

TENDER NO. 1414 dated 28.02.2023 (Due date – 13th March 2023 at 1400 hrs)

(UPLOADED ON WEBSITE ONLY FOR INFORMATION)

Office Address:

**Dy. General Manager – GH (O)
AI Airport Services Limited
GSD Complex, CISF Gate 5,
CSMI Airport, Terminal 2, Sahar,
Andheri (East), Mumbai 400 099.
Tele: +91-22-28318424**

TENDER No. 1414

Date: 28th February 2023

**Tender inviting quotations for “Aviation Insurance Policy for one year” to cover AIASL”
only from Government PSU Insurer Company**

TENDER NO. 1414 dated 28.02.2023 (Due date – 13th March 2023 at 1400 hrs)

Sub: AIASL's Aviation Insurance Policies for 2023-24

INTRODUCTION

AI Airport Services Limited (AIASL) (Formerly known as Air India Air Transport Services Limited-AIATSL) is a fully owned subsidiary of AI Assets Holding Limited ("AIAHL") and is an authorized Ground Handling company to perform the Ground Handling (GH) services (Ramp, Passenger, Baggage, Cargo Handling and Cabin Cleaning) at all Indian Airports including Civil Enclaves; except at 05 Airports (i.e. Delhi, Bengaluru, Hyderabad, Trivandrum and Mangalore). Further AIASL is having a Joint Working Group with Hindustan Aeronautics Ltd.(HAL) named HAL-AIASL JWG operating at HAL Airport, Bangalore.

AI Airport Services Limited is a leading Ground Handling service provider in India, offering Ground Handling services at approx. 110 airports including all Civil Airports, Civil Enclaves and Defense Enclaves.

AI Airport Services Limited (including its subsidiaries and affiliated companies) intends to take Aviation Insurance Policies (comprising of Techno-Commercial and Financial Bids) from IRDAI Licensed Government Insurance Company operating in India for the financial year 2023-24 through two bid systems. We invite Technical and Financial Bids in sealed envelope from Government Indian Insurance Companies duly registered with IRDA.

DECLARATIONS

AI Airport Services Limited known as AIASL invites tender under two bid system i.e. Techno-commercial bid & financial bid, only from Government PSU Companies for **"AIASL's Aviation Insurance Policy for one year from 1.4.2023 to 31.3.2024"**

The information contained in this tender document or / and any information about the aforesaid subject matter provided subsequently to the applicants / bidders in any form by AIASL shall be subject to the terms and conditions to which such information is provided contained herein and any other terms and conditions as may be prescribed by AIASL before awarding of the tender.

The purpose of this tender document is to provide all bidders with the information that may be useful to them in the formulation of their proposals / bids in response to this tender document. The statements and facts contained herein, which reflect various assumptions and assessments arrived by AIASL do not purport to contain exhaustive information on the aforesaid subject matter that each application may require for submitting their bids.

The information provided in this tender document to the applicants is on a wide range of matters, some of which depend upon the interpretation of the law. The information given is not an exhaustive account of statutory requirements and shall not be regarded as a complete or authoritative statement of law.

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The assumptions, assessments, statements, and information contained in this tender document may not be complete, accurate, adequate, or correct. Each bidder shall, therefore, conduct its due diligence, investigations, and analysis and shall check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, and information contained in this tender document and shall obtain independent advice from appropriate sources at no cost to AIASL.

AIASL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. AIASL also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance by any applicant/bidder upon the statements contained in this tender document.

AIASL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender document, from time to time till closing date of the tender.

The tender document does not imply that AIASL is bound to select a bidder or to appoint the selected bidder, as the case may be, and AIASL reserves the right to reject all or any of the proposals without assigning any reason whatsoever at any time.

The bidder shall bear all its costs associated with or relating to the preparation & submission of its proposal/ bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AIASL or any other costs incurred in connection with or relating to its proposals. All such costs and expenses shall remain with the bidder and AIASL shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by the bidder in preparation for submission of the proposal, regardless of the conduct or outcome of the bid selection process as contained herein.

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PROCEDURE FOR SUBMITTING OF TENDER

Envelope 1 – Techno-Commercial Bid

The **Techno-Commercial Bid** should contain all documents related to Pre-qualification (All Annexures), and all tender documents duly signed should be submitted in this envelope super scribing the enquiry reference number, date, with the heading **"TECHNO-COMMERCIAL BID"** in capital letters along with Supplier's name in bold letters super scribing -" Tender No.1414 - Tender for AIASL's Aviation Insurance Policies for 2023-24".

Envelope 2 – Financial Bid

The **Financial bid** needs to be submitted in a separate sealed envelope super scribing the enquiry reference number, date, with the heading **"FINANCIAL BID"** in capital letters along with Supplier's name in bold letters super scribing -" Tender No.1414 - Tender for AIASL's Aviation Insurance Policies for 2023-24".

