

REQUEST FOR PROPOSAL

FOR

**Hiring and Deployment of Vehicles for CISF at ASRIA, (3-Year
Contract)**

for GMR Visakhapatnam Airport Limited, Bhogapuram

RFP No.: GVIAL/2026-27/CISF Vehicle

Date of Issue: 14-08-2026

Last Date of Bid Submission: 21-08-2026

Issued By: Merugu Balakrishna

Table of Contents

	DISCLAIMER	4
	DEFINITIONS.....	6
	SECTION A - INSTRUCTIONS TO BIDDERS (ITB)	10
1.	GENERAL	10
2.	ELIGIBILITY AND PRE-QUALIFICATION REQUIREMENT	11
3.	BIDDING PROCESS	14
4.	PRE-BID MEETING:.....	14
5.	AMENDMENT OF BIDDING DOCUMENTS	15
6.	CONFLICT OF INTEREST	15
7.	BIDDERS TO INFORM ITSELF FULLY	16
8.	COST OF BIDDING / PREPARATION OF PROPOSAL	16
9.	LANGUAGE	17
10.	PREPARATION OF BID/ PROPOSAL AND BID FORMATS	17
11.	TECHNICAL PROPOSAL: PROPOSAL FORMAT AND CONTENT	18
12.	FINANCIAL PROPOSAL FORMAT AND CONTENT	18
13.	PERIOD OF VALIDITY OF BIDS.....	19
14.	MULTIPLE BIDS	19
15.	EARNEST MONEY DEPOSIT (EMD) / BID SECURITY	19
16.	FORMAT AND SIGNING OF BIDS	ERROR! BOOKMARK NOT DEFINED.
17.	DOCUMENTS COMPRISING BID	20
18.	FRAUD AND CORRUPTION	21
	SCHEDULE 1	22
	SECTION B - SUBMISSION, OPENING AND EVALUATION	23
1.	SUBMISSION OF BIDS/ PROPOSALS AND BID SUBMISSION DEADLINE	23
2.	DOCUMENTS COMPRISING THE BID	23
3.	BID SUBMISSION DEADLINE	24
4.	LATE BIDS.....	24
5.	MODIFICATION, DEVIATION SUBSTITUTION AND WITHDRAWAL OF BIDS	24
6.	OPENING OF TECHNICAL PROPOSALS.....	25
7.	DISQUALIFICATION OF BID PROPOSAL	25
8.	CONFIDENTIALITY	25
9.	CLARIFICATION OF BIDS	26
10.	EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS	26
11.	BID/ PROPOSALS EVALUATION, OVERVIEW AND VERIFICATION/ CLARIFICATIONS ..	26
12.	EVALUATION OF TECHNICAL PROPOSALS.....	27
13.	OPENING OF FINANCIAL PROPOSALS	27
14.	EVALUATION OF FINANCIAL PROPOSALS	27
15.	SUCCESSFUL / SELECTED BIDDER.....	27
16.	VISAKHAPATNAM INTERNATIONAL AIRPORT LIMITED'S RIGHT TO SELECT/REJECT THE	

