

NAME OF WORK: Notice inviting “Expression of Interest” (EOI) for Engagement of Consultant for dealing Land Matters at Rajahmundry Airport.



**TENDER DOCUMENT EOI – LAND
CONSULTANT**

**AIRPORTS AUTHORITY OF INDIA LANDMANAGEMENT,
RAJAHMUNDRY AIRPORT
RAJAHMUNDRY - 533102**

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This Notice Inviting EOI contains 12 pages (Page No.1 to 12) serially numbered.

**Asst. General Manager (Engg-Civil),
For Airport Director,
AAI, Rajahmundry Airport,
Mobile: 9445601664
Email: ssprasad@aai.aero**

Expression of Interest (EOI) is invited from interested parties for Engagement as Consultant for dealing the Land Matters at Rajahmundry Airport. Last date of submission of EOI – Land Consultant is **26.05.2022 1500** hrs. For details, please visit AAI web site www.aai.aero

NOTICE INVITING EXPRESSION OF INTEREST**Sub: Expression of Interest for Engagement of Consultant for
Dealing Land Matters at Rajahmundry Airport.****1. Introduction**

Airports Authority of India ("Authority" or "AAI"), established under Airports Authority of India Act, 1994, is a Category-I mini-ratna public sector enterprise. The Authority is mandated under the Airports Authority of India Act, 1994 to inter alia manage the Airports, Civil enclaves and the aeronautical communication stations efficiently (other than airports and airfields belonging to, or subject to the Control of, any Armed Force of the Union). The Authority, in its persistent efforts to provide world-class infrastructure and services to stakeholders, has been endeavoring to excel amongst its global peers by undertaking various initiatives.

AAI plans to invite EOI for engaging a Land consultant to deal with all land matters which involves updating of land records and Digitization process of the existing Land pertaining to Rajahmundry Airport.

2. Objectives of EOI:

The services of a consultant is required for a specific period for AAI at Rajahmundry Airport, mainly for updating all the Land records, expedite the land mutation process in the name of AAI in respect of the existing land & newly acquisition land.

In addition to the above, other miscellaneous works such as preparation of Digital Survey map, compilation of Land records, assisting AAI in legal matters connected with Land Management works etc., need to be carried out as detailed in the Scope of Work.

3. PERIOD OF ENGAGEMENT

The duration of engagement of consultant, shall be 06 months (six) with a provision to extend for further period of 06 months (six) subject to requirement of AAI and based on the performance of the Consultant.

4. REMUNERATION

- The Estimated remuneration for the Consultant per month is **Rs 50,000/- (Rupees Fifty Thousand only)** per month.
- The Income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS Certificate. Service Tax/GST as applicable shall be payable extra at the prevalent rates.
- In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee.
- AAI will be free to terminate the services in case consultant remains absent for more

than 15 days beyond the entitled leave in a calendar year.

5. Submission of EOI:

The Notice Inviting 'EOI' and other Terms and Conditions shall be obtained from the office of Airport Director, Rajahmundry Airport or the same can be downloaded from AAI website www.aai.aero.

Interested parties / Firms having the eligibility criteria as stated in Para No.7 of this EoI, are requested to submit their 'Expression of Interest to the Airport Director, Rajahmundry Airport on or before **26.05.2022 up to 1500 hrs**. The offer will be opened on **26.05.2022 at 1530hrs** in the presence of the parties or their authorized representative if any present.

AAI reserves to itself the right to reject any or the entire request in full or in part without assigning any reasons thereof and to call for any details or information or extend the date and time of its submission from any party.

