



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

Lr.No: AAI/Hyd/NIQ(01)/Land-CT/GB-01/2022-2023/

Dated : 18.05.2022

NOTICE INVITING QUOTATION

1. The Sealed quotations are invited on behalf of the AAI by the JGM(Land/LM), AAI, Begumpet Airport, Hyderabad-500016., for the Work of: **“ENGAGEMENT OF SERVICES OF LAND CONSULTANTS/ RETIRED TAHSILDARS/MRO's/RDO's FOR ASSISTING IN COLLECTING LAND RECORDS/DOCUMENTS PERTAINING TO AAI LANDS AT GACHIBOWLI, HYDERABAD.** AAI would like to engage the services of Land Consultants / Firms/retired Tahsildars, MRO's/RDO's etc. to undertake the above said work at an estimate cost of **Rs. 3.00(Three) Lakhs (excluding GST).**

2. Criteria of eligibility shall be as follows & the prospective applicants shall fill their eligibility credentials in **Annexure-II, III & IV** of the NIQ Document:

A. The Land Consultant / Land Firm:

- (i) Shall be registered Land Firm / Consultant/ empanelled with Central/ State Govts. or Central/ State PSU's or Public sector Banks (PSBs) or retired Tahsildars, MRO's/RDO's etc.
- (ii) In case of firms, should have completed three similar works of Land due diligence of properties each costing not less than Rs. 1.20 Lakhs each (or) two similar works of Land due diligence of properties costing not less than Rs. 1.50 Lakhs each (or) one similar work of Land due diligence of properties costing not less than Rs.2.40 Lakhs during last 7 years for Central/ State Govts. or Central/ State PSU's or any Public sector Banks. In case of retired Tahsildars, MRO's/RDO's etc, experience/service certificate issued by concerned Dept. is required for working in the described post at least for 10Yrs.

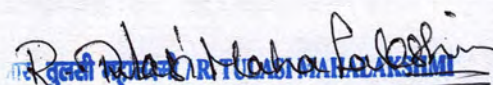
C-NIL, I-NIL, O-NIL

R. Tulasi Mahalakshmi
भार. तुलसी महालक्ष्मी / R. TULASI MAHALAKSHMI
सं.प्र. (वा.प्र. & सं.प्र.)/विधि/नू.प्र./ Jt. GM (CA & CS)/ LEGAL/LM
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AAI, Hyderabad Airport, Hyderabad

(iii) Should have filed their income tax returns for the last 3 years i.e FY 2019 – 20, 2020 -21,2021-22.

B. The interested Land Consultants / Firms/retired Tahsildars, MRO's/RDO's etc fulfilling eligibility criteria mentioned above shall furnish self-attested certificates / documents in support of the eligibility criteria as below :

- (i) Certificate of Registration in case of Land Firms.
- (ii) Certificate of empanelment with Central/ State Govts. or Central/ State PSU's or any Public sector Banks etc.
- (iii) IT Returns filed by the Consultants for the last 3 years or Certificate from CA regarding turnover and IT returns for the last three years in case of Land firms.
- (iv) Requisite completion certificate or Work assignment order issued by the Central/ State Govts. or Central/ State PSU's or any Public sector Banks.
- (v) In case of Land Firms, the details of the team members firm. The registration details and the contact address and phone no. of partners and Associates may be given for verification, if required. In case of retired Tahsildars, MRO's/RDO's etc, experience/service certificate issued by concerned Dept. is required.
- (vi) In case of Firms authorization letter / Board Resolution authorizing the person to sign the quotation forms and other documents.
- (vii) The intending Land Consultant(s) / Firm(s), retired Tahsildars, MRO's/RDO's etc, **shall submit a sum of Rs. 5,000 /- in the form of Demand Draft / Bankers Cheques / FDR of a scheduled bank issued in favour of "AAI", payable at Hyderabad** as interest free refundable performance fee for NIQ, along with the technical bid. The performance fee of the unsuccessful Land Consultant / Firm will be refunded without interest immediately. The performance fee of the successful bidders shall be refunded without interest after completion


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of the work. If the successful bidder does not turn up or do not complete the work within the stipulated time or does not keep the progress of work to the satisfaction of the AAI, the performance fee shall be forfeited and AAI shall be at liberty to cancel the work order.