Envelope 3 – Master Envelope

This envelope should contain Envelope 1 & Envelope 2 super scribing the enquiry reference number, date, with the heading **"MASTER ENVELOPE"** addressed to the **"Dy. General Manager-GH (O), AI Airport Services Limited, GSD Complex, CISF Gate 5, CSMI Airport, Terminal 2, Sahar, Andheri (East), Mumbai 400099** along with Supplier's name in bold letters and must be submitted on or before due date super scribing -" Tender No.1414 - Tender for AIASL's Aviation Insurance Policies for 2023-24".

Mode and method for Submission of Bids:

- a. The bid envelopes shall be submitted along with other tender documents to the above address in person or by post / courier so as to reach **on or before 13th March 2023, latest by 1400 Hrs (IST)**.
- b. Tender documents sent through post or courier shall be at the risk of the Bidder and AIASL shall not be responsible for any loss or non-receipt of the Tender documents.
- c. Tenders received after due date / time whether due to postal delay, delivered at wrong place, delivered at wrong address etc. or any other reason shall not be considered.
- d. Financial Bid in given Format – Duly filled, signed and stamped with details of the Authorized Format to be given in the tender document.
- e. The required documents like PAN card copy, Copy of GSTN registration, valid certificate of registration for MSME units (if applicable), any other requisite documents of the Insurer required for compliance of bid are to be attached while submitting your bid. (Therefore, bidders are required to make sure for having attached the required documents, failing which the bid may be rejected without intimation to the bidder).

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NOTICE INVITING TENDER

Tenders are being invited for “AIASL’s Aviation Insurance Policy for the period 1st April 2023 to 31st March 2024”.

Tender (Techno-Commercial and Financial Bids) be is uploaded on our website <https://www.aiasl.in/Tenders> for information purpose only.

Clarifications, if any, required may be obtained from Mr. Jacob D Gaddam, Email: jd.gaddam@aiasl.in and from Mr. Amit A. Toraskar, Email: aa.toraskar@aiasl.in.

TENDER SCHEDULE AND DETAILS:

| Tender No | Important Dates |
|--|---|
| Date of Tender | 28th February 2023 |
| Date of Tender Upload on Website (for information purpose only) | 28th February 2023 |
| Pre-Bid Meeting | 06th March 2023 // 1500 Hrs |
| Due Date and Time for Tender Submission | 13th March 2023 // 1400 Hrs |
| Date and Time for Opening of Techno-Commercial Bid (Part I) | 13th March 2023 // 1500 Hrs |
| Date and Time for Opening of Financial Bid (Part II) | Will be intimated to Qualified Bidders separately |

TECHNICAL REQUIREMENT

Government PSU Insurance Companies registered under IRDA only are required to submit their bids individually on stand-alone basis or as a Consortium.

The Consortium would be required to follow the terms /conditions mentioned as under:

1. If submitted as a consortium, the consortium must be declared at the time of submitting techno-commercial bid itself.
2. If bidding as a consortium, the bid shall be submitted by the LEAD BIDDER (Government PSU Insurance Company) of the consortium, who must clearly specify if the bidders are bidding as consortium.
3. A particular company / entity can be a member of only one consortium.
4. All the consortium members will be jointly and severally responsible and liable for claim settlements, refund due or any other obligation under the policy.
5. A certificate signed by the Authorized Signatory of each consortium member company is required to be submitted. (Letter of Authorized Signatory also to be submitted).

Along with techno-commercial bids, the bidders are required to furnish a letter to AIASL given in draft format at Annexure - B assuring that **Mandatory confirmation / certificates / documents** which are required for evaluation of Techno-Commercial bids are submitted.

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In addition to the above, bidding insurance company / consortia members are also required to furnish additional information as under: -

1. Additional services / resources, if any it intends to deploy for the servicing of these policies.
2. Details of offices located in India and abroad.
3. Confirm that claims review meeting will be held once a month in the office of AI Airport Services Limited (AIASL).
4. Two (02) officials of primary insurers will be nominated who will be responsible and knowledgeable about the claims and will attend and actively participate in resolution of claims. The names and designations of officials nominated should be informed to AIASL.

The necessary financial data and other details / information for assessment of strength against each Technical criteria / particulars are required to be filled in the attached format.

INSTRUCTIONS FOR TENDERING

1. Before tendering, the Tenderers are requested to carefully examine the Tender Documents, Terms & Conditions of Assignment, Specifications and if there should be or appear to be any ambiguity there in, they should immediately refer the matter to AIASL for clarification.
2. (i) The Tenderer shall complete the annexed form of Tender and information called for therein, and shall sign with date on each of the documents. The Authority Signatory shall sign with the company rubber seal on all the pages of the Tender Document. Letter of authorization of signatory to be provided.

(ii) The Tender shall contain Name with Designation, Address, Contact No. and Email ID for servicing notices required to be served to the Tenderer in connection with the Tender.

