



AIRPORTS AUTHORITY OF INDIA

**O/o THE JOINT GENERAL MANAGER (TECH)
Regional Head Quarter, Southern Region,
CHENNAI-600 016.**

GEM & TC DOCUMENT

NAME OF WORK

**"Comprehensive Insuring of Airports Authority of India (AAI)
Vehicles at Regional Head Quarter, Southern Region, Chennai".**

SCOPE OF WORK

Sub : "Comprehensive Insuring of Airports Authority of India (AAI) vehicles at Regional Head Quarters, Southern Region, Chennai"

- 1.0 Bids are invited by Airports Authority of India, Regional E&M Workshop, RHQ, Southern Region, Chennai, for Renewal of Insurance of AAI Vehicles / Equipment's (different Types) from Insurance companies/ their branch offices registered with IRDA for the work of "**Comprehensive Insuring of Airports Authority of India (AAI) Vehicles at Regional Head Quarter Southern Region, Chennai**". The detail of Vehicle / Equipment is attached as per Annexure-I".

The following 2 covers shall be submitted ONLINE by the Bidder(s)

1.1 COVER I - Technical Bid - Containing the following documents

The Bidders should upload the scanned copy of required documents online for meeting the following additional Technical Qualification criteria as mentioned below: -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN GEM PORTAL
(i)	Self-Attested Copy of IRDA Certificate	The Bidder shall submit the self-attested copies of the IRDA Registration Certificate.
(ii)	Undertaking-cum-Declaration (Annexure - A)	The Bidders has to upload the duly signed Undertaking cum Declaration as per Annexure -A (Page - 4 to 5)
(iii)	Copy of GeM ATC	Self-attested copy of GeM ATC (Page - 2 to 3)
(iv)	Copy of GST	Self-Attested Copy of GST registration certificate

1.2 COVER 2 (Financial Bid)

All rates shall be quoted in the format provided in the GeM Portal and no other format is acceptable and Price break up shall be uploaded as per Annexure I. (Page - 6 to 7)

1.3 BIDS OPENING PROCESS

- 1.3.1 Cover-I: Technical Bid of those Bidder(s) participated via GeM Portal shall be opened on scheduled time on GEM portal. The Bidder(s) shall upload all the requisite documents within date & time specified by AAI, failing which tender will be liable for rejection. Evaluation of technical bid shall be at the sole discretion of AAI and final. AAI may ask for shortfall documents, if required.
- 1.3.2 Cover-II: Financial Bid of those Bidder(s) who are technically qualified in "Cover-I" shall only be opened. Depending on Technical Bid evaluation, the date shall be intimated through GEM portal.

1.4 Terms & Conditions:

1. The premium shall be based on the Proposed IDV. If any quote is received with changed IDV the offer shall not be considered.
2. No voluntary excess shall be incorporated in the policy.
3. The vehicle/Equipment shall be insured on Comprehensive basis **under Motor Policy** and maximum **PA cover for all unnamed passenger** must be made as per the stated seating capacity (Including Driver) in Annexure I.
4. No claim has been made on any of the listed vehicles during the current Policy period.
5. The quotation submitted by insurance companies will only be considered. The quotation submitted by agents / brokers will not be considered.
6. The premium quoted shall be all inclusive of GST and grant total to be quoted as per GeM financial bid.
7. AAI shall reserve all right to accept or reject any / all quotation without giving any reasons, whatsoever.
8. The rates shall be valid for acceptance for 90 days from the date of opening of technical bid.
9. The firm should not submit more than one offer from the same branch.
10. In the event of date of opening of bid is postponed due to administrative or technical reasons, the same shall be opened on the next working day.
11. All-time extensions, corrigendum, addendum, amendments, clarifications etc. if any to the Bid Document will be uploaded/updated GeM / AAI website. Bidders should regularly visit website to keep themselves updated.
12. No partial quoting of Rates allowed. The Bidders participating has to quote for the entire items and has to submit the undertaking as per Annexure-A, stating the rates are quoted for the entire items.
13. If a technically qualified bidder has quoted partially in financial bid (i.e. has not quoted for one or more of the listed items), then such bids shall be summarily rejected and will not be considered for financial evaluation.
14. Evaluation will be based **on overall L-1 Status**. In case rate offered by two or more firms are same, AAI may on its discretion decide suitably to award the work to any of the lowest agency. No query shall be entertained in this regard and decision of AAI shall be final, and binding on all the bidders. AAI is not bound to accept lowest quotation and reserves the right to accept or reject any or all quotation without assigning any reason thereof, and to call for any other details of information from any of the bidder.
15. The successful bidder shall provide one set of indexed insurance policy copy & invoices for receipt of payment with AAI GST No.33AAACA6412D1ZF.
16. Bidder(s) may visit to inspect the listed vehicles/equipment along with documents at O/o. Jt. GM (Tech), Regional E & M Workshop, Near Gate No. 6, Meenambakkam, Chennai – 600 016 during Monday to Friday 1000 to 1700 Hrs. exclusion on Holidays. Bidders may seek clarification before submission of the bid by email on em_sr@aai.aero.
17. In case of any dispute arising out of this quotation, the decision of the Regional Executive Director, Regional Head Quarter, Southern Region, Chennai, will be final and binding on both the sides. The bidders are requested to offer their best-discounted rates and the rates quoted shall follow **IRDAI norms**

