



داریانا افغان هوایی شرکت
ARIANA AFGHAN AIRLINES

Islamic Emirates of Afghanistan

Ariana Afghan Airlines

Finance & Administrative Directorate

Technical Procurement Department

Request for Quotation (SBD)

FOR

DELHI RENT OF OFFICE

SBD Serial Number: (SBD 007-746-4-OFFICE IN DELHI FOR RENT)

SBD Date: (12-FEB-2024)

Closing Date: (16-FEB-2024, Local Time Kabul: 12:00AM)

Bid opening date: 17-FEB-2024

Quotation Serial Number: ()

Quotation Dated of Issue: ()

Vendor Name: ()



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ARIANA AFGHAN AIRLINES

To: Ariana Afghan Airline
To whom it may concern,

Referring term and conditions mentioned in this tender document, we hereby request you to accept our offer regarding Rent of Office for AAA **Delhi** Station – **India**.

It is respectively confirmed that this company has accepted and agreed upon terms and requirements reflected in your (Electronic procurement SBD-**(007-746-4-OFFICE FOR RENT IN DELHI)**).

We acknowledge this is an official engagement into the process and we will not withdraw our offer up to end of the validity time.

Best regards,

Name of Bidders Representative: -----

Signature: -----

Stamp: -----

Date:



داریانا افغان هوایی شرکت

ARIANA AFGHAN AIRLINES

Instruction to Tenderers:

Please note the following!

- 1- The [Ariana Afghan Airlines] has a budget allocation for the renting of an office at Delhi India; and is applying some of that allocation for the rent of Office for which this Request for Quotation is issued.
- 2- for confidentiality purpose and further process, you need to send quotation to the following Address only, before closing Date:
bidning-box@flyariana.com
- 3- Any quotation received to other address of Ariana or later than the scheduled time will be rejected.
- 4- The quotation must send with complete requested information, the quotation must be clearly marked quotation for SBD-(007-746-4-OFFICE FOR RENT IN DELHI), and send to bidning-box@flyariana.com email address only.
- 5- All quotations must be valid for a period of thirty (30) days from the closing date of the Request for Quotations.
- 6- The quotation shall be completed and signed by an authorised representative of the Owner.
- 7- In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of quotations and for the subsequent Service Order.
- 8- There will be no public opening of quotations; the Employer is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- 9- The Renter should sign and stamp in all pages of SBD.

Table 1- specifications of the Office required by Ariana Afghan Airlines and amount of the rent:

Location	Number of rooms	Total Square Metter	Monthly Rent	Yearly Rent 12-Months

Note: Please fulfil the above tables which marked by yellow colour

Table 2- Documentations Required with the Submission of the Quotation:

General Information of the Owner	
Owner's Legal Name: (Attached copy of office legal document)	
Owner's legal address in Country of Registration	
Owner's legal status: (Proprietorship, Partnership, Limited Liability Concern)	
Owner's Authorised Representative Name:	
Property Dealer copy of valid license (attached)	
Name: Property Dealer OR Authorised Representative	

Note: Please fulfil the above tables which marked by yellow colour



داریانا افغان هوایی شرکت

ARIANA AFGHAN AIRLINES

Table 3 – Owner’s office descriptions:

No	DESCRIPTION	Office details
1	ADDRESS	
2	FLOOR	
3	STATUS	
4	AREA Per SFT	
5	POSSESSION /Date of submission of Office	
6	INTERIORS and Installed Equipment’s	
7	ELECTRICITY LOAD	
9	WASHROOM	
10	STOREROOM	
11	COMMERICAL TERMS	
12	MONTHLY RENTALS	
13	LEASE TENURE	
14	RENEWAL AFTER 11 MONTHS	
15	SECURITY DEPOSIT	
16	LOCK IN PERIOD	
17	EXIT NOTICE	

Note: (the office owner’s or property dealer should fulfil above table):