(iii) Tenders should be submitted in a sealed envelope clearly indicating on top of the envelope “Tender no.1414 for AIASL’s Aviation Insurance Policies for 2023-24.
3. The Tender shall accompany the document proofs for qualifying requirements. Documents not required as part of the Tender should not be provided.
4. AIASL has the right to refuse any tender without assigning any reason or select any Bidder that is in the final evaluation list. AIASL also has right to re-issue the Tender without Tenderers having right to object to such reissue. AIASL also reserves the right to extend the validity period of the Tender.
5. Tenders received by Fax / Email (Electronically) will not be considered.
6. For any clarifications on Work specifications, the tenderer may contact Mr. Jacob D. Gaddam, Email: jd.gaddam@aiasl.in and Mr. Amit A. Toraskar, Email: aa.toraskar@aiasl.in.

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PROPOSAL REQUIREMENT

You may note that for the AIASL’s Aviation Insurance Policies for 2023-24, a two-stage bidding process will be followed. The response to the present Tender will be submitted in two parts, i.e., the Techno-Commercial Bid and the Financial Bid. The ‘Techno-Commercial Bid’ will contain the exhaustive and comprehensive Technical details as indicated in **Annexure B & Annexure C**; and ‘Financial Bid’ will contain the Pricing information as indicated in **Annexure I**. **The Technical Bid shall NOT contain any pricing or commercial information and if the Technical Bid contains any price related information, the bid would be disqualified and NOT processed further.**

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SUBMISSION OF THE BID:

Bid is to be submitted as follows:

- Envelope 1 – Techno-Commercial Bid in Capital Letters
- Envelope 2 – Financial Bid in Capital Letters
- Envelope 3 – Master envelope (for Cover 1 and Cover 2): Both the Covers 1 & 2 should further be put in a Master envelope, sealed and super scribed “Tender No. 1414 - Tender for AIASL’s Aviation Insurance Policies for 2023-24”. The name of the Bidder, Mailing address, Contact no, Email-id should also be mentioned on the Master Envelope. The same should be addressed and submitted as per following address and time schedule:

**“Dy. General Manager-GH (O),
AI Airport Services Limited, GSD Complex,
CISF Gate 5, CSMI Airport, Terminal 2,
Sahar, Andheri (East), Mumbai 400099.”**

on or before 13th March 2023, latest by 1400 Hrs (IST).

The conditions are specified in **Annexures B & C**. Compliance to these conditions is required. The bid shall be duly signed and stamped by an authorized signatory of your Company.

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The sealed bid should be submitted on or before **13th March 2023 upto 1400 hrs IST** to the following address: **Dy. General Manager-GH (O), AI Airport Services Limited, GSD Complex, CISF Gate 5, CSMI Airport, Terminal 2, Sahar, Andheri (E), Mumbai 400099.**

PRE-BID MEETING:

Interested bidders who desire to attend the pre-bid meeting shall communicate the names of their representative by email to jd.gaddam@aiasl.in and aa.toraskar@aiasl.in, two (02) days before the pre-bid meet scheduled date **i.e. 06th March 2023 at 1500 Hrs (IST)** to make necessary arrangements for entry passes. Such representative/s, maximum two (02) only, must carry a letter of authority from the authorized signatory of the bidder (**Annexure F**), or any other valid document as well as identity card on the pre-bid meet date to gain entry into **GSD Complex, CISF Gate 5, CSMI Airport, Terminal 2, Sahar, Andheri (E), Mumbai 400099**; failing which they will not be permitted to participate in this process.

OPENING OF BID:

The Techno-Commercial bid will be opened on **13th March 2023 at 1500 Hrs (IST)** in the office of **Dy. General Manager-GH (O), AI Airport Services Limited, GSD Complex, CISF Gate 5, CSMI Airport, Terminal 2, Sahar, Andheri (E), Mumbai 400099** and the same would be taken up for technical evaluation of the responses received by AIASL.

The Bidding insurance companies, authorized officials as representatives, would be permitted to attend the opening of the tenders. Only two (02) representatives from each bidding company will be permitted to attend. The representatives must carry a letter of authority from the authorized signatory of the bidder (**Annexure E**), or any other valid document, authorizing them to attend the tender opening, failing which they will not be permitted to participate in this process. The name(s) of the representative(s) may also preferably be directly sent to AIASL in advance of the date of opening of the tenders. Amendments, corrigendum, clarifications if any, and any extensions of the due date of opening of this tender will be intimated by email and hosted for information purpose only on the web site of AIASL. (<https://AIASL.in/Tender.aspx>).

EVALUATION CRITERIA:

Part A- Techno-Commercial Bid:

The Techno-Commercial Bid would be evaluated for their ‘Compliance to the Technical Requirement’ of Tender as indicated at **Annexure B & C**. AIASL reserves the right at its sole discretion to seek whatever information, documents etc. from tenderer, in addition to documents indicated in the Tender, as it may consider necessary for the purpose of evaluation of the bid.