SENIOR MANAGER (TECH)
AIRPORTS AUTHORITY OF INDIA
REGIONAL E&M WORKSHOP, SR
Mail: em_sr@aai.aero

ANNEXURE-A**UNDERTAKING-CUM-DECLARATION**
(Unconditional acceptance of Terms & Conditions of Bid)

Name of Work	Comprehensive Insuring of Airports Authority of India (AAI) Vehicles at Regional Head Quarter Southern Region, Chennai
GeM Bid No. & Date	

(Please Select Yes / No, mentioning whether the rate quoted in GeM Portal is inclusive of each of the item mentioned below and as per the details provide thereof.)

Sl. No.	Regn No. / TYPE	Make / Model	Year of MFG	Proposed IDV	Current Policy Valid Up to	Seating Capacity / HP / Engine CC	Gross Vehicle Weight / Type of Body	No Claim Bonus in Current Insurance Policy	Whether Premium Quoted for the Item as per AAI Requirement (Yes/ No)
1	TN 22 DL 2544	M & M BOLERO JEEP	2018	326513	18-11-2026	7 / 46 HP / 2523 CC	2330 Kg / Closed	50%	(Yes/ No)
2	TN 22 DL-9804	M & M BOLERO JEEP	2018	326513	18-11-2026	7 / 63 HP / 2523 CC	2330 Kg / Closed	50%	(Yes/ No)
3	TN 22 DK-2607	HONDA CITY CAR	2018	456000	18-11-2026	5 / 117 HP / 1497 CC	1436 Kg / Closed	50%	(Yes/ No)
4	TN 22 DD 3602	M & M BOLERO JEEP	2016	193499	18-11-2026	7 / 46 HP / 2498 CC	2200 Kg / Closed	50%	(Yes/ No)
5	TN 22 DD 3674	M & M BOLERO JEEP	2016	193499	18-11-2026	7 / 46 HP / 2498 CC	2200 Kg / Closed	50%	(Yes/ No)
6	TN 22 CR 3150	MARUTI SWIFT DZIRE	2014	187314	18-11-2026	5 / 85 HP / 1197 CC	1415 Kg / Closed (Car)	50%	(Yes/ No)
7	TN 22 DA 9175	MARUTI SWIFT DZIRE	2015	163210	18-11-2026	5 / 62 HP / 1197 CC	1415 Kg / Closed	50%	(Yes/ No)
8	TN 22 DB 4735	VEC, EICHER 10.5, MINI LORRY	2015	235695	18-11-2026	2 / 95 HP / 3298 CC	5400 Kg / Open	50%	(Yes/ No)
9	TN 22 CR 5818	M & M BOLERO MAXI TRUCK	2014	140631	18-11-2026	4 / 63 HP / 2523 CC	2200 Kg / Closed	50%	(Yes/ No)
10	TN 22 CQ 6392	VEC, EICHER 10.5, MINI BUS	2014	266931	18-11-2026	17 / 95 HP / 3298 CC	4990 Kg / Closed	50%	(Yes/ No)
11	TN 22 CL 2076	VEC, EICHER 10.5, MINI BUS	2013	202000	18-11-2026	17 / 95 HP / 3298 CC	4990 Kg / Closed	50%	(Yes/ No)

1. I / We hereby certify that I / We have read the entire terms and conditions of the Bid document which shall form part of the Contract Agreement and I / We shall abide by all the conditions / clauses contained therein.
2. I / We hereby unconditionally accept all the Bid conditions of AAI's Bid document in its entirety for the above works.
3. It is clarified that after unconditionally accepting all the GeM/Custom Bid conditions in its entirety, it is not permissible to put any remarks / conditions in the Technical and Financial Bid submitted through GeM Portal and the same has been followed in the present case. In case any provisions of this GeM Bid are found violated after opening of Technical Bid and Financial Bid, I / We agree that the Bid shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to take necessary action as per GeM Bid conditions.

