



NOTICE INVITING e-QUOTATION

**O/O EXECUTIVE DIRECTOR
FLIGHT INSPECTION UNIT
SAFDARJUBG AIRPORT
NEW DELHI-110003**

Ref.No: AAI/FIU/Aircraft/Insurance/2022-23

DATE: 15-06-2022

Subject: Insurance of AAI Fleet of aircrafts for the year 2022-23

1. Item rate **Quotations** are invited through the e-tendering portal <http://etenders.gov.in/eprocure/app> by Jt.GM (FIU) on behalf of Chairman, AAI, from IRDA approved agencies for Insurance of AAI Fleet of aircrafts (As per IRDA norms) for period of one year.
The tendering process is online at e-portal URL address (URL: <http://etenders.gov.in/eprocure/app>). Prospective bidders are advised to get themselves acquainted for e-tendering participation requirements and register themselves at e- tendering portal, obtain 'User ID' & 'Password' and they should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application.

1.1 E-Tendering Participation Requirements: The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://etenders.gov.in/eprocure/app>

1.2. REGISTRATION:

- 1.2.1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 1.2.2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.2.3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- 1.2.4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 1.2.5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 1.2.6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

1.3. SEARCHING FOR TENDER DOCUMENTS:

- 1.3.1. There are various search options built in the CPP Portal, to facilitate bidders to search Active tenders by several parameters. These parameters could include Tender ID, Organization Name Location, Date, Value, etc. There is also an option of advanced Search for tenders, wherein the bidders may combine a number of search parameters such as organization Name, Form of Contract, Location, Date, Other keywords etc. to search or a tender published on the CPP Portal.
- 1.3.2. Once the bidders have selected the tenders they are interested in, they may download the Required documents / tender schedules. These tenders can be moved to the Respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender Document.
- 1.3.3. The bidder should make a note of the unique Tender ID assigned to each tender, in case They want to obtain any clarification / help from the Helpdesk.

1.4. ASSISTANCE TO BIDDERS:

- 1.4.1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 1.4.2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Number 0120-4200462, 0120-4001002

Note - Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel: 011-24662206

Mobile: 917042270088, 918802371228

E-Mail: asgarg@aai.aero.

- 1.4.3. **For any Policy related matter / Clarifications Please contact Department of Expenditure, Ministry of Finance. E-Mail: cppp-doe@nic.in**
- 1.4.4. **For any Issues / Clarifications relating to the publishing and submission of AAI tender(s).**
- 1.4.4.1 In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help

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desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <http://etenders.gov.in>. The help desk services shall be available on all Working days Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall Assist users on issues related to the use of Central Public Procurement Portal (CPP).

- 1.4.4.2 Before submitting queries, bidders are requested to follow the instructions given in “**Guidelines to Bidders**” and get their computer system configured according to the recommended settings as specified in the portal at “**System Settings for CPP**”.

The bidder may also take guidance from AAI Help Desk Support.

For any technical assistance with regards to the functioning of the AAI e-tender portal, the bidder as well as AAI users may contact according to the escalation matrix as mentioned below;

| S. No. | Support Persons | Escalation Matrix | E-Mail Address | Contact Numbers | Timings* |
|--------|----------------------|------------------------|--|---|--|
| 01 | Help Desk Team | Instant Support | e-sapl@aai.aero | 011-24632950, Ext-3512 (Six Lines) | 0800-1600 Hrs. (MON-SAT) 1100-1900 Hrs. (MON-SAT) |
| 02 | Jr. Exe. (IT) | After 4 Hours of issue | etendersupport@aai.aero or sanjeevkumar@aai.aero | 011-24632950, Ext-3523 | 0930-1730 Hrs. (MON-FRI) |
| 03 | AGM (IT) | After 12 Hours | snita@aai.aero | 011-24651507 | 0930-1730 Hrs. (MON-FRI) |
| 04 | General Manager (IT) | After 03 Days | gmitchq@aai.aero | 011-24657900 | 0930-1730 Hrs. (MON-FRI) |

*The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.

2. Following two envelopes shall be submitted through on-line at e-portal by the bidder. Last date and time of submission of bids (Envelope I & II) is **05.07.2022 Up to 1400 hrs.**

Envelope-I: containing scanned copies of the following documents (Related to Company Profile)

- Registration Certificate of the Company with IRDA
- Company Details
- PAN Card Details
- Balance Sheet for the last three years.
- Experience Details
- Un conditional acceptance letter Annexure – A
- NIQ document. All pages signed and stamped.

