



KANNUR INTERNATIONAL AIRPORT LIMITED

RFQ No. 01/KIAL/2016-17

Request for Qualification

For

**Selection of agency for Ground Handling Services at Kannur
International Airport**

**'Parvathy', T.C 36/1, Chacka, N.H Bypass,
Thiruvananthapuram, Kerala - 695 024
Ph: +91 471 2508668, 2508670 Fax: +91 471 2508669
E-mail: managingdirector@kannurairport.in**

November 2016

1. DISCLAIMER

- 1.1 The information contained in this Request for Qualification document (the "RFQ") document or subsequently provided to Applicant (s) , whether verbally or in documentary form or otherwise by or on behalf of Kannur International Airport Limited (KIAL), or any of its employees or advisors ,is provided to Applicant (s) on terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.
- 1.2 This RFQ not an agreement and is neither an offer nor invitation by KIAL to the prospective Applicants or any other person. The purpose of this RFQ is to provide applicants with information that may be useful to them in the formulation of their application for qualification pursuant to this RFQ (**the "Application"**). This RFQ includes statements, which reflect various assumptions and assessments arrived at by KIAL in relation to the project.
- 1.3 Such assumptions and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for KIAL or their employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct and each Applicant should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.
- 1.4 KIAL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption or information contained therein or deemed to form part of this RFQ or arising in anyway with pre-qualification of Applicants for participation in the Bidding process.
- 1.5 KIAL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ.
- 1.6 The issue of this RFQ does not imply that KIAL is bound to select or to appoint the selected bidder for the ground handling services and reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever. KIAL reserves the right to change any or all the provisions of RFQ. Such changes if any, shall be published in the website of KIAL (www.kannurairport.in).

- 1.7 KIAL reserves its right to withdraw from the process at any stage and /or modify the process or any part thereof or to vary any terms at any time or stage without assigning any reasons whatsoever. In such an event no financial obligation of whatsoever nature shall accrue to KIAL or any of its respective officers, employees, advisors or agents.
- 1.8 This document outlines KIAL's expectations in relation to the RFQ to be submitted by the Applicant (s). No legal or other obligation shall arise in KIAL's name unless and until the agreement with the party identified by KIAL has been formally and validly executed and any conditions to the effectiveness of such agreement have been fulfilled.
- 1.9 Nothing contained in this document shall be considered as an assurance, representation or guarantee of any amount of business or prospect of business.
- 1.10 KIAL reserves the right to change the basis of or the procedures (including the timetable) relating to the selection process, reject any, or all of the applicant(s), not to invite Applicant(s) to proceed further, or not to furnish the Applicants(s) with any additional information or otherwise to negotiate with the Applicant (s).

