



BY SPEED POST / EMAIL



भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

AAM/E&M/734/HIRE CAR/NEED & CALL/ **642**

JULY 24, 2024

To

M/s Sun Cabs
57/23, Arya Gowder Road
West Mambalam
Chennai-600 033

Award Letter/Work Order

Dear Sir/Madam,

- SUB:** Hiring of Vehicles on Need & Call Basis for AAI, Chennai Airport.
REF: 1. NIT No. AAI_CHN_TECH_2024_09.
 2. Tender ID No.2024_AAI_196287_1
 3. Your Technical & Financial Bid submitted thru' CPP portal.

With reference to the above, the Competent Authority is pleased to award the subject work, on the following rates quoted by you for various category of vehicles:-

Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
1	HATCHBACK (A/C) Local Trip - Maruti Suzuki WagonR/ Maruti Suzuki Swift/ Hyundai i10 (or) equivalent vehicle.	
1.1	40 KM x 04 Hours	1,100.00
1.2	100 KM x 10 Hours	2,400.00
1.3	Rate per KM beyond 40/100 KMS	13.00
1.4	Rate per Hour beyond 04/10 Hours	250.00
1.5	Outstation Trip - 250 KM per day	3,500.00
1.6	Rate per KM beyond 250 KMS	13.00
1.7	Night Halt Charges per day	100.00
1.8	Driver Batta per day	600.00
2	SEDAN (A/C) Local Trip - Honda Amaze/Maruti Suzuki Dzire/Toyota Etios (or) equivalent vehicle.	
2.1	40 KM x 04 Hours	1,200.00
2.2	100 KM x 10 Hours	2,500.00
2.3	Rate per KM beyond 40/100 KMS	14.00
2.4	Rate per Hour beyond 04/10 Hours	250.00
2.5	Outstation Trip - 250 KM per day	3,500.00
2.6	Rate per KM beyond 250 KMS	14.00
2.7	Night Halt Charges per day	100.00
2.8	Driver Batta per day	600.00

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फैक्स : 044 - 2256 0008 इ पी ए बी एक्स : 2256 0551, चेन्नई हवाईअड्डा, चेन्नई - 600 016.

Fax : 044 - 2256 0008 EPABX : 2256 0551, Chennai Airport, Chennai - 600 016. *Grm*



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CONTINUATION SHEET.....

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Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
3	PREMIUM SEDAN (A/C) - CATEGORY-I Local Trip - Honda City/Maruti Suzuki Ciaz (or) equivalent vehicle.	
3.1	40 KM x 04 Hours	1,600.00
3.2	100 KM x 10 Hours	3,600.00
3.3	Rate per KM beyond 40/100 KMS	20.00
3.4	Rate per Hour beyond 04/10 Hours	350.00
3.5	Outstation Trip - 250 KM per day	5,000.00
3.6	Rate per KM beyond 250 KMS	22.00
3.7	Night Halt Charges per day	100.00
3.8	Driver Batta per day	600.00
4	PREMIUM SEDAN (A/C) - CATEGORY-II Local Trip - Toyota Altis (or) equivalent vehicle.	
4.1	40 KM x 04 Hours	1,800.00
4.2	100 KM x 10 Hours	3,900.00
4.3	Rate per KM beyond 40/100 KMS	24.00
4.4	Rate per Hour beyond 04/10 Hours	450.00
4.5	Outstation Trip - 250 KM per day	6,000.00
4.6	Rate per KM beyond 250 KMS	24.00
4.7	Night Halt Charges per day	100.00
4.8	Driver Batta per day	600.00
5	SUV (A/C) Local Trip - Innova/Maruti Suzuki Ertiga/ Hyundai Creta/ Mahindra Xylo (or) equivalent vehicle.	
5.1	40 KM x 04 Hours	1,700.00
5.2	100 KM x 10 Hours	3,500.00
5.3	Rate per KM beyond 40/100 KMS	19.00
5.4	Rate per Hour beyond 04/10 Hours	400.00
5.5	Outstation Trip - 250 KM per day	4,750.00
5.6	Rate per KM beyond 250 KMS	19.00
5.7	Night Halt Charges per day	100.00
5.8	Driver Batta per day	600.00