Documents for the Technical bid (up loaded by the insurer / firms) shall be opened on **07.07.2022 at 1500 hrs** the intimation regarding acceptance / rejection of their bids will be intimated to the insurer/s firms through e-tendering portal.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I and Envelope II, he will be asked to provide it through collaboration folder in e-tender portal. The bidder shall upload the requisite clarification /

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documents within specified time by AAI, failing which the tender will be liable to be rejected.

Envelope-II: The financial bids of the insurers / firms found to be meeting the qualifying requirements and technical criteria shall be opened on **(Intimated later on Depending on Technical Bid evaluation any changes in the date shall be intimated through "Notification to Bidder" section)**.

3. **CRITICAL DATES:**

| Sr. No. | Activity | Date | Time in IST |
|---------|--|------------|-------------|
| i. | Date of uploading of NIQ document on CPP portal | 15.06.2022 | 12:00 |
| ii. | Last date of online Submission of Bids (all the envelopes) on CPP portal | 05.07.2022 | 14:00 |
| iii. | Opening of Technical Bids | 07.07.2022 | 15:00 |
| iv. | Opening of financial Bids | 29.07.2022 | 15:00 |

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

**Joint General Manager
Airports Authority of India
Flight Inspection Unit**

Date: 15-06-2022

**Safdarjung airport
New Delhi-110003****QUOTATION FORM****Insurance of AAI Fleet of Aircrafts for the year 2022-23****1(a) Scope of Work:**

| Aircraft | Year of Mfg. | Value of Aircraft (Rs) | Value of TCAS/IDS (Rs) | Value of AFIS fitted in Aircraft (Rs) | Total sum to be insured (Rs) | Insurance cover required |
|-------------------------|---------------------|-------------------------------|-------------------------------|--|-------------------------------------|---------------------------------|
| VT-EPU (Dornier) | 1988 | 09.60 Cr | TCAS 90,60,584.00 | 27.83 Cr | Rs. 38.33 Cr | Hull All Risk, Hull war risk |
| VT-FIU (B-300) | 2006 | 34.65 Cr | IDS 2.93 Cr | 33.43Cr | Rs. 71.01Cr | Hull All Risk,, Hull war risk |

1(b) Eligibility

1. Insurer must be registered with IRDA having Permanent Account Number.
2. Should have annualized average financial GWP of **Rs. 100 crore** against policy premium executed during last three years ending **31st March** of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
3. Insurer shall be in the field of insurance for 7 years and shall have the experience in Aviation insurance.

2. TERMS AND CONDITIONS.

- 2.1 Hull all risk, indicating the sum insured.
- 2.2 Hull War risk, indicating the sum insured.
- 2.3 **Third party Liability Limit (without any deductible)** – Property damage/loss, loss of life, Bodily injury for each aircraft - Rs.20.00 crores any one accident / anyone occurrence **subject to automatic re-instatement** of limit of liability upon occurrence of loss during the policy period as per the existing policy.
- 2.4 **Passenger Liability:** This will include Passengers & pilots (9 passengers including pilots for Dornier aircraft and 06 passengers including pilots for B-300 aircraft) admitted liability of Rs.10,00,000/- each person/ each accident against full legal discharge or legal liability in the event of non-acceptance of such admitted liability. Passengers

include AAI employees whose names will be contained in manifest or otherwise as deemed passengers.

Note:

Passenger's admitted liability may increase from Rs. 10 lakhs against each person as per Statutory requirement for which additional premium if any, shall be on pro-rata basis in proportion to the sum increased over & above Rs.10 lakhs for each during the policy period depending upon the amendment, if any in the Carriage by Air Act.

2.5 Search & Rescue Expenses Clause

a) Underwriters liability shall not exceed Rs.2.5 Crores subject to automatic re-instatement of limit of liability (although it is not mentioned in the existing policy) in respect of any one search and rescue operations upon occurrence of any loss during the policy period. The policy will also cover reimbursement of medical, traveling expenses / transportation of next of kin (relatives), retrieval of bodies, its repatriation to home locations and funeral expenses etc. incurred in case of an accident both for passengers & crew members including travel expenses of AAI personnel (technical / non- technical) and other outside agencies (as reimbursement) on actual basis. This also includes reimbursement of transportation charges by any mode of transportation related to the wreckage including labour charges, escorting expenses etc., from the accident site to repairers shop in case of accidents.

b) Medical and Rehabilitation related expenses.

