



NOTICE INVITING TENDER
(Tender No. KIAL/ADMN/307/2023)

NOTICE INVITING TENDER (NIT) FOR SELECTION OF AN AGENCY
FOR HIRING OF VEHICLES ON MONTHLY BASIS AT KANNUR
INTERNATIONAL AIRPORT.

November 2023

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Certified that this NIT document contains serially numbered pages from 1 to 34 which includes the particulars stated above.

Managing Director
Kannur International Airport Limited

Signature & Seal of Bidder

Kannur International Airport Limited
CIN: U63033KL2009PLC025103
Registered Office: Kannur International Airport Ltd., Kannur International Airport P.O.,
Mattannur, Kannur – 670 708
Phone: +91 490 2481000, Web: www.kannurairport.aero

1.

NOTICE INVITING TENDER

Tenders are invited by the Managing Director on behalf of the Kannur International Airport Limited for selection of an agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport.

Sl. No.	Information	Details
1.	Name of Work	NIT for Selection of an Agency Hiring of Vehicles on Monthly Basis at Kannur International Airport.
2.	Tender Number	KIAL/ADMN/307/2023
3.	Period of Contract	5 (Five) Years
4.	Bid Validity	120 days from the date of opening of Bid
5.	Cost of Tender Document	Rs. 11,800/- (Rupees Eleven thousand Eight Hundred Only) inclusive of GST
6.	Earnest Money Deposit (EMD)/Bid Security	Rs. 2,00,000/- (Rupees Two Lakhs Only)
7.	Publishing Date	02 November 2023
8.	Document Download Sale	02 November 2023
9.	Clarification	10 November 2023
10.	Bid Submission	16 November 2023, 1500 Hrs
11.	Technical Bid Opening Date & Time	16 November 2023, 1600 Hrs
12.	Financial Bid Opening Date & Time	Will be intimated to the technically qualified bidders after opening of technical bid
13.	Bidder may participate / depute an authorised representative for the Technical and Financial Bid Openings.	

Bidders are advised to study this NIT document carefully before submitting their proposals in response to this notice. Submission of bid in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

Prospective bidders are advised to check the eligibility criteria before submission of their bids in response to NIT document. This NIT document is not transferable.

2. Introduction

- 2.1 Kannur International Airport situated in Mattannur, Kannur, Kerala (“Airport”) is the fourth International Airport in Kerala. It was opened for commercial operations on 9th December 2018. Currently, 2 (Two) airlines - Air India Express and IndiGo operates at the Airport. The major passenger traffic in the region comprises Non-Resident Indians (NRIs) flying predominantly to the Middle East. Almost 50% of Kerala NRIs to the Middle East are from districts such as Kasaragod, Kannur, Kozhikode, Wayanad and Malappuram. Thus, the catchment area for the Airport comprises of the districts of Kannur, Wayanad, Malappuram, Kozhikode, and other parts of North Kerala, and also covers a broader region comprising Dakshin Kannada (Mangaluru region), Coorg, and Mysuru.
- 2.2 Kannur International Airport Limited (hereinafter referred to as “Kannur Airport”) is a public limited company set up by the Government of Kerala to build, own and operate Kannur International Airport.
- 2.3 Kannur Airport wish to select an agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport to a professionally run organisation that will provide efficient and customer friendly service to the airport.

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- 2.4 Kannur Airport invites bid from interested bidders meeting the eligibility criteria for selection of the bidder to whom the work may be awarded. Brief particulars of the work are as follows:

Name of work	Tender Cost (non-refundable) (Rs.)	EMD in (Rs.)	Period of Contract	Security Deposit
NIT for Selection of an Agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport	Rs. 11,800/- (Rupees Eleven thousand Eight Hundred Only) inclusive of GST	Rs. 2,00,000/- (Rupees Two Lakhs Only)	5 (Five) Years	Amount equal to 6 months quoted monthly amount

- 2.5 The bidder offering the lowest rates quoted per annum payable on monthly basis, excluding GST will be selected as successful bidder for award of contract

However, Kannur Airport reserves the right to award the work separately to the lowest quoted bidder in each category.

- 2.6 The quoted rate shall include Fuel, Driver Cost (for 'with driver' category only), Maintenance Cost, Road Tax, Lubricants, Toll charges, Fast Tags, Insurance, PUC Certificate, Fitment of Speed Governor, beacon arrangement, required sticker works, charges for obtaining Police Verification Certificate, Airport Entry Pass, Airfield Driving Permit, Vehicle Pass, Cost of Log Books / Trip Sheets etc.

- 2.7 There will be an annual escalation at the rate by 3% on the quoted monthly amount, payable on completion of each year from the Date of Commencement of Operation.

- 2.8 Allocation of vehicles shall be decided by KIAL from time to time for various categories, and the bidder shall raise separate invoice for each category.

- 2.9 Invoice should be raised by the bidder on monthly basis for vehicles under each category for the actual running KMs on pro-rata basis for the amount quoted.

- 2.10 The Bidder may be an individual, proprietorship firm, partnership firm, Limited Liability Partnership, company registered under the Companies Act, 1956/2013 or corporation who meet the requisite eligibility criteria mentioned in Clause 7.

- 2.11 Kannur Airport may increase / decrease the total number of vehicles in each category as specified in the Clause No. 14 up to 100% during the currency of contract, depending on its requirement, on the same rates, terms & conditions as stipulated in the contract and the same shall be obligatory and binding on the contractor.

- 2.12 Consortium/Joint Ventures are not permitted to bid

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- 2.13 The prospective bidder(s) are requested to read/study the terms and conditions of the tender document, verify the details in actuals and may visit the site before participating in the tender and may satisfy themselves before submitting the bid.
- 2.14 No subletting or assignment of contract will be allowed for this work.
- 2.15 The Contractor shall equip himself with all necessary permits, licenses and such other permissions as may be required under the law in force at any time with regard to the operation of the subject work.
- 2.16 If required by the Contractor, Kannur Airport shall provide office space on applicable payment basis (Space Rent, CAM charges, Utility Charges, etc.).
- 2.17 The Contractor shall make his own arrangements for power supply for which necessary limited authorization required from KIAL shall be given to the Contractor. In case if KIAL is giving the electricity supply, then the electricity charges will be levied based on the commercial tariff approved by KIAL from time to time. The electricity meter shall be provided by the Contractor at his own cost.

3. General Information/Guidelines

- 3.1 Tender documents can be downloaded from the Website <https://www.kannurairport.aero>.
- 3.2 Tender documents are not transferable.