BID(S)	28
<u>SECTION C - AWARD OF CONTRACT</u>	<u>29</u>
1. AWARD OF CONTRACT	29
2. NON-EXCLUSIVITY	29
<u>SECTION D – (BILL OF QUANTITY / TECHNICAL REQUIREMENTS)</u>	<u>30</u>
<u>APPENDIX - I (BIDDING FORMS)</u>	<u>32</u>
CHECKLIST OF REQUIRED FORMS	32
FORM 1: BIDDER INFORMATION	33
FORM 2: FORMAT OF BANK GUARANTEE FOR BID SECURITY	34
FORM 3: FORMAT OF COVERING LETTER BY BIDDER	37
FORM 4: FORMAT FOR POWER OF ATTORNEY	40
FORM 5: RECORD OF SIMILAR WORK DONE	42
FORM 6: FORMAT OF SUMMARY OF AUDITED FINANCIAL STATEMENTS	43
FORM 7: UNDERTAKING (NO DUES OF TAXES)	45
FORM 8: PRE-BID QUERIES & CLARIFICATION	46
FORM 9: UNDERTAKING FOR COMPLIANCE OF SUPPLIERS' CODE OF CONDUCT	47
FORM 10: SCHEDULE OF DEVIATIONS	48
FORM 11: COMPLIANCE OF COMMERCIAL SPECIFICATIONS	49
FORM 12: SELF DECLARATION OF THE BIDDER ON NON-BLACKLISTING / NON-DEBARMENT	50
FORM 13: SELF DECLARATION FOR CONFIDENTIAL INFORMATION	52
FORM 14: SELF DECLARATION FOR NO ADVERSE ORDERS/ NON-BREACHING / NON CONVICTION	54
FORM 15: SELF DECLARATION FOR COMPLIANCE OF ESG GUIDELINES	55
FORM 16: ADVANCE BANK GUARANTEE FORMAT	57
FORM 17: PERFORMANCE BANK GUARANTEE FORMAT	58
FORM 18: SAFETY MANAGEMENT SYSTEM (SMS) & OH&SMS)	62
FORM 19: FORMAT OF SHAREHOLDING PATTERN	65
FORM 20: FORMAT OF RETENTION BANK GUARANTEE	66
<u>SCHEDULE 2</u>	<u>68</u>
<u>APPENDIX - II (SUPPLIER CODE OF CONDUCT & BUSINESS ETHICS)</u>	<u>70</u>

DISCLAIMER

This Request for Proposal (defined below) is issued by VISAKHAPATNAM International Airport Limited (defined below) for general information purposes, without regard to specific objectives, suitability, financial situations and requirements of any particular Person (defined below), and does not constitute any recommendation for an offer to sell, supply or provide any Material / Services (defined below) and after sale service and maintenance etc. Neither this RFP/Bidding Document (defined below) nor anything contained herein or therein shall form the basis of, or be relied upon in connection with any agreement, undertaking, and commitment whatsoever. This RFP does not solicit any action based on contents contained herein or in the Bidding Document.

The Bidding Document is not an agreement and is neither an offer nor invitation by VISAKHAPATNAM International Airport Limited to the Prospective Bidder or any other Person. The purpose of this Bidding Document is to provide interested parties with information that may be useful to them in making their Bids (defined below) pursuant to the Bidding Document. It includes statements, which reflect various assumptions and assessments in relation to the Project (defined below). Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. The assumptions, assessments, statements and information contained in the Bidding Document, may not be complete, accurate and adequate. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in the Bidding Document and should obtain independent advice from appropriate sources as may be required.

Information provided in the Bidding Document is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative. VISAKHAPATNAM International Airport Limited accepts no responsibility for the accuracy or otherwise for any interpretation or opinions expressed herein.

The information contained in the Bidding Document (defined below) or subsequently provided to the Prospective Bidder/Bidder (defined below), whether verbally or in documentary or any other form by or on behalf of VISAKHAPATNAM International Airport Limited (defined below) or by any of its employees, officer, or advisors, is provided to the Prospective Bidder/Bidder(s) on the terms and conditions set out in the Bidding Document and such other terms and conditions subject to which such information is provided.

VISAKHAPATNAM International Airport Limited, its employees, officers and advisors make no representation or warranty and shall have no liability to the Prospective Bidder/Bidder or any Person, whatsoever under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost, charges or expense which may arise from or be incurred or suffered on account of anything contained in the Bidding Document or otherwise, including the accuracy, adequacy, completeness or reliability of the Bidding Document and any assessment, assumption, statement or information contained therein or deemed to form part of the Bidding Document or arising in any way for participation in this Bid.

VISAKHAPATNAM International Airport Limited also accepts no liability of any nature, whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Prospective Bidder/Bidder upon the statements contained in the Bidding Document.

VISAKHAPATNAM International Airport Limited may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in the Bidding Document.