2. INTRODUCTION

- 2.1 Kannur International Airport Limited (KIAL), a public limited company, is constructing a Greenfield International Airport at Mattanur in Kannur. The equity capital of the company is held by Government of Kerala (35%), Public Sector Undertaking (25%), Airports Authority of India (10%) and Private Sector (30%).
- 2.2 The airport project is being developed in two phases. The first phase is envisaged to span from FY 2017-18 to FY 2026-27 and second phase from FY 2027-28 to FY 2046-47. In Phase I, a runway of 3050m has been constructed to allow all major aircraft to operate on key routes. The Company has also taken a decision recently to extend the runway to 3400 meters immediately and to 4000 metres in due course.
- 2.3 The contract for Runway and Airside Works (EPC-1 Contract) was awarded to M/s Larsen & Toubro Ltd for Rs 694 crores on 5 November 2013. City side works including terminal building and technical block were awarded to M/s Larsen & Toubro Ltd for Rs 498 crores on 25 June 2014.
- 2.4 AECOM Asia Company Ltd (AECOM) is the Project Consultant for Runway and Airside Works until commissioning. M/s KITCO Ltd is the Design Consultant and Project Management Consultant for Terminal Building and Associated Works.
- 2.5 Ministry of Civil Aviation has given approval for setting up the airport. The airport project has received all major approvals including MoEF clearance, NOC from Ministry of Defence, security clearance from Ministry of Home Affairs and site clearance from Directorate General of Civil Aviation (DGCA).
- 2.6 The Project Cost is estimated at Rs. 1892 Crore for Phase I excluding extension of runway. Construction activities are financed through equity share capital of Rs 1000 Crore and term loan borrowings of Rs 892 Crore from a consortium of banks comprising Canara Bank, South Indian Bank and Federal Bank.
- 2.7 Kannur International Airport intends to prequalify suitable Applicants for Ground Handling services .
- 2.8 'Project' shall mean Kannur International Airport Project.
- 2.9 KIAL is issuing this RFQ to shortlist the eligible parties for considering them for a further bidding process through RFP. A Request for Proposal (RFP) would be issued to the short-listed parties based on the evaluation of RFQ received from them.
- 2.10 Kannur International Airport invites application from reputed Ground Handling agencies through RFQ for participation in the "Selection of agency for Ground Handling services at Kannur International Airport .
- 2.11 All these proposed developments are coherent in KIAL's pursuit for operational excellence at the Airport and to develop the Airport into a major hub. In this regard, KIAL is issuing this RFQ to shortlist the eligible parties for consideration for a

further bidding process wherein a Request for Proposal (RFP) would be issued to the shortlisted parties based on the evaluation of RFQs.

3. OBJECTIVE OF RFQ

- 3.1 The objective of this RFQ document is to prequalify suitable Applicants (the “Bidders”) who will be eligible for participation in the bidding process for awarding the work through a competitive bidding process

4. INVITATION FOR RFQ

- 4.1 KIAL invites Request for Qualification (RFQ) from Interested Parties for shortlisting of agencies for issue of RFQ documents for rendering ground handling services at Kannur International Airport as per the Scope of Work specified under clause 6 below through a transparent bidding process.
- 4.2 Applicants are advised to study the RFQ document carefully. Submission of RFQ shall be deemed to have been done after careful study and examination of the RFQ document with full understanding of its implications.
- 4.3 Applicants shall be short-listed by KIAL based on information in the RFQ. Failure to provide complete information as mentioned in the RFQ document may result in rejection of RFQ. KIAL’s decision regarding short-listing of applicants shall be final and KIAL reserves the right to reject any or all RFQs received without assigning any reason.
- 4.4 Submission of RFQ does not guarantee participation of the applicant in the bidding process.

5. INFORMATION AND INSTRUCTIONS TO APPLICANTS

- 5.1 Eligible applicants should read this document in detail and assess their capabilities for submission of Request for Qualification.
- 5.2 This document is only an RFQ for short-listing of applicants to whom an RFP would be issued for selection of an agency on evaluation of technical & financial proposal to be submitted by the applicants.
- 5.3 RFQ must be submitted along with the Annexure duly filled up along with all requisite documents as mentioned in the RFQ. All information/documents/forms relevant to this RFQ must be furnished in English language and all measurements shall be expressed in units of the metric system and all values in Indian Rupees.
- 5.4 The RFQ shall be signed by the applicant or his/their duly authorized signatory on behalf of the applicant. The authorization in favour of the signatory for signing the RFQ, shall be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the applicant.
- 5.5 Complete RFQ (along with information and documents as required hereunder) must be submitted in sealed envelope specifying basic, technical and financial eligibility criteria, with envelope clearly marked as “Request for Qualification – Selection of

agency for Ground Handling Services at Kannur International Airport, Kannur – Basic /Technical/Financial Eligibility ”.

- 5.6 RFQs should be submitted either by hand or delivered by post (including courier), along with a covering letter signed by the authorized signatory and must reach the following address not later than **17:30 hrs. on 28 November 2016** (hereinafter referred to as the Due Date). Any RFQ submitted after the stipulated date and time will be summarily rejected.