Table 4- Property Dealer OR owner Directory

Property dealer OR owner Name	
Primary Contact	
Address	
City	
Province	
Country	
Postal Code	
Telephone	



داریانا افغان هوایی شرکت

ARIANA AFGHAN AIRLINES

Payment Term	
Payment Method	Wire transfer
Website	
Vendor Catalog URL	
Email Address	

Terms and Conditions for the Payment:

The terms and conditions of this SBD will be part of the contract

The Terms and Conditions hereinafter may only be varied with the written agreement of the Employer and no terms and conditions put forward at any time by the Owner shall form any part of the Contract:

The Owner shall not be required to submit a performance security;

The renter will make his or her best effort to keep the house in good condition. No major alterations will be made to the house without prior discussion with the owner. This includes painting, changes to the lawns, and installation of any permanent changes. All maintenance for the house will be taken care of by the owner, and the tenant must notify the owner immediately of maintenance required.

The owner has a right to enter the house with an advanced notice of 24 hours for any reason. In an emergency, owner may violate this right and enter immediately. Emergencies include those instances in which the property is in immediate danger, such as from a fire or flood.

During the contract it is responsibility of the Tenant to pay the utility bill includes water, electric, and gas and Trash services provided by {thrasher}.

The term of this lease will be for one year and counting from signing date of the contract and is extendable for an additional one year as mutually agreed between the two parties.

Based on the contract Terms and Conditions, the Owner shall submit the original Invoice to the billing address; the invoice shall show the cost of the monthly rent fee and Taxes (If applicable) separately;

Payment of the Invoice shall be arranged by the Employer, within thirty (30) days, (or as per payment plan which reflected on related contract) but only against the approval of Ariana Delhi Station Manager and in the listed amount of in the Service Order.

the Employer may, by written notice sent to the Owner of office, terminate the Service Order, or Contract if applicable, in whole or in part at any time for its convenience:

if the Owner fails to perform any or all the responsibilities within the time period(s) specified in the Service Order, related contract; or

if the Owner fails to perform any other obligation(s) under the Service Order; or



داریانا افغان هوایی شرکت ARIANA AFGHAN AIRLINES

if the Owner, in either of the above circumstances does not cure its failure within a period of three (3) calendar days after receipt of a notice of default from the Employer or Ariana Delhi Station Manager specifying the nature of the default(s); or
if the Owner, in the judgment of the Employer, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Service Order;

Evaluation Methodology and Criteria:

Evaluation Methodology and Criteria Examination of Quotations and Determination of Responsiveness Prior to the detailed evaluation of Quotations, are as follow.

The Employer shall determine whether each Quotation:

- 1- meets the eligibility criteria;
- 2- has been properly signed;
- 3- is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents, without material deviation or reservation. A material deviation or reservation is one:

which affects in any substantial way the scope, quality, or performance of the Service;

which limits in any substantial way, inconsistent with the Request for Quotations Documents, the Employer's rights or the Owner's obligations under the Contract;

Whose rectification would affect unfairly the competitive position of other owners presenting substantially responsive quotations

If a Quotation is not substantially responsive, it shall be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held If the process is not set up for single source, no negotiations will take place with the lowest bidder or other bidder.

Owner shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

Correction of Errors

Quotations determined to be substantially responsive shall be checked by the Employer for any arithmetic errors. Errors shall be corrected by the Employer as follows:

where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and

where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected.

The amount stated in the Quotation shall be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Owner, shall be considered as binding upon the Owner.

Note: for all procurement process and evaluation of the rent the articles of AAA procurement procedure are applicable, if this SBD didn't have clear instructions.



داریانا افغان هوایی شرکت

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If you accept the terms and conditions of the SBD Please completely sign and stamp all pages of SBD accordingly.

Please attach supporting documents of your offer.

Alternative bid and procurement by items will be allowed.

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Name of Bidders Representative: -----

Signature: -----

Stamp: -----

Date: