



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

मदुरै हवाई अड्डा, मदुरै - 625 022.

MADURAI AIRPORT, MADURAI - 625 022.

(ISO 9001 - 2015 & 14001 - 2015 प्रमाणित / CERTIFIED)

AAI/MDU/MTS/F-32A/ Rate Contract vehicles (APD, Civi&E-E)/6587-6588 February 25, 2022

To,

M/s. SS Travels,
No.9A, Railway Mens Colony,
Opposite to Cheran Nagar,
Kavundampalayam Post, Coimbatore,
Tamil Nadu, 641030.

AWARD LETTER (03/2022)

Sir,

SUB: Rate contract for providing vehicles for the usage of Airport Director and Engineering Departments for a period of 02 Years at Madurai Airport.

REF: 1) E-tender No. 2021_AAI_96809_1 published on 03/12/2021 at CPP Portal.
2) Price Bid opened on 31/12/2021.

With reference to the above, the Competent Authority is pleased to place an award letter for the 'Rate contract for providing vehicles for the usage of Airport Director and Engineering Departments for a period of 02 Years' at Madurai Airport.

The details of items, agreed rate, scope of work, Terms & condition are as under: -

S.No.	Description	Tariff per month (Rs.)	Total Amount for Two Years (Rs.)
		Basic Cost	
1.	Providing of one number white coloured Sedan model A/C car from any one of the reputed automobile manufacturers i.e. Toyota, Maruti Suzuki, Honda, TATA, Hyundai, Volkswagen, M&M with a usage upto 1500 kms. per month from 0900 hrs. to 2100 hrs. on all the days of the month.	39,600.00	9,50,400.00
1.1	Extra above per Km. (i.e., Extra running kms. charges if used above 1500 kms. per month).	7.00	
1.2	Extra above per hour (i.e., extra hours if used beyond 0900 hrs. to 2100 hrs. per month).	75.00	
2	Providing of 01 No. 7-seater Compact SUV or MUV White Coloured vehicle from the reputed automobile manufacturers with usage up to 2000 kms per month from 0600 Hrs. to 2200 Hrs. on all the days of the month.	53,333.00	12,79,992.00
2.1	Extra above per Km. (i.e., Extra running kms. charges if used above 2000 kms. per month).	7.00	
2.2	Extra above per hour (i.e., extra hours if used beyond 0600 Hrs. to 2200 Hrs.).	75.00	
GST of 12% will be extra.			

विमानपत्तन निदेशक का कार्यालय, मदुरै हवाई अड्डा, मदुरै - 625 022.

O/o The Airport Director, Madurai Airport, Madurai - 625 022.

दूरभाष / Tel : 0452-2690717 / फैक्स / Fax : 0452 - 2690151, 2690305 E-mail : apdmadurai@aai.aero

(Cont...2/-)

This work order will be governed by the following terms and conditions:

- The vehicle registered after 01/01/2020 only be accepted for deployment of duty under this rate contract.
- The finalization of vehicles to be provided shall be decided by technical department after the inspection of vehicles.
- All the terms and conditions will be in accordance with the NIT No. AAI/MDU/MTS/F-32A/2021-22/04 in Tender ID: 2021_AAI_96809_1.

The period of contract will be for two-year w.e.f. 01/03/2022 to 29/02/2024.

Driver minimum salary, PF, ESI & Bonus are compulsory. PF, ESI & Bonus will be paid to driver as per Government norms.

GST Number of both M/s. SS Travels and AAI (GSTIN: 33AAACA6412D1ZF), applicable percentage of SGST & CGST, HSN/SAC code number of the service should be mentioned in the tax invoice and GST remittance screen shot is to be submitted as a proof in every bill.