Part B- Financial Bid:

In the last and final stage, the Financial Bids of only those bidders, who have qualified through the process based on evaluation of their Techno-Commercial Bid, will be opened. In case of disqualified bidders, their financial bid will not be considered for opening.

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The overall lowest bidder (“L1”) party shall be decided on the **total yearly premium outgo** to the company. AIASL will make payment by converting the foreign exchange at the applicable rate published by the Reserve Bank of India (RBI) at the date of payment of premium.

TERMS & CONDITIONS:

1. General Terms:

- 1.1. Tenders received after the closing date & time will not be considered.
- 1.2. The Bid should be presented in neat and legible manner. Corrections, if any, should be duly authenticated with full signature of the person who has signed the Bid, failing which such Bid is liable to be rejected.
- 1.3. Amendments and clarifications, if any, to this tender, will be hosted on the website of AIASL at <https://AIASL.in/Tender.aspx> and will also be communicated through email. The tenderers are, therefore, advised to visit the websites regularly till the date of closing of the tender. The last amendment, if any, will be hosted a minimum of three (03) days before the closing date of the tender.

2. Evaluation:

2.1. Evaluation of Techno-Commercial Bid:

Techno-Commercial bid would be evaluated based on the response to our pre-decided minimum qualification criteria **Annexure C**.

Bidders who meet AIASL’s Technical evaluation criteria would be shortlisted and informed regarding the opening of the Financial.

2.2. Evaluation of Financial Bid:

The overall lowest bidder (“L1”) party shall be decided on the **total yearly premium outgo** to the company. AIASL will make payment by converting the foreign exchange at the applicable rate published by the Reserve Bank of India (RBI) at the date of payment of premium.

3. Price negotiation:

As it is not the general norm for AIASL to carry out price negotiations following evaluation of the Commercial Bids, the bidders are advised to submit their best quotes in response to tender. AIASL however, reserves the right to carry out negotiations in exceptional cases with the bidder.

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4. Validity of Prices:

- 4.1. Quotations should be valid for 60 days from the bid submission end date.
- 4.2. The price offered should remain firm till completion of the contract. No request for increase in price for the services shall be entertained during this period.

5. Documentation:

All relevant documents required are to be submitted duly signed by the Authorized Signatory by the successful bidder at their own cost.

6. Validity of the contract:

Selected party at discretion of AIASL will enter into a contract for a period of one (1) year.

7. Rejection of Bid:

Notwithstanding anything mentioned to the contrary, the Bid is liable to be rejected forthwith, i.e., without being evaluated, on the following grounds:

- 7.1. If the Tender Bid has not been signed by the authorized signatory of the applicant/bidder.
- 7.2. If the Tender Bid has not been received in a SEALED condition, duly deposited in the tender box at the address location specified herein under,
- 7.3. If the Tender Bid has been received after the closing date / time of the Tender.
- 7.4. If the bidder has not responded in the affirmative for each / all the Technical requirements specified at Annexure-B.
- 7.5. If any conditional Bid is received by AIASL.

8. Agreement:

The agreement shall be valid for a period of One (1) year from the date of signing the Contract extendable for a further period of one to two years at the discretion of AIASL on mutually agreeable terms.

9. Indemnity:

Applicant / Bidder shall hold harmless and indemnify AIASL from and against damages, losses, and expenses arising out of any claim for infringement of patents, copy right, design etc. for use or supply of products/services by them pursuant to execution of the Agreement. Similarly, Applicant / Bidder shall at its own cost defend and indemnify AIASL against any third-party claims, rights, including trade mark, trade secret, industrial disputes on designs etc. for the use of products by them in fulfillment of/ discharging the obligations under the Agreement.

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10. Arbitration:

Any dispute arising between the parties in respect of the construction, interpretation, application, meaning, scope, operation or effect of this document, or the validity or breach thereof, shall first be settled by mutual consultation. If the dispute remains unresolved after a period of 90 (ninety) days from the date when the mutual consultation has started, the matter shall be referred for settlement to the 'Arbitration and Conciliation Act, 1996' and the award made in pursuance thereof shall be binding on the parties.

11. Governing laws and Jurisdiction:

This document shall be governed by the laws of India and any dispute whatsoever, arising under or pursuant to or in connection with this Tender and / or bidding process, shall be subject to the jurisdiction of the courts of Delhi, India only.

12. Intention to quote:

The tenderers are requested to confirm their intention to quote / regret by email to Mr. Jacob D. Gaddam, Email: jd.gaddam@aiasl.in and to Mr. Amit A. Toraskar, Email: aa.toraskar@aiasl.in.

In case of quotations forwarded by courier, the related dispatch details may be intimated by email to Mr. Jacob D. Gaddam, Email: jd.gaddam@aiasl.in and to Mr. Amit A. Toraskar, Email: aa.toraskar@aiasl.in.