Address : Kannur International Airport Limited
Registered Office, 'Parvathy', T.C 36/1
Chackai, N.H. Bypass
Thiruvananthapuram-695 024, Kerala

E-mail : managingdirector@kannurairport.in

Phone : +91-471-2508668, 2508669, 2508670

- 5.7 At any time prior to the Due Date, KIAL may, for any reason modify or amend the RFQ document by the issuance of addendum. Any Addendum thus issued will be uploaded in the web site www.kannurairport.in. In order to afford the applicants a reasonable time in which to take an Addendum into account, or for any other reason, KIAL may at its discretion, extend the Due Date for submitting the RFQ.
- 5.8 Any applicant requiring any clarification on this RFQ (including all Annexures thereto) may notify KIAL in writing till **17:30 hrs. on 23 November 2016** by e-mail addressed to managingdirector@kannurairport.in. KIAL will respond by email to any request for clarification, only if it receives the same within the time permitted in the RFQ.
- 5.9 KIAL reserves the right to withdraw this RFQ at any time without prior notice or without assigning any reasons whatsoever and without prejudice to its right to reissue at any time in future. Short-listed parties would only be issued Request for Proposal inviting their technical and commercial/financial proposal. KIAL reserves the right to determine the shortlist of parties based on the response to this RFQ.
- 5.10 Applicant shall pay a sum of Rs 25,000 (Rupees Twenty Five Thousand) plus VAT @ 5% by way of Demand Draft from a Nationalised/Scheduled Bank payable to Kannur International Airport Limited, at Thiruvananthapuram (Non-refundable) towards the cost of RFQ document and processing fee, along with the application, in a separate cover marked as “D.D for RFQ document”**
- 5.11 Preference for employment in the ground handling agency will have to be given to members of the local community especially members of the families whose house/land has been acquired for construction of the airport.
- 5.12 The applicant shall carry out ground handling services on a revenue sharing basis and shall also pay lease rent .

6. SCOPE OF WORK

- 6.1 The agency selected pursuant to the RFQ will be granted the non-exclusive right to undertake and perform the activities comprising Ground Handling operations at the Airport, in accordance with the agreement to be signed and executed. The agency shall design, construct, develop, procure, install, commission, operate, manage and maintain the Ground Handling Facilities. The agency shall be entitled to provide Ground Handling Services to all airlines including general aviation and operation at the airport and shall perform all other obligations set forth in the agreements to be executed and in line with New Civil Aviation Policy 2016.

The ground handling activities at the airport will include but not limited to the following.

Ramp Handling

1. Aircraft Handling

- 1.1 Attendance
- 1.2 Marshalling
- 1.3 Parking
- 1.4 Starting
- 1.5 Safety Measures
- 1.6 Mooring of Aircraft

2. Aircraft Servicing

- 2.1 Liaison for fuelling and defuelling
- 2.2 Liaison with suppliers for replenishing of oil and other fluids
- 2.3 Cabin equipment
- 2.4 Routine and Non-routine services
- 2.5 Cooling and Heating

3. Aircraft Cleaning

- 3.1 Exterior cleaning
- 3.2 Interior cleaning
- 3.3 Toilet Service
- 3.4 Water Service

4. Loading & Unloading

- 4.1 Loading and unloading of passenger baggage
- 4.2 Transshipment of passenger baggage
- 4.3 Operation of loading/unloading equipment
- 4.4 Positioning and removing of passenger stairs/ bridges

- 4.5 Emplane/ deplane passengers
- 4.6 Break/make-up of baggages
- 4.7 Bussing of passengers/ crew
- 4.8 Bulk loading/unloading of baggage

TRAFFIC HANDLING

1. Terminal Services

- 1.1 Handling documents and load control
- 1.2 Passengers and baggage handling at airport terminals
- 1.3 Traffic services at the airport terminals including passenger check-in

2. Flight Operations

- 2.1 Flight preparation at the airport
- 2.2 Flight preparation at a point different from the airport of departure in case of diversion.
- 2.3 In-flight assistance
- 2.4 Post flight activities
- 2.5 In-flight re-dispatch
- 2.6 Communicating system associated with Ground Handling
- 2.7 Material Handling

3. Surface Transport

- 3.1 Arrangements for the transportation of passengers / baggage'sat the airport.