- (viii) All the bidders should submit valid attested copies of GST Registration & PAN Card, **UNCONDITIONAL ACCEPTANCE letter as per Annexure-VI.**

3. TIME PERIOD: The time allowed for carrying out the entire work, including submission of required reports, shall be **06 (six) Months** from the date of issue of work order or handing over of required property documents by AAI.

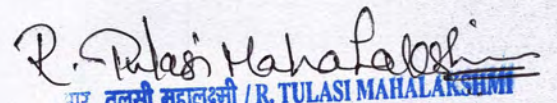
4. The last date of receipt of request for issue of the quotation form is **02.06.2022 up to 15:00 Hrs.** The quotation forms can be downloaded directly from the AAI **website: www.aai.aero.**

5. The Quotations, which should always be placed in sealed envelope, in the manner detailed at clause 6 below, will be received by the JGM(Land/LM), AAI ,Begumpet Airport, Hyderabad up to **15:00Hrs. on 02.06.2022** and will be opened by him or his authorized representative in his office on the same day at **15:30 Hrs** in the presence of the intending bidders. The intending bidders are advised to be present at the time of opening of the quotations along with the originals of their eligibility credentials.

6. Submission of Quotation : The Quotations shall be submitted in the following manner

- (i) "Technical Bid consisting of Eligibility Credentials i.e. self attested copy of eligibility credentials **along with total NIQ document Annexure-I, II, III& IV** shall be placed in sealed envelope - '1' superscripted " Technical Bid / Eligibility Credentials".

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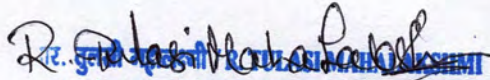
- (ii) The "Quotation i/c Financial Bid / Price Schedule etc" in **Annexure-V** shall be placed in a separate sealed envelope - '2' and the envelope will be superscripted as "Financial Bid / Price Schedule".
- (iii) The sealed envelope no. '1' & '2' as above containing the "Technical Bid / Eligibility Credentials" and the "Financial Bid / Price Schedule" shall be placed in another sealed envelope - '3'.
- (iv) All the three envelopes no. '1' to '3' shall be superscripted with following data on it.
- a) Name of Work: **"ENGAGEMENT OF SERVICES OF LAND CONSULTANTS/ RETIRED TAHSILDARS/MRO's/RDO's FOR ASSISTING IN COLLECTING LAND RECORDS/DOCUMENTS PERTAINING TO AAI LANDS AT GACHIBOWLI, HYDERABAD."**
- b) Name of the Land Consultant / Firm, retired Tahsildars, MRO's/RDO's etc.

Note: i) In case the eligibility credentials are not found to be in order at any stage i.e. before award of work or during execution of the work or after completion of the work, the performance fee will be forfeited and the work order will be cancelled and/or the action under the existing Land for cancellation of the registration / empanelment of the Land Consultant / Firm with whom the agency has been registered / empanelled will be taken by the concerned authority and no payment shall be made for the subject work. Such Land Consultant / Firm may also be blacklisted for all future works by the AAI.

ii) The Land Consultant / Firm, retired Tahsildars, MRO's/RDO's shall produce all original documents for verification, if required by AAI.

After opening the main envelope-'3', the envelope-'1' containing the "Technical Bid / eligibility credentials" shall be opened first. The envelope-'2' containing "Financial Bid / Price Schedule" shall be opened only for those Land Consultants / Firms whose eligibility credentials are found in order as specified in this NIQ.