The issuance of the Bidding Document does not imply that VISAKHAPATNAM International Airport Limited is bound to select a Bidder or to appoint the Successful Bidder (defined below) for supply of the Materials / Services for the Project and VISAKHAPATNAM International Airport Limited reserves the right to reject all or any of the Prospective Bidder/Bidder or Bids without assigning any reason whatsoever, and without incurring any liability towards the Prospective Bidder/Bidder or any person, as the case may be.

The Prospective Bidders are encouraged to submit their respective Bids after familiarizing themselves with the information and physical conditions relevant to the Project, including, but not limited to, site conditions, Applicable Laws and regulations, and any other matter considered for performance of the Contract.

All Prospective Bidders/Bidders are responsible for all costs, expenses and charges incurred by them when evaluating and responding to this document and any negotiation costs incurred by the recipient thereafter. VISAKHAPATNAM International Airport Limited may, in its sole discretion proceed in the manner it deems appropriate which may include deviation from its expected evaluation process, the waiver of any requirements, and the request for additional information.

The Prospective Bidder/Bidder shall bear any, and all its costs associated with or relating to the preparation and submission of its Bid including but not limited to site visit, preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by VISAKHAPATNAM International Airport Limited, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and VISAKHAPATNAM International Airport Limited shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation, or submission of the Bid, regardless of the conduct or outcome of the bidding process.

The various parts of Bidding Document and obligations of the Prospective Bidder/Bidder described therein are supplementary to each other. In case of any conflict or ambiguity among various parts of the Bidding Document, the VISAKHAPATNAM International Airport Limited shall interpret the same in harmonious manner.

In this RFP, bold and capitalized terms not defined herein shall have the meaning given to such terms in General Conditions of Contract / Purchase Order Conditions ("**GCC**" / "**POC**") of this Bidding Document.

DEFINITIONS

In this RFP:

“Applicable Laws” shall mean all laws, regulations, rules, guidelines, circulars, re-enactments, revisions, applications, and adoption thereto made from time to time and in force and effect, judgements, decrees, injunctions, writs and orders of any court, arbitrator or governmental agency or authority, rules, regulations, orders, and interpretation of governmental authority, court or statutory or other body applicable for the VISAKHAPATNAM International Airport Limited, Prospective Bidder or Bidder, Project or Bid as amended from time to time.

“Bid(s)” shall mean the binding offer in the form of Technical Proposal and Financial Proposal submitted by a Prospective Bidder on or prior to the Bid Submission Deadline, including other requisite form, documents and authorisations and as per the terms and conditions, as set out in this RFP;

“Bid Security” shall have the meaning ascribed to it in clause 15 of Section A hereof;

“Bidder” shall mean the Prospective Bidder who submit their Bid pursuant to the Bidding Documents;

“Bidding Process” shall mean the process set out in the RFP for selection of a Successful Bidder;

“Bid Submission Deadline” shall mean the date on which the Bid needs to be submitted by the Prospective Bidders in accordance with the terms of this RFP;

“Bid Validity Period” shall have the meaning ascribed to it in clause 13 of Section A hereof;

“Bidding Document” shall mean this RFP and addendum to RFP issued by the VISAKHAPATNAM International Airport Limited from time to time:

“Conflict of Interest” shall have the meaning ascribed to it in clause 6 of Section – A hereof;

“Contract” shall have the meaning ascribed to it in clause 1.1 of Section- C hereof;

“Control” shall have the meaning given in the Companies Act, 2013 and terms **“Controlled”** or **“Controlling”** shall have the meaning accordingly;

“Corrupt Practice” shall have the meaning ascribed to it in clause 18 of Section A hereof;

“Digital Signature Certificate” shall mean the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) obtained from SIFY/ nCode / eMudra or any certifying authority recognized by CCA India.

“ESG” shall mean the standards, principles, and practices related to environmental, social, and governance factors that a Bidder is expected to adhere to in the performance of its obligations.