3.3 Submission of Bids

All documents of the bid shall be signed and sealed by the Partner/ Director/ Authorized Person having valid authorization letter at the time of bid submission. Kannur Airport will not accept any document without the signature and seal of bidder. Any consequences resulting due to such signing shall be binding on the Bidder. The Bidder shall submit Technical & Financial Bid in two parts as per detailed below:

Envelope A: Technical Bid

Envelope B: Financial Bid

The Technical Bid must be submitted in sealed cover marked as **Envelope A** and Financial Bid must be submitted in sealed cover marked as **Envelope B** and both the Envelopes should be put in the **Master Envelope and submitted**

3.3.1 Envelope A: Technical Bid

- (a) Technical Bid shall be submitted in physical mode only.
- (b) The Technical Bid must be sealed in **Envelope A** and the envelope containing the technical bid shall be super scribed with "Technical Bid – NIT for Selection of an Agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport".
- (c) If the envelope is not properly sealed and marked, Kannur Airport will assume no responsibility for the misplacement or premature opening of the bid.
- (d) Documents pertaining to Technical and Financial eligibility shall be signed and stamped by the bidder or authorized signatory of bidder.
- (e) Bid documents containing the following must be bound, indexed, completely page numbered and arranged in the order:

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1. Tender Document Fee and EMD submission compliance statement as per Annexure-I.
2. Technical compliance statement as per Annexure-II.
3. Letter comprising of bid-Acceptance of terms and conditions of Kannur Airport as per Annexure III.
4. Details of the bidder as per Annexure-IV.
5. Self – attested copies of Company Registration Certificate, Memorandum and Articles of Association in case of Companies, and Partnership Deed in case of Partnership Firms.
6. Undertaking for not been blacklisted as per Annexure-V.
7. Power of Attorney for signing of bid (if applicable) as per Annexure-VI.
8. Copies of documents showing relevant experience / Self-Declaration duly notarised by a notary public showing relevant experience for the relevant period to be submitted.
9. Undertaking for deployment of vehicles as per Annexure VII
10. Copy of turnover details preferably from similar business, duly certified by a Chartered Accountant.
11. Copies of PAN and GST Registration Certificates.
12. Copy of the PF and ESI Registration Certificate (if applicable).
13. Client Certificate for the due performance of the contract and for satisfactory completion of the contract from Kannur Airport (if applicable).
14. Signed and sealed copy of the NIT document along with its annexures/corrigendum etc.

3.3.2 Envelope B: Financial Bid

- (a) Financial Bid shall be submitted in physical mode only.
- (b) The Financial Bid must be sealed in **Envelop B** and the envelope containing the financial bid shall be super scribed with “Financial Bid – NIT for Selection of an Agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport”.
- (c) The Financial Bid should be submitted as per the format specified in Annexure VIII on the Letter head of the Bidder.
- (d) The bid shall be addressed to Managing Director, Kannur International Airport Ltd, Kannur International Airport P O, Mattannur, Kannur – 670 708. If the envelope is not properly sealed and marked, Kannur Airport will assume no responsibility for the misplacement or premature opening of the bid.

Other Terms of Financial Bid:

- (a) No stipulation, conditions, reservation, deviation in terms & conditions, presumption and assumptions etc. shall be stipulated in the financial bid. Any bids submitted with conditions shall be treated as non responsive and shall render the bid liable for rejection.
- (b) The quoted rate shall include Fuel, Driver Cost (for ‘with driver’ category only), Maintenance Cost, Road Tax, Toll charges, Lubricants, Fast Tags, Insurance, PUC Certificate, Fitment of Speed Governor, beacon arrangement, required sticker works, charges for obtaining Police Verification Certificate, Airport Entry Pass, Airfield Driving Permit, Vehicle Pass, Cost of Log Books / Trip Sheets etc.
- (c) Vehicles need to be provided on all holidays, including Saturdays Sunday as well as state and national holidays on requirement basis.
- (d) Rates quoted shall be mentioned in figures as well as in words. If some discrepancies are found in the quoted rates in words and figures, the quoted rates in words shall be taken as correct.

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3.4 Tender Document Fee

Tender document may be downloaded from Kannur Airport Website <https://www.kannurairport.aero>, for a non-refundable fee of Rs. 11,800./- (Rupees Eleven thousand Eight Hundred Only) inclusive of GST in the form of Demand Draft/bank transfer from a Nationalized/Schedule Bank in India drawn in favour of Kannur International Airport Limited payable at Mattanur, and the bidder shall provide the tender document fee payment details with their technical bid. Interested bidders may obtain further information from the office of Kannur Airport.

3.5 Earnest Money Deposit

- (a) An Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakh only) shall be paid in the form of Demand Draft/bank transfer from a Nationalized/Scheduled Bank in India in favour of "Kannur International Airport Limited" payable at Mattannur. EMD of the bidder will be forfeited if:
1. after opening of the tender, the bidder withdraws his tender within the validity period or modifies his bid.
 2. the bidder does not submit Security Deposit within stipulated period.
 3. If the Successful fails to execute the contact within the time stipulated in the LoA after furnishing Security Deposit .
- (b) EMD will be refunded to unsuccessful bidders within one month of financial bid opening. Also the said EMD will be refunded to successful Bidder on signing of the Contract and after submission and confirmation of Security Deposit. EMD shall not carry any interest.
- (c) NIT document can be downloaded from the website www.kannurairport.aero. The bid/proposals shall be submitted manually to the office of Managing Director, Kannur International Airport Limited, Kannur International Airport P O, Mattannur, Kannur-670708.

3.6 Security Deposit

The contractor has to deposit with Kannur International Airport Ltd. an Interest Free Refundable Security Deposit (IFSD) equal to 6 (six) months' quoted monthly amount. The IFSD needs to be paid in the form of Demand Draft/Online Transfer to the bank account of Kannur Airport. The Interest Free Security deposit should be deposited with Kannur Airport within 15 (fifteen) days from the date of Letter of Award and would remain with Kannur Airport for the whole tenure of the contract. The Interest Free Security deposit shall be refunded without interest, on expiry / sooner termination of the contract as the case may be, and after deducting any amounts /dues payable to Kannur Airport.

3.7 Critical Dates

Sl No.	Event	Date & Time
1.	Publishing Date	02 November 2023
2.	Document Download Sale	02 November 2023
3.	Clarification	10 November 2023
4.	Bid Submission	16 November 2023, 1500 hrs
5.	Technical Bid Opening Date & Time	16 November 2023, 1600 hrs
6.	Financial Bid Opening Date & Time	Will be intimated to the technically qualified bidders after opening of technical bid

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3.8 Addendum/Corrigendum

- 3.8.1 At any time prior to the closure of bid submission date, Kannur Airport may, for any reason, shall have the right to modify the NIT by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued, shall be a part of the NIT pursuant to this Clause, and shall be uploaded in the website www.kannurairport.aero only and shall not be available elsewhere.
- 3.8.2 In order to afford the Bidder's reasonable time to take an amendment into account, or for any other reason, KIAL may, at its sole discretion, extend the Due Date for submission of the bids, in which case, all rights and obligations of Kannur Airport, and the Bidders previously subject to the original dead line will thereafter be subject to the extended deadline.
- 3.8.3 In case of issuance of Addendum/Corrigendum, Kannur Airport may also modify the other dates in relation to this NIT.
- 3.8.4 In the event that Kannur Airport is required to issue a Corrigendum or an Addendum to the NIT, all Bidders are required to provide, additional and/or supplementary information relevant to the Corrigendum or Addendum in accordance with the corrigendum and addendum and on the same name submitted along with the original proposal.

3.9 Bid Validity Period

The Proposal shall be unconditional, firm, and valid for a period of 120 (One Hundred and Twenty) days from the date of opening of bid. Any bid, which have validity period lower than that specified above, shall be rejected by Kannur Airport as being non-responsive. However, in exceptional circumstances, if the process of the award of contract is not completed within the initial Proposal Validity Period of 120 (One Twenty) days, Kannur Airport may request the Bidders to extend the bid beyond the bid Validity Period by an additional period of 60 (Sixty) days, and Kannur Airport shall, at least seven days prior to the expiry of the initial period of 120 (One Twenty) days, notify the Bidders accordingly. A bidder may refuse the request without forfeiting the bid security. A bidder agreeing to the request shall not be permitted to modify the bid, but shall be required to extend the validity of his/its bid and EMD correspondingly. All the terms of the bidding shall continue to be applicable during the extended period of validity.

3.10 Inspection

With prior intimation and appointment, the bidders may visit and inspect the Airport, all location and its surroundings and obtain for itself on its own responsibility and cost, all information that may be necessary for preparing the bid. Further, it shall be deemed that, each bidder has made itself aware of the working conditions and other requirements of the respective locations, and the Airport and is aware of the facts, prior to submission of bid.

3.11 Responsibility of Bidders:

- 3.11.1 The Bidder agrees that, all information pertaining to Kannur Airport's business and other information provided by Kannur Airport are confidential information of Kannur Airport. The same shall be kept confidential and shall not be disclosed to any third party without the prior written approval of Kannur Airport.
- 3.11.2 This NIT has been designed so that the bidders can follow a step-by-step process from bid preparation, to submission, to evaluation and award. Each Bidder shall conduct its own investigations, analysis and examine the accuracy, reliability and completeness of the information provided in this NIT.

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- 3.11.3 The bidder shall examine and understand the NIT document and to verify its completeness. In the event that, there is any page or document obviously missing, or, erroneously inserted in the document supplied, the Bidder shall apply to Kannur Airport to have such discrepancy rectified well before the tender closing date.
- 3.11.4 The bidder shall make all relevant investigations in relation to the performance of its obligations pursuant to the bidder's right.
- 3.11.5 The bidder shall obtain and verify any and all information required by it, for the purpose of completing the NIT, prior to submission of bid.

3.12 Clarification on NIT:

- 3.12.1 All enquiries/clarifications in connection with this NIT should be addressed to the Managing Director, sent to commercial@kannurairport.aero, with a copy to info@kannurairport.aero.
- 3.12.2 To assist in the examination, evaluation and comparison of NIT documents, the Interested Party or Kannur Airport may, at its discretion, ask for a clarification. All responses to requests for clarification shall be addressed through email.
- 3.12.3 Kannur International Airport Ltd may, at its discretion, extend the critical dates by amending the NIT Documents of which case all rights and obligations of KIAL & Interested Party previously subject to the deadline will thereafter be subject to the deadline as extended.

3.13 Late Tenders:

Any tender submitted by the Bidder after the deadline for submission of tenders will not be accepted.

3.14 Modification and Withdrawal of Tenders:

- a. No Tender shall be modified after the deadline for submission of Tenders.
- b. No Tender shall be withdrawn in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified.
- c. If the bidder modifies the tender condition at any stage even after submitting the Unconditional Acceptance Letter, then the bid submitted by the bidder are liable to be rejected and the EMD shall be forfeited.

3.15 Notification of Award and Agreement Formalities:

- a) The successful bidder will be issued a Letter of Award under which it shall be obliged to enter into an Agreement within the timeline as mentioned therein. The successful bidder shall enter into a definitive Agreement within the timeline as mentioned in the Letters of Award. Kannur Airport reserves the right to modify, improve and amend the terms and conditions mentioned in the draft agreement or include any other special terms and conditions or clauses based on the bids, timing of the actual commencement of the work.
- b) The notification of award will constitute the formation of a contract until the contract has been affected pursuant to the following condition:

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“Within thirty [30] days of notification for award of contract, the Contractor shall call upon Managing Director, Kannur International Airport Limited (KIAL), Registered Office, Kannur International Airport, Kannur International Airport P O, Mattannur, Kannur- 670708, to sign the Contract incorporating agreements between the parties. The cost of Stamp Paper will be borne by bidder. The duly submitted tender document of the successful bidder i/c amendments if any, correspondence etc. will be signed by the Contractor and Managing Director – KIAL in all pages of the same.”

3.16 Other Clearances Required

The Contractor should obtain clearances from all applicable Statutory Agencies and Govt. bodies. If any special permission / clearances/approval is required for providing the services, it shall be the sole responsibility of the bidder to obtain all such clearances/approvals from the respective statutory Agency.

It shall be the responsibility of the Contractor to have the police verification of drivers and other staff deployed under the Contract.

4. Period Of Contract

The period of contract for Hiring of Vehicles on Monthly basis at Kannur International Airport shall be 5 (five) years from the Date of Commencement of Operation.

The Contractor have to operate for a minimum period of 18 (Eighteen) months, failing which Kannur Airport shall forfeit the Security Deposit and may debar the Contractor from participating in any future bidding process of Kannur Airport.

The period of contract shall be reckoned from the contract commencement date or any date as mentioned in the Letter of Award.

5. Payments

5.1 The contractor shall submit the following documents/details for payment on or before 5th of every month;

- (1) Monthly hire bills in duplicate along with Log Book/Trip Sheets duly filled in and signed by the User or authorized representative,
- (2) Proof for payment of staff salary made for the previous month, duly certified by the contractor / authorised representative
- (3) Details of payment made with respect to PF & ESI contributions for the previous month, duly certified by the Contractor or authorized representative
- (4) Vehicle wise trip details, duly signed and certified by the User Department

5.2 No payment shall be made to the Contractor without submission of the above documents for verification.

5.3 No advance payment shall be paid to the contractor.

5.4 Kannur Airport shall make the payment within 20 days from the date of receipt of bills if it is in order, by electronic payment – R.T.G.S.

5.5 In the event of any dispute on this account, the decision of Kannur Airport shall be final and binding on the Contractor.

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6. Mode Of Measurement For Payment

- 6.1 The Kilometer run will be calculated from authenticated Log Book/Trip Sheet duly verified and certified by the User / authorised representative.
- 6.2 While computing the distance in Kms, the distance covered for taking the vehicle for repair, RTO passing etc. will not be taken into consideration i.e. the number of Kms. that are covered furtherance of performing the scheduled duty will not be taken into consideration.
- 6.3 The KM run of vehicle from the designated duty place to garage/parking area of the contractor and vice versa shall not be admissible for payment.

7. Eligibility Criteria

7.1 Technical Eligibility

The parties fulfilling the following criteria are eligible to participate in the tender:-

- a) An individual, proprietorship firm, partnership firm, Limited Liability Partnership, company registered under the Companies Act,1956/2013 or corporation who own or lease commercial/taxi vehicles are eligible to participate in this tender.
- b) The bidder shall have experience from preferably from similar business for at least two years during the last 5 Financial Year, i.e., from 2018-19 to 2022-23.
- c) The bidder should be able to deploy the vehicles as per the tentative vehicle requirement as mentioned in Clause No. 14 and an Undertaking (as per Annexure VII) to be submitted by the bidder.
- d) Consortiums/Joint Ventures are not permitted to bid
- e) Only one tender document shall be submitted by the bidder.
- f) Any party either a firm, Company or an individual de-barred/blacklisted by CBI or Undertakings/Departments like; Railway, Defence, or any other Department of Govt. of India & State Govt. from participating in the tender is not eligible.
- g) In case the information furnished by the bidder is found to be incorrect/false at any stage, the tender of such bidder is liable to be rejected and EMD will be forfeited besides debarring/black listing the bidder from participating in any other tender floated by Kannur International Airport for a period of 03 (Three)years.
- h) Self-attested copies of the PAN card and GST Certificate to be submitted. Self-attested copies of PF and ESI Certificates to be submitted (if applicable).
- i) Self-Attested copies of Memorandum and Articles of Association in case of Companies and Partnership Deed in case of partnership firms to be submitted.
- j) Any agency, both present and past, who have operated at Kannur Airport will have to obtain a Client Certificate for the due performance of the contract and for satisfactory completion of the contract and submit the same along with the tender document. Non submission of the Client Certificate shall result in tender rejection.

