



भारतीयविमानपत्तनप्राधिकरण
AIRPORTS AUTHORITY OF INDIA
हैदराबादहवाईअड्डा, हैदराबाद 500-016
Hyderabad Airport, Hyderabad-500016

Ref No. AAI/HYD/EM/ENIT/2021-22/02/ 4836

Date: 05.11.2021

To,
M/s. Padma Sri Travels
H.No:- 2-17-127/24/1,
Raghavendra Colony,
Uppal – II, Hyderabad 500039.
Phone No:9676916668

Subject: **Work order for “ Hiring of Vehicles for CNS/ATM Operational use of AAI at RGI Airport, Shamshabad ” w.e.f. 16-11-2021 for a period of 24 months**

Reference may be made to your participation in E-Tender **AAI/HYD/EM/ENIT/2021-22/02** dated **05.11.2021** with tender id 2021_AAI_89737_1 ENIT. Competent authority is pleased to accord approval for your offer for Category – I. Category –II & Category III vehicles for Rs **3,42,110.00 (excluding 5% GST)** on monthly chargeable basis for providing of six numbers of MUV Vehicle(2) and AC Cars(4) of not earlier than **01.01.2019** Model at ATS Complex ,AAI, Shamshabad Airport .

Hence, you are requested to execute the work w.e.f. **16-11-2021** as per the following terms and conditions. Travel agency shall provide the acceptance of the work order upon receipt of work order stating that he is willing to execute the order as per the terms and conditions of the work order and as well as the conditions mentioned in the tender document. Also you are requested to execute an contract agreement with AAI on Rs.100/- Non Judicial stamp paper on or before commencement of the work. **The contractor shall provide the vehicle within a mobilization period of 10 (ten) days from the date of issue of Award Letter.**

1. M/S **Padma Sri Travels** shall provide commercially registered 6 No's of AC Vehicles of the following category for AAI Use.

Sl. No.	Name of Vehicle	User Department	No. of Vehicles	Monthly mileage ceiling per vehicle	Deployment	Approved Rates
1	Category-I: MUV Vehicles A/C like Mahindra Bolero, TUV 300 or equivalent.	RADAR & NAV AIDS UNITS AT SHAMSHABAD	2	1800kms	Vehicle required for 24 hrs. on daily basis x 7 days a week x 365 days	@ Rs 59995/- per Vehicle per month Extra km @ Rs15.00 excluding applicable 5% GST
2	Category-II: Staff Car, A/C like Swift Dzire, Etios Verito or equivalent	VHF, SMR & ATM UNITS AT SHAMSHABAD	3	1800kms	Vehicle required for 24 hrs. on daily basis x 7 days a week x 365 days	@ Rs59995/- per Vehicle per month Extra km @ Rs13.00 excluding applicable 5% GST
3	Category-III: Staff Car, A/C like Swift Dzire, Etios Verito or equivalent.	GM(CNS/ATM)	1	2000kms	Vehicle required for 12 hrs a day (daily from 0800-2000 hrs.) on all days (7 days x 365 days) with provision of extra km and extra hr.	@Rs.41995/- per Vehicle per month. Extra km @ Rs13.00 Extra hr. @99.00/- excluding applicable 5% GST

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2. **Period of Contract:** The contract shall be valid for an initial period of **2 (two) years** i.e. from **16.11.2021 to 15.11.2023** and further extendable by 1 (one) more year on the same rates, terms & conditions based on satisfactory performance of the contractor and mutual consent.
3. **Vehicle reporting place:** **5** (Five) Vehicles shall report at ATS Complex, AAI, Shamshabad Airport, (1) one vehicle for the use of GM (CNS/ATM) at his residence or as advised by AAI. **In/Out Kms.** will be calculated from the above-said reporting place only.
4. The contractor shall provide vehicle as per the requirement of AAI and conforming to the provision of Motor Vehicle Act / Rules / Regulations, on Monthly Hire Basis, along with driver, Cost of fuel (Diesel), Lubricants, Repair & Maintenance expenses, Wages of driver, Road taxes, Insurance Premium, Pollution Control Norms, Speed Governor, Airfield Driving Permit (ADP), Vehicle Pass, Police Verification Certificate, Airport Entry Pass for drivers etc. to be issued by the appropriate Authorities and execute the service through their representative as per rates quoted in the Schedule of Rates and in accordance with Terms and Conditions of the Tender, throughout the currency of contract.
5. The vehicle shall be used for both inside the Airport Operational Area & City Side duties within Hyderabad/GHMC City Limits including on ORR.
6. The contractor shall produce the vehicle at the designated place and date & time as notified, for inspection within the stipulated period before commencement of contract, at his own cost.
7. The copies along with originals of R.C. Book, Certificate of comprehensive Insurance, Fitness, Permit, PUC certificate, Road tax token /RF ID FAST TAG and any other related documents, Fire extinguisher, Plastic Cabin for driver, Sanitizer , Perfume as required for operating vehicle on public road as per Motor Vehicle Act 1988 or as amended, should be produced for inspection.
8. **The Vehicle shall be fitted with detachable plastic cabin for covid protection and to be regularly cleaned and disinfected as per COVID-19 Guidle lines . Hand sanitizer spray bottles must be available at Company Cost.**
9. The contractor shall display the board /laminated stickers stating **"ON AAI DUTY"** with AAI Logo at the appropriate place of front and rear side of vehicle at contractor's cost as per the discretion of AAI.
10. 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 vehicle must comply with Central / State Government and Pollution Control norms and **deploy one driver in each shift.**
11. The decision with regard to acceptance / rejection of the vehicle offered by the contractor shall remain with AAI and its decision shall be final and binding upon the contractor.
12. The vehicle registered for commercial use on or after 01/01/2019 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.
13. The vehicle shall be fitted with Speed governor, Anti-Collision Light or any other accessories as may be warranted by Ground & Flight Safety Department of AAI, DGCA, other Air Safety Regulatory agency etc. Cost of such extra-fittings shall be borne by the contractor.
14. The interior of the vehicle must have appropriate additional fittings to provide good comfort and appearance like foot mating, high quality upholstery to provide comfort. The vehicle suspension system shall be maintained in excellent conditions to provide good riding comfort.
15. The vehicle should be noise free. Any ratting sound of loose components, windows, shutters, spare wheel, fan belt, loosely kept tool box, etc., should be completely done away with. Battery, tyres, brakes, head-light beam adjustment, indicator and other lights, starter, wiper, window shutter should be in good and smooth working condition, Retreaded tyres will not be accepted.


