

06 October 2023

**REQUEST FOR QUALIFICATION FOR APPOINTMENT OF A REGULATED AGENT
FOR AIR CARGO OPERATIONS AT KANNUR INTERNATIONAL AIRPORT**

(RFQ No: KIAL/CARGO/RFQ/39/2023/1)

KIAL invites applications from reputed agencies fulfilling the following eligibility Criteria for pre-qualification to participate in the “RFQ for Appointment of a Regulated Agent for Air Cargo Operations at Kannur International Airport”.

The Last date for receiving applications for pre-qualification is **30 October 2023 by 1600 HRS.**

Scope of Work

Kannur Airport proposes to engage a Regulated Agent for a period of 5 (Five) years on an Operation and Management model, a leading operator for providing Cargo Handling Services at Cargo Terminal at Kannur Airport. The proposed scope of services shall be as per RA requirement which shall include mainly the following.

1. Provide Cargo Handling Services (Both International & Domestic) at the Air Cargo Terminal at Kannur International Airport as a Regulated Agent including but not limited to receiving cargo from handlers and landside shippers, Screening of Cargo, Access Control, building and breaking down ULDs, Inbound & Import Cargo handling, providing weighing, storage, preparing shipments for transport to aircraft as well as pick-up by landside shippers, and providing all related document handling services
2. Develop the standard operating procedures based on the policy framework defined by Kannur Airport.
3. Take necessary provisions to ensure that cargo services and critical systems at the Cargo Terminal are not disrupted under any circumstances.
4. Maintain proper operational data such as accounts with bills, vouchers, invoices and all other supporting documents regarding the operational performance of the cargo services; Submit monthly reports to Kannur Airport documenting the performance of the Cargo Terminal.
5. While providing cargo handling services to airlines and other stakeholders, the operator has to ensure highest quality service standards.
6. The operator should ensure all prevailing statutory compliance/registrations and safety standards.

Following are the Eligibility Criteria for participation in the tender.

- (a) The agency should have experience as a Regulated Agent approved by the Bureau of Civil Aviation Security and having operated in any Indian Airport at least for a period of not less than one year in the previous 5 years from the date of the RFQ document.
- (b) The agency should have air cargo operational experience of handling at least 3000 MT/ annum in International Cargo operations in any one of the last 5 years from the date of the RFQ document.
- (c) The agency should have a valid BCAS security clearance as RA with a minimum remaining validity period of six months from the date of the RFQ document.
- (d) The Agency should have a minimum annual Turnover of Rupees Three Crores from Aviation-related operations in any one of the last five years from the date of the RFQ document.
- (e) Experience of group companies will be accepted for the purpose of pre-qualification subject to the Bidding Company holding at least 26% in the group company/SPV or the group company/SPV holding at least 26% in the Bidding Company

Eligibility Documents to be submitted

1. Copy of Certificate of Incorporation/Registered Partnership Deed.
2. Profile of the Applicant Agency. Specific & detailed mention should be made on the Air Cargo Operations being carried out by the Applicant/Firm.
3. Copy of Statutory documents like CIN; PAN, GST, PF, ESI registrations as applicable.
4. Full address of the of Applicant agency (Registered office & operating office). Details of the Competent Officer with name, designation & communication details.
5. Copy of Security clearance from BCAS
6. Copy of approval from BCAS as Regulated Agent.
7. Satisfactory client certificate for one-year experience in Air cargo operations during the last 5 years
8. Client certificate for handling at least 3000 MT in International Air cargo operations in any one year during the last 5 years

9. Detailed Audited Balance Sheet and P&L Account for the last 5 years to prove 3 crores turnover from aviation related operations. If details of turnover from aviation related operations is not separately available in the financial documents, the bidder shall submit a certificate from a Chartered Accountant in this regard.
10. Auditors certificate to certify a minimum 26% stake held by the bidder in the group company/SPV in the event experience is by the group company/SPV
11. The bidder should submit an undertaking in the prescribed format enclosed as Annexure-A.
12. The technical bid will be opened on **30 October 2023 at 1700 hrs** and the interested parties can attend the opening.

The entire eligibility documents being submitted should be bound into a book format (hardbound / spiral) and should be page-numbered, sealed & signed on all pages with an Index. Applicant Agencies shall ensure that all documents (in complete form) required by KIAL shall be submitted for pre-qualification.

All documents in proof of the eligibility as required above may be submitted in a sealed envelope, superscribed as "RFQ FOR APPOINTMENT OF A REGULATED AGENT FOR AIR CARGO OPERATIONS AT KANNUR INTERNATIONAL AIRPORT" and addressed to "The Managing Director, Kannur International Airport Limited, Kannur Airport P.O., Mattanur, Kannur- 670 708" so as to reach him on or before **1600 hrs on 30 October 2023**. It shall be the sole responsibility of the applicant agency to ensure that the pre-qualification documents reach KIAL within the prescribed time. Postal delay if any shall not be entertained.

Only the Agencies who are pre-qualified would be issued the RFP document through email, on payment of the tender cost of Rs.11,800/-(including GST) payable by DD favouring "Kannur International Airport Limited". The agencies who are not qualified will be intimated by KIAL.

The bidders who wish to make a site visit shall be permitted after taking prior appointment with KIAL. Request for such site visit may be given in writing to the Cargo In charge, KIAL. Request for site visit will not be entertained on or after **27 October 2023**. If any foreign nationals are involved in the site visit , they must provide a copy of their visa and passport. For the purpose of participating in the tender the bidder is deemed to have done an independent evaluation of the business potential.

A pre-bid meeting is scheduled with the intended bidders on **16 October 2023 at 1100 hrs** at the office of KIAL. Agencies are requested to participate in the pre-bid meeting and a confirmation to be given in advance by the interested applicants.

The Concession will normally be awarded to the eligible and responsive bidder offering the **lowest remuneration for providing the services in the form of cost per kilogram of Cargo handled** and the payment shall be on monthly basis, in conformity with the requirements & specifications of the RFP document. The Accepting/ Authority shall be the sole judge in this regard.

If bidder requires any clarification on the tender process kindly send your query on or before **13 October 2023**.

For any further details, please Contact Mr. Santhosh Kumar, Mob: 9895188461, Phone: 0490 2481184. or E-Mail: santhosh@kannurairport.aero .

UNDERTAKING FOR NOT BEEN BLACKLISTED

(duly filled in the letterhead of the tenderer)

We do hereby undertake that our firm or its partners or Directors have not been blacklisted or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any Global International body like World Bank/International Monetary Fund/World Health Organization etc. or any Indian State/Central Governments Departments or Public Sector Undertaking of India .

Date:

Signature of tenderer with seal