Thanking you,

Yours faithfully,

For AI Airport Services Limited.

Encl: as above

Annexure – A

PRE-QUALIFICATION CRITERIA

1. Bids of the tenderers who fulfill the following pre-qualification requirements, and submit documentary proof thereof along with the techno-commercial bid, will only be eligible for evaluation of the techno-commercial bids.
2. The Techno-Commercial Bid of Insurance companies obtaining **minimum 70 marks** as per Annexure – C will qualify for evaluation of the Financial Bid. The basis of evaluation of ‘Technical Criteria in Annexure-C will be mentioned in the same Annexure.
3. While ranking companies in presentations, due weightage will be given to defined criteria / parameters in Annexure-C based mainly on the following:
 - Company’s experience as leader in aviation insurance in terms of number of years, aviation portfolio and the like and its experience in handling large aviation and non-aviation losses.
 - Company’s experience as leader in dealing with the international aviation Markets (Lead markets) in terms of number of years.
 - Company’s experience in dealing with international facultative reinsurance markets.
 - Company’s clientele as a leader in aviation and other large non-aviation risks. Please provide details.
 - The expertise of current team in handling aviation insurance.
 - Company’s understanding of the domestic and international aviation environment.
4. For the purpose of giving qualifying marks for Financial criteria based on Annual Returns of participating insurance companies in Annexure- C the participating companies who are below the minimum level in the scale given for each of the parameters, will be allotted “zero” (0) marks for that particular financial strength criteria / parameter of Techno-Commercial evaluation.
5. AIASL reserves the right to place the insurance risks under the Aviation Insurance policies, viz.
 - SECTION ONE:** Aviation Products and Grounding Liability Insurance
 - Coverage A – Aviation Products Liability
 - Coverage B – Grounding Liability
 - SECTION TWO:** Working Parties Liability Insurance
 - SECTION FIVE:**
 - Aviation Premises and Hangerkeepers’ Liability Insurance
 - Personal Injury Extension

The lowest bidder (L1) will be determined on the lowest yearly premium charged to AIASL.

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6. In case of any misrepresentation of information, the Techno-Commercial Bid of such bidder may be cancelled / rejected.
7. Please note, that non-compliance with any of the mandatory requirements mentioned in point no. 2 above will disqualify the bidder.
8. Bidding insurance company / consortia members are requested to note that, the qualifying insurance companies after submission of their price bid will not be permitted to change the quoted price even if there is / are major events in the world.
9. AIASL reserves the right to accept or reject any bid without assigning any reason whatsoever.
10. If necessary, the selected Insurer will be required to provide top up policy at the discretion of AIASL.

ANNEXURE B

FORMAT FOR RESPONSE (ON BIDDERS LETTER HEAD)

The stand-alone / leader of consortium bidder have to give below Mandatory confirmation / certificates/ documents which are required by AIASL for evaluation of Techno-Commercial bid.

Prospective Applicants / Bidders are required to note that all the AIASL specified conditions, under this Annexure are met with and responded with “Yes” only, in order to qualify for the Technical Evaluation. The Financial Bids of only those bidders, who have qualified through the process based on evaluation of their Techno-Commercial Bid, will be opened:

| Sr No | Condition | Compliance Yes/No |
|--------------|---|--------------------------|
| 1 | Latest copy of Return showing among other things Solvency Ratio, Operating performance, filed with IRDA for the Insurance company and all consortium partners is / are attached herewith as Annexure 1. | Yes/No |
| 2 | Copies of printed Audited Annual Report for 2021-22 and 2020-21 of the stand-alone / consortium bidder (each of the members of the consortium) is / are attached herewith as Annexure 2. | Yes/No |
| 3 | We are attaching herewith as Annexure 3 – An undertaking signed by the Authorized Signatory of the Insurance company and all consortium partners (if any) that no material adverse impact has been suffered by the insurance company and consortium partners (if any) after the date of Audited Annual report submitted in point 2 above or else the details of the material adverse impact is being provided herewith as Annexure 4. | Yes/No |
| 4 | Copy attached herewith as Annexure 5 - Certificate signed by the Authorized Signatory of the insurance company and all consortium partners (if any) stating that (a) the company has not violated any IRDA regulation and (b) business of the company has not been suspended during last 12 months. | Yes/No |
| 5 | We Confirm that AIASL’s risks will be insured with the Underwriters / Re-insurers who enjoys a minimum of ‘A’ rating by a renowned Credit Rating Agency for the last 3 years and a further confirmation that signed slips will be submitted along with financial bid clearly indicating terms and conditions. | Yes/No |
| 6 | We confirm that as a bidding insurance company and all consortium partners (if any) would appoint an IRDA certified insurance broker having valid licence. | Yes/No |
| 7 | We confirm that as a bidding insurance company and all consortium partners (if any) will be able to place 100% of the Insurance risk. | Yes/No |

