

AAI CARGO LOGISTICS AND ALLIED SERVICES CO LTD

(A 100% subsidiary of Airports Authority of India)

FOR GEM PORTAL

NOTICE INVITING e-TENDER

1. AAI Cargo Logistics and Allied Services Company Ltd.(AAICLAS), a 100% subsidiary of Airports Authority of India having its headquarter at AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-110 003 invites Item rate bid through the GEM portal by Sh. Rakesh Malik, DGM(Cargo); on behalf of CEO, AAICLAS, from IRDA approved agencies for Insurance policy in respect of various cargo assets and stock(cargo) under AAICLAS and, at Airports/Cargo Units falling under AAICLAS for fire, earth quake, terrorism and their allied perils (As per IRDA norms) for period of one year. (Extendable for further 01 year on same terms and conditions).

The bidding process is online at GEM portal. Aspiring bidders may go through the Bid document by logging into the GEM Portal.

1.1. Prospective Service providers are advised to get themselves acquainted for e-bidding participation requirements for registering themselves at GEM portal, obtain 'User ID' & 'Password'.

1.2. For any technical related queries please contact:

Sl. No.	E-Mail Address	Contact Numbers	Timings*
1.	eprochelp@aaiclas.aero	+91 9810104151	0930-1800 Hrs. (MON –FRI)

The above-mentioned help desk numbers are intended only for queries related to the issues on GEM portal and help needed on the operation of the portal. For queries related to the bidding published on the portal, bidders are advised to contact concerned Bid Manager of AAICLAS.

Enquiries regarding clarification/interpretation in connection with this bid, other than e-bidding procedures & Technical support, shall be uploaded by the bidders on GEM Portal only addressed to:

Shri Rakesh Malik, DGM(Cargo)
AAI Cargo Logistics and Allied Services Co. Limited
Tel.: 9810104151
E-mail: rakeshmalik@aai.aero

2. Following documents shall be submitted through on-line at portal by the bidders. Last date and time of submission of bids is as per mentioned dates/times.

I : - Containing qualifying requirements of Insurer / Firm:- The bidder shall submit their application through GEM portal only, fill-up the required information and upload the scanned documents and firm's bio-data in support of their meeting each criteria mentioned below in the portal.

Qualifying requirements of insurer / firms:

- i) Should have IRDA registration number and proof of annual fees paid to IRDA for current year membership.
- ii) Permanent Account Number.
- iii) Should have annualized average financial GWP of Rs. 500 Cr. against policy premium executed during last three years ending 31st March of the previous financial year (i.e. for FY 2020-21, 2021-22, 2022-23).

As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application duly certified by the Chartered Accountant. Firms showing continuous losses during the last three years (i.e. for FY 2020-21, 2021-22, 2022-23) in the balance sheet shall be summarily rejected.

- iv) Should have their branch office in at least 10 major cities i.e. Delhi, Mumbai, Kolkata, Chennai, Guwahati and five any other cities of India.
- v) Insurer shall be in the field of insurance for 7 years.
- vi) Scanned copy of the Unconditional Acceptance of AAICLAS's bid Conditions
- vii) Affidavit and Declaration regarding Re-Insurance

II: - The Financial e-Bid shall be submitted in GEM portal only. Rebate i.e. header discount (%) if any is to be taken into consideration while quoting their rate. Bidder must quote rate for all the items.

3. Bid Opening process is as below:

3.1. Technical documents containing scanned copies of the following documents (Related to Company Profile)

- i. Copy of IRDA valid registration certificate
- ii. Proof of annual fees paid to IRDA for current year membership.
- iii. List of address of Branch Offices and telephone numbers
- iv. Copy of PAN Card
- v. Copy of GST registration certificate (Form-6)
- vi. Undertaking to declare that Company is in the field of insurance for 7 years.
- vii. Gross Written Premium (GWP) Certificate issued by CA (Summary in one sheet).
- viii. Balance Sheet for the last three years duly certified by Chartered Accountant (Summary in one sheet).
- ix. Scanned copy of the Unconditional Acceptance of AAICLAS's Bid Conditions, as per Annexure- 1
- x. Undertaking regarding Re-insurance in company's letter head, as per Annexure 4.

Documents for the pre-qualification bid (uploaded by the insurer / firms) shall be opened as per mentioned Dates/times.

If any clarification is needed from the bidder about the deficiency in his uploaded documents, he may be asked to provide it through Short Fall Documents in GEM portal. The bidder shall upload the requisite clarification / documents within the time specified by AAICLAS, failing which the bid will be liable to be rejected.

3.2. The financial bids of the insurers / firms found to be meeting the qualifying requirements and technical criteria shall be opened as per mentioned Dates/times as below).

4. SCHEDULES / DATES:

Sl. No.	Activity	Date	Time in IST
1	Bid Published on GEM portal	04.11.2023	1300
2	Last date of On-line submission of bids on GEM portal	17.11.2023	1500
3	Opening of Bids (Technical Documents) on the GEM portal	17.11.2023	1530
4	Opening of Financial bids (Tentative)	To be intimated later.	

- a AAICLAS reserves the right to accept or reject any or all applications without assigning any reason thereof. AAICLAS also reserves the right to call off the process of bidding at any stage without assigning any reason.
 - b AAICLAS reserves the right to disallow issue of bid documents to working agencies whose performance at ongoing works / project(s) is below par or unusually poor and has been issued letter to restart/ temporary/permanent debarment by any department of AAI and AAICLAS. AAICLAS reserve right to verify the credentials submitted by the applicant insurer at any stage (before or after the award of the work). If at any stage, any information / documents submitted by the applicant is found to be false, or have some discrepancy which disqualifies the firm then AAICLAS shall take following action:
The insurer shall be liable for debarment from bidding in AAICLAS, apart from any other appropriate contractual / legal action.
5. Consortium /Joint Venture companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
6. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance.
7. If the entity participating in any of the bids is a private or public limited company. Partnership firm or proprietary firm and any of the Directors / Partners of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAICLAS and has outstanding dues payable to AAI / AAICLAS then the said entity shall not be allowed to participate in AAICLAS bids.