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आ.वि.प्र. हैदराबाद हवाई अड्डा, हैदराबाद
AAI, Hyderabad Airport, Hyderabad

7. The Quotations which proposes any alteration in the scope of work specified in the said form of invitation to quotation or in the time allowed for carrying out and submission of report, or which contain any other conditions of any sort including conditional rebate will be summarily rejected. However, quotations with unconditional rebates shall be accepted.
8. The amount quoted by the Land Consultant / Land Firm in figures and words shall be accurately filled in so that there is no discrepancy in the amount written in figures and words. However, if a discrepancy is found, the amount quoted by the Land Consultant / Land Firm in words shall be taken as correct.
9. The amount quoted by the Land Consultant / Land Firm shall be inclusive of all applicable taxes / levies/ duty / Cess and exclusive of GST if applicable. The quoted rates shall also be inclusive of all expenses such as T&P, conveyance and out of pocket expenses viz. (Photostat, Typing, Printing and Fax etc.) and nothing extra is payable on any account.
10. The amount quoted will holds good till completion of work and DL period if any.
11. **All pages of the Quotation document should be signed with stamp by the authorized signatory before submitting.**
12. The Quotations shall not be issued by post.
13. The right of acceptance/rejection of the Quotation will rest with the competent authority on behalf of AAI which does not bind itself to accept the lowest bidder and reserves to itself the authority to reject any or all of the quotations received, without assigning any reason. All quotations in which any prescribed conditions are not fulfilled are liable for rejection.
14. The details regarding the scope of work shall be got from the office of the JGM(Land/LM), AAI, Begumpet Airport, Hyderabad.

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AAI, Hyderabad Airport, Hyderabad

15. The Land Consultant / Land Firm shall treat all the documents and information received from AAI / submitted to AAI and all other related documents / communications confidential and shall ensure that all who have access to such material shall also treat them confidential. The Land firm shall not divulge any such information without the prior written permission of AAI authorities. The Land firm shall return the documents received from AAI or from any other Authority in related to this work from time to time after completion of the related works.

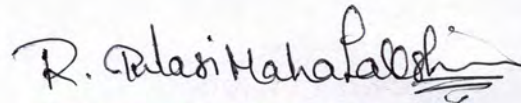
16. **Details of Evaluation process:** The evaluation of technical bids will be done as per the eligibility criteria mentioned in clause 2. (A) & (B). The financial bids of only those Land Consultants / Land Firms who qualify in the Technical Bids will be opened. The Land Consultant / Land Firm who has quoted the lowest price will be considered L-1 and will be called for further negotiation.

AAI reserves the right to discuss the price with the lowest Land Consultant / Land Firm before awarding the contract. It may be noted that AAI will not entertain any price negotiations with any other bidder.

At the sole discretion and determination of the AAI, the AAI may add any other relevant criteria for evaluating the bids received in response to this NIQ.

17. The AAI reserves the right to terminate NIQ at any stage during the course of evaluation process without assigning any reason whatsoever thereof.

18. Further, during the tenure of engagement of the Land Consultant(s) / Land Firm(s), in case AAI at any time consider that the services of Land Consultant (s) / Land Firm(s) are in any manner deficient and/or are not being performed to the satisfaction of the AAI in terms of scope of work as set out herein or in the engagement letter or in any agreement that may be executed with them in connection with the assignment, AAI shall have the right to terminate the engagement of such Land Consultant(s)/ Land Firm (s) without assigning any reason for the same.



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19. Any form of canvassing/lobbying/exercise of influence/cartelization etc. by the Land Consultant (s) /Land Firm(s) will result in disqualification of such Land Consultant(s) / Land Firm(s).
20. **Accountability:** The successful Land Consultant / Land Firm shall be accountable for all the responsibilities indicated in Scope of work and any other activities that the Land Firm(s) may perform in connection with the proposed sale of properties by AAI.
21. **No advance payment shall be made.** The payment for the work will be made only on completion of the job, submission of the reports and after acceptance of the reports by AAI.
22. The payment shall be made after completion of the whole work.
23. The payment shall be made through ECS or NEFT after submission of Bill Invoices **within 45 days or monthly basis after** acceptance of the final reports by AAI. The successful bidder shall submit Bank account details, cancelled cheque, PAN Card, valid GST Registration etc. for creating of Vendor Code in AAI for crediting the payment after making statutory deductions.

Sd/-

JGM(Law/LM),
AAI ,Begumpet Airport,Hyderabad..

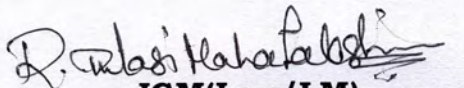
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ANNEXURE-1

SCOPE OF WORK

A. The job work involves the following steps: The Land Consultant shall collect the following documents from the land/revenue/MRO/Collector offices and submit to AAI in original regarding Gachibowli land:

- 1) To deploy land consultant / Retired Revenue officials appropriate level.
- 2) For tracing the documents in r/o in land at Gachibowli especially, with regard to the payment made by AAI as was intimated from station.
- 3) Collect all the documents related to ownership of land, mutations, fees and the details regarding the compensation paid by AAI to the concerned Land registration / District collector authorities etc.
- 4) To inform, suggest AAI if any other document is required for land ownership, the procedure for obtaining such document and assisting in obtaining the same.
- 5) Perusing relevant papers & proceedings relating to the pending litigations, if any, in respect of the Properties.,
- 6) All the documents referred above should be submitted in hard copy (4 copies in Original) as well as soft copy format.
- 7) Assisting AAI in all land matters, litigations, arbitration matters etc. as directed by JGM(Law/LM), AAI, Begumpet Airport, Hyderabad.
- 8) The payment shall be released only after completion of above said scope.


JGM(Law/LM),

AAI,

Begumpet Airport, Hyderabad.

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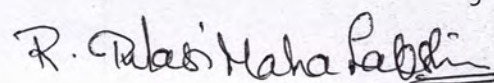
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ANNEXURE-II**CHECK LIST (For the Documents to be enclosed in Technical Bid)**

Sl.No	Details	Tick the appropriate (YES / NO)
1	Name & Address of the firm	YES / NO
2	PAN No. /GST Regd. No.	YES / NO
3	Type of organization & year of incorporation and service details etc.	YES / NO
4	Correspondence address with contact person's name, telephone number, mobile number, Fax No., E-mail etc.	YES / NO
5	Certificate of empanelment with Central/ State Govts. or Central/ State PSU's or Public sector Banks in case of land consultants etc.	YES / NO
6	Details of work orders/completion certificates for the due diligence for immovable properties, executed for Central/ State Govt./ Central/ State PSU/ Any PSB's during last 7 years.	YES / NO
7	Turnover of the Firm. Please provide the details for the last 3 years duly certified by the CA. (ending March of the year) 2019-20 2020-21 2021-22 (OR) IT Returns for the last 3 Years in case of Land consultant.	YES / NO
8	Whether the Annexures – I / II / III / IV & V are filled up with full particulars as sought for.	YES / NO
9	Whether interest free refundable performance fee paid in appropriate form as specified in NIQ.	YES / NO
10	Details of the interest free refundable performance Fee paid.	YES / NO
11	UNCONDITIONAL ACCEPTANCE letter as per Annexure-VI.	YES / NO

C-NIL,I-NIL,O-NIL

Note :: All the Documents / credentials of eligibility duly self-attested shall be placed in envelope (1) and shall be labelled as "TECHNICAL BID".



ANNEXURE-III

LIST OF 3 OR 2 OR 1 SIMILAR WORK(S) COMPLETED DURING LAST 7 YEARS
AS PER ELIGIBILITY CRITERIA
(up to 31.01.2022)

S. No.	Client Organization name & Address with contact numbers.	Acceptance / Award Letter Ref. No. & Date, / Agreement No. & Date.	Details of jobs carried out etc.	Brief of Services Provided

Note :: All the Documents / credentials of eligibility duly self attested shall be placed in envelope (1) and shall be labelled as “TECHNICAL BID”.

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Land Consultants / Land firms profile

1. Name of the Land Consultant / Land firm/Retd.MRO/RDO/Tahsiladars:

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2. Present Correspondence Address

.....

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Telephone No.: Mobile No.:.....

FAX No.:.....

3. Address of place of work

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.....

.....

Telephone No.: Mobile No.:.....

FAX No.:.....

