

Tender Ref. No: - AAAL/TPT/Delhi/2024/28

Date: 8th May, 2024

TENDER FOR
HIRING OF 25 CNG MID SEGMENT SEDAN AC CARS FOR CREW & OTHER OFFICIALS
OF ALLIANCE AIR AVIATION LIMITED AT DELHI

Last date and time for submission of Technical Bid **30th May 2024, 1400 Hrs. (IST)**

Last date and time for opening of Technical Bid **30th May 2024, 1430 Hrs. (IST)**

DISCLAIMER

The information contained in this tender document (hereinafter referred to as “**Tender**”) or and any information pertaining to the aforesaid subject matter subsequently provided to the applicants/bidders (hereinafter referred to as “**Bidders**”) in any form by Alliance Air Aviation Limited (hereinafter referred to as “**Alliance Air**” or “**AAAL**”) shall be subject to the terms and conditions to which such information is provided herein and any other terms and conditions set out in this Tender and such other terms and the other terms and conditions subjects as may be prescribed by Alliance Air. By applying to the present bid, it is to be construed that the bidder is making an unconditional offer and accepts the terms and conditions of the present Tender without any reservations.

The purpose of this Tender is to provide all Bidders with the information that may be useful to them in the formulation of their proposals/ bids (the “**Bid(s)**”) pursuant to this Tender. The statements and facts contained herein, which reflect various assumptions and assessments arrived at by Alliance Air do not purport to contain all/exhaustive information on the aforesaid subject matter that each Bidder may require for the purpose/s of submitting their Bids (Technical and Financial).

Each Bidder should conduct its own due diligence, investigations, and analysis and should check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this Tender and shall obtain independent advice from appropriate sources at its own cost.

The information provided in this Tender to the Applicants is on a wide range of matters, some of which depend upon the interpretation of the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Alliance Air accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Alliance Air also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from alliance of any Applicant/Bidder upon the statements contained in this Tender.

Alliance Air may, in its absolute discretion, but without being under any obligation to do so, update, amendment, or supplement the information, assessment, or assumption contained in this Tender, from time to time till the opening of the Bids.

The Tender does not imply that Alliance Air is bound to select a Bidder or to appoint the successful Bidder, as the case may be, and Alliance Air reserves the right to reject all or any of the Bids without assigning any reason whatsoever at any time.

The Bidders shall bear any, and all its costs associated with or relating to the preparation and submission of their Bids including, but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Alliance Air, or any other costs incurred in connection with or relating to their Bid. All such costs and expenses shall remain with the Bidder and Alliance Air shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the Bidders in preparation or submission of the Bid, regardless of the conduct or outcome of the Bid selection process as contained herein.

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Tender No. AAAL/TPT/Delhi/2024/28

Date: 8th May 2024

NOTICE INVITING TENDER

Alliance Air Aviation Limited invites sealed/closed quotations under two bid systems i.e. Technical Bid and Financial Bid for hiring of 25 CNG Mid Segment Sedan Ac Cars for Crew & Other Officials of Alliance Air Aviation Limited at Delhi. Interested parties fulfilling eligibility criteria may apply on prescribed Tender format as per the following criteria:

S. No	Annexure	Description
1	Annexure - A	General Terms & Conditions governing this Tender
2	Annexure - B	Eligibility Criteria & Scope of Work
3	Annexure - C	Performa for Part – A Technical Bid along with check list
4	Annexure – D	Performa for having 25 commercially registered vehicles
5	Annexure - E	Performa for Part – B Financial Bid
6	Annexure - F	Format of authorization letter for attending Bid Opening
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8	Annexure - H	Undertaking for PF / ESI & salaries distribution
9	Annexure - I	Statement regarding Salary/PF/ESI paid to employees

Tenderers should submit their bids in the prescribed formats in separate envelopes:

Envelope (i): To be super scribed with **“Technical Bid, Tender No AAAL/TPT/Delhi/2024/28, Dated: 8th May 2024, Tender for hiring of 25 CNG mid segment sedan AC Cars for crew and other officials of Alliance Air Aviation Limited at Delhi.** This envelope must contain duly filled in Technical Bid (Annexure-C) supported with duly signed relevant documents of evidence and signed copies of Annexure A & B. This envelope must also contain EMD of Rs 15.0 lakhs (Rs. Fifteen Lakhs only) favoring Alliance Air Aviation Limited payable at New Delhi by way of DD/Pay Order and the envelope should be sealed / closed.

Envelope (ii): To be super scribed with **“Financial Bid, Tender No. AAAL/TPT/Delhi/2024/28 Dated: 8th May 2024, Tender for hiring of 25 CNG mid segment sedan AC Cars for crew and other officials of Alliance Air Aviation Limited at Delhi.** This envelope must contain duly filled Financial Bid Form (Annexure - E) and be sealed / closed.

Envelope (iii): Master Envelope: To be super scribed with “Tender No AAAL/TPT/Delhi/2024/28, 8th May 2024, Tender for hiring of 25 CNG mid segment sedan AC Cars for crew and other officials of Alliance Air Aviation Limited at Delhi. This Master envelop must contain duly closed/sealed two Envelopes i.e. (i) Technical Bid Part - A, (ii) Financial Bid Part – B and the said Master Envelope be sealed / closed. The Master Envelope should carry the complete name and address of the Bidder along with the telephone no. and e-mail address.

Tenders should be submitted on or before due date in the Tender box kept at the following address:

**Material Management Department
Alliance Air Aviation Limited
Alliance Bhawan, IGI Airport, Terminal -I,
New Delhi -110037**

Tender documents sent through Post or Courier will be at the risk of the “Tenderer” and “AAAL” will not be responsible for any loss or non-receipt of the tender documents. In the event of the receipt of the Bid after the due date and time, the Bid shall be rejected.

L1 successful bidder will be selected based on the criteria described in this Tender as per the sole discretion of Alliance Air.

The envelope carrying quotes should either be sealed/closed/Glued. Opened/stapled envelopes will not be accepted. Opened/stapled envelopes containing quotes against subject tender will be out rightly rejected.

Alliance Air may, in its sole discretion, extend the due date and time for submission of Bids by issuing an amendment/corrigendum to that effect, in which case all rights and obligations of the Bidders previously subject to the original due date and time for submission of Bids will thereafter be subject to the due date and time as extended.

For any technical clarifications / work-scope related issues, the bidders can send e-mail to mt@allianceair.in. No telephonic/personnel queries would be entertained.

Tenderer who wish to attend tender opening may do so or send their representatives with authorization letter on their company letter head as per **Annexure – F** duly signed by their authorized signatory, for presenting at the time of opening of the tender at above address, time and date.

Alliance Air Aviation Limited reserves the right to reject any tender in part or full or annul the tender process without assigning any reason.

For further details regarding tender documents, please visit our website www.allianceair.in. Amendments (if any) shall be hosted on Alliance Air website 07 days prior to opening of the tender and no separate intimation for amendment/extension shall be published in the newspapers.

**Sd/-
Chief of Operations**

General Terms & Conditions

- 1.0** 'AAAL' as used in the Tender document means "Alliance Air Aviation Limited".
- 2.0** The "Tenderer" as used in the Tender document, shall mean the one who has signed the tender form and submitted the quotation in response to our tender notice.
- 3.0** The "Successful Tenderer" or "Service Provider" or "Successful Bidder" as used in the Tender document, shall mean the one who has declared as lowest bidder, received Letter of Intent or Contract for providing CNG mid segment sedan AC Cars for Alliance Air Aviation Limited Cabin Crew & other officials or who are under consideration for award of LOI.
- 4.0** "Contract" means the Service Contract signed between AAAL and the successful Bidder/Tenderer/Service Provider.
- 5.0** It is further clarified that individual signing the tender or other documents in connection with the Tenderer must certify whether he signs as:
- 5.0** A "Sole Proprietor" of the firm or constituted attorney of such sole proprietor.
- 5.1** A "Partner" of the firm, if it is a partnership, then the signatory must have authority to refer to arbitration, disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the Partners.
- 5.2** Constituted attorney of the organization/corporate, if it is a Company.
- 5.3** Authorized signatory of the firm.
- 6.0** **Extension of due date:** The last date of submission of tender and due date of opening of Technical Bid (Part-A) can be extended at any time at the sole discretion of 'AAAL'. On the date being extended by 'AAAL' no party shall have right to challenge such an extension;
- 7.0** **Amendments to the Tender:**
- 7.1** In case, there is any amendment to this tender at any stage before due date, the same shall be hosted on Alliance Air website: www.allianceair.in No separate intimation shall be sent by 'AAAL' to the Tenderer individually. The Tenderer are, therefore, advised to visit Alliance Air website regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of seven days before the closing date of the tender.
- 7.2** In case there is change in Work Scope / Requirement / Terms & Conditions after release of the tender but before its due date, the Tenderer who have submitted their response shall have an option to re-submit their bids, if they choose to do so.
- 8.0** **Earnest Money Deposit (EMD):**