Dy. General Manager (CARGO) - AAICLAS

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1. Item rate e-Bids are invited on behalf of the AAICLAS for the work as mentioned in **NIT**.
2. Not more than one Bid shall be submitted by an insurer/Service Provider or by a firm of insurers. No two or more concerns in which an individual is interested, as Proprietor and/or partner shall bid for the execution of the same works. If they do so, all such Bids shall be liable to be rejected.
3. **The Accepting Authority is CHIEF EXECUTIVE OFFICER (CEO), AAICLAS who shall be the Accepting Authority hereinafter, referred to as such for the purpose of this contract.**
4. Bid document can be downloaded from the GEM portal.
5. Insurers/ Service Providers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Bids as to the nature of the Insurance (so far as is practicable), the form and nature of the site, in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Bid. An Insurer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed.
6. In the event of contract, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so. Such power of attorney to be uploaded with the bid and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
7. Submission of a Bid by an Insurer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the works to be done and of conditions local conditions, other factors bearing on the execution of the policy.
8. All rates shall be quoted on GEM portal as Price Bid.
9. The Insurers shall closely peruse all the clauses and specifications indicated in the Bid Documents before quoting. Only such clarifications that are issued after discussions on technical deviations and which affect the Bid/tender stipulations in a substantial manner will be made known to rest of the insurer before submission the Price Bid. Bidders may check GEM portal before scheduled submission of the

Price Bid to find out whether any clarifications/Corrigendum have been issued or not.

10. Insurers must fill up all the Schedules and Annexure(s) and furnish all the required information as per the instructions given in various sections of the bid document, failing which Bid is liable to be rejected.
11. The insurer will not change the dealing office without prior approval of AAICLAS.
12. As this Bid is an Item rate, rates for all items quoted shall only be considered. Insurers which propose any alteration in the works specified in the said form of invitation to bid, or in the time allowed for carrying out the work, or which contain any other conditions of any sort including conditional rebates will be summarily rejected.
13. Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any bid or to give any reason for his decision.
14. A **responsive bidder** is one who submits Price Bid and accepts all terms and conditions of the specifications and Bid/contract documents.
15. The Accepting Authority reserves to himself the right of accepting the whole or any part of the Bid and Insurer shall be bound to perform the same at his quoted rates.
16. Canvassing in connection with Bids is strictly prohibited and the Bids submitted by the Insurers who resort to canvassing will be liable to rejection.
17. The Insurer shall not be permitted to bid for Insurance in Airports Authority of India or AAICLAS responsible for award and execution of contracts, in which his near relative is posted in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India or AAICLAS. Any breach of this condition by the insurer would render him liable to be debarred from Bids for the next 2 years.
18. No officer of Executive / Gazetted rank or other Executive / Gazetted Officer employed in any Department of Airports Authority of India / AAICLAS/ Govt. of India is allowed to work as an insurer for a period of two years after retirement from Airports Authority of India / AAICLAS/ Government service, without the previous permission of Airports Authority of India / AAICLAS/ Govt. of India. The

contract is liable to be cancelled if either the insurer or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India /AAICLAS/ Govt. of India as aforesaid before submission of the Bid or engagement in the insurer's service.

19. The Bid submitted shall remain open for acceptance for a period of ninety days from the date of opening of Bids. If any Insurer withdraws his Bid before the said period or makes any modifications in the terms and conditions of the Bid which are not acceptable to the Department, then AAICLAS, without prejudice to any other right or remedy shall be at liberty to blacklist the bidder for participation in the future bid absolutely.
20. On acceptance of the Bid, the name of the accredited representative(s) of the insurer who would be responsible for taking instructions from the AAICLAS or his authorized representative shall be communicated to the AAICLAS or his authorized representative.
21. An insurer/Service Provider shall submit their Bid which satisfies each and every condition laid down in this notice failing which the bid will be liable to be rejected. Also, if the credentials submitted by the firm/bidder are found to be incorrect or have some discrepancy which disqualifies the firm/bidder then the AAICLAS shall take the following action to debar the firm for a period to be decided by the committee duly constituted by the competent authority for this purpose.
22. All quoted rates shall be inclusive of GST and all other applicable taxes levies payable under respective statutes. However, pursuant to the Constitution (46th Amendment Act. 1982), if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of bid including extensions, if any and the insurer/bidder thereupon necessarily and properly pays such taxes / levies, the insurer shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the AAICLAS through his authorized representative (whose decision shall be final and binding on the insurer) attributable to delay in execution of work within the control of the insurer.

The insurer shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (46th amendment) Act 1982, give a written notice thereof to the AAICLAS or his authorized representative that the same is given pursuant to this condition, together with all necessary information relating thereto.

23. **FORMATION OF CONTRACT:** All the documents issued by AAICLAS as well as accepted by it up to the stage of premium payment will form part of the contract and read together. Some of the examples are: Bid Document, Technical/Price Bid, MOU, Deviation Statement and various other declarations. These documents will be signed within 03 days from the date of award of work

by the representative of AAICLAS as well as L-1 (successful) bidder. One copy of the same shall be provided to insurer and co-insurer.

24. PURCHASE PREFERENCE TO PUBLIC ENTERPRISES

The Accepting Authority reserves to himself the right to allow to the public enterprises purchase preference facilities as admissible under the existing policy on the date of opening of Bid.

The rate quoted by the insurer/bidder shall be in Indian rupees only.