The policy shall cover under AVN 80 to pay all reasonable expenses incurred within one year from the date of accident for necessary medical, surgical, ambulance, hospital, professional nursing, repatriation /rehabilitation and funeral expenses to or for each person (manifested or non-manifested) including crew members who sustains bodily injury, sickness or disease caused by accidents whilst in entering or alighting from the Aircraft if the aircraft is being used by the insured or with his permission subject to maximum of **Rs. 50 lakhs per incident / accident.**

2.6 Unlicensed Landing Grounds

Policy will cover the insured aircraft and assured liability arising from the use of unlicensed landing grounds.

2.7 Aircraft HULL/ Liabilities Policy

The Company (Insurance Co.) will in addition pay:-

(a) In the event of the aircraft (if insured herein for risks of flight) through force Majeure alighting in any place from which it is unable to take off again, the reasonable cost of dismantling the aircraft, removal to the nearest aerodrome / repair agency and reassembling even if the aircraft has sustained no damage and also pay reasonable emergency expenses necessarily incurred by the insured for the immediate safety of the aircraft including watch & ward expenses, if any.

(b) In the event of damage to the aircraft as covered by this Policy, the reasonable expenses incurred by the Insured with the written consent of the Company in respect of:-

i) Maintenance of watch on the damaged aircraft and safeguarding it from further loss or damage, reimbursement of additional insurance premium, if any for special coverage as per the eventuality.

ii) If insured herein for risks of flight, the necessary test flights and

iii) Such proportion of the cost of obtaining a new Certificate of Airworthiness as shall apply to the period from the date of accident to the date of expiry of the current Certificate of Airworthiness.

The total liability of the Company in respect of (a) and (b) above shall not exceed 10 percent of the total agreed value as shown in of the Schedule of existing policy or actual whichever is less.

2.8 Aircraft Lay-up returns

Refund of premium where the lay-up is for 30 consecutive days or more after adjusting annual ground risk premium for all aircrafts for the actual period of lay-up for each aircraft without any reduction clearly mentioning the premium rate of Ground Risk against each type of aircraft.

2.9 Claims Settlement

(i) Claims payable, if any, under the Policy/Policies to a foreign party/parties, shall be paid in foreign currency by the Insurance Company.

(ii) Death claims of passengers including crew members shall be paid / settled by the Insurers against necessary undertakings to be given by AAI within 60 days of submission of necessary claims by AAI.

(iii) Claims regarding in-house repairs /replacement under Hull / Inventory, the cost of repair shall be actual landed cost to the insured at the site of repair of the necessary material, spare parts, equipments, testing & calibration fees, freight, cartage, Octroi / taxes etc plus the actual labour cost and 20% of overheads of such total repair cost. The agreed Labour rates per hour shall for in-house repairs / overhaul for claim purpose which are inclusive of depreciation / amortization on test-tools, work shop equipments, ground support equipments and other in-house workshop facilities be at the following rates :-

(a) Engineers Rs. 3000/-per hour

(b) Technician Rs. 1500/- per hour.

(c) Pilot Rs. 25,000/- per day.

- In case of claims the insurer shall pay 50% of the initial estimates of repairs/replacement of damaged parts under Hull policies within 30 days of submitting the initial estimates by the AAI. **Claim expenses for last five year are NIL for all the aircraft.**

2.10 The profit commission / discount on renewal of the policy on the same terms and conditions.

2.11 Excess deductible amount and the clause may be defined clearly.

2.12 **The quotes should indicate premium to be paid for operation in India and Asia Pacific region.**

2.13 One Set of Policies duly stamped along with five copies shall be submitted incorporating all the terms and conditions of the tender within 60 days from the award

of contract. Draft policies will be submitted to AAI within 30 days from the award of contract. However, Certificate of coverage in respect of HAR/HWR and other liability risks etc incorporating the details of aircrafts with registration numbers, Sums Assured against each etc will be issued immediately on receipt of the premium on or before 10th **September, 2022.**

- 2.14 Any dispute shall be subject to New Delhi jurisdiction only.
- 2.15 Bidder will have no right to cancel the policy before the expiry of the policy period unless notice in writing not less than 30 days in advance is given to AAI and in such a case the pro-rata refund of the premium shall be made to AAI for the un-expired period against each policy along with a notice of cancellation.
- 2.16 If the successful Bidder fails to commence the policy on the due date of renewal, AAI at its sole discretion, will have the right to cancel the contract and seek compensation for all the direct and consequential costs of cancellation **including claim for difference of premium which AAI may be bound to pay to the next bidder and also** right to de-empanel such insurance company from bidding in future.
- 2.17 Guidelines issued by IRDA / TAC from time to time with regard to insurer's responsibility and liability towards insured shall be automatically applicable to this insurance contract to the extent they improve upon the stipulation of this tender form.