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Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
6	MUV (JEEP) Local Trip - M&M Bolero/M&M Bolero Neo/Marazzo (or) equivalent vehicle.	
6.1	40 KM x 04 Hours	1,700.00
6.2	100 KM x 10 Hours	3,500.00
6.3	Rate per KM beyond 40/100 KMS	19.00
6.4	Rate per Hour beyond 04/10 Hours	400.00
6.5	Outstation Trip - 250 KM per day	4,750.00
6.6	Rate per KM beyond 250 KMS	19.00
6.7	Night Halt Charges per day	100.00
6.8	Driver Batta per day	600.00
7	PREMIUM SUV (A/C) Local Trip - Toyota Innova Crysta (or) equivalent Vehicle.	
7.1	40 KM x 04 Hours	2,200.00
7.2	100 KM x 10 Hours	4,200.00
7.3	Rate per KM beyond 40/100 KMS	21.00
7.4	Rate per Hour beyond 04/10 Hours	490.00
7.5	Outstation Trip - 250 KM per day	5,250.00
7.6	Rate per KM beyond 250 KMS	23.00
7.7	Night Halt Charges per day	100.00
7.8	Driver Batta per day	600.00
8	LUXURY SEDAN (A/C) Local Trip - Mercedes Benz E Class/BMW 3 Series/Audi A4 (or) equivalent vehicle.	
8.1	40 KM x 04 Hours	5,000.00
8.2	100 KM x 10 Hours	10,000.00
8.3	Rate per KM beyond 40/100 KMS	80.00
8.4	Rate per Hour beyond 04/10 Hours	1,100.00
8.5	Outstation Trip - 250 KM per day	22,500.00
8.6	Rate per KM beyond 250 KMS	90.00
8.7	Night Halt Charges per day	100.00
8.8	Driver Batta per day	700.00

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Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
9	LUXURY SUV (A/C) Local Trip - Toyota Fortuner/Kia Carnivel (or) equivalent vehicle.	
9.1	40 KM x 04 Hours	4,000.00
9.2	100 KM x 10 Hours	9,000.00
9.3	Rate per KM beyond 40/100 KMS	70.00
9.4	Rate per Hour beyond 04/10 Hours	800.00
9.5	Outstation Trip - 250 KM per day	20,000.00
9.6	Rate per KM beyond 250 KMS	80.00
9.7	Night Halt Charges per day	100.00
9.8	Driver Batta per day	700.00
10	TEMPO (A/C -12 SEATER) Local Trip - Force (Tempo Traveller) (or) equivalent vehicle.	
10.1	40 KM x 04 Hours	2,400.00
10.2	100 KM x 10 Hours	4,800.00
10.3	Rate per KM beyond 40/100 KMS	24.00
10.4	Rate per Hour beyond 04/10 Hours	700.00
10.5	Outstation Trip - 250 KM per day	5,750.00
10.6	Rate per KM beyond 250 KMS	24.00
10.7	Night Halt Charges per day	100.00
10.8	Driver Batta per day	700.00
11	TEMPO (A/C -18 SEATER) Local Trip - Force (Tempo Traveller) (or) equivalent vehicle.	
11.1	40 KM x 04 Hours	3,000.00
11.2	100 KM x 10 Hours	6,000.00
11.3	Rate per KM beyond 40/100 KMS	29.00
11.4	Rate per Hour beyond 04/10 Hours	800.00
11.5	Outstation Trip - 200 KM per calendar day	7,000.00
11.6	Rate per KM beyond 200 KMS	29.00
11.7	Night Halt Charges per day	100.00
11.8	Driver Batta per day	800.00

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Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
12	TATA- 407 or equivalent Local Trip	
12.1	100 KM x 12 Hours	6,000.00
12.2	Rate per KM beyond 100 KMS	25.00
12.3	Rate per Hour beyond 12 Hours	500.00
12.4	Outstation Trip – 200 KM per calendar day	6,500.00
12.5	Rate per KM beyond 200 KMS	29.00
12.6	Night Halt Charges per day	100.00
12.7	Driver Batta per day	700.00
13	EICHER- 6048 or equivalent Local Trip	
13.1	100 KM x 12 Hours	10,000.00
13.2	Rate per KM beyond 100 KMS	50.00
13.3	Rate per Hour beyond 12 Hours	1,000.00
13.4	Outstation Trip – 200 KM per calendar day	10,000.00
13.5	Rate per KM beyond 200 KMS	60.00
13.6	Night Halt Charges per day	100.00
13.7	Driver Batta per day	800.00
14	TATA ACE or equivalent Local Trip	
14.1	100 KM x 12 Hours	3,500.00
14.2	Rate per KM beyond 100 KMS	18.00
14.3	Rate per Hour beyond 12 Hours	400.00
14.4	Outstation Trip – 200 KM per calendar day	5,000.00
14.5	Rate per KM beyond 200 KMS	20.00
14.6	Night Halt Charges per day	100.00
14.7	Driver Batta per day	700.00

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Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
15	Ashok Leyland Lorry (10 Ton Payload)/ Bharat Benz Lorry (10 Ton Payload) or equivalent Local Trip	
15.1	100 KM x 12 Hours	12,000.00
15.2	Rate per KM beyond 100 KMS	67.00
15.3	Rate per Hour beyond 12 Hours	1,000.00
15.4	Outstation Trip - 200 KM per calendar day	12,000.00
15.5	Rate per KM beyond 200 KMS	67.00
15.6	Night Halt Charges per day	100.00
15.7	Driver Batta per day	900.00
16	MINI BUS (A/C) - 32 SEATER Local Trip	
16.1	100 KM x 12 Hours	13,000.00
16.2	Rate per KM beyond 100 KMS	70.00
16.3	Rate per Hour beyond 12 Hours	900.00
16.4	Outstation Trip - 200 KM per calendar day	15,900.00
16.5	Rate per KM beyond 200 KMS	67.00
16.6	Night Halt Charges per day	100.00
16.7	Driver Batta per day	800.00
17	MINI BUS (NON-A/C) - 32 SEATER Local Trip	
17.1	100 KM x 12 Hours	13,000.00
17.2	Rate per KM beyond 100 KMS	70.00
17.3	Rate per Hour beyond 12 Hours	800.00
17.4	Outstation Trip - 200 KM per calendar day	15,000.00
17.5	Rate per KM beyond 200 KMS	65.00
17.6	Night Halt Charges per day	100.00
17.7	Driver Batta per day	800.00

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Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
18	MINI BUS (A/C) - 40 SEATER Local Trip	
18.1	100 KM x 12 Hours	17,000.00
18.2	Rate per KM beyond 100 KMS	70.00
18.3	Rate per Hour beyond 12 Hours	900.00
18.4	Outstation Trip – 200 KM per calendar day	17,000.00
18.5	Rate per KM beyond 200 KMS	74.00
18.6	Night Halt Charges per day	100.00
18.7	Driver Batta per day	800.00
19	MINI BUS (NON-A/C) - 40 SEATER Local Trip	
19.1	100 KM x 12 Hours	15,000.00
19.2	Rate per KM beyond 100 KMS	70.00
19.3	Rate per Hour beyond 12 Hours	900.00
19.4	Outstation Trip – 200 KM per calendar day	16,000.00
19.5	Rate per KM beyond 200 KMS	74.00
19.6	Night Halt Charges per day	100.00
19.7	Driver Batta per day	800.00
20	BUS (A/C) - 45 SEATER Local Trip	
20.1	100 KM x 12 Hours	16,500.00
20.2	Rate per KM beyond 100 KMS	80.00
20.3	Rate per Hour beyond 12 Hours	900.00
20.4	Outstation Trip – 200 KM per calendar day	19,900.00
20.5	Rate per KM beyond 200 KMS	88.00
20.6	Night Halt Charges per day	100.00
20.7	Driver Batta per day	900.00