- 8.1** The Tenderer must furnish, along with Technical Bid - Part A, EMD of **Rs 15,00,000/- (Rs Fifteen lakhs only)** in the form of Demand Draft / Pay Order only drawn in favor of “ Alliance Air Aviation Limited ” payable at New Delhi.
- 8.2** Since the EMD amount is more than Rs 5 lakhs, apart from the above instrument, the EMD can also be submitted in the form of Bank Guarantee, which Bank Guarantee shall be both unconditional and irrevocable. The BG should be issued /confirmed from any commercial bank, preferably an Indian Bank in an acceptable form and should be valid for a period of 45 days beyond the bid validity period of 120 days. The form of the Bank Guarantee which is to be got issued by the Tenderer, Format of such Bank Guarantee is given at **Annexure G.**
- 8.3 MSME will be given exemption for submission of EMD for which documentary proof should be enclosed along with Technical Bid.**
- 8.4** Tenders received without EMD or lesser amount or in any other form as stipulated above shall be outrightly and automatically rejected. No interest shall be payable on EMD.
- 8.5** EMD of a bidder will be forfeited if the bidder withdraws or amends its bids after the due date, impairs or derogates from the tender in any respect, or declines to accept or honor the LOI / Purchase Order / Contract if awarded in his favour within the bid validity period. If the successful bidder fails to furnish Security Deposit or Bank Guarantee within the specified period its EMD is liable to be forfeited automatically and without any notice, whatsoever.
- 8.6** In case the L-1 Tenderer expresses his inability to accept LOI after opening of Financial Bid, then EMD shall be forfeited automatically and without any further notice to the Tenderer. The L-1 Tenderer will also not be considered for any future tenders for a minimum period of 3 years. The decision of AAAL would be final in this regard.
- 8.7** The EMD (without any interest on the EMD) of unsuccessful Tenderers will be refunded in due course after completion of tender exercise.
- 8.8** EMD of successful Tenderer can be refunded after receipt of security deposit.
- 8.9** All rights to accept or reject any or all Bids are reserved with Alliance Air.
- 9.0 Technical Bid:**
- 9.1** Tenderer are advised to study the tender documents carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications, nature and character of the work to be carried out, operating conditions and other pertinent matters which may affect the contract and / or the cost. It shall not be open to the Tenderer to claim ignorance, etc. of any clause(s) of the tender, at any point of time.
- 9.2** Bids prepared by the Tenderer shall contain all requisite information along with self-attested supporting documents as required in Technical Bid – Part A.

9.3 In case there is change in Work Scope / Requirement / Terms & Conditions after release of the tender but before its due date, the Tenderer who have submitted their bids shall have an option to re-submit their bids, if they choose to do so. In case a revised bid is received before the due date, then only the revised bid will be considered and the original bid will not be opened.

10.0 Financial Bid: It is to be filled in prescribed form (**Annexure-E**) duly signed & stamped and prices should be clearly written / typed both in words and figures without any overwriting. Overwriting, if any, should be counter signed by the Tenderer. In case of any discrepancy, the amount written in words shall be considered as final for the purpose of evaluation of the financial bid.

11.0 Benchmark for CNG/fuel rate (from Date of Awarding Contract):

11.1 Validity of Rates: Rates agreed to in the Contract shall remain firm for entire contract period including extensions, if any and no request whatsoever for further price escalation on any ground will be entertained during the Contract period. Except, the agreed rate as per contract will be reviewed and revised, if the increase/decrease in the cost of fuel (CNG) is above/below 5% of base rate of fuel cost, which is agreed at the time of contract and subsequently, the next revision of last revised contract rate, will be made if increase/decrease in rate of fuel cost is above/ below 5% over last revised rate of fuel cost (CNG).

Thus, only the increase / decrease in CNG price will have a bearing on agreed contract rate as clarified above.

Moreover, there will be no increase / decrease in contract rate up to 5% increase/decrease in CNG price as agreed at the time of contract and thereafter 5% increase/decrease in CNG price considered in revise contact rate.

Any percentage of increase / decrease above 5% in fuel cost will be reviewed and incorporated in contract rate as explained with following example:

For example, if the present/base rate of CNG is **Rs.74.08** per Kg in Delhi and the escalation/de-escalation due to change in CNG cost is of **Rs.3.70** i.e. 5% of base rate of **CNG at Delhi** then contract rate will subject to revision by Rs.0.25 and contract rate will decrease by Rs. 0.25 in case of decrease in fuel cost. The new contract rate will be revised base rate and subsequent review will only be made if increase/decrease in fuel cost is more than 5% on the revised contract rate. For all calculation the standard fuel consumption of 15 KM/KG for cars will be taken to arrive at revised rate.

11.2 Inclusions: The rates offered / agreed by the Tenderer shall be inclusive of all cost viz-a-viz Capital Cost, Manpower Cost including Driver & Supervisor, Operation & Maintenance Cost, Cost of GPS and Installation, RFID Tag / Card, Pollution Check Charges, Road Tax, vehicle Insurance, Provision for Name Badges, Uniform, ID cards and all statutory payments like ESI/ PF etc. to Driver & Supervisor or any other cost.

11.3 State Tax for Haryana & U.P., MCD Toll Tax, Toll Charges for Highway/Toll Road.

11.4 Exclusions: The following shall be excluded in the quoted rates.

11.4.1 The GST will be paid /reimbursed at the rates quoted in the Financial Bid. The bidders must quote the GST rate as per applicable GST rules in this regard.

11.4.2 Parking at Terminal Building/Alliance Bhawan T-1 would be provided by the AAAL. If not, the cost of parking would be decided on mutual agreement and shall be reimbursed on production of receipt as proof of payment. However, the tenderer has to quote their rates for such arrangement as per Financial Bid Part B, **Annexure E**.

11.4.3 The RAFID Tag is required for the vehicles and the current charges (one time) is Rs.1000/- per RAFID tag to be borne by the service provider. Any revision in the RAFID tag charges in future the charges would be paid by service provider.

12.0 Opening of Technical Bids: On the date of opening of Tender, only the Technical Bids will be opened and the Financial Bids will be kept in the custody of AAAL in the Sealed/Closed cover as received from the Tenderer countersigned by tender opening committee and put in a separate envelope. Financial bids of only those Tenderer who qualify in the technical bid will be opened after due notice.

13.0 Technical Bid Evaluation:

13.1 The Technical Bids as opened on due date of the tender shall be evaluated for compliance of 'Eligibility Criteria', acceptance of terms and conditions and undertakings as specified in the technical bid. However, AAAL reserves the right to seek and take clarification of any information / documents etc. from the Tenderer as it may consider necessary for the purpose of evaluation of the Technical bids.

13.2 The authorized representative of the Tenderer would only be allowed to attend the bid opening. The authorized representative must carry an authorization letter on the letter head of the Tenderer as per **Annexure –F**.

13.3 If at any given time, AAAL has terminated/suspended or in any manner taken action against a service provider in the past or related to any existing contract, the vendor would be disqualified for further participating in any tender of AAAL for next tender or as specified in the letter by AAAL. In case any Tenderer hides/ does not disclose any act of termination /suspension, and it comes to the knowledge of AAAL subsequently, the Bid shall stand cancelled automatically, subject however to the risk, costs of the Tenderer as also the EMD deposited by the Tenderer shall be forfeited/ in case a Bank Guarantee is submitted, it shall be cashed.

14.0 Opening of Financial Bids: The Financial Bids of only those Tenderer who are found technically qualified would be opened for further processing. The date and time of opening of the Financial Bids would be intimated in advance to the technically qualified Tenderer only.

15.0 Financial Bid Evaluation:

15.1 Financial Bids should be submitted strictly as per the format given in "**Annexure E**" only. The detailed procedure / method of quoting and criteria for evaluation of the Financial Bids have been provided in **Annexure – E**.

- 15.2** The authorized representative of the Tenderer would only be allowed to attend the bid opening. The authorized representative must carry an authorization letter on the letter head of the Tenderer as per **Annexure –F**.
- 15.3** The disqualified Tenderer(s) shall not be entertained for opening of Financial Bid and the decision of AAAL in this regard would be final. Intimation shall be sent for return of the financial bid of technically disqualified parties and no correspondence in this regard will be pertained.
- 15.4** Financial Bids should be valid for acceptance by AAAL for a period of 120 days from the date of opening of the Bids and extension as required may be sought with mutual understanding.
- 15.5** The financial evaluation shall be based on the rates quoted by the Bidders on per Km basis. All applicable taxes on the monthly billing shall be in addition to the monthly charges calculated as explained above and all such taxes shall not be reckoned for evaluation purpose. The parking space at Terminal building T 3 and Alliance Bhawan at T 1 is being presently provided by AAAL. In case AAAL does not provide parking space in future and the bidders shall be required to quote parking charges separately, such charges shall not be reckoned for evaluation purpose.
- 16.0** When deemed necessary, AAAL may seek clarifications on any aspect from the Tenderer. AAAL reserves the right to accept or reject any / or all bids, annul the tender process and reject all bids at any time prior to the award of Contract without assigning any reasons thereof, at its sole discretion. Further, AAAL reserves the right to cancel or withdraw this tender without any liability on AAAL at any given time. No participant/ Tenderer shall have any right, title or claim of whatsoever nature against AAAL, in case cancelation of the tender/tender process.
- 17.0** Any notice by one Party to the other pursuant to the Contract, shall be sent in writing to the address specified for that purpose in the Contract.
- 18.0** **Rejection of bids (Technical Bid & Financial Bid):** The Tenders may be rejected forthwith without evaluation of the tender response on the following grounds:
- 18.1** Tenders received without EMD of requisite amount OR has been submitted in a mode other than as specified at Para 8 of **Annexure 'A'** of the Tender.
- 18.2** In case both the tender forms Part-A (Technical Bid) & Part-B (Financial Bid) is not sealed/closed separately and are received in a single sealed/closed Master Envelope.
- 18.3** If the Technical Bid and/or the Financial Bid has been received after due date and time of the tender.
- 18.4** If only the Technical Bid has been received and the Financial Bid has not been received, and vice versa.
- 18.5** If the Technical and/or the Financial Bid have been received by fax or email.