4. Representational Services

- 4.1 Liaison with local authorities
- 4.2 Information to interested parties, movement of the carrier aircraft
- 4.3 Disbursement of payment on behalf of the carriers at all airports
- 4.4 Supervision and administration services

- 6.2 KIAL may, at its sole discretion, add, modify, limit or change any of the activities mentioned above or all of it. The agency shall not be permitted to delete, remove, add, modify, limit or change, any scope thereof, without the prior written approval of KIAL.

6.3 **SERVICES EXCLUDED FROM THE SCOPE OF GROUND HANDLING CONCESSION:**

The following services do not come under the purview of GH concession contemplated under this document

- (a) Security Services to Airlines(As per present Govt. Norms, only Domestic Carriers and Air India and the Aerodrome Operator can provide security services at Indian Airports)
- (b) Aircraft Maintenanceengineering services.
- (c) Cargo & mail acceptance, delivery, handling inside the cargo terminals and warehouses. HOWEVER, it is clarified that it will be the responsibility of the GHA to pick up and deliver all cargo between cargo terminals and aircraft by their own tugs and dollies / trolleys in mutual consent with KIAL.
- (d) Flight Kitchen services including their loading / un-loading.
- (e) Passengers seating arrangement at General concourse of Terminal/ Security Hold and Lounges in the security hold is arranged by KIAL as common facility for all airlines / operators at Airport. This is outside the scope of Ground Handling Services.
- (f) Provision & management of baggage trolleys, for passengers.
- (g) Refuelling of Aircraft.
- (h) This Ground Handling Concession does not include the right to offer Aircraft line maintenance services.
- (i) With respect to VVIP and special flights, KIAL will have the right to determine, which GH Agency will carry out the Ground Handling Services, (as they have special requirements and protocol which have to be followed).
- (j) However if GHA is interested in providing any of the above services they could approach KIAL and may be considered for grant of these rights based on the terms and conditions set forth by KIAL.

7. **NATURE OF APPLICANT**

An Applicant may be either:

- a) a private or public limited company incorporated in India ("**Indian Company**"); or
- b) a private or public limited company incorporated outside India ("**Foreign Company**"); or
- c) a consortium of one or more such companies ("**Consortium**") meeting the conditions specified in Section 8.4 below.

No other category of persons or entities are eligible to participate in this RFQ process.

8. PRE-QUALIFICATION

- 8.1** The applicant may submit the RFQ either individually or as a Consortium. The Consortium shall not be of more than 3 (three) members.
- 8.2** In order to be short-listed for participation in the bid process the applicant should fulfil the Basic Eligibility Criteria, Technical Eligibility Criteria and the Financial Eligibility Criteria as specified below.
- 8.3** An applicant or each member of an interested party (in case of a Consortium) should be an incorporated entity under Applicable Laws.
- 8.4** RFQ submitted by a Consortium should comply with the following additional requirements:
- i. The RFQ must contain the information required for each member of the Consortium.
 - ii. An individual applicant cannot at the same time be member of a Consortium. Further, a member of a particular Consortium cannot be member of any other Consortium submitting an RFQ. Any interested party who submits or participates in more than one RFQ will be disqualified and will also lead to disqualification of the Consortium(s) of which it is a member;
 - iii. If shortlisted, members of the Consortium shall enter into a Memorandum of Understanding (the “MoU”) for the purpose of participating in the bid process.
 - iv. The Consortium members shall identify a Lead Member among themselves with the Lead Member having minimum shareholding of 51% in the Consortium and who individually meets the Basic Eligibility Criteria, Technical Eligibility Criteria and Financial Eligibility Criteria.
 - v. Upon the Consortium being chosen as the selected bidder, the Consortium and its members shall jointly and severally be liable to KIAL for performance as contemplated in the RFQ, letter of intent to award and agreement.
 - vi. Relevant details and experience of the consortium members shall be furnished.
 - vii. There shall be no change in the Lead Member of the consortium.
 - viii. The Consortium members shall execute a deed of undertaking in a form acceptable to KIAL to ensure compliance of the terms of the agreement, and shall be held jointly and severally liable for such compliance.
 - ix. The Consortium shall authorize the Lead Member to communicate and interact with KIAL on behalf of all Consortium members and to act and enter into binding commitments on behalf of all the Consortium members.