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Sl. No.	Description of Work / Item(s)	Unit Rate (excluding GST)
21	BUS (NON-A/C) - 45 SEATER Local Trip	
21.1	100 KM x 12 Hours	16,900.00
21.2	Rate per KM beyond 100 KMS	77.00
21.3	Rate per Hour beyond 12 Hours	900.00
21.4	Outstation Trip - 200 KM per calendar day	19,900.00
21.5	Rate per KM beyond 200 KMS	84.00
21.6	Night Halt Charges per day	100.00
21.7	Driver Batta per day	800.00
22	BUS (A/C) - 55 SEATER Local Trip	
22.1	100 KM x 12 Hours	19,000.00
22.2	Rate per KM beyond 100 KMS	70.00
22.3	Rate per Hour beyond 12 Hours	1,000.00
22.4	Outstation Trip - 200 KM per calendar day	22,000.00
22.5	Rate per KM beyond 200 KMS	70.00
22.6	Night Halt Charges per day	100.00
22.7	Driver Batta per day	800.00
23	BUS (NON-A/C) - 55 SEATER Local Trip	
23.1	100 KM x 12 Hours	19,000.00
23.2	Rate per KM beyond 100 KMS	65.00
23.3	Rate per Hour beyond 12 Hours	1,000.00
23.4	Outstation Trip - 200 KM per calendar day	21,000.00
23.5	Rate per KM beyond 200 KMS	65.00
23.6	Night Halt Charges per day	100.00
23.7	Driver Batta per day	800.00

All Terms & Conditions of the NIT under reference shall form part of this Award Letter/Work Order and mentionable part thereof are given below:-

Scope of Work

The Scope of Work shall be as per Section-F/Special Conditions of Contract.

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Period of Contract

The contract shall be valid for an initial period of 1(one) year, **i.e. from 01.08.2024 to 31.07.2025** and further extendable by 6 (six) months on the same rates and terms & conditions, subject to satisfactory performance of the Contractor.

Security Deposit (SD)

- (i) The Security Deposit is intended to secure the performance of the entire contract.
- (ii) 10% of the basic amount of each Bill shall be withheld as a Security Deposit.
- (iii) After termination / expiry of the contract, the security deposit held by the AAI will be released to the Contractor within a period of **three months** (90 days) subject to realization of dues, if any to be made from the Contractor. No interest or any other expense whatsoever on Security Deposit is payable by AAI.
- (iv) AAI shall have unqualified option to forfeit the Security Deposit if the Contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to AAI. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the Security Deposit AAI shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by AAI due to any act / commission or defaults by the Contractor.

Condition of Vehicle

- (i) The vehicles shall be kept clean and immaculate (from inside and outside) and as scratch free as possible and should be provided with car Perfume/Refresher/ Sanitizer etc.
- (ii) The interior of the vehicle must have appropriate additional fittings to provide good comforts and appearance like foot matting, high quality upholstery to provide comfort.
- (iii) Seat Covers / Upholstery shall be in good condition.
- (iv) The vehicles suspension system shall be maintained in excellent conditions to provide good riding comfort.
- (v) 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.

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(vi) 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 acceptable.

(vii) The Contractor shall ensure that milometer of vehicle provided to AAI is duly sealed and is not tampered. AAI reserve the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted.

(viii) 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. Fueling of vehicle shall be carried out prior to reporting for duty. Necessary fund should be available with the driver to pay any Toll Tax, Parking Charges, Permit Charges, Charges for minor nature of repair works etc.

(ix) In case of breakdown or accident on any other exigencies involving any vehicle assigned for AAI duty, the Contractor will be liable to provide replacement of same specification immediately. The details of any such substitution shall be submitted to AAI, on the same day for approval.

(x) Items such as current News Paper (English/Hindi), Water Bottles, Umbrella, tissue Paper, etc. shall invariably be put in each hired vehicle, before deployment.

Driver

(i) The driver of vehicle assigned for duty shall always wear neat, clean and presentable uniform and hold a valid driving licence 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.

(ii) 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.

(iii) 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 drivers in case not found suitable by AAI.

(iv) 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.

(v) In case of misconduct by driver or any other reason, AAI may require change of driver which will be communicated. In such cases, the contractor shall replace the drivers immediately upon receipt of such communication.

Signature

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(vi) The engagement and employment of drivers 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.