- 18.6** If the Technical Bid (Part – A) and/or the Financial Bid (Part – B) have been received unsigned.
- 18.7** If the Technical Bid and/or the Financial Bid has been received in an open condition.
- 18.8** Tenders received without required information and relevant documents are liable to be rejected.
- 18.9** Conditional bids are liable to be rejected without assigning any reasons or any other valid reason. What would constitute a conditional bid is the sole discretion of AAAL.
- 19.0** **Queries from the Tenderer during Evaluation of Bids:** During the process of the evaluation of bids, no queries except on email id mt@allianceair.in shall be entertained from the Tenderer with regard to the status of the technical and financial bid evaluation. No queries shall be entertained once the Bid(s) have been submitted.
- 20.0** **Return of Financial bids of Technically Disqualified Tenderer:** Financial bids of the technically disqualified Tenderer would be returned to them after finalization of the tender/contract under intimation and against acknowledgement from the Tenderer. In case a Tenderer fails to collect the Financial Bid within the stipulated time of 30 days, the bid shall be shredded in "as is where is" condition after expiry of 30 days' time. No queries would be entertained thereafter.
- 21.0** **Issuance of Letter of Intent:** The LOI shall be issued to the selected vendor after having fulfilled the Eligibility Criteria and acceptance of terms & conditions of the tender. Issuance of a LOI, shall not tantamount to a binding contract AAAL shall have the rights to withdraw the LOI prior to the execution of the Contract. Such an option if exercised shall not be amenable to any challenge by the party(s) in whose favour the LOI was issued.
- 22.0** The Agreement will be signed by both the parties based on the terms and conditions of the tender. There may be few changes in agreement barring commercial / financial and SLA (service level agreement).
- 23.0** **Contract Signing:** The successful Tenderer, on receipt and acceptance of the LOI, has to execute an agreement of terms & conditions of the contract on Rs.100/- non-judicial Stamp Paper with AAAL within 30 days of commencement of services.
- 24.0** **Validity of Contract:**
- 24.1** The contract shall be valid for **3 years**. The contract can be extended solely at the discretion of AAAL, for a further period of **two years** at same rates, terms and conditions based upon the satisfactory performance and condition of vehicles deployed. However, after completion of the above-mentioned period, AAAL will have a right to extend the contract for a further period of three months at the same rates, terms and conditions, if so required. Such extensions if exercised by AAAL, shall be duly honoured by the Tenderer and in case of failure of the Tenderer to do so, shall tantamount to an act of breach of the contract and shall make the Tenderer liable for all/ every loss-direct or indirect, as may be incurred by

AAAL. The validity of Agreement comes to an end IPSO FACTO by efflux of time unless or otherwise renewed /terminated.

24.2 The contract given by AAAL should not be treated as any guarantee or any assurance for running the contract on a firm basis for three years.

25.0 Security Deposit (SD):

25.1 The successful Tenderer, on award of LOI / Contract, shall deposit, and continue to maintain for the entire period of agreement plus three months, a sum equivalent to 5% of the **Annual contract value as estimated by 'AAAL'**, as Security Deposit in the form of Demand Draft/Pay Order/Bank Guarantee from a Scheduled Bank. In exceptional cases, depending on merits, 'AAAL' would reserve the right to deduct the amount of 'SD' from any outstanding invoices of the vendor irrespective of the Contract/PO against which the 'SD' may be due.

25.2 The Security Deposit has to be deposited at the time of commencement of the service but positively before submission of first bill.

25.3 In case, Security Deposit is not deposited in time, the bill shall not be processed for payment.

25.4 In case of breach of Contract or violation of any terms of the contract, the Security Deposit shall be forfeited.

25.5 Such security Deposit shall not bear any interest, and shall be refunded without interest only on successful completion of the awarded work and on fulfilling of all Contractual obligations.

26.0 Acceptance and Execution of contract:

26.1 The successful Tenderer has to convey acceptance of LOI/Contract within seven (07) days of receipt of same.

26.2 The successful Tenderer has to submit the security deposit in the form of Demand Draft / Pay order / Bank Guarantee from a scheduled Bank at the time of commencement of the job but positively before submission of the 1st Bill.

26.3 The successful Tenderer should commence the services within 15 days from the date of acceptance of Letter of Intent (LOI).

26.4 In case, the successful Tenderer is unable to commence the services within 15 days from the date of acceptance of LOI, he shall intimate 'AAAL' for the reasons for the same.

26.5 However, 'AAAL' shall have a right to cancel the LOI / Contract and shall be free to make alternate arrangement and the EMD of such service provider shall be forfeited. Besides this, the successful Tenderer will not be considered for any future tenders for a minimum period of 3 years. The decision of AAAL would be final in this regard.

27.0 Commencement of Services:

- 27.1** The Service Provider shall provide the required services as per the Scope of Work and tender clause/agreement (Annexure-B). The Tenderer will be responsible for providing services as per the terms of the agreement.
- 27.2** The Tenderer shall be solely responsible for the acts and deeds of his personnel deployed by him for the services. 'AAAL' will, in no way, be responsible for violation of any rules/regulations/instructions of the concerned agencies and/or for any loss or damage caused by his personnel to 'AAAL' Staff and/or third party and any such loss or damage shall have to be compensated/borne by the service provider.
- 27.3** Verification of antecedents of service provider's personnel will be his responsibility. The service provider will provide Name Badges, Identity card, Uniform etc. to his personnel at his own cost. He will also ensure that the persons wear the uniform and keep it neat, clean and tidy.
- 27.4** The Service provider shall ensure the quality of services which are performed by its personnel and in case of any complaint, the service provider shall have to replace the concerned personnel, immediately and without any delay, failing which 'AAAL' shall have the right to refuse entry of any such personnel. A complaint as may be made by AAAL, against any personal shall be final and binding upon the service provider and shall under no circumstances be amenable to any challenge/explanation.
- 28.0** **Rectification of Complaints:**
- 28.1** 'AAAL' shall promptly notify the Service Provider of any claims / deficiency on their part arising under or out of the Contract.
- 28.2** In case the Service Provider, having been notified, fails to take remedial action within a reasonable time (which shall vary from deficiency to deficiency), AAAL may take remedial action without any further notice, at the risks & costs of the service provider including but not limited to termination of the contract without prejudice to any other rights which AAAL may have on the Service provider under the service contract.
- 29.0** **Payment / Billing / Record of Daily Services:**
- 29.1** Billing cycle will be 30 days (1st to 30th or 31st). The bills on monthly basis along with the usage details pertaining operations should be submitted to the office of Incharge Transport, AAAL, Alliance Bhawan, IGI Airport, Terminal 1, New Delhi-1100037.
- 29.2** 'AAAL' will process payment only for the undisputed amount on monthly basis by an account payee cheque / RTGS / ECS etc. within 45 days of the date of submission of bills.
- 29.3** No advance payment shall be admissible under any circumstances.
- 29.4** Deduction of Income Tax and other statutory dues if any shall be made at source as per Govt. Rule as applicable from time to time.
- 30.0** **Payment of wages to workers:**

- 30.1** AAAL shall not be responsible for the payment of wages and or any other emoluments to the personnel / workers of the Service provider so deployed. It shall be the sole responsibility of the Service provider to make payment to the said personnel / workers 10th of every month and they shall at all-time keep 'AAAL' indemnified against any claim from its personnel / workers in this regard.
- 30.2** All records, documents under various statutory provisions of monthly wages, PF/ESI etc. shall be maintained by the Service provider and a copy of their attendance, wages paid, PF & ESI challan deposited must be enclosed along with the bills every month.
- 30.3** An undertaking as per Performa G and statement as per Performa 'H' should be attached with the bills every month. In case the service provider fails to submit the required PF/ESI documents, an amount equal to prevailing rate PF & ESI of the minimum wages payable to drivers/supervisors will be withheld and bills settled accordingly. The present prevailing rate of PF& ESI is 15.25%. The withheld amount will be released after submitting the proof of payment deposited with PF/ESI authorities.
- 31.0** **Compliance with Statutory Provisions:**
- 31.1** The service provider shall be responsible for ensuring compliance with provisions related to Labour Laws (Central/State) and specially Minimum Wages Act, Payment of Wages Act, PF Act, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act, Delhi Labour Welfare Fund Act etc. as applicable from time to time.
- 31.2** The service provider shall be solely responsible for any cost and consequences on account of any breach and/or non-compliance of any of the provisions of the Labour Laws. The Tenderer shall indemnify AAAL against any claims/cost/damages and penalties in respect of breach of any of the provisions of the Laws in force. The employee of the Service Provider shall not be deemed to be the employee of AAAL; hence the compliance of the Laws will be the sole responsibility of the Tenderer.
- 31.3** It shall be the responsibility of service provider to comply with all liabilities arising out of any provisions of Labour Acts / Enactments hitherto in force or enacted from time to time during the execution of this agreement. All records, documents under various statutory provisions maintained by the service provider shall be open for inspection by an authorized representative of AAAL and service provider shall produce the same as and when required for inspection.
- 31.4** AAAL shall not be responsible to provide any canteen, medical and / or transport facility to the personnel of the Service Provider.
- 31.5** AAAL shall not be responsible for any injury sustained by service provider's personnel during the performance of their duties and also any damage or compensation due to any dispute between them. Any expenditure incurred by the AAAL to handle any such situation arising out of the conduct of deployed personnel or otherwise shall be deducted from the bills / security deposit of service provider.

