



E-File no. CL-11041/9/2021-COMMERCIAL-Part (1) /179 Date: 03.08.2021

COMMERCIAL INSTRUCTION – 26/2021 (Revised)

SUBJECT: Commercial Manual 2019-Amendment No.06.

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, 04, 05 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, Commercial Instruction no. 14/2020 dated 30.07.2020 and Commercial Instruction no. 24/2021 dated 10.06.2021.

2. In Continuation to above, based upon the recommendations of CAB in its 304th meeting held on 30.06.2021, Chairman has approved the amendments no. 06 (enclosed herewith as Annexure – A, containing 02 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

Modifications/ Amendments No. 6 in the Commercial Manual-2019

S.No.	Clause	Existing Provision	Amended Provision
1.	Page 42, clause 7.8.4 of Commercial Manual.	It should be ensured that the date and time of opening of financial bid is mentioned without exception in all tender documents. In case at any stage it is envisaged that the date of opening of financial bid is likely to be delayed, then approval of the tender accepting authority (Concerned Member will have full powers) to be obtained within two working days in advance and inform all the bidders and change in the tender portal to be carried out.	<p>It should be ensured that the date and time of opening of financial bid is mentioned without exception in all tender documents. However, if there is delay in opening of financial bid (s), following needs to be adopted: -</p> <p><u>A. If technical bid opening date is delayed due to receipt of nil/ single response or due to issuance of corrigendum towards clarification etc. of tender conditions, involving extension of technical bid (s) opening date also (where technical bid (s) is not opened):</u></p> <p>In such cases, date of opening of financial bid (s) as mentioned in the tender document may also be extended, by equivalent number of days by which technical bid (s) opening date has been extended/ delayed, through issuance of corrigendum with the approval of Tender inviting authority.</p> <p><u>B. If after opening of technical bid (s), in case at any stage, it is envisaged that the date of opening of financial bid is likely to be delayed, then approval of the Tender Accepting Authority (concerned Member will have full powers) to be obtained within two working days in advance and inform all the bidders and change in the tender portal to be carried out. Further, while inviting tender, it is to be ensured that depending upon type and nature of tender, there is sufficient time-limit between date of opening of technical bid (s) and date of opening of financial bid (s), as</u></p>



S.No.	Clause	Existing Provision	Amended Provision
			mentioned under clause 7.5.3 of Commercial Manual, so as to avoid delay in opening of financial bid (s) and to ensure timely award of contracts.
2.	Page No. 158, Clause 19. Duty Paid Liquor Shops C1 of Commercial Manual.	<p>1. The bidder should hold at least one valid license duly issued by excise department or any other agency duly authorized by any State of India and not necessarily the State where the concerned airport is located.</p> <p>2. The bidder should be either be operating a duty paid or duty-free liquor shop inside a terminal building of an airport in India,</p> <p style="text-align: center;">OR,</p> <p>They should be operating at least 3 liquor stores at shopping malls or as individual shops.</p>	<p>1. The bidder should hold at least one valid license duly issued by excise department or any other agency duly authorized by any State of India and not necessarily the State where the concerned airport is located.</p> <p>The licence may be in respect of sale of liquor at liquor shop / store OR serving liquor in restaurant / bar OR Manufacturing of Wines/Liquor.</p> <p>2. The bidder should be either be operating a duty paid or duty-free liquor shop inside a terminal building of an airport in India,</p> <p style="text-align: center;">OR,</p> <p>They should be operating at least 3 liquor stores at shopping malls or as individual shops.”</p> <p style="text-align: center;">OR,</p> <p>They should be operating at least three (03) restaurants / bar where liquor is served, at airport(s) or shopping mall(s) or hotel(s) or commercial complex or individual outlets.</p> <p style="text-align: center;">OR,</p> <p>They should be manufacturing wine/liquor.</p>

