



E-File no. CL-11041/9/2021-COMMERCIAL/139

Date: 10.06.2021

COMMERCIAL INSTRUCTION - 24/2021

SUBJECT: Commercial Manual 2019-Amendment No.05

Commercial Manual - 2019 came into force w.e.f. 01.04.2019. Subsequently, based on the comments/ suggestions/ proposition received from various Regions and Stations, Commercial Manual Amendments no.01, 02, 03 and 04 were issued vide Commercial Instruction no. 04/2019 dated 06.08.2019, Commercial Instruction no. 07/2019 dated 18.11.2019, Commercial Instruction no.11/2020 dated 03.02.2020 and Commercial Instruction no. 14/2020 dated 30.07.2020.

2. In Continuation to above, based upon the recommendations of CAB in its 302nd meeting held on 01.05.2021, Chairman has approved the amendments no. 05 (enclosed herewith as Annexure - A, containing 03 pages), regarding various provisions of Commercial Manual - 2019.

3. This is applicable with immediate effect.

4. The Commercial Instruction is available at AAI website under the following path:

www.aai.aero/en-> EMP Login -> Circulars & Orders (Double Click) -> check Circulars only -> select department (Commercial) -> Search


Sanjay Jain
ED (Commercial)

Encl: As stated.

Distribution:

1. EA to Chairman, AAI, CHQ.
2. Member (HR), AAI, CHQ
3. Member (Finance), AAI, CHQ
4. Member (Ops.), AAI, CHQ
5. Member (Planning), AAI, CHQ
6. Member (ANS), AAI, CHQ
7. Chief Vigilance Officer, AAI, CHQ
8. Executive Director (Finance)- I/II, AAI, CHQ
9. Regional Executive Director, AAI, Northern Region/Western Region/Eastern Region/Southern Region/North Eastern Region
10. All APDs/APCs
11. Commercial in Charge, RHQ- NR/WR/ER/SR/NER and Chennai/Kolkata Airports
12. ED (Vigilance), AAI, CHQ
13. GM (IT), Safdarjung Airport - For uploading the above C.I 24 on AAI Website

ANNEXURE -A

Modifications/ Amendments No. 5 in the Commercial Manul-2019

S. No	Relevant Clause	Existing Provision	Amended Provision
1.	Page 228 of Commercial Manual- General Information and Guidelines, 3 f ii)	No Dues Certification from AAI: The party should also enclose the no dues certificate issued by AAI (Up to _____) except where the dues are pertaining to current quarter i.e. the quarter in which tender is invited) in respect of all airports under its control.	No Dues Certification from AAI: The party should also enclose the no dues certificate issued by AAI (Up to _____) in respect of all airports under its control.
2.	Page 49 of Commercial Manual- Clause 7.11.1	If against and open/limited/short tender only one or nil response is received, the last date of tender shall be extended by 15 days (by 5 days in case of short term tender).	If against an open/limited/short term tender only one or nil response is received, the last date of tender shall be auto-extended in CPP Portal by 7 days for two times.
3.	Page 47 of Commercial Manual- New Insertion as Clause 7.9.7of Commercial Manual	-----	In the event that the Financial Bid of two or more Bidders are found to be the same and is the highest (the "Tie Bidders"), Tender Inviting Authority shall invite fresh Financial Bids from such Tie Bidders and shall identify the Selected Bidder from amongst such Tie Bidders. Provided that the revised Financial Bids of such Tie Bidder (s), shall be no less favourable to Authority than their respective original Bids. In this regard following procedure shall be followed: <ul style="list-style-type: none">i. Fresh Limited Tender shall be invited on e-tendering portal from tie bidders, seeking following:<ul style="list-style-type: none">a. Unconditional Acceptance of the Terms & Conditions laid out under original



S. No	Relevant Clause	Existing Provision	Amended Provision
			<p>NIT and Tender Document.</p> <p>b. Fresh/ Revised Financial Bids in the prescribed BOQ format. The revised Financial Bid shall be no less favourable to Authority than their respective original bids.</p> <p>ii. In the current e-tendering portal, there is no restriction for inviting limited tender if number of eligible bidders is more than two. Therefore, limited tender can be invited in case of tie between more than two bidders.</p> <p>iii. However, in case there is a tie between bid submitted by two bidders, which happens to be H1 bid, an exception approval needs to be taken from NIC. In this scenario, NIC will have to change specific parameters for the limited tender. For this purpose, following details need to be submitted to NIC on AAI letter-head with signature and seal of Tender Inviting Authority:</p> <ol style="list-style-type: none"> a. Subject b. Reason for inviting limited tender from two bidders c. Tender ID (in which there is a tie in bids submitted by two bidders) d. Organization Chain <Sample: Airports Authority of India Northern Region - AAI ALLAHABAD - AAI COMMERCIAL-ALLAHABAD - AAI>.

S. No	Relevant Clause	Existing Provision	Amended Provision
			<p>Bid Manager can view Organization Chain after logging in the e-tendering portal by following these tabs from the tabs given on the left side of the user dashboard – User Management>My Organization Hierarchy</p>
4.	<p>Annexure V (Draft NIT/ Tender Document), Page No. 230 of Commercial Manual, New Insertion as Clause 4.f) of General Information and Guidelines</p>	-----	<p>In the event that the Financial Bid of two or more Bidders are found to be the same and is the highest (the “Tie Bidders”), Authority shall invite fresh Financial Bids, as per Authority’s policy, from such Tie Bidders and shall identify the Selected Bidder from amongst such Tie Bidders. Provided that the revised Financial Bids of such Tie Bidder (s), shall be no less favourable to Authority than their respective original Bids.</p>