6. Schedule of Events / Activities for submission of EOI

Sl. No.	Particulars	** Date & Time (in IST)
1	Publishing of EOI	04.05.2022 at 18:00 Hrs
2	Download EOI from AAI website	05.05.2022 at 09.30 Hrs
2.1	Submission of EOI Start Date & Time	05.05.2022 at 10:30 Hrs
2.2	Submission of EOI End Date & Time	26.05.2022 up to 15:00 hrs
3	Opening of EOI Date & Time	26.05.2022 up to 15:30 hrs

** The date is tentative and can be rescheduled at the discretion of AAI.

7. Eligibility Criteria & Documents to be submitted:

SL No.	Eligibility Criteria	Documents to be submitted by the applicant
1.	The applicant should be retired Revenue official from State Govt not below the rank of Tahsildar having experience in land acquisition, Mutation process, Land Survey and other Land matters, dealing LAOP cases etc.,	Proof of supporting document
2.	The applicant should be less than 70 years of age as on the date of publishing of this EOI. He shall be medically fit and shall possess good working knowledge of Telugu & English.	Proof of document

3.	The selection shall be based on the No. of years of experience, remuneration amount Quoted by the Applicant, additional skills, performance in the interview etc.,	Proof of document
4.	Acceptance letter duly filled in all columns and signed by the applicant	As per Annexure A
5	Form of Quotation duly filled in all columns and signed by the applicant	As per Annexure B
6	Unconditional Acceptance letter dully filled in all columns and signed by the applicant	As per Annexure C

8. Scope of Work

Sl. No.	Scope of Work	Timeframe
1	Land works pertaining to the existing AAI land area of Rajahmundry Airport (i.e., 1218.88 acres).	
1.1	Arranging scaled Revenue survey map duly certified by Revenue Authority.	Within First month after the award of work.
1.2	Collection & Compilation of FMBs/ Extracts of A-Register and Other relevant Docs from Revenue Authority.	Within Second month after the award of work.
1.3	Completing the Mutation of existing land in the name of AAI and obtaining all relevant documents in co- ordination with District Revenue Authorities including online mutation documents.	Within Fourth month after the award of work.
1.4	Assist AAI in preparing digital Revenue survey map including with updated land records duly superimposing the survey Map on AAI Master Plan.	Within Fifth month after the award of work.

1.5	Physical verification of the existing land area with reference to the revenue records for checking encroachments if any., and take necessary action in co-ordination with District / Revenue Authorities.	Within Fifth month after the award of work
1.6	Preparation of Survey Map duly superimposing in Revenue Map as well as on AAI Master Plan.	Within Sixth month after the award of work
2	General works:	
2.1	Assisting AAI team in Physical Audit of AAI land area leased / licensed by AAI to various agencies and updating the concerned survey Nos of such land at Rajahmundry Airport as and when required.	
2.2	Assisting AAI in initiating necessary steps to prepare and file LPS with Revenue Authorities, as and when required.	
2.3	Assisting AAI in various pending Land related Court Cases in coordination with District Authority, as and when required.	
2.4	Updating Rajahmundry Airport Land Master Data on real time basis in coordination with AAI personnel (i.e., Data entry in Excel Sheet in respect of existing area).	
2.5	Regular Liaison with District Revenue Authorities and assist AAI in all land related works at Rajahmundry Airport.	
2.6	The Consultant shall report to the Airport Director OR AGM(Engg-Civil), Rajahmundry Airport, and shall brief the work progress on daily basis and shall submit progress report monthly.	

9. SPECIFIC TERMS & CONDITIONS:

- 9.1 The duration of engagement of consultant, shall be 06 months (six) which may be extended for further period of 06 months (six), if required, based on the performance of the incumbent.
- 9.2 The appointment of consultants would be on full - time basis and they would not be permitted to take up any other assignment during the period of consultancy.
- 9.3 However, the services of the Consultant are liable to be terminated at any time by giving one-month notice or remuneration/fees in lieu of notice period and the decision of AAI Management will be final in this regard.
- 9.4 The successful applicant shall be paid the amount quoted per month by him. Tax Deduction at Source (TDS): The Income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS Certificate. Service Tax/GST as applicable shall be payable extra at the prevalent rates.
- 9.5 Allowance: Consultant shall not be entitled for any allowance such as Dearness Allowance (DA), Residential, Telephone, Transport facility, Personal staff, Residential accommodation, Medical Reimbursement, etc.
- 9.6 TA/DA
- i) No TA/DA shall be admissible for joining the assignment or on its completion
 - ii) However, Consultants will be allowed TA/DA for their travel inside the country in connection with the official work after approval of Competent Authority.
 - iii) The Consultant is NOT ELIGIBLE for any other perks and allowances other than the lump sum remuneration quoted per month by the successful applicant.
 - iv) In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the consultancy fee.
 - v) AAI will be free to terminate the services in case consultant remains absent for more than 15 days beyond the entitled leave in a calendar year.
- 9.7 Attendance & Leave
- i) Consultants will be required to mark their Biometric/manual Attendance daily at the place of reporting in line with AAI Employees attendance system at the place of engagement.
 - ii) Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis.
 - iii) Therefore, a consultant shall not draw any remuneration in case his/her absence is beyond 12 days in a year (calculated on pro-rata basis).
 - iv) Unavailed leave in a calendar year cannot be carried forward to next calendar year or encashment at the end of the tenure.
- 9.8 Agreement and Letter of Acceptance: An agreement should be drawn up between the