3. **Period of Contract**

The period of Contract is for one year & can be renewed for further period of one year with mutual agreed terms and conditions.

4. **Payment:**

The payment will be made **through ECS/Cheque** for successful bidder within 21 days of the date of submission of the Invoice/Bill.

5. **MODE OF SUBMISSION OF QUOTATION FORMS :-**

Following two envelopes shall be submitted through on-line at e-portal by the bidder. Last date and time of submission of bids (Envelope I & II) is **05.07.2022 Up to 1400 hrs.**

Envelope-I: containing scanned copies of the following documents (Related to Company Profile)

- i. Registration Certificate of the Company with IRDA
- ii. Company Details
- iii. PAN Card
- iv. Balance Sheet for the last three years.
- v. Experience Details
- vi. Un conditional acceptance letter Annexure – A
- vii. NIQ document. All pages signed and stamped.

Documents for the Technical bid (up loaded by the insurer / firms) shall be opened on **07.07.2022 at 1500 hrs** the intimation regarding acceptance / rejection of their bids will be intimated to the insurer/s firms through e-tendering portal.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I and Envelope II, he will be asked to provide it through collaboration folder on CPP portal. The bidder shall upload the requisite clarification / documents within specified time by AAI, failing which the tender will be liable to be rejected.

Envelope-II: The financial bids of the insurers / firms found to be meeting the qualifying requirements and technical criteria shall be opened on **29.07.2022, 15:00 hrs.**

6. Lowest qualified bidder will be considered for award of the contract subject to satisfying Terms and condition laid down by AAI.

Joint General Manager(FIU)
Airports Authority Of India
Flight Inspection Unit
Safdarjung airport
New Delhi-110003

Date: 15-06-2022

Envelope-II (PRICE BID)

Name of Work : - **Insurance of AAI Fleet of aircrafts for the year 2022-23**

| Sl. No. | Terms & Conditions | Type of Aircraft | Sum Insured (Crore) | Premium Quoted (Rs.) |
|----------------|---|-------------------------|--------------------------------|---------------------------------|
| 01 | Hull all risk Hull all risk | VT-EPU VT-FIU | 38.33 71.01 | |
| 02 | Hull War risk Hull War risk | VT-EPU VT-FIU | 38.33 71.01 | |
| 03 | Third Party Liability including Loss / Damage to property, Loss of life (Fatal or otherwise) with the limit of Rs. 20 Crore. | VT-EPU VT-FIU | 20.00 20.00 | |
| 04 | Passengers' liability including pilots for indemnity limit of Rs.10 Lacs per passengers/pilot. 9 passengers including pilots for Dornier aircraft and 06 passengers including pilots for B-300 aircraft (Payable to the Legal heir of the deceased). | VT-EPU VT-FIU | 00.90 00.60 | |
| 05 | Any incentive or discount offered. | VT-EPU VT-FIU | | |
| 06 | Total Premium quoted | | | |
| | Applicable Tax | | | |
| | Net Premium Payable | | | |

(Name and Signature of bidder with Seal)

Annexure-A

(To be submitted on Company's letter head)

Unconditional Acceptance Letter

(TO BE SUBMITTED WITH TECHNICAL BID IN ENVELOPE – I)

To

Executive Director (RCDU & FIU)
Airports Authority of India
Flight Inspection Unit
Safdarjung airport
New Delhi- 110003.

Dear Sir,

I/ We, hereby offer for Insurance of AAI Fleet of Aircrafts for the Year 2022-23 as per the terms and conditions mentioned in the NIQ for the HULL All risk Cover for one Dornier aircraft VT-EPU and one Super King Air B-350 aircraft VT-FIU.

The contents of documents have been noted wherein it is clarified that after unconditionally accepting the terms and conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates, if any) in the quotation document. In case, this provision of the quotation if found violated after opening, I/We agree that the quotation shall be rejected.

I/we will not offer/pay any bribe to anybody and I/we will inform if anyone demands the bribe to you.

(Signature)

Name:

Date:

Complete address of the bidder