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- k) Kannur International Airport Limited reserves to itself the right to reject the tenders without assigning any reason thereof and /or call for fresh tender at the discretion of Kannur Airport.
- l) Kannur Airport reserves the right to verify, refer any document to the concerned authority for confirmation from case-to-case basis. Mere submission will not bind Kannur Airport to accept the documents as valid for opening of financial bid.

7.2 Financial Eligibility

- (a) The bidder shall have a turnover of more than Rs 2 Crore preferably from similar business for at least two years during the last 5 Financial Year, i.e., from 2018-19 to 2022-23.
- (b) The turnover details should be duly certified by a Chartered Accountant.

8. Scope of Service

The contractor shall provide vehicles as per the requirement of Kannur Airport and conforming to the provision of Motor Vehicle Act / Rules / Regulations, on Monthly Hire Basis, along with Fuel, Driver Cost/wages (for 'with driver' category only), Maintenance Cost, Lubricants, Road Tax, Toll charges, Fast Tags, Insurance, PUC Certificate, Fitment of Speed Governor, beacon arrangement, required sticker works, charges for obtaining Police Verification Certificate, Airport Entry Pass, Airfield Driving Permit, Vehicle Pass, Cost of Log Books / Trip Sheets etc. and execute the service through their representative as per rates quoted in the Bill of Quantities and in accordance with Terms and Conditions of the Tender, throughout the currency of contract. The vehicle shall be used for both inside the Airport Operational Area & City Side duties.

8.1 Vehicles to be Provided

- 8.1.1 The vehicle should be fit in all respect for operation in accordance with Motor Vehicle Act, Rules and existing laws as applicable from time to time and must be equipped with valid documents, i.e., Registration Book, Insurance Certificate, PUC Certificate, Fitness Certificate, Speed Governor, Permit with taxes, fees paid up to date during the period of contract.
- 8.1.2 The vehicle should be registered for commercial use in the name of the Bidder/ Firm / Proprietor / Owner / Partner or leased under the Notarized Power of Attorney (POA).
- 8.1.3 Kannur Airport may increase / decrease the total number of vehicles in each category as specified in the Clause No. 14 up to 100% during the currency of contract, depending on its requirement, on the same rates, terms & conditions as stipulated in the contract and the same shall be obligatory and binding on the contractor.
- 8.1.4 The contractor shall provide the vehicle within a mobilization period of 1 (one) month from the date of issue of Award Letter or as specified in the Letter of Award. However, the Kannur Airport can extend the supply based on actual requirement and the decision of Kannur Airport will be final in this regard and binding upon the contractor.
- 8.1.5 The Contractor shall provide the details of vehicles/taxis attached (registration number and name of the owner, address, contact details etc) along with copy of police verification of drivers/staff and RC copy of vehicles to Kannur Airport before commencement of the operations.

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8.2 Technical Specifications of Vehicle

Vehicle of different categories as detailed in Clause No. 14

8.3 Inspection and Placement of Vehicle

- 8.3.1 The contractor shall produce the vehicles intended to use, at the designated place and date & time as notified, for inspection within the stipulated period before commencement of contract, at his own cost.
- 8.3.2 The copies along with originals of R.C. Book, Certificate of comprehensive Insurance, Fitness, Permit, PUC certificate, Road Tax Token, Fast Tag and any other related documents, as required for operating vehicle on public road as per Motor Vehicle Act 1988 and Rules should be produced for inspection.
- 8.3.3 The contractor shall display the board / stickers stating "ON KIAL DUTY" at the appropriate place of front and rear side of vehicle at contractor's cost as per the specifications of Kannur Airport.
- 8.3.4 The vehicles intended to use in operational area shall be painted yellow or red as per the authority's discretion at contractor's own cost. LED display boards ('FOLLOW ME/STOP for airside 'Follow Me' vehicles), sticker works etc. may also be provided as per the requirement of Kannur Airport, at contractor's own cost.
- 8.3.5 The contractor shall provide necessary beacon arrangements, for vehicles as required by Kannur Airport at contractor's cost.
- 8.3.6 The decision with regard to acceptance / rejection of the vehicle offered by the contractor shall remain with Kannur Airport and its decision shall be final and binding upon the contractor.

8.4 Vehicle Reporting Place

- 8.4.1 Vehicle shall report at designated place and time as decided by Kannur Airport from time to time.
- 8.4.2 In/Out Kms. will be calculated from the above-said reporting place only

8.5 Condition of Vehicles

- 8.5.1 The vehicle as required should be in perfect working condition, duly registered and insured comprehensively, having requisite permit and taxes paid up to date. The deployed vehicles must comply with Central / State Government and Pollution Control norms.
- 8.5.2 The vehicle registered for commercial use on or after 1 January 2022 shall only be accepted. The vehicle shall be kept clean and immaculate (from inside and outside) and as scratch free as possible and should be provided with car perfume / refresher.
- 8.5.3 The vehicle shall be fitted with Speed Governor, Anti-Collision Light, provision for RT/VHF, Fog Lamp, Bird Scaring Siren and or any other accessories if insisted by DGCA, other Air Safety Regulatory agency etc. Cost of such extra-fittings shall be borne by the contractor.
- 8.5.4 The vehicles shall be fitted with GPS and the Contractor shall link the same with Kannur Airport system at its own cost, to monitor the vehicle/data real time.
- 8.5.5 The interior of the vehicle must have appropriate additional fittings to provide good comfort and appearance like foot matting, high quality upholstery to provide comfort.

Signature & Seal of Bidder

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- 8.5.6 The vehicle suspension system shall be maintained in excellent conditions to provide good riding comfort.
- 8.5.7 The vehicle should be noise free. Any rattling sound of loose components, windows, shutters, spare wheel, fan belt, loosely kept tool box, etc., should be completely done away with.
- 8.5.8 Battery, tyres, brakes, head-light beam adjustment, indicator and other lights, starter, wiper, window shutter should be in good and smooth working condition, re-treaded tyres will not be accepted.
- 8.5.9 The driver of vehicle assigned for duty shall always wear neat and clean uniform & display their identity card, issued by the Contractor and hold a valid Driving License, Airport Entry Pass, Airfield Driving Permit, Vehicle Entry Pass etc (as applicable) and abide by all the rules laid down by Transport Authority or any other Authority relevant to the subject and should always strictly follow the traffic rules and regulations, to ensure safety of the passengers.
- 8.5.10 Branding and Logo details on the vehicles deployed at Kannur Airport should be in accordance with guidelines from the Competent Authority of Kannur International Airport.
- 8.5.11 The driver must have a mobile phone available with him for smooth coordination and service execution and the same should be always in working condition and no separate charges shall be paid by Kannur Airport for the same.
- 8.5.12 The driver and vehicle to be provided for the purpose, shall be deployed on a dedicated basis and shall not be changed without intimation to Kannur Airport.
- 8.5.13 The vehicle and driver shall report in time at the designated place and time on regular basis and the driver shall not be reluctant to or deny to go to any place within the scope of work. No mileage will be allowed for breakfast / lunch / tea of the driver.
- 8.5.14 Drivers should be well behaved and punctual while on duty. They should never be in an intoxicated state or smoking. The contractor shall be required to change / replace the driver immediately in case not found suitable by Kannur Airport.
- 8.5.15 The driver should extend all normal courtesy towards the user and should present themselves for duty in a good appearance.
- 8.5.16 In case of driver is not proficient enough to the requirement of duties and/or misbehaving with the user and/or acting against the interest of Kannur Airport and/or non-punctual / irregular and/or not up to the expectation, Kannur Airport may require change of driver which will be communicated in writing. In such cases, the contractor shall replace the driver immediately upon receipt of such communication, failing which necessary action deems to be fit, will be taken as per the provisions of contract and the decision of Kannur Airport will be final and binding on the contractor.
- 8.5.17 The engagement and employment of driver and payment of wages as per the existing provisions of various laws and regulations is the sole responsibility of the contractor and any breach of such lapse or regulation shall be deemed to be breach of the contract. Kannur Airport may ask the contractor to produce documents to verify that the contractor complies with the provision / laws.
- 8.5.18 The contractor shall assign the job of driving of hired vehicle only to qualified, experienced and licensed driver and also assume full responsibility for the safety and security of officers / officials as well as essential stores items while running the vehicle by ensuring safe driving. The Contractor shall ensure appropriate duty roster for drivers and shall comply with all applicable labour laws on duty.