You are, therefore, requested to produce your vehicles to MT Section for the physical inspection at an earliest, along with driver and attested copies of documents like driver license, police verification report of driver, R.C. Book, Fitness Certificate, Insurance, etc.,

2. SECURITY DEPOSIT

The contractor, whose tender is accepted, will be required to furnish by way of a security deposit for the due fulfillment of his contract, the amount equivalent to 10% of the annual contract value (excluding taxes etc.,) to be adjusted against EMD. The contractor shall have an option either to deposit the entire SD (the balance portion after EMD adjustment) at one time or it will be deducted @ 10% of the gross amount of each running bill till the total security of 10% of the annual contract value is recovered.

An amount of Rs.2,23,040.00 may be paid at one time or it will be deducted @10% of the gross amount of each running bill.

The bank details of AAI are provided below, for those the agencies who will be submitting the Security deposit in the form of Bank Guarantees.

CORPORATE NAME	: AIRPORTS AUTHORITY OF INDIA
BANK NAME	: ICICI BANK
IFSC CODE	: ICIC0000007
BG ADVISING MESSAGE	: IFN 760COV (BG ISSUE)
	: IFN 767COV (BG AMENDMENT)
UNIQUE IDENTIFIER CODE	: AAIMADURAI
(TO BE MENTIONED IN FIELD 7037 OF THE BG ADVISING MESSAGE CODE)	

While submitting the documents to BG issuing bank, the vendor/customer/concessionaire shall also submit letter to the issuing bank as per the format mentioned in the **Annexure-H**.

The Original B.G documents should be submitted to our office within 30 calendar days from the date of issue of Award Letter.

(Cont...3/-)



3. Contract Period

The period of contract will be for 02 (Two) years w.e.f 01/03/2022 to 29/02/2024.

4. Deployment

Irrespective of contractor's place of garage, the vehicles in & out kms / timings will be counted from the following duty points, as the case may be: -

Office of Airport Director, Madurai.
Engineering office, AAI, Madurai.
OTB & NITB, AAI, Madurai Airport, Madurai.

5. Reporting

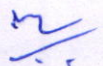
The vehicle is hired on all the days of the years. In case owner withdraws his vehicle/driver for any reason, it can be done only after positioning a replacement vehicle/driver and with advance notice/intimation. This vehicle will be directly reporting to the authority for whom the vehicle was hired.

It shall be the responsibility of contractor to adhere to the timings as specified from time to time for deployment of vehicle. Normally the vehicle should report to Airport Director OR at the place / person instructed by him.

6. CONDITION OF VEHICLE

- 6.1 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 vehicle must comply with Central / State Government and Pollution Control norms.
- 6.2 The vehicle registered for commercial use on or after 01/01/2020 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.
- 6.3 The vehicle shall be fitted with Speed governor (asper M.V. rule), 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. 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.
- 6.4 The vehicle suspension system shall be maintained in excellent conditions to provide good riding comfort.
- 6.5 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.
- 6.6 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.
- 6.7 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

(Cont...4/-)



and should always strictly follow the traffic rules and regulations, so as to ensure safety of the passengers.

- 6.8 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 the AAI for the same.
- 6.9 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.
- 6.10 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.
- 6.11 No mileage will be allowed for breakfast / lunch / tea of the driver.
- 6.12 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.
- 6.13 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.
- 6.14 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 nonpunctual / 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.
- 6.15 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.
- 6.16 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.
- 6.17 The contractor shall take prior permission of AAI for substitution of vehicle provided for duty in case of Break down / maintenance.
- 6.18 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. 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. Toll Tax & Parking Charges if any shall be paid extra by AAI subject to actual on production of money receipt.
- 6.19 It shall be the responsibility of contractor to adhere to the timings as specified from time to time for deployment of vehicle.

(Cont...5/-)



7. Defaults

7.1. In case of breakdown of any vehicle, the contractor shall immediately replace the vehicle within one hour. Failure to replace the vehicle will entitle AAI to deduct an amount of Rs. 250/- per hrs in addition to reduction on prorated basis, subject to a maximum of Rs. 1000/- per day.