31.6 The service contract is for providing the transport services and not for engaging of manpower.

31.7 The employees engaged by the Service Provider under the Contract, shall be the employees of the Service Provider only and under no circumstances, they shall be deemed to be the employees of AAAL. AAAL Ltd shall have no relationship or nexus of any kind whatsoever with such employees deployed by the service provider. Such employees shall not be entitled to claim any right, privilege or benefit from AAAL. The service provider undertakes to indemnify AAAL for any loss or demand financial or otherwise. The responsibility of discipline of the employee in case of any complaint from AAAL shall rest solely rest with the Service Provider.

32.0 Compliance of Security regulations:

32.1 The Service provider shall ensure that all the safety and security regulations of AAAL are strictly adhered to and complied with by personnel deployed.

32.2 Any violation of security regulations or Motor Vehicle Act or any law and indulging in illegal activities by their personnel will be at the cost/risk of service provider and AAAL will not be responsible in any manner.

32.3 The service provider should ensure verification of character and antecedents of his personnel by Police, since AAAL is “protected industry”. Every employee’s photograph, copy of Police verification of character and antecedents and Service Provider’s undertaking are to be furnished to Security Department of AAAL. The Service Provider shall immediately prior to the commencement of the contract, provide a list of all the drivers, along with their respective details, including their photographs to AAAL. The Service provider shall also provide a list of the roster of the drivers for the pickups and drops.

32.4 The service provider shall provide at his own cost proper uniforms, shoes or any other item for their personnel deployed.

32.5 The personnel so deployed must be in possession of photo identity cards provided by the service provider under his signatures, company’s name and seal.

32.6 Any lapse noticed on the part of service provider or service provider’s employee involvement in theft/pilferage/malpractices, shall be inquired into by AAAL Security/other Officials and suitable action including legal proceedings will be initiated for breach of contractual liability and it will also attract penal provisions of law.

32.7 The service provider shall take responsibility for good conduct of his/her employees during the Contract period. If any of the service provider’s employees is involved in any theft/pilferage of property of AAAL crew/Official/AAAL Property, AAAL reserves the right to impose penalty on the service provider apart from invoking the legal provisions.

32.8 It will be the responsibility of the service provider to ensure that no unauthorized personnel other than those deployed specifically for the job gains access to the Airport / AAAL Premises.

32.9 The service provider shall also be responsible for getting all necessary clearances from all Government Agencies/BCAS/GMR/DIAL/Legal Authorities etc.

33.0 Recovery of Sum Due:

33.1 Whenever under this contract, any sum of money is recoverable from the service provider; AAAL shall be entitled to recover such sum by appropriating in part or full from the unpaid bills and then if need be from the Security Deposit deposited by the Service Provider.

33.2 In the event of said Security Deposit being insufficient, the balance or the total amount recoverable, as the case may be, shall be deducted from any sum due to the Service Provider, under this, or any other contract between the Service Provider and AAAL. Should this amount be insufficient to cover the said full amount recoverable, the service provider shall pay to AAAL the balance amount, if any, within 30 days of the demand by AAAL.

33.3 If any amount due to the Company is so set off against the said Security Deposit, the Service Provider shall have to make good the said amount so set off to bring the Security Deposit to original value immediately, and in any event, not later than 10 days of the depletion of the original value and advise sent to service provider by AAAL for replenishment.

34.0 Indemnification:

34.1 AAAL will not be responsible financially, morally or otherwise to protect the interest of any 3rd party financier of vehicles deployed for AAAL operations.

34.2 The service provider shall indemnify AAAL against payment of penalty/ third Party claims/damages/loss/Theft of property of AAAL or any other party / penalty due to mishandling on the part of personnel provided by the Tenderer. The Tenderer shall also indemnify for any liability arising out of any accident /incident involving his vehicles and shall reimburse any loss or damage to AAAL / concerned party. In case, any such amount is not deposited/ paid to AAAL, the same shall be deducted from his monthly Bills/ Security Deposit / Future payments due to the Tenderer.

34.3 The service provider shall also indemnify to AAAL for making good any claim/penalty /loss or damages including costs thereof in respect of any breach or violation on any of the provisions of any law including labour laws governing their employees. In case of failure to make good above losses /expenses to AAAL, the same shall be deducted from the monthly bills / security deposited / future payments due to the service provider.

34.4 The service provider shall indemnify that he shall be solely responsible for the acts and deeds of personnel deployed by him. AAAL will, in no way, be responsible for violation of any rules/regulations/instructions of the concerned agencies and/or for any loss or damage caused by its workmen and any such loss or damage shall have to be compensated/borne by the Tenderer.

34.5 The service provider indemnifies that AAAL shall not be responsible for any injury sustained by Service Provider's personnel during the performance of their duties and also any damage or compensation due to any dispute between the Service Provider and its personnel and

AAAL shall not be held responsible on this account. Also, any expenditure incurred by the AAAL to handle the situation arising out of the conduct of personnel deployed by the Service Provider will be made good from the Security Deposit /Bills.

35.0 Exit Clause / Cessation / Termination of Contract: The contract can be terminated under the following circumstances:

35.1 AAAL may at any time terminate the Contract with immediate effect by giving written notice to the service provider, if they become bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to 'AAAL'. In this case no compensation shall be made available to service provider.

35.2 In case of unsatisfactory performance or breach of any of the clauses of this contract, AAAL would issue a notice of 30 days to the party to rectify the breach and improve the performance failing which AAAL shall be at liberty to terminate the agreement by providing a 30 days' written notice to the party. The party shall not have any right to dispute or question the judgment of AAAL regarding unsatisfactory performance of the party.

35.3 Notwithstanding the above, AAAL shall also be at liberty to terminate the agreement by providing to the party 90 days (ninety days) written notice without assigning any reason and the service provider cannot challenge AAAL's decision in this regard. Further, non-fulfilment of any clause of the contract would lead the contract being ceased automatically.

35.4 The party shall also be at liberty to terminate this contract by providing to AAAL a 90 days written notice. In such an event, the terminated party shall have no right to claim compensation/damages etc from AAAL on account of early termination. However, the party shall duly comply with their respective obligations during the notice period and thereafter, shall discharge the obligations arising out of the agreement till the termination.

35.5 The successful Tenderer who exercises the option of this exit clause will however not be allowed to participate in the immediate next tender or 3 years floated for the subject work at the sole discretion of AAAL.

35.6 In case the successful Tenderer withdraw the services without serving termination notice of 90 days in writing, AAAL will make the alternative arrangement and the cost of such arrangement will be recovered from the Security Deposit/unpaid bills of the service provider.

36.0 Settlement of Disputes:

36.1 Interpretation: In the event of any difference in the interpretation of any of the clauses of the Service Contract and/or the Tender documents, the clarification given by Alliance Air Aviation Limited, shall be final and binding.

36.2 Arbitration: (i).Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation, or effect of the or any terms of the Agreement or the validity or breach thereof, shall first be settled by mutual consultation/ discussion between the senior executives of the parties.

(ii).If the dispute remains unresolved after a period of 30 days from the date when the mutual consultation has started, then the unresolved dispute/difference shall be settled by arbitration in accordance with Arbitration and Conciliation Act, 1996, as amended from time to time, by a sole arbitrator. The parties shall mutually appoint the sole arbitrator as per the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

(iii) The seat and venue of arbitration shall be Delhi/NCR and it shall be conducted in the English language.

(iv) During the arbitration, the Parties shall continue to fulfil their respective obligations under this Agreement except for such obligations, which are the subject matter of the arbitration.

(v). The arbitral award made in pursuance thereof shall be final and binding on the parties.

36.3 Jurisdiction: Any disputes arising out of implementation of the Contract between Alliance Air Aviation Limited and Service Provider whatsoever shall be subject to the jurisdiction of New Delhi/Delhi Courts only.

37.0. Force Majeure

(i) Neither the Successful Bidder nor AAAL shall be in breach of any obligation under the Agreement in case of failure or delay in performance of the obligations in whole or part by reason in the event of Force Majeure as defined below.

(ii)“Force Majeure” is hereby defined as extraordinary events or circumstance which is beyond the reasonable control of Successful Bidder (including its sub Agreement or for the Services/ part thereof delegated to it with the prior written approval of Alliance Air) or Alliance Air as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen including the following events: war, hostilities; riot, strike or disorder; an act of God, fire, frost, earthquake, flood, droughts, storm, lightning; epidemic, pandemic, quarantine restrictions; embargoes, explosion, accidents by fire ("Force Majeure" event).