selected consultant and AAI specifying the terms and conditions of hiring of consultants, including the following:

- i) Scope of Work.
- ii) Remuneration/Fees to be paid to the Consultant.
- iii) Tax Deduction at Source.
- iv) Reimbursement of GST paid by the consultant.
- v) Domestic Tour required and entitlement for the same in terms of TA/DA.
- vi) Facilities to be provided by AAI terms of office space, other infrastructure.Etc.
- vii) Deliverable of the assignment expected from the consultant.
- viii) The agreement will be binding on both the consultant and AAI.

9.9 Termination of Agreement- AAI can terminate the agreement on the following grounds.

- i) In case the information furnished by the applicant is found to be false at any stage the same will be invite disqualification and or action as deemed appropriate by AAI whose decision shall be final and bindings.
- ii) The consultant is unable to address the assigned tasks.
- iii) Quality of the assigned works is not to the satisfaction of the department.
- iv) The consultant fails in timely achievement of milestones as decided by AAI.
- v) The consultant is found lacking in honesty and integrity.
- vi) The services of the consultant are liable to be terminated at any time by giving one-month notice or remuneration/fees in lieu of notice period and the decision of AAI management will be final in this regard.

9.10. Willingness Letter/ Acceptance Letter: In the event of acceptance of terms and conditions, the consultant shall submit his willingness/acceptance letter in the proforma attached while reporting for duty.

Annexure "A"

To
The Airport Director,
AAI, Rajahmundry Airport.
Rajahmundry – 533102.

ACCEPTANCE LETTER

I, hereby acknowledge that I have read and understood the Terms & Conditions of appointment/engagement and accept the same.

I, hereby declare that I am not employed gainfully elsewhere and also that I will not take up any gainful employment elsewhere during the period of consultancy with Airports Authority of India.

I, hereby declare that I am not residing in any Government Accommodation and in case, I shift to any Government accommodation during my engagement with Airports Authority of India, I shall immediately inform to my Monitoring Officer in this regard.

I, hereby declare that there is no vigilance/criminal proceeding pending on me as on the date of appointment/engagement.

I, confirm that I shall commence my contract/services with effect from _____

Name: _____

Signature: _____

Date: _____

Mob: _____

Annexure "B"Form of Quotation

Name of Work: Expression of Interest for Engagement of Consultant
for dealing Land Matters at Rajahmundry Airport.

Sl. No	Description of Items	Quoted Rate (Rs.) (Excluding GST)
1.	Remuneration Amount per month	Rs _____

(Rupees...only)

Signature of the Quotationer _____

Name _____

Status _____

Address _____

Tel No (Office) _____

Residence _____

UNCONDITIONAL ACCEPTANCE LETTER**To**

The Airport Director,
Airports Authority of India,
Rajahmundry Airport,
Rajahmundry - 533102.

Subject: Unconditional Acceptance of AAI's Terms and conditions mentioned in the Expression of Interest for Engagement of Consultant for dealing Land Matters at Rajahmundry Airport.

Sir,

1. I/We hereby certify that I/We have inspected the site and read the entire terms and conditions of EOI and documents made available to me/us. I/We shall abide by the conditions /Clauses contained therein.
2. I/We hereby unconditionally accept the AAI Terms and conditions of the EOI for Engagement of Consultant for dealing Land Matters at Rajahmundry Airport

Yours faithfully,

Date:

(Signature of THE PARTY)