- x. If a Consortium emerges as the successful bidder in the RFP process, the consortium will be required to register a special purpose company incorporated under the Companies Act,2013 for this purpose in case of Consortium.

8.5 An interested party shall not have a conflict of interest (the "Conflict of Interest") that affects the bidding process. Any Applicant found to have a Conflict of Interest shall be disqualified. An Applicant may be considered to have a Conflict of Interest that affects the bidding process, if:

8.5.1 such Applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding of an applicant or a constituent thereof in the other Applicant (s) (or any of its constituents) is less than 26% of its paid up and subscribed capital; or

8.5.2 such Applicant has the same legal representative for purposes of this RFQ as any other Applicant; or

8.5.3 such Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's information about the RFQ, or to influence the bid of either or each of the other applicant.

8.5.4 If the Applicant is related to any Director or any key personnel of KIAL, the same shall be disclosed in the RFQ.

8.6 BASIC ELIGIBILITY CRITERIA

- a. Only bonafide Ground Handling companies with Security Clearance / approval for GH operations from their operating countries will be eligible to take part in the tender. Successful bidder should obtain the Security Clearance from the BCAS within 90 days from execution of contract.
- b. GH Agency should have at least (five) 5 years' experience in Ground Handling (Ramp & Passenger Handling) including wide body aircraft and should have directly signed GHA with at least four (4) airlines.
- c. Proof for wide body handling has to be submitted.
- d. Agencies should have at least four (4) client airlines of whom at least one (1) airline should have international operations for which entire GH services are provided by the applicant.
- e. Agency should have sufficient appropriately trained (that includes DGCA mandated /approved training) manpower and sufficient state of the art equipment/vehicles that meet the global environment specifications, standards and requirements and are capable of handling all types of aircraft including wide bodied aircraft.

- f. The agency should have all the ground handling equipment in compliance with latest emission as laid down in the New Civil Aviation Policy 2016 of Govt of India. KIAL will reserve the right to reject any equipment /vehicle that would be deployed for ground handling services if these do not comply with the above.
- g. An agency can take part in the tender only in a single instance that is either as a single bidder or as part of a consortium.
- h. Indian and foreign GH agencies can take part in the bidding process. Foreign GH agencies would be permitted to take part through a Consortium with an Indian Company in accordance with Indian Law.
- i. The Lead partner in the consortium should be the agency whose credentials are submitted for the eligibility criteria. In case Foreign GH agency is the lead partner, they should provide an undertaking that they would be part of consortium & will be fully & primarily responsible to provide and manage all technical & quality support for GH operations of the Consortium. The lead partner should have 51% or more in the Consortium.
- j. Any entity/agency (or any entity controlled by them) which has been Debarred/Blacklisted by any PSUs /Govt. Departments from participation in any project within last Three years and if the debar subsists as on date of the bid, would not be eligible to submit the bid. Even if such entity participates in the bid and the same has been noticed at a later date the entity will be blacklisted as per the conditions specified in the tender documents in addition to rejecting their offer.

8.7 TECHNICAL ELIGIBILITY CRITERIA

Agencies should have carried out Ground Handling services in at least one International airport with 5 Million annual pax movement or three (3) Airports each with at least 2.5 million annual pax movement.