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| Sr No | Condition | Compliance Yes/No |
|--------------|---|--------------------------|
| 8 | We as stand-alone bidder and all consortium partners (if any) by way of Certified Board Resolution / Corporate Guarantee signed by CMD / CEO of bidding insurance company and all consortium partners (if any) on the company's letter head confirm that full claim settlement of AIASL will not be affected even if any Re-insurers fails to pay its share. Attached herewith as Annexure 6. | Yes/No |
| 9 | We as stand-alone bidder and all consortium partners (if any) confirm that the price quoted by our insurance company / consortium will be valid after the mandate is awarded and the risk is placed and till the validity / expiry of the policies. | Yes/No |
| 10 | Insurer undertakes to provide top up policy, if required. | Yes/No |

Note: Providing any false / unsubstantiated information for any of the above parameters would disqualify the tenderer from further consideration / evaluation of their Bid.

Signature: _____

Name: _____

Designation: _____

Company Name: _____

Email Id: _____

Contact No: _____

TECHNICAL CRITERIA

| Sr No | Criteria / Parameters | Unit (Rs. In Crs) | Basis of Evaluation |
|---------------------------|--|----------------------|--|
| FINANCIAL STRENGTH | | | |
| 01 | Net Worth | | In case of consortium Total of all consortium partners / No. of partners |
| 02 | Profit before Tax as a % of Net Premium | | In case of consortium Total of Profit before tax of all consortium partners / Total of Net Premium of all consortium partners |
| 03 | Investments | | In case of consortium Total of all consortium partners / No. of partners |
| 04 | Quick Assets (Cash & Bank Balances) | | In case of consortium Total of all consortium partners / No. of partners |
| 05 | Total Annual Gross Direct Premium | | In case of consortium Total of all consortium partners / No. of partners |
| 06 | Net Premium | | In case of consortium Total of all consortium partners / No. of partners |
| 07 | Gross Aviation Premium | | In case of consortium Total of all consortium partners / No. of partners |
| 08 | Net Retention Capacity for Aviation / Airline Business | | In case of consortium Total of all consortium partners / No. of partners |
| Sr No | Criteria / Parameters | Unit (%) | Basis of Evaluation |
| 09 | Market Share | | In case of consortium Total % of all consortium partners / No. of partners x 100 |
| 10 | Solvency Ratio | | In case of consortium Leader of Consortium |
| Sr No | Criteria / Parameters | Unit (Cos) | Basis of Evaluation |
| 11 | Credit Rating | | In case of consortium Leader of Consortium |

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| Sr No | Criteria / Parameters | Unit | Range | | | | | Points | Name of Insurance Company | | | | | Remarks | | | |
|--------------------|---|-----------------|--|--|--|--|-------------------------------|------------|---------------------------|----|----|----|----|---------|--|--|--|
| | | | FINANCIAL STRENGTH | | | | | | 01 | 02 | 03 | 04 | 05 | | | | |
| 01 | Net Worth | Rs. (In Crs) | <u>1001-2000</u> 6 | <u>2001-3000</u> 7 | <u>3001-4000</u> 8 | <u>4001-5000</u> 9 | <u>5001 & Abv</u> 10 | 10 | | | | | | | | | |
| 02 | Profit before Tax as a % of Net Premium | Rs. (In Crs) | <u>0.01%-5.00%</u> 2 | <u>5.01%-10.00%</u> 3 | <u>10.01%-15.00%</u> 4 | <u>15.01%-20.00%</u> 5 | <u>20.01 & Abv</u> 6 | 6 | | | | | | | | | |
| 03 | Investments | Rs. (In Crs) | <u>5001-10000</u> 6 | <u>10001-15000</u> 7 | <u>15001-20000</u> 8 | <u>20001-25000</u> 9 | <u>25001 & Abv</u> 10 | 10 | | | | | | | | | |
| 04 | Quick Assets (Cash & Bank Balances) | Rs. (In Crs) | <u>1001-3000</u> 6 | <u>3001-5000</u> 7 | <u>5001-7000</u> 8 | <u>7001-9000</u> 9 | <u>9001 & Abv</u> 10 | 10 | | | | | | | | | |
| 05 | Total Annual Gross Direct Premium | Rs. (In Crs) | <u>5001-7000</u> 2 | <u>7001-9000</u> 3 | <u>9001-11000</u> 4 | <u>11001-13000</u> 5 | <u>13001 & Abv</u> 6 | 6 | | | | | | | | | |
| 06 | Net Premium | Rs. (In Crs) | <u>2501-5000</u> 2 | <u>5001-7500</u> 3 | <u>7501-10000</u> 4 | <u>10001-12500</u> 5 | <u>12500 & Abv</u> 6 | 6 | | | | | | | | | |
| 07 | Gross Aviation Premium | Rs. (In Crs) | <u>101-200</u> 6 | <u>201-300</u> 7 | <u>301-400</u> 8 | <u>401-500</u> 9 | <u>501 & Abv</u> 10 | 10 | | | | | | | | | |
| 08 | Market Share | % | <u>0.01%-2.50%</u> 2 | <u>2.51%-5.00%</u> 3 | <u>5.01%-7.50%</u> 4 | <u>7.51%-10.00%</u> 5 | <u>10.01 & Abv</u> 6 | 6 | | | | | | | | | |
| 09 | Net Retention Capacity for Aviation / Airline Business | % | <u>More than USD 10M & upto USD 20M</u> 2 | <u>More than USD 20M & upto USD 30M</u> 3 | <u>More than USD 30M & upto USD 40M</u> 4 | <u>More than USD 40M & upto USD 50M</u> 5 | <u>More than USD 50M</u> 6 | 6 | | | | | | | | | |
| 10 | Solvency Ratio | % | <u>1.50%-2.00%</u> 6 | <u>2.01%-2.50%</u> 7 | <u>2.51%-3.00%</u> 8 | <u>3.01%-3.50%</u> 9 | <u>3.51% & Abv</u> 10 | 10 | | | | | | | | | |
| 11 | Credit Rating | Cos | Less than BBB 6 | BBB 7 | More than BBB 8 | A+ 9 | AAA 10 | 10 | | | | | | | | | |
| GENERAL | | | | | | | | | | | | | | | | | |
| 01 | Experience of dealing with Aviation Products and Grounding / Working Parties / Aviation Premises and Hangerkeepers' as Lead / Primary Insurer for more than 05 years of Indian domiciled risk | | | | | | | 10 | | | | | | | | | |
| GRAND TOTAL | | | | | | | | 100 | | | | | | | | | |