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- 8.5.19 Kannur Airport shall have no direct or indirect liability arising out of such neglect, rash or impetuous driving which is an offense under relevant section of IPC, any loss caused to Kannur Airport have to be compensated by the Contractor.
- 8.5.20 The contractor shall take prior permission from Kannur Airport for substitution of vehicle provided for duty in case of Break down / maintenance.
- 8.5.21 The contractor shall ensure that the vehicle is filled with sufficient fuel for performing assigned duties and it is in a good running condition before it reports for duty at Kannur Airport. Refuelling of vehicle shall be carried out prior to reporting for duty. Necessary fund should be available with the driver to pay any parking charges, toll tax, charges for minor nature of repair works etc.
- 8.5.22 It shall be the responsibility of contractor to adhere to the timings as specified by Kannur Airport from time to time for deployment of vehicles as well as drivers as necessary.

8.6 Log Books/Trip Sheets

- 8.6.1 Log Books / Trip Sheets shall be provided and maintained by the contractor at his own cost for recording of Kms covered by vehicles, for verification.
- 8.6.2 In case of failure of milometer, the actual distance travelled shall be assessed by Kannur Airport, whose decision in this regard shall be final and binding. The period for which the milometer was found defective, shall be recorded in the remark column of Log Book and duly authenticated by the user department to which the vehicle is allotted. The contractor shall repair / replace such defective milometer within 2 (two) days.
- 8.6.3 It shall be the duty of contractor / his driver to ensure that the Log Book is properly filled in and signed by the user or his Authorized Representative and mentioning clearly the name and designation of the user. Any tampering of Log Book details by the contractor / his driver shall result in non-payment for that vehicle for the particular day / hour, in addition to penalty to be imposed for the same.
- 8.6.4 The contractor shall maintain a Complaint Register in each vehicle for recording the complaints/suggestions from the user departments, and the Contractor shall address these complaints/suggestions in a time bound manner, and the status of the same shall be presented in the quarterly review meetings with Kannur Airport / User Departments.
- 8.6.5 The Contractor shall maintain daily trip sheets duly signed by the Contractor, and user of the vehicle clearly stating the origin and destination and kilometre travelled and forward to Kannur Airport on a daily basis on the next day, following the day of trip.

8.7 Running & Maintenance

- 8.7.1 The vehicle will have to be kept in good operating condition at all the times. Procurement of fuel, lubricants, spare etc. will have to be arranged by the contractor at his own cost. All repair maintenance, check-up etc. will have to be arranged by contractor.
- 8.7.2 The contractor shall ensure that the driver of the vehicle abide the speed limits notified by the Authority and RTO on airfield as well as public roads and exercise all the caution while driving the vehicle.
- 8.7.3 In case of major break down or withdrawal of the vehicle for service, the contractor for such reason shall immediately replace the same on temporary basis till the said vehicle is made in order. If in the opinion of Authority, the vehicle so replaced is found unsatisfactory, this shall be replaced by another vehicle acceptable to Authority. Acceptance shall be at the sole discretion of Authority depending on merit of the case.

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8.8 Accident / Damages / Claims / Liabilities

- 8.8.1 Authority shall be completely free from any liability whatsoever, in the event of any accident while the vehicle engaged under the contract. Contractor will be fully and exclusively responsible for any damages to his vehicle / property / death / bodily injury to his crew members or any other person in his employment or unauthorized persons travelling in the vehicle, including any third-party claim. Any accident occurred during the performance of the duty, should be immediately reported to the nearest police station by the Contractor. The contractor shall indemnify Authority against any such claim / compensation.
- 8.8.2 Contractor shall also be solely responsible for any consequences under the law, arising out of any accident, equipment or personnel of Authority caused by his vehicle to the property or personnel of Authority / third party including death / permanent injury. Contractor shall reimburse on demand the compensation / damages, if any, sustained by Authority / third party on this account.
- 8.8.3 The hired vehicle should be fully / comprehensively insured by the Contractor at his own cost for all risk including fire, strike, riots and for commercial use etc. All liability whatsoever arising out of the accident of the hired vehicle shall rest upon the contractor only and Authority shall fully stand indemnified.
- 8.8.4 The contractor shall be responsible for the acts and / or accidents committed by the person employed by him either inside or outside operational area of Airport.

9. Contractors Obligations & Liabilities

- 9.1 The contractor shall on award of the contract, furnish the list containing names and addresses of his drivers / manager / supervisor etc along with police verification report, so as to enable the Kannur Airport to check the character and antecedents and to provide temporary permits to operate the vehicles within the restricted area(s). The contractor shall get approval from Kannur Airport for the staff to be engaged.
- 9.2 The Contractor shall arrange Character & Antecedence Verification Certificate from the Police Authorities and pay fees as required for Airport Entry Pass to be issued by the BCAS and necessary Driving Permit from Kannur Airport in respect of driver and Vehicle Entry Pass for the use of vehicle inside Operational areas of the airport if required.
- 9.3 The contractor shall at his own cost maintain sufficient number of experienced drivers holding valid driving license and other staff required for smooth and efficient running of the vehicles. The driver should possess at all times necessary valid Driving License issued by Transport Authority.
- 9.4 The contractor shall deploy his authorized representative round the clock available at the airport vicinity to monitor and coordinate the vehicle/ driver and to ensure the availability to Kannur Airport. He shall be the single point of contact for availing the vehicles to Kannur Airport, generating monthly bill (with proper supporting documents), and maintenance of vehicle in good condition and catering other liabilities of contractor.
- 9.5 It shall be the sole liability of the contractor to obtain and to abide by all necessary licenses/permission from the authorities concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act 1970.
- 9.6 The contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State

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Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970 the Inter-State Migrant workmen (Regulation of employment & conditions of Service) Act, 1979, the Minimum Wages Act, 1948, the Child Labour (Prohibition and Regulation) Act 1986, the Payment of Wages Act, 1936 the Workmen's Compensation Act, 1923, Employees Liability Act 1938 and other relevant Act, Rules and Regulations, instructions etc. issued / enforced from time to time.