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16. The driver of vehicle assigned for duty shall always wear neat and clean uniform and hold a valid Driving License, **Airport Entry Pass, Airfield Driving Permit, Vehicle Entry Pass etc.** 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, so as to ensure safety of the passengers.
17. A dedicated Mobile set with activated SIM/permanent mobile no for each vehicle shall be kept with driver on duty in all vehicles for communication purpose. It shall be in activated and be maintained in good condition with sufficient balance at the cost of contractor throughout the currency of the contract
18. The driver and vehicle to be provided for the purpose, shall be deployed on a dedicated basis and shall not be changed every now and then. 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.
19. The driver 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 AAI. The driver should extend all normal courtesy such as greeting, opening / closing of door etc. towards the user and should present themselves for duty in a good appearance.
20. 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 AAI and/or non-punctual / irregular and/or not up to the expectation, AAI 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 Airport Director will be final and binding on the contractor.
21. 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. AAI may ask the contractor to produce documents to verify that the contractor complies with the provision / laws.
22. 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. AAI 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 AAI have to be compensated by the Contractor.
23. The contractor shall take prior permission of AAI for substitution of vehicle provided for duty in case of Break down / maintenance. 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 of AAI. Refueling 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. Toll Tax Inc. Fast Tag Charges (GHMC Limits) if any shall be paid extra by AAI subject to actual on production on of money receipt.
24. No escalation / de-escalation in rates shall be allowed during the currency of contract except on account of statutory variation (increase / decrease) in the price of diesel effected by the Government. A corresponding escalation/de-escalation in the rates of fuel charges shall be paid / recovered against each vehicle for the actual kms run, based on the formula given in tender terms and conditions.
25. Rate of diesel (in Rs. Per litre) as on the date of opening of Technical bid is **Rs103.94**
26. Unused KMS (i.e. less than the tendered KMS of a particular category) during the month shall be subjected to recovery of diesel cost @ **16 KMS per liter** for AC Swift dzire/Etios or equivalent vehicle. Unused KMS of vehicle Cat-I and Cat-II will be adjusted against excess KMS (i.e. more than the tendered KMS of Cat-I and Cat-II), before the effecting recovery in case necessary.
27. 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. It shall be the duty of contractor / his driver to

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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 / hours, in addition to penalty to be imposed for the same.

28. 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, checkup etc. will have to be arranged by contractor.
29. 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 AAI, the vehicle so replaced is found unsatisfactory, this shall be replaced by another vehicle acceptable to AAI. Acceptance shall be at the sole discretion of AAI depending on merit of the case.
30. The contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State 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.
31. The AAI shall have the option to terminate the contract by giving 30 days' notice in writing to the contractor, if contractor fails to comply with the requisitions contained in the said written notice issued by the AAI and the decision of the Airport Director shall be final and binding on the Contractor.
32. The contractor is required to furnish a Security Deposit for the due fulfillment of this contract, which will amount to a sum equal to @ 3% on amount of Contract Value (quoted) for one year, within 30 days from the date of issue of work order. Bidder shall submit a Declaration in lieu of submitting **Earnest Money Deposit**.
33. The transport agency shall submit the monthly bills in duplicate to the office of the Airport Director, AAI Hyderabad on or before 5th of the following month for payment action. Payments shall be made against the submission of bills along with supporting documents of GST invoice, copy of log book, ESI and PF receipts, salary statement of Drivers and with due certification of User. AAI will ensure for timely release of payment on satisfactory verification of records as early as possible. **AAI GSTIN.36AAACA6412D1Z9**
34. The coordinating officers from AAI to watch the performance are Sh. **Mahboob Khan** Assistant Manager (Tech.) on **040-27902741/8309418319**, Sh. **A. Shiva Kumar**, Sr. Supdt (E&M work shop) Contact Number 9393005219, Sh. **V. Sita Ram** DGM (CNS) Contact Number 9440721417 Sh. **V. Satish** (ATC) Contact Number 9989212320 SSO - HIAL 040-20408313(9490671917) / WSO – HIAL 040-20408309 (9493143019). Other Tender terms and conditions remains same.

Yours sincerely,

(**MAHBOOB KHAN**)

Assistant Manager (Tech)

For GM (CIC), AAI, Hyderabad

040-27902741

CC:

1. The General Manager (CIC).
2. The General Manager (CNS/ATM), HIAL
3. The AGM (F&A), AAI, Hyderabad
4. OSD to GM(ATM)/WSO – HIAL for information and necessary coordination.
5. OSD to GM(CNS)/SSO – HIAL for information and necessary coordination.