“Financial Proposal” shall have the meaning ascribed to it in clause 12 of Section-A hereof;

- **“Fraudulent Practice”** shall have the meaning ascribed to it in clause 18 of Section – A hereof;

“General Conditions of Contract” or **“GCC”** shall mean the conditions mentioned in Schedule 2 of this RFP.

“Governmental Approval” means any consent, approval, licence, permit, order, exemption, certificate, clearance or authorisation obtained or to be obtained from, or any registration, notification, declaration or filing made to or with, or to be made to or with, any Governmental Authority.

“Governmental Authority” means any national, regional or local government or governmental, administrative, regulatory, fiscal, judicial, or government-owned body of any nation or any of its ministries, departments, secretariats, agencies or any legislative body, commission, authority, court or tribunal or entity, and shall include any authority exercising jurisdiction over any Person.

“

“VISAKHAPATNAM International Airport Limited” shall mean GMR VISAKHAPATNAM INTERNATIONAL AIRPORT LIMITED, a company registered under the Companies Act, 1956/2013 and having its registered office at New Udaan Bhawan, opposite terminal 3 IGI Airport, New VISAKHAPATNAM

“Person” means an individual, partnership, joint venture, company, trust, unincorporated organisation, government or other entity.

“Pre-Bid Meeting” shall have the meaning ascribed to it in clause 4 of Section – A hereof;

“Prospective Bidder” shall mean a person who download this RFP from the Ariba Portal;

“Project” shall mean the detail of work described in Notice of Request for Proposal and shall be carried out in pursuance of the terms and conditions provided in the Bidding Document.

“Portal” shall mean SAP Ariba Portal or such other portal maintained by the VISAKHAPATNAM International Airport Limited or as notified by the VISAKHAPATNAM International Airport Limited, for the purpose of uploading and downloading documents/notifications/communications by the VISAKHAPATNAM International Airport Limited and Prospective Bidder /Bidder, and which will be the mode of communication between the VISAKHAPATNAM International Airport Limited and Prospective Bidder/Bidder, unless otherwise specified under this RFP.

“Purchase Order Conditions” or **“POC”** shall means conditions mentioned in Schedule 1 & 2 of this RFP.

“Request For Proposal” or **“RFP”** shall mean this document including all the annexures, forms and appendices hereto, issued by the VISAKHAPATNAM International Airport Limited, and shall include all supplements, modifications, amendments, alterations or clarifications hereto;

“Sanctions” shall mean economic sanctions, laws, regulations, embargoes or restrictive measures administered, enacted or enforced on any Person or Person(s), sovereign country, region or locality imposed by a sovereign country, European Union or multilateral organisation.

“Sanctioned Country” means any country subject to comprehensive Sanction imposed by another sovereign country, European Union or multilateral organisations.

“Sanctioned Party” shall mean any Person or Person(s) located, organised, resident or operating in, or engaged directly or indirectly with, any country, region or territory which is the subject or target of any Sanctions by another sovereign country, European Union or multilateral organisations.

“Scheduled Commercial Bank” shall mean a bank as defined under Section 2(e) of the Reserve Bank of India Act, 1934;

“Successful Bidder” shall mean the Bidder, finalized by the VISAKHAPATNAM International Airport Limited in accordance with the terms of this RFP, to effect the scope of work;

“Technical Proposal” shall have the meaning ascribed to it in clause 11 of Section – A hereof;

“Working Day(s)” shall mean any working day of the VISAKHAPATNAM International Airport Limited other than Saturday, Sunday and holidays;

NOTICE OF REQUEST FOR PROPOSAL

GMR VISAKHAPATNAM International Airport Limited, a company registered under the Companies Act, 1956/2013 and having its registered office at [*]GMR Visakhapatnam International Airport Ltd. Second floor, 101-43, Flat no:202, SIRIPURAM FORT, CBM Compound, Siripuram, Visakhapatnam – 530 003, Andhra Pradesh, India. GST No. 37AAICG3021G1ZW (hereinafter referred to as the VISAKHAPATNAM International Airport Limited invites bids (hereinafter referred to as “Bid” or “Bid(s)”) from eligible applicants/qualified bidders (hereinafter referred to as “Bidder(s)”) means the person or organization submitting the Bid for **Hiring and Deployment of Vehicles for CISF at ASRIA, (3-Year Contract) at GMR Visakhapatnam Airport Limited, Bhogapuram** (hereinafter referred to as “Project”). All Bids are required to be prepared and submitted in accordance with the instructions and terms & conditions of this RFP.