8.8 FINANCIAL ELIGIBILITY CRITERIA

Each applicant (in case of a Consortium being the applicant, the Lead Member thereof) shall individually or along with its Affiliate company satisfy the following Financial Eligibility Criteria, so as to be eligible to submit an RFQ in response to this RFQ:

- i. There should not be an erosion of Net Worth of the applicant during each of the three financial years immediately preceding the date of submission of the RFQ;
- ii. Average turnover of the applicant shall be at least Rupees thirty crores during the three financial years immediately preceding the date of submission of RFQ from ground handling business.

9. Qualification Documents

- a. Copy of Certificate of Incorporation/licence of Applicant Company/Agency

- b. Profile of the Applicant Agency. Specific and detailed mention should be made on the GH operations being carried out by the Applicant.
- c. Statutory documents like CIN; PAN, VAT, Service Tax, PF, ESI registrations.
- d. Full address of the Applicant (Registered office & operating office). Details of the authorized signatory with name, designation & communication details.
- e. Copy of security clearance from BCAS for GH services (for Indian agencies) or permission / licence / clearance for ground handling from competent authority in country of origin (for foreign agencies).
- f. Copy of contract / letter of allotment and certificate of satisfactory service from Airports where GH agency is providing service.
- g. Airport Certificate regarding number of passenger movement also should be submitted separately.
- h. Notarized Copy of the MOU in the case of a Consortium (on Stamp Paper).
- i. Notarized Undertaking by the lead member (to be signed by Authorized person) (as per cl. 8.6 (h) of the basic eligibility criteria) in case lead member is a foreign GH Agency.
- j. Copy of GHA signed with at least 4 airlines (of which one should be with an airline for their international operations). GHA Signed for wide body operations with an airline.
- k. List of GH equipments owned (airport wise). (Equipment name; make; capacity; Number, to be specified – attach in excel sheet.)
- l. Documentary proof evidencing 5 years experience in GH services (in the form of GHA with an airlines.)
- m. In addition to the foregoing all documents as given in the checklist at the end of the Annexure also need to be submitted by the applicant (s)

(In case of consortiums, certificates, statutory documents & details of all parties of the consortium should be submitted.)

Note : The entire eligibility documents being submitted should be bound into book format (hard bound/spiral) and should be page numbered and sealed on all pages.

10. Conflict of Interest

KIAL requires that the selected Agency should provide ground handling services and at all times hold KIAL's interests as paramount, avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work.

Without limitation on the generality of the foregoing, and in addition to the conditions stipulated under Clause 8.5, the Applicant, and any of their associates shall be considered to have a conflict of interest and shall not be selected under any

of the circumstances set forth below:

- 1) If there is a conflict between this and other assignments of the ground handling agency (including its personnel and sub-agencies) and any subsidiaries or entities controlled by such Agency. While providing ground handling services to KIAL for this particular assignment, the agency shall not take up any assignment that by its nature will result in conflict with present assignment.
- 2) A firm which has been engaged by KIAL to provide Goods or Works or Services for its Project and any of its affiliates, will be disqualified from providing ground handling services under this RFQ.
- 3) A bidder eventually appointed to provide ground handling services under this RFQ, as well as any of its affiliates, shall be disqualified from subsequently providing goods or works or services related to the project.

11. Settlement of Disputes

For any dispute arising out of this Agreement, only the Courts in Thiruvananthapuram/Kannur shall have jurisdiction to entertain such a dispute.

This document, and all the applicants participating in the process covered under this document, shall be governed by the laws in India.

12. Extension of Time

No extension of time shall be granted under any circumstances for submission of RFQ.

13. Selection Process

KIAL may conduct the selection process as set out herein either by itself, or through or with the assistance of one or more Advisors and Agencies. The Applicant(s) consent to KIAL sharing RFQ and all other information as may be provided by the applicant during the process and thereafter with such Advisors and Agents. It is clarified that acceptance, evaluation and selection of the applicants shall be made by KIAL at its sole discretion, and that KIAL shall not be bound by any opinions or observations of its Advisors or Agents.