(iii) In such case, the affected Party shall give immediate notice in writing (in any case not later than 5 days from the date of occurrence of such an event) and shall thereafter keep the other Party informed of the developments in such Force Majeure situation. Upon notification from the affected party of the existence of a Force Majeure Event, the Parties shall use reasonable efforts to re-plan and reschedule delivery/ performance of Services/ respective obligations under the Agreement.

(iv) Notwithstanding the occurrence of a Force Majeure Event, the affected Party shall use its best reasonable efforts and due diligence to mitigate the economic and other effects of the event of Force Majeure and shall reasonably allocate its available resources, giving priority to its obligations under the Agreement.

(v) In the event of Force Majeure lasting for more than thirty (30) days, either Party may after mutual consultation with each other, terminate the Agreement. It is understood by the Parties that such early termination in terms of this clause shall not exclude the Parties from fulfilling the obligations accrued prior to such termination.

(vi) For the avoidance of any doubt, it is clarified that payment obligations of Alliance Air for the Services already performed shall not be excused due to the existence of the event of Force Majeure.

Eligibility Criteria & Scope of Work

- 1.0 Eligibility Criteria for bidders.** The prospective Bidder shall have the following eligibility criteria as on date of application of the tender:
- 1.1** The Tenderer must have minimum two year experience (after 01 Jan 2014 and as on date of submission of Tender) in providing similar transport services (cars/MUV) to Corporate / PSU / Govt. Undertaking. To enclose self-attested copies of Performance Certificate with relevant details like no. of years / value issued by the buyer of the services and contract copy if possible.
- 1.2** The Tenderer must have an average annual turnover out of transport business of Rs 2 Crore or above for the last three preceding Financial years (i.e. 2021-22, 2022-23 and 2023-24). (A certificate to this effect is to be enclosed from CA or any other proof stating the same).
- 1.3** The Tenderer must submit PAN No. of the company and must furnish self-attested copies of Income Tax Return & Annual Report (Balance Sheet and Profit & Loss Account) for the two preceding Financial Years along with the tender.
- 1.4** The Tenderer must have GST Registration at the time of application of tender and enclose self- attested copy of the Registration.
- 1.5** The Tenderer to provide ESI and PF Registration at the time of application of tender.
- 1.6** The Tenderer should have a working office in the municipal limits of Delhi/NCR (Gurugram, Faridabad, Bahadurgarh, Noida, Ghaziabad) as on date of submission of the Tender (A documentary proof i.e. self-attested copy of lease agreement / electricity bill / telephone bill or RC of commercially registered vehicle bearing the Office Address is to be enclosed).
- 1.7** Self-attested Copy (ies) of documentary proof as required above must be furnished along with Tender and in case of not furnishing required information and documents with the Tender, the tender shall be liable for rejection. Reply such as “applied for” or “under process” shall not be acceptable under any circumstances.
- 1.8** Tenderer must have 25 commercially registered light passenger vehicles in the name of Company/Proprietor/Partner as on date of application of the Tender. The particulars duly verified by Transport Department in current date or documents of 25 commercially registered light passenger vehicles in the name of Company/Proprietor/Partner to be enclosed.
- 1.9** Tenderer fulfilling the above eligibility criteria will only be eligible to participate in the Tender.
- 2.0 REQUIREMENT OF VEHICLES:**

- 2.1 The vehicles are required for pick-up/drop of Crew members and Officials of AAAL within radius of 45 Kms from different residential area in the Delhi NCR including Gurugram, Faridabad, Bahadurgarh, Ghaziabad, Noida and vice versa . The approx. 95% requirement pertain to crew transportation for flight duties, SOD, Training , Refresher etc and balance 5% for SOD/officials of AAAL (This figure is indication only.)
- 2.2 **The vehicles to be deployed for AAAL duty must be commercially registered on or after 01.01.22. No vehicle more than 2 years old should be deployed for AAAL duty during the entire contract period. Accordingly the vehicles have to be replaced in a phased manner. AAAL officials may conduct random checks/ inspection of the vehicles.**
- 2.3 **Service provider has to deploy 25 dedicated cars for AAAL requirement.** Out of these, minimum 70% of the Fleet (25 vehicles) should be registered in the name of Company/Proprietor/Partner of the service provider. Rest 30 % (7 Vehicles) may be hired on proper lease. Documents in this regard must be submitted to AAAL for verification/acceptance. However the entire responsibility for such vehicles would be borne by service provider. The complete dedicated fleet should have common GPS service.
- 2.4 Service provider must ensure that all the fleet vehicles must be in roadworthy condition certified by Authorized Dealer for that vehicle and should have new upholstery (including Roof, Panels, Seat covers, carpet, Foot Mat etc.) to be inspected and approved by AAAL before commencement of services and during the contract period. Service provider will provide removable and washable seat cover preferably cotton, which should be dry cleaned at least once a month and must be maintained properly.
- 2.5 The present requirement is of 25 CNG mid segment sedan AC cars as per the current flight schedule. The service provider can provide superior vehicles with prior approval of AAAL.
- 2.6 The number of vehicles may increase/decrease depending upon the operational requirement of AAAL.
- 2.7 **At present, the average monthly usage is approximately 1.50 Lakhs Kms for cars. The figure is indicative and the service provider has to make his own assessment of the work-scope before submitting the bid. The mileage may vary from month to month depending upon the actual usage. The number of vehicles should be added accordingly. AAAL does not guarantee minimum Kilometer/month or minimum billing in any manner.**
- 2.8 The service provider must ensure the sufficient fleet / vehicle availability at all times.
- 2.9 Vehicle must have roadworthy Air Bags.
- 2.10 The service provider has to provide good quality roof top carrier on cars as per the requirement conveyed by AAAL. The driver will load and off-load Crew's/Official's Baggage from the carrier. The service provider will ensure that the Baggage is protected in case of Rains and properly tied-up for safety (In case the Baggage has to be kept on the Roof for dropping / pick up of two Crew Members).

2.11 The vehicles can also be utilized for delivery of Official Documents through drivers at the residence of Crew members/Officials in the above-mentioned areas at 2.1 while going for pick-up/drop, such delivery may at times involve detour.

2.12 The vehicles are required on round the clock (24 hours basis) X 365 days in a year.

2.13 Presently, the vehicles shall be parked at the MT Section, Alliance Bhawan at IGI Airport, Domestic Terminal 1. The vehicles will remain at the disposal of AAAL on a dedicated basis for assignment of duties as per the requirement. The trip mileage will be given on "Garage to Garage" basis i.e started from MT Section, Alliance Bhawan at IGI Airport Terminal 1 to MT Section, Alliance Bhawan IGI Airport Terminal 1. The Transport section Alliance Air has identified the distance of Crew residence on "Google map" In case of any discrepancy, the route can be surveyed with the representative of service provider. Any subsequent change of the registered office of AAAL vendor may arrange his own arrangement for positioning of the vehicle.

2.14 The vehicle should be fitted with GPS and drivers should be provided with mobile phone.

2.15 The vehicles be fitted with air-condition and heater. The vehicles should have standard fitting with following additional fitments:

- Rubber Foot mats
- Fire Extinguisher
- Good Quality Air Freshener / Perfume spray
- Good Quality Music System
- Good Quality washable Seat Cover
- First Aid kit
- Stepney and tool kit at all time
- Any other fitment that may require at any point during the contract period.

3.0 Service Level

3.1 The service provider shall provide adequate number of Supervisors (minimum one per shift) to coordinate with AAAL Officials for allocation of duties to drivers of vehicles, guide the crew members to the respective vehicles for drop etc. and monitor the pick-ups through GPS . The residential address of all Crew members with their mileage shall be provided to the Service Provider. Necessary assistance, if required in this regard, shall be provided by AAAL Officials.

3.2 The Supervisors provided by the service provider will maintain the record of the vehicles/drivers in each shift and will be responsible for their deployment.

3.3 It is the responsibility of the service provider to arrange vehicles/drivers for pickup as per requirement of AAAL and to ensure reporting of vehicles as per the scheduled time.

3.4 The vehicle must be positioned for their dropping before the Crew arrives. In the case of dropping, the Crew Members/Officials would be dropped on similar combination of location

drop after actual arrival of Crew to Transport Section based upon the location combination to be made as per the guideline given by Transport Section.

