pre-bid meeting as per details given above duly authorized in writing by the bidder. The bidders are required to submit the scanned copy of Aadhar Card and Pan Card atleast 2 working days before, to obtain Airport Entry pass.

## **12 JURISDICTION**

The agreement including all matters connected with this contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Mumbai.

## **13 ARBITRATION**

In case of any dispute relating to the control the matter shall be refer to a sole arbitrator for adjudication through arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re- enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The Chairman cum managing Director, PHL shall preferably nominate the Arbitrator.

**14. DECLARATION:**

I/We have read and understood the terms and conditions of the tender Appointment of Valuer for meeting IND AS 36 for PHL.

**PLACE :**

**DATE :**

**SIGNATURE OF AUTHORISED OFFICIAL  
OF FIRM /COMPANY WITH SEAL**

**Annexure A**

**PAWAN HANS LIMITED**

**Western Region, Mumbai**

**TECHNICAL BID**

**Sub : APPOINTMENT OF CONSULTANT FOR ASSET VERIFICATION AT PHL, WR**

<b>Sr. No</b>	<b>Particulars</b>	<b>Yes/No</b>
1.	CA Firm	
2.	Annual Average Financial Turnover more than 2,40,000/- 2017-18 2018-19 2019-20	
3.	Scanned copy: GST PAN	
4.	Original DD for EMD for INR 9,000/-submitted	
5.	Original DD for Tender fees for INR 590/-submitted	
6.	Scanned copy of this tender document attached in acceptance of having read, understood and acceptance of all terms and conditions mentioned	

Signature of Authorized Signatory

Full Name

Address



**Annexure B**

**PAWAN HANS LIMITED**

**Western Region, Mumbai**

**FINANCIAL BID**

**Sub : APPOINTMENT OF CONSULTANT FOR ASSET VERIFICATION AT PHL, WR**

Particular	Amount (INR)
<b>Fees for physical Verification of Asset and Inventory</b>	
<b>GST AMOUNT</b>	
<b>TOTAL</b>	

L1 will be considered on the basis of base fees without GST amount.

Signature of Authorized Signatory

Full Name

Address