- 9.7 On commencement of the contract, the contractor shall continue to have valid PF and ESI Code No. till conclusion of the contract. Kannur Airport reserves the right to withhold any payment if ESI and PF contributions are not paid by the contractor and proof to that effect have not been produced by the contractor as required. Non-production of PF and ESI challans of monthly contributions shall be liable for action against the contractor and also suitable penalty shall be levied by the Kannur Airport as deemed fit.
- 9.8 The contractor has to produce the photocopy (self-attested) of the Challan of the P.F & E.S.I.C paid to the concerned Regulatory Bodies, Statement of minimum wages paid through cheque or e-payment details thereof, as mentioned earlier.
- 9.9 The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the subsequent month through Bank Account. The contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him for the Contract.
- 9.10 Contractor shall be responsible for compliance with all obligations and restrictions imposed under the Motor Vehicle Act and rules made there under as applicable on date.
- 9.11 The Contractor shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the central, state or local authorities by reason of any violation by the contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the Authority arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of contractor, by third parties or by central, authority or any political subdivision thereof. The contractor shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act as applicable during the entire period of contract including extension if any.
- 9.12 There is no employee and employer relationship between the Drivers engaged by the Contractor and Kannur Airport and Drivers engaged by the Contractor shall be under the administrative control of the contractor
- 9.13 The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

10. Workman's Insurance

Without prejudice to the contractors liabilities and indemnity clause and associated clauses of this tender, the contractor shall at his own cost and initiative at all times up to the successful completion of the contract to take out and maintain insurance cover from Nationalized / IRDA approved Insurance Company under the workman's compensation Act and any other industrial legislation from time to time applicable in the State of Kerala and /or at Authority providing for payment of compensation to workman in the event of death, injury or accident to workmen in the course of or in connection with employment such policy (i.e.) in respect of workmen compensation insurance to be of value of not less than Rupees One lakh per person, it being understood that such limit is specified only for the purpose of insurance, and shall not otherwise in any manner limit the contractor liability and associated clauses there under this tender. The Contractor shall ensure adequate comprehensive insurance coverage for all vehicles provided at Kannur Airport.

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11. Defaults & Recoveries

- 11.1 In case of breakdown of any vehicle, the contractor shall replace the vehicle immediately or within one hour. Failure to replace the vehicle will entitle Kannur Airport to deduct an amount of Rs. 500/- per hour.
- 11.2 In case the vehicle does not report for duty on any day, a penalty of Rs. 2,000/- per day will be imposed, in addition to deduction of hiring charges incurred by Kannur Airport for replacement.
- 11.3 If a driver misses while on duty from the duty spot without intimation to the user and/or misbehaves with the User and/or disobeys the instructions of the User, a penalty of Rs. 250/- will be imposed per occasion and recovered from the Monthly bills.
- 11.4 In case the contractor fails to provide the vehicle requisitioned, Kannur Airport reserves the right to hire such vehicle from the open market at the risk and cost of contractor and the additional amount, if any, over and above the approved rates of the Contract, will be deducted from the monthly bills / security deposit payable to the contractor. The amount stated by Authority shall be final and binding on the contractor.
- 11.5 In case milometer is not repaired within two days, penalty of Rs. 500/- per day will be imposed.
- 11.6 In case any unauthorized person or material is lifted in the vehicle deputed for Kannur Airport, penalty of Rs.1000/- shall be recovered from the contractor.
- 11.7 A penalty of Rs.500/- in 1st instance and that of Rs. 1000/- in the 2 nd instance, will be imposed if the milometer of vehicle is found tampered or making excess claim of mileage and the contract will be terminated on 3 rd instance in case the incident repeats again.
- 11.8 In case the Trip Sheet / Log Book is tampered by the contractor / his driver, a penalty of Rs. 1000/- per occasion shall be imposed.
- 11.9 The above penalties will be imposed based on complaints/reports from the User departments.
- 11.10 The Contractor may appeal to the Managing Director for reduction/cancellation of penalty and decision of the Managing Director in this regard shall be final and binding on the Contractor.
- 11.11 The Contractor shall come forward for quarterly review meeting (along with Complaint Register) arranged by Kannur Airport including the representatives from the user department / agencies, and the contractor shall comply with all recommendations/ action points discussed and agreed upon in the said meetings.

12. Labour regulations:

The Licensee shall abide by the provisions of all applicable laws including the Minimum Wages Act, Labour Laws in respect of the services to be rendered under this contract. It is to be clearly understood by the bidder and intimated by him to his employees deployed for the purpose that this service agreement shall not constitute any relationship of employer/employee between Kannur Airport on the one hand and employees of the Licensee on the other. The Licensee shall pay minimum wages of Centre to his working staff as notified from time to time by the Labour Commissioner
If there is an increase in the minimum wages as per Central Government orders, the same shall be paid as applicable to the staff deployed by the bidder.

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13. **Termination of Contract**

- 13.1 If Kannur Airport considers that the performance of the contractor is unsatisfactory or not up to the expected standard, the Kannur Airport shall notify the same to contractor in writing and specify in detail the cause of such dissatisfaction, and requesting the contractor to rectify the issues within 15 (fifteen) days. Kannur Airport shall have the right to terminate the contract by giving 90 days' notice in writing to the contractor, if contractor fails to comply with the requisitions contained in the said written notice issued by Kannur Airport and the decision of the Managing Director shall be final and binding on the Contractor.
- 13.2 The contract can be terminated by the contractor by issuing 90 days' notice in writing at any time after the expiry of the minimum period of operation without assigning any reason.
- 13.3 In each case of Termination as mentioned above, the contractor shall not cease to render the service facility until the Kannur Airport makes alternate arrangements thereof and informed the contractor accordingly. The extended period after expiry of the notice period will not, however, be more than 60 days.
- 13.4 Upon termination, under and with reference to this clause, the contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the contractor in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the contractor.
- 13.5 The agreement shall be deemed to have been terminated on the expiry of the contract period unless the contract is extended on mutually agreeable terms and conditions, before the expiry of the contract.
- 13.6 If the Contractor fails to fulfil his obligations for the due and proper performance of the contract, Kannur Airport shall have the liberty including but not limited to debar the agency and blacklist the agency from participating in future tenders of Govt of Kerala/Kannur Airport for a period of five years.

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14. Vehicle Requirement Details

CATEGORY A					
Sl No	Type of Vehicle	Brand	Type	Requirement	No. of vehicle
1	MUV 7 seater	Maruti Ertiga	AC	With Driver (14 hr)	1
2	4 Seater SUV	Force Gurgha	Non AC	With Driver (24 hr)	2
				Without Driver (24 hrs)	1
4	5 seater sedan	Swift Dzire	AC	With Driver (12 hr)	1
5	Metal Top Jeep	Mahindra Bolero	AC	With Driver (24 hr)	1
6	Utility Vehicle	Mahindra Bolero	Non AC	With Driver (12 hr)	1
7	26 Seater Bus	TATA Marco Polo Bus	Non AC	With Driver (24 hr)	1
8	44 Seater Seater bus	TATA Marco Polo Bus	Non AC	With Driver (24 hr)	1
				TOTAL	9

Notes:

1. The quoted rate shall include Fuel, Driver Cost (for 'with driver' category only), Maintenance Cost, Road Tax, Toll charges, Lubricants, Fast Tags, Insurance, PUC Certificate, Fitment of Speed Governor, beacon arrangement, required sticker works, charges for obtaining Police Verification Certificate, Airport Entry Pass, Airfield Driving Permit, Vehicle Pass, Cost of Log Books / Trip Sheets etc.
2. There will be an annual escalation at the rate of 3% on the quoted monthly amount, payable on completion of one year from the Date of Commencement of Operation.
3. Vehicles need to be provided on all holidays, including Saturdays, Sundays and state as well as national holidays on requirement basis.
4. The above quoted rates are excluding GST.