Each applicant must rely on the terms and conditions contained in any contract, when, and if, finally executed, subject to such limitations and restrictions which may be specified in such contract. Any reference to this document in any such contract or any correspondence between KIAL and the applicant shall not be construed as this document forming part of such contract

ANNEXURE

Form A

REQUEST FOR QUALIFICATION

(To be submitted on the letterhead of the Applicant)

Date:

To,

**The Managing Director,
Kannur International Airport Limited
“Parvathy” TC 36/1 ,NH Bypass, Chackai, Trivandrum.
Pin 695024**

Subject: Submission of RFQ for “Selection of agency for Ground Handling Services at Kannur International Airport”

Dear Sir,

We refer to your advertisement [●] inviting Request for Qualification in relation to the Selection of agency for Ground Handling Services at Kannur International Airport Limited, Kannur, India.

We have read and understood the contents of the RFQ dated [●] and wish to hereby submit our RFQ in relation to the selection of agency 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 RFQ. The duly attested and certified documents, establishing that we satisfy each of the eligibility criteria, are enclosed.

This RFQ is unconditional and unqualified.

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

This statements are made for the express purpose of providing the required information to ultimately participate in the bidding process for award of Selection of agency for Ground Handling services 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 KIAL 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 KIAL 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 / consortium of companies in the short listing process, we are liable to be eliminated from the selection process or termination of the contract during the contract period, if selected to do so, for undertaking the Ground Handling Services.

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

We hereby confirm and agree that KIAL shall, without any limitations, have the right to utilize any and all the information provided along with this Request for Qualification or provided later at the request of KIAL can be shared with the Advisors, Agents and Officers of KIAL.

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 interest.

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

We acknowledge the right of KIAL to reject our RFQ 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 RFQ document, including any Addendum, if issued by KIAL later.

We understand that KIAL may cancel or withdraw the shortlisting process at any time and that KIAL is neither bound to accept any RFQ that KIAL may receive nor to invite the applicants shortlisted in the RFQ stage to participate in the bidding process and that no claim for damages or any kind of compensation will be made by us or on our behalf from KIAL.

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 KIAL in connection with the shortlisting of applicants 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 Government Department, PSU's or any other government agencies 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 relevant clauses of RFQ.

We agree and undertake to abide by all the terms and conditions of the RFQ 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.

We also confirm that we have submitted the RFQ document fee of Rs 25,000/-plus VAT @5 % as per clause 5.10 of this RFQ.

Yours faithfully,

Date:

(Signature of the Authorised Signatory)

(Name and designation of the Authorised Signatory)

Place: Name and seal of the Applicant

Form B

DETAILS OF THE APPLICANT

(In case of Consortium, detail of all the members of the Consortium.)

(To be submitted on the letterhead of the Applicant)

1. (a) Name:
(b) Registered office address of the corporate headquarters and its branch office(s):
(c) Date of incorporation and/ or commencement of business:
2. Brief description of the applicant including details of its main lines of business:
3. Details of individual(s) who will serve as the point of contact/ communication for KIAL:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the Authorised Signatory of the Applicant:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:
5. In case of a consortium:
 - (a) The information above (1-4) should be provided for all the members of the consortium.
6. Please indicate whether the Applicant is related to any Director or any key personnel of KIAL. If "yes" please furnish details including details of the relative in KIAL.

Form C

(Please provide the following information and attach separate sheets, if necessary.)

CORPORATE INFORMATION OF THE APPLICANT

(in case of Consortium, details of all the members of the Consortium.)