Name and address of the firm:

Contact Number:

Date:

(Sign of authorized signatory with stamp)

Bid No.:										ANNEXURE-I	
Comprehensive Insuring of Airports Authority of India (AAI) Vehicles at Regional Head Quarter, Southern Region, Chennai											
To be up loaded in GeM price break up											
Sl. No.	Regn No. / TYPE	Make / Model	Year of MFG	Proposed IDV	Current Policy Valid Up to	% NCB in current Policy	Seating Capacity / HP / Engine CC	Gross Vehicle Weight / Type of Body	OD premium after all discounts & Inclu. of GST.	TP premium Inclu. of GST.	Total premium Inclu. of GST
1	TN 22 DL 2544 (PVT REGN)	M & M BOLERO JEEP	2018	3,26,513/- (Three Lakhs Twenty Six Thousand Five Hundred Thirteen)	18-11-2026	50%	7 / 46 HP /2523 CC	2330 Kg / Closed			
2	TN 22 DL-9804 (PVT REGN)	M & M BOLERO JEEP	2018	3,26,513/- (Three Lakhs Twenty Six Thousand Five Hundred Thirteen)	18-11-2026	50%	7 / 63 HP /2523 CC	2330 Kg / Closed			
3	TN 22 DK-2607 (PVT REGN)	Honda City Car	2018	4,56,000/- (Four Lakhs Fifty Six Thousand)	18-11-2026	50%	5/ 117HP /1497 CC	1436 Kg / Closed			
4	TN 22 DD 3602 (PVT REGN)	M & M BOLERO JEEP	2016	1,93,499/- (One Lakh Ninety Three Thousand Four Hundred Ninety Nine)	18-11-2026	50%	7 / 46 HP /2498 CC	2200 Kg / Closed			
5	TN 22 DD 3674 (PVT REGN)	M & M BOLERO JEEP	2016	1,93,499/- (One Lakh Ninety Three Thousand Four Hundred Ninety Nine)	18-11-2026	50%	7 / 46 HP /2498 CC	2200 Kg / Closed			

Sl. No.	Regn No. / TYPE	Make / Model	Year of MFG	Proposed IDV	Current Policy Valid Up to	% NCB in current Policy	Seating Capacity / HP / Engine CC	Gross Vehicle Weight / Type of Body	OD premium after all discounts & Inclu. of GST	TP premium Inclu. of GST	Total premium Inclu. of GST
6	TN 22 CR 3150 (PVT REGN)	MARUTI SWIFT DZIRE	2014	1,87,314/- (One Lakh Eighty Seven Thousand Three Hundred Fourteen)	18-11-2026	50%	5 / 85 HP /1197CC	1415 Kg / Closed (Car)			
7	TN 22 DA 9175 (PVT REGN)	MARUTI SWIFT DZIRE	2015	1,63,210/- (One Lakh Sixty Three Thousand Two Hundred Ten)	18-11-2026	50%	5 / 62 HP /1197CC	1415 Kg / Closed (Car)			
8	TN 22 DB 4735 (COMM REGN**)	EICHER 10.5, MINI LORRY	2015	2,35,695/- (Two Lakhs Thirty Five Thousand Six Hundred Ninety Five)	18-11-2026	50%	3 / 95 HP /3298CC	5400 Kg / Open			
9	TN 22 CR 5818 (COMM REGN**)	M &M BOLERO MAXI TRUCK	2014	1,40,631/- (One Lakh Forty Thousand Six Hundred Thirty one)	18-11-2026	50%	2 / 63 HP /2523 CC	2200 Kg / Open (Pick Up)			
10	TN 22 CQ 6392 (COMM REGN**)	EICHER 10.5, MINI BUS	2014	2,66,931/- (Two Lakhs Sixty Six Thousand Nine Hundred Thirty One)	18-11-2026	50%	17 / 95HP / 3298 CC	4990 Kg / Closed			
11	TN 22 CL 2076 (COMM REGN**)	EICHER 10.5, MINI BUS	2013	2,02,000/- (Two Lakhs Two Thousand)	18-11-2026	50%	17 / 95HP / 3298 CC	4990 Kg / Closed			
GRANT TOTAL INCLUSIVE OF GST											

**** Private Carrier**