

AIRPORTS AUTHORITY OF INDIA
O/o Member (Planning)

Ref No. AAI/Member (Plg.)/Tech-Inst.2022/P-162/69 Date: 23rd Feb., 2022

Technical Instruction No. 71

Sub: Systemic improvement for award of Consultancy works in AAI-reg.

1. CTEO during investigation of a work had made certain observations regarding payment of consultancy fees in case of increase in scope of work over the original scope of work. In this regard, following directions are issued for implementation:
 - (i) In case consultancy contract is foreclosed before award of contract for execution of works due to any reason, the fee payable to consultant for the services provided will be worked out as per schedule of payment of contract based on least of the following:
 - a) Preliminary estimated cost mentioned in NIT of Consultancy contract.
 - b) Detailed estimate cost as per Detailed Project Report.
 - c) Approved Estimated Cost of the project put to tender.
 - (ii) In case consultancy contract foreclosed (for reasons not attributed to consultancy firm) after award of work or main work contract foreclosed and does not require execution in future, payment of the consultancy fee shall be paid 100% for pre-award services plus pro-rata basis of financial progress for post-award services as per payment schedule of consultancy contract.
In case main work contract rescinded, services of the consultant are required to help recall of tenders for finalization of lowest bidder. Nothing extra shall be paid on this account.
 - (iii) For works in progress/completed, the consultancy fee shall be based on least of the following:
 - a) Approved Estimated Cost put to tender
 - b) Awarded Cost
 - c) Cost of actual work done/Actual completion cost of the project.

- (iv) For E&M part of the work and Reserve lounge furniture & furnishing items in cases (i), (ii) and (iii) above, the Consultancy fee payable for all the bought out items i.e. Escalators, Elevators, Baggage Handling system, Passenger Boarding Bridges, D.G. Sets, Transformers & X-Ray Machines shall be 25% of corresponding fee.
- (v) The Preliminary Estimated Cost/approved Estimated Cost put to tender/Awarded Cost /Actual Completion cost of the project shall not include the following for calculation of fee payable to the consultant in para (i) and (ii) above:
- a) Any fee, deposit and payment towards services rendered by local authority/State/Central Government.
 - b) Escalation in tendered cost of work due to variation in the cost of labour, materials etc.
 - c) Contingency charges
 - d) Amount of GST / Custom duty taxes
 - e) ESI/PF Reimbursement
 - f) Amount to be deposited to electricity board for augmentation of power supply
 - g) Cost of office furniture excluding Reserve Lounge furniture & furnishing items.

Preliminary Estimated Cost of work, excluding cost as per para (v) above, shall be mentioned in the NIT for call of consultancy contract.

- (vi) In case after Award/ during execution of the work, there is an increase in cost of the project due to change in scope of work up to the extent of +10% (of Estimated Cost put to tender), nothing extra shall be payable.
- (vii) In case after Award of the work, there is an increase in cost of the project more than 10% (Estimate Cost put to tender) due to increase in scope of work which is repetitive in nature of original work, then additional consultancy fee shall be paid 10% of the fee payable as per schedule of payment of contract for the additional work (Worked out on pro-rata basis of fee payable for the original scope of work against the completion cost of the original work).
- (viii) In case after Award of the work, there is an increase in cost of the project more than 10% (Estimate Cost put to tender) due to increase in scope of work (which is not repetitive in nature of

original work), then additional consultancy fee shall be paid 60% of the fee payable as per schedule of payment of contract for the additional work (Worked out on pro- rata basis of fee payable for the original scope of work against the completion cost of the original work).

- (ix) If consultant is required to provide all services (pre-award & post award) as mentioned in consultancy agreement for additional scope of work, the additional consultancy fee shall be paid on pro-rata basis of fee payable as per schedule of payment of contract for original scope of work as per para (ii) above.
 - (x) Additional consultancy work should not exceed more than 30% of the original consultancy work due to change of scope of work related to original scope of work. In exceptional case which would be rare and unavoidable, the additional consultancy work beyond 30% shall be executed with the prior approval of the concerned Whole-time Member.
 - (xi) In general, in a lump-sum contract of consultancy, the increase should not be more than 10-15 (Ten to Fifteen) percent of the original consultancy work due to change of scope of work related to original scope of work.
2. The above procedure may be brought to the notice of all the concerned for strict compliance.
 3. All Technical Instructions/Technical Circulars issued are available at AAI website under following path:
www.aai.aero/en => Emp Login => Circulars & Orders => Circular Type (Technical) => Search


(A. K. Pathak)
Member (Planning)

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