7.2. In case the vehicle does not report for duty on any day, a penalty of Rs.1000/- per day will be imposed, in addition to deduction of approved hiring charge on prorated basis. If the vehicle does not report for duty more than one day, a penalty of Rs.1000/- per day will be imposed till replacement vehicle is provided (subject to maximum penalty of Rs.5,000/- per month), in addition to deduction of approved hiring charge on prorated basis.

7.3. 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 instruction of the User, a penalty of Rs. 250/- will be imposed per occasion and recovered from the monthly bills.

7.4. In case the contractor fails to provide the vehicle requisitioned, the AAI reserves the right to hire such number of vehicles, as requisitioned from the 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 AAI shall be final and binding on the contractor.

7.5. In case milometer is not repaired within two days, penalty of Rs. 500/- per day will be imposed.

7.6. In case any unauthorized person or material is lifted in the vehicle deputed for AAI duty, penalty of Rs.500/- shall be recovered from the contractor.

7.7. A penalty of Rs.500/- in 1st instance and that of Rs.1000/- in the 2nd 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 3rd instance in case the incident repeats again.

7.8. In case the Trip Sheet/Log Book is tampered by the contractor/ his driver, a penalty of Rs.500/- per occasion shall be imposed.

The disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract of breach thereof shall be settled through:

8.FORCE MAJEURE

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, earth quake, explosions, epidemics, quarantine restrictions, bandh, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of AAI as to whether the services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option to terminate the contract.

9. TERMINATION OF CONTRACT

If the AAI considers that the performance of the contractor is unsatisfactory or not up to the expected standard, the AAI shall notify the same to contractor in writing and specify in detail the cause of such dissatisfaction. 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.

AAI may also give Termination Notice and without compensation to the contractor to terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

The contract can be terminated by issuing 30 days' notice in writing at any time by either the party without assigning any reason and the contractor shall not cease to render the service facility until the AAI makes alternate arrangements thereof and informed the contractor accordingly. The extended period after expiry of the notice period will not, however, be more than 30 days in any case.

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.

If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the contractor or his employees, AAI reserves the exclusive and special right to the outright termination of the contract and the contractor shall not be entitled to any compensation from the AAI whatsoever.

The agreement shall be deemed to have been terminated on the expiry of the contract period unless AAI has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

10. SUBLETTING OF CONTRACT:

The work shall not be sublet / assigned directly or indirectly to any other agencies without prior written consent of the competent authority of the AAI.

11. The Contractor shall fulfil the following requirements which are mandatory for obtaining Aerodrome Entry Permits (AEPs) prior to the commencement of operations at Madurai Airport.

11.1 The contractor shall obtain Security Clearance (Through E-Sahaj portal of Govt of India/Link via BCAS website) for the Company from Bureau of Civil Aviation Security (BCAS).

11.2 The contractor shall obtain the approval of Entity's Security Programme from BCAS.

11.3 The contractor shall undertake Police Background Checks of the employees recruited and obtain Police Verification Certificate (PVC) from concerned Police Commissioner in respect of their employees (PVC obtained by the individual prior to the employment is not valid) Background checks shall be conducted at all the places of the applicant's

(Cont...7/-)



residence in the previous one year and of his criminal history, if any A valid Indian Passport issued in the previous 05 Years shall be considered in lieu of background check, provided there is no charge in the residential address.

11.4 After obtaining Police Verification Certificate, the Contractor shall ensure that their employees shall attend one day AVSEC Awareness Training arranged by the airport operator.

11.5 Further the contractor is required to submit relevant documents to BCAS after submitting E-Sahaj application for initiating Provisional Security Clearance to the entry as per Addendum Order No: 01/2019 dated 08.09.2020.

12. AGREEMENT & ACCEPTANCE OF VEHICLES

On the satisfactory inspection and acceptance of vehicles by Airport Director, AAI, Madurai Airport OR by his designated person, the contractor will have to execute a work contract on a Rs. 100/- (OR to an amount which fulfils the legal obligations of such contract), on a Non-Judicial Tamil Nadu stamp paper, at his own expenditure.