- 3.5** Once vehicle & driver assigns for specific pick up, same information is to be communicated to the Crew / AAAL Officials through SMS on real time basis.
- 3.6** Personal information (Mobile Number) of AAAL Crew/Officials should not to be shared with drivers unless specified.
- 3.7** Allocation of vehicles as well as drivers must be done from dedicated vehicles fleet (as per Details submitted to AAAL) only. The vehicles will remain at the disposal of AAAL on a dedicated basis for assignment of duties as per the requirement. The each trip should be recorded in the vehicle log book/sheet and should be got signed from the user. No mileage will be paid for unsigned duty. The service provider shall install GPS units on each vehicle being used for transportation and access for the same to be given to AAAL officials. Cost of GPS units has been included in the overall cost and will not be paid separately. The service provider will install their own system and tracking staff will be deployed by the service provider for tracking of vehicles 24x7 in the AAAL premises. The service provider will maintain the GPS units in an operational condition at all times. The responsibility of the maintenance upkeep and safety of the GPS units would be with the service provider.
- 3.8** AAAL officials will be authorized to track the vehicle and change positioning of vehicle for best usage.
- 3.9** For payment purpose daily summary of deployment of vehicles based upon the mileage of vehicles for each trip. Separate Daily Summary for each vehicle must be submitted to AAAL for billing purpose. However any misuse /any running other than assigned trip will not be paid.
- 3.10** The nature of duty to be assigned to each of the driver/vehicle shall be at the sole discretion of AAAL. The supervisor of Service Provider shall ensure that the drivers adhere to the norms as specified in the Tender.
- 3.11** The service provider shall maintain adequate maintenance back-up to ensure the desired availability of vehicles in case of breakdown or planned maintenance. The standby/alternate vehicles must be of equivalent or superior class. Such arrangement should be temporary and not to be on regular basis and should be informed to the AAAL Official.
- 3.12** If transport is not available for pickup / drop due to any reason, pre-paid (Radio Taxi) cabs must be arranged by the service provider in advance and the entire cost/expenditure along with departmental charges at 10% of the billing of outside vendor is to be borne by the service provider. Such arrangements should be temporary and not on regular basis and should be informed to AAAL Official. In case the service provider fails to make such arrangements, AAAL will be at liberty to make alternate arrangements and expenditure incurred by AAAL for arranging transport and penalty as per tender would be imposed and mileage of such trip will not be given.

- 3.13** The requirement of vehicles is not fixed and depends on the Flight Schedule and possible combinations. Depending upon the requirement of AAAL, the service provider shall position vehicle for pickup and drop.
- 3.14** The refuelling of CNG should be done in such a way that the pick-ups are not affected. It must be ensured that no refuelling is done while Crew is travelling in the car.
- 3.15** Though the peak requirement has been assessed as **25 vehicles**, but due to some additional work load the requirement may go up. In such cases the service provider is required to make arrangement to transport the crew. AAAL Official available on duty should be informed about such additional arrangements.
- 3.16** In case of break-down of vehicle en-route, it will be the responsibility of the service provider to make alternative safe arrangement immediately such as to divert the vehicle already plying in that area or call for Radio-Taxi, so that the crew reaches in time. Such arrangement shall be informed to the Official of AAAL/ driver of the vehicle, failing which AAAL shall be within its rights to make alternative arrangements by hiring / arranging another vehicle from any other source and expenditure incurred by AAAL for arranging transport and penalty as per clause 4 (x) would be imposed and mileage of such trips will not be given.
- 3.17** The Service Provider shall obtain State Permit/ Toll Tax for movement of vehicle to and fro Gurugram, Bahadurgarh, Faridabad, Ghaziabad and Noida.
- 4.0** **PENALTY:** Penalty shall be deducted from future / pending bills of the Tenderer. In case the amount recoverable is more and not made good by way of deductions from the bills, the Security Deposit shall be forfeited to recover the amount due. However, the above cases of penalties can be reviewed by AAAL for consideration the facts and reasons of each case. However, final decision would be of Chief of Operation, AAAL.

In case of non-compliance of laid down terms & conditions, the following operational penalties shall be recovered from the monthly bill/Bank Guarantee, in addition to other penalties, if applicable:

(i)	Shortfall of vehicles (for less than 25 in number in any day)	Rs.2000/-per vehicle per day
(ii)	Duty driver / Supervisor not found in uniform/ Shabby look	Rs. 200/- per incident
(iii)	Poor car condition / un-cleaned	Rs. 200/- per day
(iv)	Non- availability of Communication facility. (Mobile with Driver/Supervisor cannot be contacted on any occasion.	Rs. 200/- per day/person
(v)	Fire Extinguisher / First Aid kit is not available / Stepney found punctured / not functioning	Rs. 200/- per occasion

(vi)	Vehicle reported late at pickup/drop point (maximum by 15 minutes) as per the Complaint of crew.	Rs. 200/- per occasion
(vii)	Non availability of requisite number of vehicles at any time and alternate arrangement is made in lieu of.	Recovery of actual expenditure incurred plus 1000/- administrative charges.
(viii)	AC ineffective / Not working	Rs.500/- per day
(ix)	Non-provision of supervisor	Rs. 2000/- per supervisor per shift
(x)	If Transport does not report on time / due to break down of vehicle or any other reason and crew utilizes own transport /cab	Recovery of actual expenditure incurred plus 1000/- administrative charges.
(xi)	Intoxicated driver found on any occasion to be terminated with immediate effect	Rs.3,000 /- per incident.
(xii)	Flight delay due to late deployment/break down of transport	Rs.10,000/- per flight delay
(xiii)	Non-compliance of applicable statutory/labour law (Refer clause 31.0 of Annexure A)	Rs.2500/- per month for each case (PF & ESI)
(xiv)	Passenger other than/AAAL Crew/staff while on AAAL duty	Rs. 1000/-
(xv)	Misbehave with AAAL official (Crew/official)	Rs. 1000/-

5.0 Execution/Contractor's Responsibility: Promptness, Punctuality, Efficiency, adherence to Safety measures, Courtesy and Quality are the essence of this service.

5.1 The service provider will provide a list of vehicles (Registration numbers etc.) along with requisite documents which they propose to deploy for AAAL duty before the commencement of contract.

5.2 The service provider shall ensure that the cars deployed by him are well-maintained. Servicing and preventive maintenance are to be carried out as per the schedule of the manufacturer and preferably from the Authorized Dealer. The service provider should ensure periodic cleanliness/ washing of each vehicle. The vehicles should be cleaned thoroughly both internally and externally, diggi kept clear off dust, rubbish, oil and any personal belongings of driver, Hygienic condition must be maintained inside the car at all times, and shall be subject to periodic inspection by the representatives of AAAL.

5.3 The service provider shall ensure that the vehicles are positioned well in time for Pick-up and drop of crew and officials and the services rendered are prompt and courteous.

- 5.4 During the contract period if the vehicle is seized or detained or requisitioned by Police/ Transport Authority/DIAL or any other Govt. authority for whatsoever reasons that will be at the Service Provider's risk.
- 5.5 The service provider will provide a list of drivers/supervisors who are deployed for AAAL duty. A register in this respect is to be maintained by the service provider along with a recent photograph of the Drivers/Supervisors .Their antecedents must be verified for security reasons and records must be kept.
- 5.6 No staff below 18 years of age shall be deployed.
- 5.7 The nature of duty to be assigned to each of the driver/vehicle shall be at the sole discretion of AAAL. The supervisors deployed by the Service Provider shall ensure that the drivers adhere to the norms.
- 5.8 The service provider shall issue photo-identity card/name badge to the drivers/staff deployed for AAAL duty under his signature, company's name and seal, which shall be displayed by them while on duty.
- 5.9 The service provider shall ensure that during late night pickup/ drop of the crew, the driver has to be extra vigilant and shall be briefed in this respect from time to time. Service provider to ensure that the female crew to be pick up / drop in their own fleet vehicle during odd hours.
- 5.10 The service provider shall ensure that no driver deployed for AAAL duty be allowed to drive or be detained for driving for more than 12 hrs at a stretch. The drivers must be given adequate rest between two shifts. Any violation of the same would be viewed very seriously and **suitable action would be taken as deemed fit by AAAL.**
- 5.11 The drivers/staff of the vehicles deployed for AAAL duties should be neatly dressed in clean uniform and should maintain polite & courteous behavior.
- 5.12 Drivers should have valid driving license issued by the RTO to drive such vehicles and must carry the same with him while on duty.
- 5.13 Police verification of all drivers should be ensured and an updated list to be submitted to AAAL. AAAL Transport Section may also carry out random checks to see whether the vehicles deployed for AAAL duty have valid fitness, insurance, license and the drivers' antecedents have been verified by Police.
- 5.14 The drivers deployed must be fully aware of Delhi/ NCR Roads/ Routes (i.e. in Ghaziabad, Faridabad, Gurugram, Noida, Bahadurgarh etc).
- 5.15 Any complaint from Crew/Official of AAAL with respect to the behavior/uniform of supervisors/drivers will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action as deemed fit by AAAL.