(vii) The Contractor shall assign the job of driving of hired vehicle only to qualified, experienced and licensed drivers 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.

Defaults & Recoveries

(i) In case of breakdown of vehicle, the Contractor shall replace the same immediately. Failure to replace the vehicle will entitle AAI to deduct an amount of Rs.250/- per hour on each such occasion.

(ii) In case the vehicle reports later than by 30 minutes of the time it was requisitioned for, the Contractor shall pay an amount of Rs.250/- for each occurrence to the AAI and the amount will be deducted from the Hire bills.

(iii) If a driver misses while on duty from the duty spot without intimation to the user or misbehaves with the User or disobey the instructions of the User, a penalty of Rs.500/- will be imposed per each occasion.

(iv) In case the Contractor fails / refuses to provide the vehicle requisitioned, the AAI reserves the right to hire such vehicles from the open market at the risk and cost of Contractor and the additional amount, if any, over and above the rates agreed to by the Contractor, will be deducted out of the Bills / Security Deposit payable to the Contractor. The amount stated by AAI shall be final and binding on the Contractor.

Mode of Measurement for Payment

(i) The Contractor shall maintain trip sheet to record mileage for verification and the driver on duty shall obtain the signature of User or his Authorized Representative after completion of trip. The Time / Km reading - in & out of Airport as well as that of trips being used by the User, shall be clearly specified and recorded in the Trip Sheet.

(ii) It shall be the duty of Contractor/his driver to ensure that the Trip Sheet is properly filled in and signed by the user and mentioning clearly the name and designation of the user. Any tampering of Trip sheet details by the contractor / his driver shall result in non-payment for that vehicle for the particular day / hours.

(iii) In case of failure of milometer, the actual distance traveled shall be assessed by AAI, 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 Trip Sheet and duly authenticated by the User.

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(iv) The Kilometer will be calculated from the authenticated trip sheet i.e. Km reading at the time of reporting and relieving shall be authenticated.

(v) Toll Tax, inter-state permit and parking charges if any shall be paid extra on actuals by AAI, subject to production of Receipt.

Goods & Services Tax (GST)

(i) The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST.

(ii) The copy (self-attested) of GST Certificate should be submitted before submission of first Invoice or Bill. The GSTIN of AAI and the Bidder must be mentioned on each Invoice / Bill.

(iii) No claim on account of penalties, interest etc. if any levied by statutory authorities on account of non-compliance of provision of GST shall be entertained.

(iv) In case of non-compliance of GST provisions and blockage of any input credit, Bidder shall be responsible to indemnify Airports Authority of India.

(v) Bidder shall pass all input credits to AAI.

Payment

(i) No advance payment shall be paid to the Contractor. However, the Contractor shall submit his / her Bills in duplicate along with Trip Sheets duly filled in and signed by the User or authorized representative for necessary payment.

(ii) AAI shall make payment within 30 days from the date of receipt of bills in order by electronic payment – R.T.G.S.

(iii) In the event of any dispute on this account, the decision of AAI shall be final and binding on the Contractor.

Contract Agreement

(i) The NIT, General Conditions of Contract (G.C.C), Special Condition of contract (S.C.C) as specified above and Award Letter/Work order placed on successful Bidder or any other relevant letter, shall form the part of the agreement to be made with the AAI.

(ii) The contract agreement shall be executed on a non-judicial Tamil Nadu Stamp Paper of value **Rs.100/-** as per the attached **Annexure-A** within one month from the date of award of work and cost of the same shall be borne by the Contractor.

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EMS Undertaking

EMS Undertaking shall be submitted as per the attached format **(Annexure-B)**.

Please acknowledge the receipt of this Award Letter/Work Order and return a copy thereof duly signed, dated and stamped as a token of having accepted the same.

Thanking you,

Yours faithfully,


24/07/2024
(C. MANICKAVASAGAN)
Manager (Tech)
for Dy. General Manager (Tech)

Encl.: as above.

Signature Not Verified

Digitally signed by CHINNAN
MANICKAVASAGAN
Date: 2024.09.12 17:08:22 IST
Location: eProcurement System for
Central PSUs