Only inspected and accepted vehicle will be provided for the monthly regular hired category during the period of contract except for brake down, repairs and schedule maintenance of vehicles. If contractor desires to change his existing vehicle, he will have to submit a written notice along with the replacement vehicle and the same will be allowed by Airport Director OR by his designated person after his satisfactory inspection only.

The E-tender documents, correspondence made with you on email or letters, Terms & conditions specified above, communication made with successful bidder shall be part of this work order.

धन्यवाद / Thanking you,

सादर/ Regards,

[Signature]
25/02/2022

डी बाबूराज / D Baburaj,

विमानपत्तन निदेशक / Airport Director,
भा.वि.प्रा, मदुरै हवाई अड्डा / AAI, Madurai Airport.

C.C: Asst. General Manager (F&A)

ANNEXURE-B

(To be executed on Rs.100/- Tamil Nadu Non-judicial Stamp Paper after Award of Work)

Contract Agreement

The agreement is made on the between AAI a statutory corporation set under the Act of Parliament and having its branch at Madurai International Airport, Madurai – 625 022, (hereinafter called the **"Authority"**), which terms shall mean and include its successors in law and other Party (hereinafter called the **"Contractor"**) which terms shall include their legal representative and successor in law any other party.

Whereas the has submitted tender for **"Hiring of Commercially Registered Vehicle on Regular Basis for AAI"** vide their letter No....., dated to Airports Authority of India, Madurai Airport, Madurai-625 022 and the same has been accepted by the Authority on the terms and conditions contained in Work Order No....., dated

Now the deed witnesses as under:-

That the terms and conditions in Work Order No....., dated shall form part of the agreement.

Following documents shall also form part of this agreement –

- i)
- ii)
- iii)
- iv)
- v)

Authority

Contractor

Date:

Date:

ANNEXURE-C

**(To be executed on a non-judicial Tamil Nadu stamp paper of Rs.100/- and
attested by Notary Public and submitted by
Successful Bidder after award of work)**

MINIMUM WAGES AFFIDAVIT

We, having our Registered Office at,
hereinafter referred to as 'Contractor' which expression shall include its successors in interest
and permitted assigns, do hereby solemnly affirm and declare as under:-

1. That we are the Contractor for executing the work
..... at Madurai Airport.
2. That we are aware that in accordance with the Minimum Wages Act, 1948, payment of
Minimum Wages to laborer's is mandatory.
3. That we are also aware that deduction of provident fund amount at the prescribed rate
and its timely deposit to the P.F. account is a legal obligation under the EPF & MP Act-1952 &
Contract Labour (Regulation and Abolition) Act, 1970.
4. That we are fully observing the aforesaid legal obligations and undertake to strictly
adhere to the same during the currency of the contract.
5. That we understand that in case of any failure in complying with the undertaking
mentioned in the preceding paragraph, we are liable to pay the penalty that the Government
may impose or any other action that may be taken having regard to the circumstances of the
case.
6. That the contents of the foregoing paragraphs of this Affidavit are true to our knowledge
and belief.

Executed at (Name of place) on this(date/month/year).

Signature of authorized signatory

Name :
Designation :
Office Stamp :

Witness:-

(Signature with Name & Address)

1.

2.

ANNEXURE-D

**(To be furnished on Company's Letter Head and submitted
by Successful Bidder after award of work)**

**UNDERTAKING BY THE AIRLINES, GOODS/SERVICES PROVIDERS AND
CONTRACTORS OF MADURAI AIRPORT**

Tender No.	
Name of Work	
Name of Contractor	
Award Letter / Work Order No. & Date	

1. Airports Authority of India, Madurai Airport has established an Integrated Management System (IMS) under ISO 9001:2015 (Quality Management System), ISO 14001:2015 (Environment Management System) & OHSAS 18001:2007 (Occupational Health and Safety Assessment) International Standards to provide Quality and Environment friendly services of International Standards.