4. State the Type of Firm: Sole proprietor-ship/partnership firm/ Private Limited company: (Tick the correct choice)

5. Name of the Sole proprietor / partners / Director(s) of Pvt Ltd Company

SL.NO.	NAME	NAME OF THE FATHER	DESIGNATION	DIN NO.	TEL.NO. OFF/RES	ADDRESS

6. Name of the person authorised to sign work order and the capacity in which he is authorized 9 in case of Land firm):

.....

.....

7. Permanent Account Number:

8. GSTN Registration Number of the bidder vide which he intends to execute the work order.

9. Service details of Retd.MRO/RDO/Tahsiladars etc.

Place :

Name of the bidder:

Signature of the Bidder:

Date:

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ANNEXURE- V**FINANCIAL BID**

Name Of Work :: “ENGAGEMENT OF SERVICES OF LAND CONSULTANTS/ RETIRED TAHSILDARS/MRO’s/RDO’s FOR ASSISTING IN COLLECTING LAND RECORDS/DOCUMENTS PERTAINING TO AAI LANDS AT GACHIBOWLI, HYDERABAD”.

NIQ NO : AAI/Hyd/NIQ(01)/Land-CT/GB-01/2022-2023

Sl.. No	Description of Work	Unit	Qty	Rate in figures (Rs.)	Rate in words	Amount (Rs.)
1	The professional fee / charges for the scope of work as given below and also detailed in Annexure-I of the Notice Inviting Quotation inclusive of all applicable taxes / GST/ levies / duty / Cess and exclusive of GST, if applicable for the work of “ ENGAGEMENT OF SERVICES OF LAND CONSULTANTS/ RETIRED TAHSILDARS/MRO’s/RDO’s FOR ASSISTING IN COLLECTING LAND RECORDS/DOCUMENTS PERTAINING TO AAI LANDS AT GACHIBOWLI, HYDERABAD ”. The quoted amount shall also be inclusive of all expenses such as T&P, conveyance and out of pocket expenses viz. (Photostat, Typing, Printing and Fax etc.) and nothing extra is payable on any account. The amount will hold good till completion of DL period of the work to the satisfaction of AAI in accordance with all the terms & conditions mentioned in the NIQ.	Total fee per job	1			
(Amount in Words: Rupees _____)						

The amount quoted by the Land Consultant / Land firm, Retd.MRO/RDO/Tahsiladars etc in figures and words shall be accurately filled in so that there is no discrepancy in the amount written in figures and words. However, if a discrepancy is found, the amount quoted by the Land Consultant / Land firm in words shall be taken as correct.

Sd/-

Land Consultant/Land Firm
(With stamp & seal)

JGM(Law/LM)
AAI Hyderabad Airport.

C-NIL, I-NIL, O-NIL

UNCONDITIONAL ACCEPTANCE LETTER

To

Dated:18.05.2022

The JGM(Law/LM),
Airports Authority of India,
Begumpet Airport,
Hyderabad – 500 016.

Sir,

ACCEPTANCE OF AAI'S QUOTATION CONDITIONS

The quotation documents for the work “**ENGAGEMENT OF SERVICES OF LAND CONSULTANTS/ RETIRED TAHSILDARS/MRO's/RDO's FOR ASSISTING IN COLLECTING LAND RECORDS/DOCUMENTS PERTAINING TO AAI LANDS AT GACHIBOWLI, HYDERABAD.**” have been sold to me/us by Airports Authority of India and I/we hereby certify that I/we have inspected the site and read the entire terms and conditions of the quotation documents which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

1. I/We hereby unconditionally accept the quotation conditions of AAI's quotation documents in its entirety for the above work.
2. The contents of Notice Inviting Quotation of the Quotation Documents have been noted wherein it is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to upload any additional file or put any remark(s)/conditions(s) (except unconditional rebate on quoted rates if any) in/ along with the Quotation Document and the same has been followed in the present case. In case, this provision of the quotation if found violated after opening of quotation, I/We agree that the quotation shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the **Performance fee.**
3. ‘That, I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI’.
4. The required **Performance fee/money of Rs.5000/- as specified in 2(B)(vii) in page-2 of the NIQ** for this work has been submitted in the form of DD taken in favour of AAI payable at Hyderabad is submitted.

Yours Faithfully

(Signature of the quotation/bidderr)

Date::

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