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CATEGORY B					
Sl No	Type of Vehicle	Brand	Type	Requirement	No. of vehicles
1	MUV 7 seater	Maruti Ertiga	AC	With driver (14 hr)	4
		Maruti Ertiga	AC	Without driver (24 hr)	1
2	SUV 5 seater	Mahindra XUV-300	AC	Without driver (24 hr)	2
3	Metal Top Jeep	Mahindra Bolero	AC	With driver (24 hr)	1
			AC	With driver (14 hr)	2
		Mahindra Bolero	AC	Without driver (24 hr)	1
4	5 Seater Sedan	Swift Dzire	AC	With driver (12 hr)	1
		Swift Dzire	AC	Without driver (24 hr)	1
5	Utility Vehicle	Mahindra Bolero	AC	Without driver (24 hr)	1
6	MUV 8 seater	Toyota Innova Crysta	AC	With driver (12 hr)	1
		Toyota Innova Crysta	AC	Without driver (24 hr)	1
				TOTAL	16

Notes:

1. The quoted rate shall include Fuel, Driver Cost (for 'with driver' category only), Maintenance Cost, Road Tax, Toll charges, Lubricants, Fast Tags, Insurance, PUC Certificate, Fitment of Speed Governor, beacon arrangement, required sticker works, charges for obtaining Police Verification Certificate, Airport Entry Pass, Airfield Driving Permit, Vehicle Pass, Cost of Log Books / Trip Sheets etc.
2. There will be an annual escalation at the rate of 3% on the quoted monthly amount, payable on completion of one year from the Date of Commencement of Operation.
3. Vehicles need to be provided on all holidays, including Saturdays, Sundays and state as well as national holidays on requirement basis.
4. The above quoted rates are excluding GST.

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NIT Document Fee & EMD Submission: Compliance Statement
(To be submitted in Envelope A: Technical Bid)

Name of Work	NIT Document Fee	EMD	“Yes” for Complied & “No” for not complied
NIT for Selection of an Agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport.	Rs.11,800/- (including GST)	Rs. 2,00,000/-	

Authorized Signature:

Name of the Signatory:

Name & Address of the Bidder:

Official Seal & Date:

Signature & Seal of Bidder

Technical Compliance Statement

(This compliance statement duly filled, along with scanned copies of the documents to be submitted in Envelope A: Technical Bid)

Sl. No.	List of Documents	“Yes” for Complied & “No” for Not Complied
1.	Tender Document Fee and EMD submission compliance statement as per Annexure-I.	
2.	Technical compliance statement as per Annexure-II.	
3.	Letter comprising of bid-Acceptance of terms and conditions of Kannur Airport as per Annexure III.	
4.	Details of the bidder as per Annexure-IV.	
5.	Self – attested copies of Company Registration Certificate, Memorandum and Articles of Association in case of Companies, and Partnership Deed in case of Partnership Firms.	
6.	Undertaking for not been blacklisted as per Annexure-V.	
7.	Power of Attorney for signing of bid (if applicable) as per Annexure-VI	
8.	Copies of documents showing relevant experience / Self-Declaration duly notarised by a notary public showing relevant experience for the relevant period.	
9.	Undertaking for Deployment of Vehicles as per Annexure VII	
10.	Copy of turnover details preferably from similar business, duly certified by a Chartered Accountant.	
11.	Copies of PAN and GST Registration Certificates.	
12.	Copy of the PF and ESI Registration Certificate (if applicable).	
13.	Client Certificate for the due performance of the contract and for satisfactory completion of the contract from Kannur Airport (if applicable).	
14.	Signed and sealed copy of the NIT document along with its Annexures/Corrigendum etc.	

Authorized Signature:

Name of the Signatory:

Name & Address of the Bidder:

Official Seal & Date:

Signature & Seal of Bidder

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Letter comprising of bid-Acceptance of terms and conditions of Kannur Airport

(To be submitted on the letterhead of the bidder)

Date:

To,
The Managing Director,
Kannur International Airport Limited
Kannur International Airport P.O
Mattannur, Kannur – 670708

Sub: NIT for Selection of an Agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport”.

Dear Sir,

We refer to your advertisement inviting Notice Inviting Tender in relation to Hiring of Vehicles on Monthly Basis at Kannur International Airport”.

We have read and understood the contents of the Notice Inviting Tender (NIT) and wish to hereby submit our bid in relation to the selection of agency (ies) for the said services at Kannur International Airport mentioned in the above document.

We confirm that we satisfy the eligibility criteria (Basic, Technical and Financial Eligibility Criteria) set out in the relevant sections of the NIT. The duly attested and certified documents, establishing that we satisfy each of the eligibility criteria, are enclosed.

This NIT is unconditional and unqualified.

All information provided in the NIT and in the Annexures are true and correct and all documents accompanying this NIT are duly certified true copies of their respective originals.

This statement is made for the express purpose of providing the required information to ultimately participate in the process for awarding Hiring of Vehicles on Monthly Basis at Kannur International Airport

We confirm that the information contained in this letter or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to Kannur Airport are true, accurate, verifiable, and complete. This letter includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead Kannur Airport in its selection process.

We fully confirm and agree that on verification of the documents, if it is found that any information provided here is found to be misleading, which would unduly favour our company in the short-listing process, we are liable to be eliminated from the selection process or termination of the contract during the contract period.

We further undertake to provide additional information or document(s), if any, sought by Kannur Airport during the selection process.

We hereby confirm and agree that Kannur Airport shall, without any limitations, have the right to utilize any and all the information provided along with this Notice Inviting Tender or provided later at the request of Kannur Airport can be shared with the Advisors, Agents, and Officers of Kannur Airport.

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We understand that we are liable to be eliminated from the selection process if any association is revealed that may give rise to conflict of interests.

Should we be selected to execute this work, we agree to be engaged with this work for a period of years.

We acknowledge the right of Kannur Airport to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We declare that we have examined, and have no reservations about, the NIT document, including any Addendum, if issued by Kannur Airport later.

We, hereby irrevocably waive any right which we may have at any stage in law or otherwise to challenge or question any decision taken by Kannur Airport in connection with the shortlisting of interested parties or in connection with the selection / bidding process itself.

We confirm that we have no disqualification, nor we have been debarred or blacklisted in participating in bidding process by any Authority or Court of Law during the past 3 years and no such disqualification is subsisting.

We hereby confirm that we do not have any conflict of interest as per NIT. We agree and undertake to abide by all the terms and conditions of the NIT document.

It is hereby confirmed that we are entitled to act on behalf of our company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours faithfully,

Date:

Place:

Signature of the Authorised Signatory:

Name and designation of the Authorised Signatory:

Signature & Seal of Bidder

Kannur International Airport Limited
CIN: U63033KL2009PLC025103

Registered Office: Kannur International Airport Ltd., Kannur International Airport P.O.,
Mattannur, Kannur – 670 708

Phone: +91 490 2481000, Web: www.kannurairport.aero

DETAILS OF THE BIDDER
(To be submitted on the letterhead of the bidder)

1. (a) Name:
(b) Registered office address of the corporate headquarters and its branch office(s):
(c) Dates of incorporation and commencement of business:
2. Brief description of the Interested Party - details of its main lines of business:
3. Details of individual(s) who will serve as the point of contact/ communication for/with Kannur Airport:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
4. Of the Authorised Signatory on behalf of the bidder
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
5. Please indicate whether the Interested Party is related to any Director or any key personnel of Kannur Airport. If "yes" please furnish details including details of the relative in Kannur Airport.