Note: Bidders meeting the basic eligibility criteria and scoring equal to or more than 70 marks as per above evaluation in Technical Bid, will qualify for the Next stage of bidding. In the last & final stage, the Financial Bids of only those bidders, who have qualified through the above process based on evaluation of their TechnicalBids, will be opened. In case of disqualified bidders, their financial bid will not be considered for opening.

TENDER NO. 1414 dated 28.02.2023 (Due date – 13th March 2023 at 1400 hrs)

ANNEXURE D

UNDERTAKING CERTIFICATE (ON BIDDERS LETTER HEAD)

To,

Dy. GM-GH(O)
AI Airport Services Limited,
GSD Complex, Next to CSIF Gate 5,
CSMI Airport, Sahar, Andheri(E)
Mumbai 400 099

Sir,

It is certified that we have studied and understood the terms and conditions of the tender for Procurement of AIASL's Aviation Insurance Policies for 2023-24 and agree to abide by the same unconditionally.

AUTHORISED SIGNATORY

TENDER NO. 1414 dated 28.02.2023 (Due date – 13th March 2023 at 1400 hrs)

ANNEXURE E

AUTHORIZATION LETTER FOR ATTENDING BID OPENING
(TECHNO-COMMERCIAL / FINANCIAL)

To,

Dy. GM-GH(O)
AI Airport Services Limited,
GSD Complex, Next to CSIF Gate 5,
CSMI Airport, Sahar, Andheri(E)
Mumbai 400 099

Sub: Authorization for attending Bid Opening

Dear Sir,

On Tender Date: Closing Date:
Opening Date: Time:

The following person(s) is/are hereby authorized to attend Techno-Commercial / Financial Bid opening of subject Tender.

| S.No. | Name | E.Mail | Contact No | Signature |
|--------------|-------------|---------------|-------------------|------------------|
| | | | | |
| | | | | |

Signature:

Authorized Signatory's Name:.....

Company Name:

NOTE:

Permission for entry to the Hall where bids are opened may be refused in case authorization as prescribed above is not received.

The authorized representatives, in their own, interest, must reach venue of bid opening well in time.

The authorized representatives must carry a valid photo identity.

Separate authorization letters would be required for Techno-Commercial and Financial Bid opening.

TENDER NO. 1414 dated 28.02.2023 (Due date – 13th March 2023 at 1400 hrs)

ANNEXURE F

AUTHORIZATION LETTER FOR ATTENDING PRE-BID MEETING

To,

Dy. GM-GH(O)
AI Airport Services Limited,
GSD Complex, Next to CSIF Gate 5,
CSMI Airport, Sahar, Andheri(E)
Mumbai 400 099

Sub: Authorization for attending Pre-Bid Meeting

Dear Sir,

Tender No.: Due Date:

Pre-bid meeting Date : Time :

The following person(s) is/are hereby authorized to attend Pre-bid meeting of subject tender.

| S.No. | Name | E.Mail | Contact No | Signature |
|-------|------|--------|------------|-----------|
| | | | | |
| | | | | |

Signature:

Authorized Signatory's Name:.....