I. Background Information on Applicant

1. Complete name of the Applicant

2. Registered office address of the Applicant

3. Year of incorporation of the Applicant

4. Name and address of directors, /and key managerial personnel *.(Please attach separate sheet, if necessary).*

(II) Eligible Assignments of Applicant

Name of Applicant	
Name of Airport in which ground handling services are rendered	
Name, telephone no and fax no. of airport representatives	
Start date and finish date of the services (month/year)	
Date of signing GHA with Airlines	
Brief description of the Airport with details of Annual Passenger capacity and Ground handling agreements	

(III) Financial Eligibility:

The applicant shall submit documents substantiating its compliance with the Financial Eligibility Criteria. Such Financial Eligibility criteria shall be substantiated by the Lead Member in the case of Consortium.

The following details shall be provided in support of the Financial Eligibility Criteria:

Financial Capacity of the Applicant for the last three (3) preceding years

S.No	Financial Year	Net worth as at the end of the financial year (Rs Millions)	Annual Revenue from Ground handling services (Rs Millions)
1.			
2.			
3.			

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Signature of the Applicant/Consortium Member with seal and date

Certificate from Statutory Auditors

We have examined the books of accounts of _____
(name of the Applicant) and certify that

- (i) the Applicant has got its financial statements audited by a statutory auditor within the regular time permitted under applicable laws in all the preceding three years ,
- (ii) the Applicant has received the payments shown above against the respective years on account of ground handling services
- (iii) The Applicant has net worth as computed as per Accounting Standards.

Name of Statutory Auditor with Registration Number

Signature of the Authorised Signatory with Seal of the firm

Note : Please do not attach any printed Annual Financial Statements

Checklist

List of documents to be provided by the Applicant

Basic Eligibility Criteria			
Sl No	Particulars	Document Reference	Enclosed
1.	Copy of Certificate of Incorporation/licence of Applicant Company/Agency	9 (a)	Yes/No
2.	Profile of the Applicant Agency. Specific and detailed mention should be made on the GH operations being carried out by the Applicant.	9(b)	Yes/No
3.	Statutory documents like CIN; PAN, VAT, Service Tax, PF, ESI registrations.	9(c)	Yes/No
4.	Full address of the of Applicant (Registered office & operating office). Details of the authorized officer with name, designation & communication details.	9 (d)	Yes/No
5.	Copy of security clearance from BCAS for GH services (for Indian agencies) or permission / licence / clearance for ground handling from competent authority in country of origin (for foreign agencies).	9(e)	Yes/No
6.	Copy of contract/letter of allotment and certificate of satisfactory service from Airports where GH agency is providing service	9 (f)	Yes/No
7.	Airport Certificate regarding number of passenger movement also should be submitted separately.	9 (g)	Yes/No
8.	Notarized Copy of the MOU in the case of a Consortium (on Stamp Paper).	9 (h)	Yes/No
9.	Notarized Undertaking by the lead member (to be signed by Authorized person) (as per cl. 8.6 (g) of the basic eligibility criteria) in case lead member is a foreign GH Agency.	9 (i)	Yes/No
10.	Copy of GHA signed with at least 4 airlines (of which one should be with an airline for their international operations). GHA Signed for wide body operations with an airline.	9 (j)	Yes/No
11.	List of GH equipments owned (airport wise). (Equipment name; make; capacity; Number, to	9 (k)	Yes/No

	be specified – attach in excel sheet.)		
12.	Documentary proof evidencing 5 years experience in GH services (in the form of GHA with an airlines.)	9 (l)	Yes/No
13.	Cost of RFQ document and process fee.	5.10	Yes/No
Technical Eligibility Criteria			
9.	Documentary proof evidencing GH services in atleast one International Airport with 5 million annual pax movement or three (3) Airports each with atleast 2.5 million annual pax movement.	8.7	Yes/No
Financial Eligibility Criteria			
10.	Documentary proof evidencing average annual Ground Handling Business Turnover of Rupees Thirty crores in the last three years	8.8 (ii)	Yes/No
Forms			
11.	Form A –Undertaking	Annexure	Yes/No
12.	Form B- Details of Interested Party	Annexure	Yes/No
13.	Form C- Background Information, Eligible assignments, financial capacity etc.	Annexure	Yes/No