Signature & Seal of Bidder

UNDERTAKING FOR NOT BEEN BLACKLISTED
(Duly filled in the letter head of the bidder)

We do hereby undertake that our firm or its partners or Directors and our Indian Associates 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 the bidder with seal

Signature & Seal of Bidder

Power of Attorney for Signing of Bid

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./ Ms _____(Name), son/daughter/wife of _____ and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for “Selection of an Agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport” work proposed by the Kannur International Airport Ltd (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Work and/or upon award thereof to us and/or till the entering into the Contract Agreement with Kannur Airport.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, _____ 2023.

For _____

Signature

Name, Title & Address

Witnesses:

1.

2.

Accepted [Notarised]

Signature

Name, Title & Address

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

Signature & Seal of Bidder

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- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and Notarised in the jurisdiction where the Power of Attorney is being issued.*

Signature & Seal of Bidder

UNDERTAKING ON THE DEPLOYMENT OF VEHICLES

(To be submitted in the letter head of the bidder)

I/Wehereby declare that I/We..... shall deploy vehicles as per Clause No. 14 of this NIT within 30 days from the date of issue of Letter of Award by Kannur Airport or before the commencement of operation, whichever is earlier and in adherence to the tender conditions, exclusive and dedicated solely for the purpose of Hiring of vehicles on monthly basis at Kannur International Airport.

Signature & Seal:

Name:

Designation:

Date

Signature & Seal of Bidder

FINANCIAL BID

(To be submitted in Envelope B: Financial Bid)

Name of Work: NIT for Selection of an Agency for Hiring of Vehicles on Monthly Basis at Kannur International Airport

CATEGORY A				
BILL OF QUANTITY				
Name of Work : Selection of an Agency for Hiring of vehicles (with and without driver)- Monthly basis for a period of 5 (Five) years.				
Hire Charges for Different Category of Vehicles				
Sl No.	Description of Item	Quantity (No. of vehicles)	Rate for each vehicle (In Rupees)	Amount for annum (12 months) = Column 3 x Column 4 x 12 (Months) (In Rupees)
1	2	3	4	5
1	Hiring cost of Maruti Ertiga (With Driver) for one month for 14 Hrs a day at 4000 Kms run per month	1		
2	Hiring cost of Force Gurgha (With Driver) for one month for 24 Hrs a day at 4000 Kms run per month	2		
3	Hiring cost of Force Gurgha (Without Driver) (24 HRS) for one month for 4000 Kms run per month	1		
4	Hiring cost of Mahindra Bolero (With Driver) for one month for 24 Hrs a day at 4000 Kms run per month	1		
5	Hiring cost of Swift Dzire (With Driver) for one month for 12 Hrs a day at 4000 Kms run per month	1		
6	Hiring cost of Mahindra Bolero Camper - Utility Vehicle (With Driver) for one month for 12 Hrs a day at 4000 Kms run per month	1		
7	Hiring cost of Tata Marco Polo Bus-26 Seater Bus (With Driver) for one month for 24 Hrs a day at 6000 Kms run per month	1		
8	Hiring cost of Tata Marco Polo Bus-44 Seater Bus (With Driver) for one month for 24 Hrs a day at 6000 Kms run per month	1		
	TOTAL	9		

Signature & Seal of Bidder

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Notes:

1. The quoted rate shall include Fuel, Driver Cost (for 'with driver' category only), Maintenance Cost, Road Tax, Toll charges, Fast Tags, Insurance, PUC Certificate, Fitment of Speed Governor, beacon arrangement, required sticker works, charges for obtaining Police Verification Certificate, Airport Entry Pass, Airfield Driving Permit, Vehicle Pass, Cost of Log Books / Trip Sheets etc.
2. Kannur Airport may increase / decrease the total number of vehicles in each category as specified in the Clause No. 14 up to 100% during the currency of contract, depending on its requirement, on the same rates, terms & conditions as stipulated in the contract and the same shall be obligatory and binding on the contractor.
3. There will be an annual escalation at the rate of 3% on the quoted monthly amount, payable on completion of each year from the Date of Commencement of Operation.
4. Vehicles need to be provided on all holidays, including Saturdays, Sundays and state as well as national holidays on requirement basis.
5. The above quoted rates are excluding GST.

Signature & Seal of Bidder

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CATEGORY B

BILL OF QUANTITY

Name of Work : Selection of an Agency for Hiring of vehicles (with and without driver)- Monthly basis for a period of 5(Five) years.

Hire Charges for Different Category of Vehicles

Sl No.	Description of Item	Quantity (No. of vehicles)	Rate for each vehicle (In Rupees)	Amount for annum (12 months) = Column 3 x Column 4 x 12 (Months) (In Rupees)
1	2	3	4	5
1	Hiring cost of Maruti Ertiga (With Driver) for one month for 14 Hrs a day at 3000 Kms run per month	4		
2	Hiring cost of Maruti Ertiga (Without Driver) (24 hrs) for one month for 3000 Kms run per month	1		
3	Hiring cost of Mahindra XUV-300 (Without Driver) (24 hrs) for one month for 3000 Kms run per month	2		
4	Hiring cost of Mahindra Bolero (With Driver) for one month for 24 Hrs a day at 3000 Kms run per month	1		
5	Hiring cost of Mahindra Bolero (With Driver) for one month for 14 Hrs a day at 3000 Kms run per month	2		
6	Hiring cost of Mahindra Bolero (Without Driver) (24 hrs) for one month for 3000 Kms run per month	1		
7	Hiring cost of Swift Dzire (With Driver) for one month for 12 Hrs a day at 3000 Kms run per month	1		
8	Hiring cost of Swift Dzire (Without Driver) (24 hrs) for one month for 3000 Kms run per month	1		
10	Hiring cost of Mahindra Bolero Camper - Utility Vehicle (Without Driver) (24 hrs) for one month for 3000 Kms run per month	1		
13	Hiring cost of Toyota Innova Crysta (With Driver) for one month for 12 Hrs a day at 3000 Kms run per month	1		
14	Hiring cost of Toyota Innova Crysta (Without Driver) (24 hrs) for one month for 3000 Kms run per month	1		
	TOTAL	16		

Signature & Seal of Bidder

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Notes:

1. The quoted rate shall include Fuel, Driver Cost (for 'with driver' category only), Maintenance Cost, Road Tax, Toll charges, Fast Tags, Insurance, PUC Certificate, Fitment of Speed Governor, beacon arrangement, required sticker works, charges for obtaining Police Verification Certificate, Airport Entry Pass, Airfield Driving Permit, Vehicle Pass, Cost of Log Books / Trip Sheets etc.
2. Kannur Airport may increase / decrease the total number of vehicles in each category as specified in the Clause No. 14 up to 100% during the currency of contract, depending on its requirement, on the same rates, terms & conditions as stipulated in the contract and the same shall be obligatory and binding on the contractor.
3. There will be an annual escalation at the rate of 3% on the quoted monthly amount, payable on completion of each year from the Date of Commencement of Operation.
4. Vehicles need to be provided on all holidays, including Saturdays, Sundays and state as well as national holidays on requirement basis.
5. The above quoted rates are excluding GST.

Authorized Signature:

Name of the Signatory:

Name & Address of the Bidder:

Official Seal & Date:

Signature & Seal of Bidder

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