Company Name:

NOTE:

Permission for entry to the Hall where bids are opened may be refused in case authorization as prescribed above is not received.

The authorized representatives, in their own, interest, must reach venue of bid opening well in time.

The authorized representatives must carry a valid photo identity.

ANNEXURE – G

RISK COVER DETAILS

SECTION ONE: Aviation Products and Grounding Liability Insurance

- Coverage A – Aviation Products Liability
- Coverage B – Grounding Liability

SECTION TWO: Working Parties Liability Insurance

SECTION FIVE:

- Aviation Premises and Hangerkeepers' Liability Insurance
- Personal Injury Extension

Liability Limit covering above Risk Cover (Three options)

Option I - USD 100,000,000 (USD 100 Million) any one occurrence and in aggregate.

Option II - USD 250,000,000 (USD 250 Million) any one occurrence and in aggregate.

Option III - USD 500,000,000 (USD 500 Million) any one occurrence and in aggregate.

Deductible Limit:

- Aircraft Damage: USD 25,000
- Spare Damage: USD 10,000

ANNEXURE – H

AIASL DATA

| SN | | Description |
|----|--|--|
| 1 | Location of Premises where work is carried out and Brief Description | AIASL is providing complete Ground Handling services to Domestic & Foreign Client airlines at all Indian Airports except Delhi, Bengaluru, Hyderabad, Trivandrum and Mangalore. We have a joint working group under the banner of HAL-AIASL JWG operating at HAL Airport. Under Ground Handling, we are providing Passenger Services, Ramp Services, Cargo Services, Cabin Cleaning and other allied services including in Aircraft Hangers. |
| 2 | Aircraft types handled at the airports where work is carried out | All types of aircraft including Boeing, Airbus and others like ATR, A320/321, A330/340, A350, B737, B747, B757, B767, B777 and A380 aircrafts. |
| 3 | Number of employees working at the airport | 12000+ across all airports of India |
| 4 | Number of GS equipments on Airside | 2500+ (motorized) 10000+ (non-motorized / towable) |
| 5 | Airlines to whom the ground handling service is provided. | All domestic and foreign scheduled client airlines (approx 75 client airlines) like Air India, Air India Express, Emirates, Malaysia Airlines, Etihad, Singapore Airlines, Lufthansa, British Airways, Thai Airways, Tata SIA Airlines, Air Asia, Go First, and many more. Also, Non-scheduled flight operators – Domestic and International. |
| 6 | Is an IATA Ground Handling Agreement incorporating Article 8 or 8.5 (Liability and Indemnity) un-amended agreed with all carriers? Please specify details for each. IF “NO”, PLEASE PROVIDE A BREAKDOWN OF CARRIERS WHERE ARTICLE 8 OR 8.5 IS: Incorporated into the contract with the carrier Not incorporated – in this case please advise of wording of Liability and Indemnity clauses (if any) that are incorporated into a contract. | YES |
| 7 | AIASL Estimated Turnover (2022-2023) | INR 600.72 Crs. |

ANNEXURE - I

FINANCIAL BID (for the period – 01st April 2023 to 31st March 2024):

| Sr No | Description of Service | For USD 100 Million (Option 1) | | For USD 250 Million (Option 2) | | For USD 500 Million (Option 3) | |
|-------|---|--------------------------------|------------------|--------------------------------|------------------|--------------------------------|------------------|
| | | Premium Quarterly | Premium Annually | Premium Quarterly | Premium Annually | Premium Quarterly | Premium Annually |
| 1 | - Aviation Products and Grounding Liability - Working Parties Liability - Aviation Premises and Hangar Keepers' Liability -Personal Injury Extension | | | | | | |
| 2 | Taxes (Please mention all taxes) | | | | | | |
| 3 | Unconditional Discounts / Concessions / No claim bonus (if any) | | | | | | |
| | TOTAL (in figures) | | | | | | |
| | TOTAL (in words) | | | | | | |

Note:

- The evaluated Annual / Quarterly premium for the Risk Cover as per Annexure-G and stated in the Financial Criteria, would be used for awarding contract to the lowest evaluated bid.
- Selection of the L1 bidder will be based on the lowest premium quoted for the period – 01st April 2023 to 31st March 2024 as mentioned in the bid format. The value of policy to be taken will be at the discretion of the AIASL Management and the L1 will be decided on the basis of the value of the policy of the preferred option, so decided.
- We undertake to provide top up policy, if required.
- Discounts/concession/No claim bonus (if any) to be indicated above and must be excluded from the Total Premium quoted above.
- If there is a discrepancy between the unit price and the total price, the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser, there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern, and the unit price corrected accordingly.
- If there is an error in a total corresponding to the addition or subtraction of sub totals, the sub-totals shall prevail, and the total shall be corrected.
- If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- Such a discrepancy in an offer should be conveyed to the bidder asking him to respond by a target date and if the bidder does not agree to the observation, the bid is liable to be rejected.