- 5.16** The drivers would take out the luggage from the diggi, keep it near the vehicle/ keep the luggage in the diggi once brought near the diggi (as the case may be). The Driver will also load / off- load the Baggage from the Roof top carrier.
- 5.17** The driver would announce his arrival at the residence of crew/officials by customary Horn/Pressing door bell and will inform MT Section in case of delayed response.
- 5.18** In no case, the duty driver should be allowed to bring blankets/shawls that may create bad environment inside the vehicle. Good quality air fresheners should be provided with each vehicle. After each trip the Driver will check the vehicle for cleanliness.
- 5.19** Smoking inside the vehicle is strictly prohibited. Drivers should not eat tobacco, Gutka etc. while on duty.
- 5.20** The driver while on duty should not be under influence of alcohol or any other intoxicant or under stress. In such cases another driver has to be provided by the service provider immediately on receipt of such report/ complaint from AAAL. Any Loss or damage caused by such driver or otherwise shall be totally borne by the service provider. Regular checks should be carried out to see whether drivers are under the influence of Alcohol before each shift. The service provider must conduct random checks with Alco meter.
- 5.21** Communication facility like mobile phones must be available in the vehicle for communication between the supervisors, drivers and AAAL officials.
- 5.22** The service provider cannot sub-contract the transportation services to any other party.
- 5.23** The cars deployed for duty of AAAL shall at no point of time carry any person other than personnel authorized by AAAL.
- 5.24** The Service provider shall ensure that all the security regulation of AAAL, BCAS, DIAL and/or any agency associated with airport activity are strictly adhered to and complied with by the persons deployed by the Service Provider. Any violation of security regulation will be at the cost and risk of the service provider.
- 5.25** The service provider should ensure that all the documents including RC, Fitness, Insurance, Pollution Certificate, Road Tax, Permit etc. and any other relevant documents/Licenses essentially required by the R.T.O. and other statutory bodies for the operations of the vehicles must be re-validated before the expiry of the due date during the tenure of the contract period. These documents/licenses should be available in the vehicles during the duty timings.
- 5.26** The service provider will provide commercially registered vehicles and the vehicles should have full comprehensive insurance with third party and its occupants' unlimited risk. AAAL shall not be liable for any damage, whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of contractor's vehicles by AAAL. The contractor shall be solely responsible for any injuries caused by the driver/ vehicle whether by accident or otherwise. The contractor shall be required to indemnify AAAL for the same.

- 5.27** The service provider shall solely be responsible to comply with all the provisions of Motor Vehicle Act and laws, rules and guidelines applicable from time to time.
- 5.28** The service provider shall be responsible for the acts and deeds of drivers of the vehicles. AAAL will in no way be responsible for violation of traffic rules or any other loss either by the driver of the vehicle or by the contractor. The contractor shall comply with the relevant rules and regulations of Motor Vehicle Act/DIAL applicable at present and as may be enforced from time to time.
- 5.29** The service provider is fully responsible for any accident, injury or death caused by the vehicle driven by the service provider's personnel and shall be liable to pay all compensation for such loss, damage or death.
- 5.30** Supervisors of service providers should have a brief session with drivers in each shift and instruct them to drive vehicles within the prescribed speed limit and to avoid rash driving. The drivers should be extra careful in the night shift as the roads are empty.
- 5.31** The service provider shall be solely responsible for any theft/dishonesty/damage to the property of AAAL /any other agency/crew/officials travelling in the car provided by him/ arranged by him due to negligence. AAAL shall not be liable for any damages, whatsoever to public property and/ or any third person due to any incident/ accident arising out of and in the course of deployment of service provider's vehicle by AAAL. Any claim in this respect or other liabilities arising out of any incident/ accident involving the vehicle/ staff deployed by service provider will be borne by him. AAAL's decision in such cases shall be final and binding on the service provider.
- 5.32** The service provider shall keep one suggestion/ complaint book in each vehicle.
- 5.33** Mosquito repellent to be sprayed at least one hour before pickup/ drop (whenever required).
- 5.34** Service Provider has to make his own arrangement to procure fuel, lubricants, spare parts etc. On account of this reason or on account of repair etc. if the vehicle is sent to garage or Fuel Pump, service provider cannot claim for this empty trip. Adequate spares such as bulbs, fan-belts, Stepney in serviceable condition shall be kept in the vehicle at all times along with required tools for use if required. The refuelling / maintenance of vehicles should be done in such a way that required numbers of vehicles are available in fully serviceable condition during peak flight timings.
- 5.35** The service provider shall have 24 hours working office equipped with telephone and e-mail facility in order to send and receive any communication to and from AAAL.
- 5.36** Sticker having the Company Name of Service provider must be displayed on front and rear glass. AAAL Logo/ sticker would also be displayed on both sides if desired /provided by AAAL. Alliance Air reserves the right to use the vehicle for any kind of publicity / marketing for AAAL products.

5.37 The service provider must ensure that all the rules and regulations of multilevel parking are strictly adhered to and complied with by the persons deployed by the Service Provider. Any violation will be at the cost and risk of the service provider.

5.38 The Service Provider is for providing the transport service and not for engagement of any employee deployed for running the fleet. Such employee shall be on the duty of service provider/ contractor and under no circumstances shall be deemed to be on the duty of AAAL. AAAL shall have no relationship or nexus of any kind whatsoever with such employee deployed by the service provider. Such employee shall not be entitled to claim any right, privilege or benefit from AAAL and in the event of any such claim, the service provider undertakes to indemnify AAAL for any loss or demand financial or otherwise. The responsibility of discipline of the employee in case of any complaint from AAAL shall be solely that of the service provider.

Tender No. AAAL/TPT/Delhi/2024/28

Date: 8th May 2024

Annexure C

Performa for Part – A Technical Bid along with check list

1.0	Name of the Contract	Hiring of 25 CNG mid segment sedan AC Cars for Crew & other Officials of Alliance Air Aviation Limited at Delhi
2.0	Name of the Company / Establishment	
3.0	Full Address of Registered Office	
4.0	Name of Authorized Signatory	
	Telephone No.	
	Mobile No.	
	E-mail ID	
5.0	Full Address of Working Office	
6.0	Nature of Company[Whether Proprietorship Firm/Partnership Firm /Private Limited Company /Public Limited company /Corporation / Any Other to be Specified	
7.0	Details of EMD of Rs 15.0lakhs. (Must)	DD / BG No & Date: Amount: Bank:
8.0	MSME Registration. Details	
9.0	Particulars of Statutory Registration – Issued in the name of the Tenderer. (to enclose self- attested copies of the same)	
9.1	PAN No (Must)	
9.2	GST Registration (Must)	
9.3	PF Registration (Must)	
9.4	ESI Registration (Must)	
10.0	Whether having minimum two year experience (after 01 Jan 2022 and as on date of submission of Tender) in providing transportation services (cars / MUV) as per eligibility criteria. To enclose self-attested copies regarding Experience Proof (Must Condition)	Yes / No

11.0	Whether having minimum 25 commercially registered light passenger vehicles in the name of Co./Proprietor/Partner/Firm as on date of application of the Tender. To enclose Particulars duly verified by Transport Department in current date or documents of 25 commercially registered light passenger vehicles in the name of Co./Proprietor/Partner/Firm. (Must Condition)	Yes / No
12.0	Whether having working office in Delhi/NCR. To enclose self-attested copy of Lease agreement / Electricity bill / Telephone bill or RC of commercially registered Vehicles bearing the address of the Tenderer. (Must Condition)	Yes / No
13.0	Whether Tenderer having average Annual Turnover of Rs 2 Crore or above for the last two preceding Financial Years out of transport business. To enclose certificate from CA confirming average annual turnover arising out of the transport Business. (Must Condition)	Yes / No
	Turnover for the Financial Year be specified.	2021-22 Rs.....
		2022-23 Rs.....
		2023-24 Rs.....
14.0	To enclose self-attested Copies of Balance Sheet, Profit & Loss and ITR for the Preceding two Financial Years. (Must Condition)	Yes / No
15.0	Whether be able to supply the tendered requirement of approx.25 CNG mid segment sedan AC Cars as per the work-scope as at Annexure-B.	Yes / No
16.0	Has any Director/Partner/Proprietor been convicted any time by court of law? (if Yes, give details)	Yes / No
17.0	Has your company been Blacklisted by any agency of the airport or elsewhere (if Yes, give details)	Yes / No
18.0	Is any Director/Employee on your payroll belonging to 'AAAL' (if Yes, give details)	Yes / No
19.0	Agree to all the terms and conditions at Annexure-A and the requirement specified at Para 2 (Requirement of vehicles), Para 3 (Service Level), Para 4 (Penalty), Para 5(Execution/Contractors Responsibility) of Annexure B.	Yes / No

20.0 Undertaking: (To be agreed & signed by the Tenderer):

20.1 All the provisions of the Contract Labour (Regulation and Abolition) Act 1970 and rules made there under shall be complied with, if the same are applicable to the successful Tenderer.

20.2 It is confirmed that in case Contract / LOI is awarded by 'AAAL' to the successful Tenderer, payment of all statutory obligations especially – Minimum Wages/ESI/PF/GST etc shall be the responsibility of the Service Provider. In case, WCT becomes applicable on these services any time during the contract period, the Service Provider shall obtain WCT registration if not obtained earlier and submit a copy to 'AAAL' within 90 days of receipt of intimation from 'AAAL'. (Applicable, in case the Tenderer is not having WCT registration at the time of application of the tender).

20.3 It is confirmed that the Contract for "Hiring of 25CNG mid segment sedan AC Cars for Cabin Crew & other Officials of AAAL at Delhi" will be operational within 15 days the date of acceptance of LOI (Letter of Intent).

20.4 It is confirmed that the registrations and licenses under all the applicable local and central taxes, laws and to be specified separately under each applicable tax/law/Act (i.e. GST Act/Work Contract

Act/Provident Fund Act/Income Tax Act/Shop & Establishment Act/ESI Act etc.) shall be produced for verification/checking of AAAL or to a third party authorized by 'AAAL' / agencies of Govt. of India.