2. We, the Airlines, Goods/Services providers and Contractors of Madurai Airport appreciate and respect the commitment & initiatives taken by the management of AAI, Madurai airport to protect and preserve the environment at Airport.

3. We hereby abide by the conditions stipulated herein with respect to our activities in the airport and not to pollute the environment of the airport in any manner & cooperate with the Airports Authority of India, Madurai Airport. We hereby undertake that:

- a) The work areas shall be kept clean
- b) Adequate number of Waste bins shall be placed in working space to collect different type of Scraps and the Wastes.
- c) The following wastes shall be segregated and stored in designated place, as far as possible: -
 - Oil soaked cotton wastes
 - Spent oil (Haz wastes)
 - Asbestos wastes
 - Worn out Tyres
 - Discarded Equipments, structures
 - Construction wastes, debris
 - Glass wastes
 - Insulation wool waste
 - Metallic wastes
 - Empty Paint drums, containers (Haz wastes)
 - Metallic Cans
 - Polythene/plastic wastes
 - Paper/card board waste
 - Discarded food
 - Other bio degradable wastes
 - E wastes (Haz wastes)
 - Automotive/ Industrial Battery etc.

4. The waste shall be stored at locations identified by AAI Management of Madurai airport. Subsequently the wastes shall be disposed off in accordance with waste management plan.

5. Hazardous wastes (Spent oil, contaminated jute/cotton/gloves, e-wastes, bio medical wastes shall be secured and disposed as per guidelines of regulatory authority (TNPCB).

6. To the extent possible, fuel oil, electrical power, water, cooking gas etc. will be conserved.

7. Plastic bags of less than 40 micron shall not be used and /or issued by us inside AAI premises.
8. We shall obtain the MSDS (Material Safety Data Sheet) of all chemicals used by us in AAI campus and study their characteristics and the disposal method. Chemicals which are found to be environmental friendly shall only be used.
9. If any chemical is found not environmental friendly/safe, additional precautions for their use and disposal shall be taken as indicated in MSDS.
10. Copies of MSDS will be retained by us & made available as and when requested by AAI officials.
11. Wherever any chemical like fuel oil, lubrication oil, Hydraulic oil, grease, paints are used, we shall arrange or keep ready a spill control kit at our own cost, for emergency purpose and shall use the same in case of emergency.
12. Diesel/ Petrol operated Vehicles used by us for transportation of man & material to and from AAI campus, Apron, Runway etc. shall be PUC (pollution under control) compliant. Copies of the PUC certificate shall be handed over to concerned AAI dept.
13. Wherever we arrange food for our workmen, we shall keep waste bins for collection of waste generated in the process.
14. Failure to comply with the requirements mentioned above shall attract a penalty or any other strictures as deemed fit by the AAI authorities
15. We understand that AAI, Madurai Airport will organize briefing/ training of our designated Supervisor/Manager about the IMS requirements. We shall ensure the presence/participation during such session. Thereafter, we shall ensure the necessary training of our workmen and staff and compliance of the requirements.
16. We shall identify one supervisor responsible for EMS compliance.
17. We understand and agree that no additional payment shall be made by AAI management for IMS compliance.

Date:

Authorized Signatory:
Name of the Agency:
Seal

ANNEXURE-H

(Request Letter: Transmission of Bank Guarantee Cover Message to be submitted by applicant to BG issuing Bank)

Date: _____

The Manager,

(Bank)

(Branch)

Sub: Inclusion of unique identifier code of AAI while transferring BG cover messages where beneficiary bank is ICICI Bank (IFSC-ICIC00000007).

Dear Sir/Ma'am,

I/We, _____, request you to include unique identifier AAI MADURAI in field 7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767(for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank-IFSC- ICIC00000007).

Thanking You,

(Vendor/Customer/Concessionaire)

Signature Not Verified

Digitally signed by N JEYAMURUGAN
Date: 2022.05.25 16:44:34 IST
Location: eProcurement System for Central
PSUs