- 20.5** It is confirmed that the requisite work as per enclosed Work Scope would be commenced and executed to the satisfaction of 'AAAL'.
- 20.6** It is confirmed that on the spot surprise checks could be conducted by AAAL/third party authorized by 'AAAL' anytime and shortcomings shall be overcome and the Service Provider can be penalized if not rectified.
- 20.7** It is confirmed that no vehicle registered in the name of 'AAAL' employee or his/her family member shall be deployed for services under subject contract.
- 20.8** It is confirmed that Financial Bids submitted are valid for a period of 120 days from the date of opening of the Technical Bids. AAAL may extend this period if required.
- 20.9** It is confirmed to have carefully gone through, have understood and hereby agrees to abide by all the General Terms & Conditions, Work scope and Specifications governing the tender.
- 20.10** It is confirmed that the information given in the tender is true and correct to the best of my knowledge and belief and nothing material is concealed and authorized to sign the tender document.

Date:	Signature of auth signatory:
Place:	Name of auth signatory:
	Designation of auth signatory:
	Co's name & seal:

Tender No. AAAL/TPT/Delhi/2024/28

Date: 8th May 2024

Annexure – D

Performa for having 25 commercially registered vehicles

Details of owning Minimum 25 Commercially Registered Four Wheel Motorized Passenger Vehicles, Cars / MUVs in the name of the Company/Owner(s)/Proprietor/ Partner(s)/Firm as on date of the Tender application:

Sr. No.	Regn. No. of vehicle	Make/Model	Permit Valid up to	Fitness valid up to	Insurance valid up to	Name of the Owner in RC Book
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11..						
12.						
13.						
14.						
15.						
16.						
17.						
18.						

Note: The Tenderer/Bidder to provide particulars of each above vehicle duly verified by Transport Departmentor the documents and must produce the original RC Book, Insurance, Permit and fitness certificate etc. at the time of visit to the premises of Tenderer by AAAL committee members.

Undertaking:

- (i) I have carefully gone through and have understood and hereby agree to abide by all the Terms & Conditions, Work scope and Specifications governing the Tender.
- (ii) I hereby confirm that I am authorized to sign the tender documents and the information given above is true and correct to the best of my knowledge and belief and nothing material is concealed.

Date:

Signature of authorized signatory:

Place:

Name of authorized signatory:

Designation of authorized signatory

Co's name & seal:

Performa for Part – B Financial Bid

1.0	Name & Address of the Tenderer		
2.0	Name of Contact Person with Contact details including e-mail ID:		
FINANCIAL OFFER			
3.0	Particulars	(in figures)	(in words)
3.1	Per Km Basic Rate in Rupees for CNG mid segment AC Car Offered vehicle type:		
3.2	Applicable GST % age		
3.3	Parking charges per car per month in case AAAL does not provide the parking space at Terminal building T-3/Alliance Bhawan T-1.		
3.4	Current CNG Price at Delhi	Rs.74.08 per kg	Rupees is seventy-eight rupees paise eight only per kg only per kg
NOTE: L-1 BIDDER SHALL BE DECIDED BASED ON THE LOWEST RATES QUOTED FOR ITEM 3.1 ABOVE.			

4.0 The rates quoted above are based on current rate of CNG i.e. ₹74.08 per kg

5.0 **Inclusions:** The rates offered / agreed by the Tenderer shall be inclusive of Capital Cost, Manpower Cost including Driver & Supervisor, Operation & Maintenance Cost, Cost of GPS and installation charges, Cost of RFID Tag / Card, Pollution Check Charges, Road Tax, vehicle Insurance, Provision for Name Badges, Uniform, ID cards and all statutory payments like ESI/ PF etc to Driver & Supervisor.

5.1 State Tax for Haryana & U.P., MCD Toll Tax, Toll Charges for Highway/Toll Road.

6.0 **Exclusions:** The following shall be excluded in the quoted rates.

6.1 The GST will be paid /reimbursed at the rates quoted at Sr. No 3.2 of Financial Bid. The bidders must quote the GST rate as per applicable GST rules in this regard.

6.2 Parking at the terminal building would be provided by AAAL. If not, the cost of parking would be reimbursed on production of receipt as proof of payment.

7.0 **Validity of Rates:**

7.1 Rates agreed to in the Contract shall remain firm for entire contract period including extensions, if any and no request whatsoever for further price escalation on any ground will be entertained during the Contract period except for increase / decrease in the cost of CNG.

7.2 The increase / decrease in CNG price will have a bearing on agreed contract rate. However there will be no increase / decrease in the rate of CNG price up to 5 %. Any percentage of increase / decrease above 5% will be incorporated and accordingly the increase / decrease will be paid as per the contract agreed rate and gap of 5% thereof. For example the present/base rate of CNG is 74.08 per Kg in Delhi and the escalation/de- escalation due to change in CNG cost shall be reviewed and any increase/decrease (cumulative) of **Rs.3.70** i.e. 5% of base rate of CNG at Delhi or above on rate of fuel shall be recoverable/payable (rate of CNG for which last revision was made or base rate if there was no revision) by taking standard fuel consumption of 15 KM/KG for cars.

8.0 **Undertaking:**

8.1 We have carefully gone through and have understood the General Terms & Conditions, Work scope and Specifications governing the tender and would abide by the same.

8.2 The Financial Bid will be valid for 120 days from the date of opening of Technical Bid Part-A. However AAAL may extend this period.

8.3 It is hereby confirmed that I am authorized to sign the tender document.

8.4 All the pages of the Financial Bid (Annexure-E) i.e. Page 1 to Page 2 and any overwriting are signed.

8.5 It is confirmed that we have quoted our rates based on actual Mileage basis. MT Section at Alliance Bhawan, IGI Airport, Domestic Terminal 1 to MT Section at Alliance Bhawan, IGI Airport Terminal 1 mileage will be paid.

Date:	Signature of auth signatory:
Place:	Name of auth signatory:
	Designation of auth signatory:
	Co's name & seal:

Tender No. AAAL/TPT/Delhi/2024/28

Date: 8th May 2024

Annexure – F

FORMAT OF AUTHORIZATION LETTER FOR ATTENDING BID OPENING (ON COMPANY LETTER HEAD)

To
The Material Management Department,
Alliance Air Aviation Limited
I.G.I Airport, Domestic Terminal-1
New Delhi – 110037

Sub: Authorization for attending bid opening

Tender No____Closing Date:___

Opening Date__Opening Time__

The following persons(s) are hereby authorized to attend the bid opening for the tender mentioned above on our behalf.

Sr. No	Name	E Mail-ID	Contact No.	Signature
--------	------	-----------	-------------	-----------

- 1.
- 2.

Authorized Signatory

Note:

1. Permission for entry to the hall where bids are opened may be refused in case authorization letter as prescribed above is not received.
2. The authorized representatives, in their own interest, must reach the venue of bid opening well in time.
3. The authorized representative must carry a valid photo identity.

Tender No. AAAL/TPT/Delhi/2024/28

Date: 8th May 2024

ANNEXURE 'G'

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
Alliance Air Aviation Limited ,
IGI Airport, Domestic Terminal 1, New Delhi-110037.

WHEREAS (Name and address of the Tenderer)
(hereinafter called "the Tenderer") has undertaken, in pursuance of tender no.....
dated to provide transport service (herein after called "the tender").

AND WHEREAS it has been stipulated by you in the said tender that the Tenderer shall furnish you
with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as
security for compliance with its obligations in accordance with the tender;

AND WHEREAS we have agreed to give the Tenderer such a bank guarantee;

NOW THEREFORE, we Bank, hereby affirm that we are guarantors and
responsible to you, on behalf of the Tenderer, up to a total of
(amount of the guarantee in words and figures), and we undertake to pay you, upon your first
written demand declaring the Tenderer to be in default under the contract and without cavil or
argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your
needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Tenderer before
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the tender to
be performed there under or of any of the contract documents which may be made between you
and the Tenderer shall in any way release us from any liability under this guarantee and we hereby
waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of 20__

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch

(ON COMPANY LETTER HEAD)

To
Alliance Air Aviation Limited,
Alliance Bhawan, IGI Airport,
Domestic Terminal 1, New Delhi-110037

Subject: Undertaking for PF / ESI & salaries distribution

Dear Sir,

This is to certify that an amount of Rs. _____ has been remitted with Provident Fund Authorities vide the attached combined challans of code no. _____ for the month of _____ for my employees as per the Annexure I attached.

This is to certify that an amount of Rs. _____ has been remitted with the Employees State Insurance Corporation Authorities vide the attached combined challans of code no. _____ for the month of _____ for my employees as per Annexure I attached.

This is to certify that the salaries/wages for the month of _____ has been distributed to all my employees/drivers deployed for the duty of AAAL on _____.

I undertake full responsibility of any claim of whatsoever in nature arising from the company indemnified from any liabilities as mentioned hereinabove.

This is for your information and records please.

Thanking you,

For _____

Authorised Signatory

(ON COMPANY LETTER HEAD)

Statement regarding Salary/PF/ESI paid to employees for the month of

S. No.	Employee Name	No. of days attended	Salary / Wages paid	PF A/c No.	Provident Fund		ESI	
					Deducted	Deposited	Deducted	Deposited
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

24								
25								

For _____

Authorised Signatory