The Bidding Document is issued by VISAKHAPATNAM International Airport Limited for selecting the Bidder for **Hiring and Deployment of Vehicles for CISF at ASRIA, (3-Year Contract) at GMR Visakhapatnam Airport Limited, Bhogapuram**. This Bidding Document provides overall structure of the document.

GMR VISAKHAPATNAM International Airport Limited invites bids through Ariba Portal for Hiring and Deployment of Vehicles for CISF at ASRIA, (3-Year Contract) at GMR Visakhapatnam Airport Limited, Bhogapuram

This bidding process is Online at Ariba Portal (URL address for GMR Group: <https://>). Ariba Portal / Ariba Network enables suppliers and buyers to form relationships and conduct transactions over the internet.

Prospective Bidders are advised to register themselves at Ariba Portal for GMR Group to obtain “Login ID” & “Password”. The Bidders may also take guidance from the Buyer whose contact details are provided in the Request for Proposal (“RFP”) / bid document.

The prospective Bidders may download and go through the Request for Quotation (“RFP”) / bid document.

The RFP has 4 (Four) sections as mentioned below:

The Bidding Document consist of Sections A to DF= as indicated below, and should be read in conjunction with any addenda / corrigenda / amendments / clarifications etc. issued thereto from time to time.

Section A: Instructions to Bidders

Section B: Submission, Opening and Evaluation

Section C: Award of Contract,

Section D: Bill of Quantities & Technical Requirements

Please confirm your Company Name, Contact Person, Email ID & Contact Number to us vide return mail to send us the link for registration and if already registered request you to confirm the Ariba Vendor ID.

The complete Bidding Document is available on Ariba Portal and the Bidder can download the Bidding Document by log in to the Ariba Portal by using their user ID/password.

Amounts for Bidding:

Sl.	Item	Unit	Payment Details
A.	Bid Security / Earnest Money Deposit (EMD) (Refundable)	INR 5,00,000	Five Lakhs Only
B	Tender Fees	INR	[In Numeric] [In words]

Sl.	Item	Unit	Payment Details
C.	Other payments or Bid Security to the GMR Visakhapatnam International Airport Limited shall be as per the terms and conditions defined in this RFP		

Bidders may obtain further information from:

Bid Manager:

Head (Gr. Procurement & Contracts)
New Udaan Bhawan, Opp. Terminal 3,
IGI Airport, New Delhi – 110 037, India
Tel. + 91-11-[.....], Fax + 91-11-[.....]

For all queries, please contact the following personnel:

<u>Buyer Name:</u>	Merugu Balakrishna
<u>Email ID:</u>	merugu.balakrishna@gmrgroup.in
<u>Mobile No.:</u>	9220362336
<u>Site Visit /Technical Query Contact Number</u>	<u>9972006629 & Ranjeet.Yadav@gmrgroup.in</u>

Calendar of Events:

VISAKHAPATNAM International Airport Limited shall endeavour to adhere to the following schedule:

S. No.	Event Description	Tentative Date
(a)	Issue of Bid Documents	14.08.2026
(b)	Pre-Bid Meeting and Site visit ("Pre-Bid Meeting")	16.08.2026
(c)	Last date for Submission of Queries	17.08.2026
(d)	Date of Submission of Bid ("Bid Submission Date")	21.08.2026
(e)	Validity of Bid	<i>90 days from date of submission of the Bid or as extended under the terms of this RFQ</i>

SECTION A - INSTRUCTIONS TO BIDDERS (ITB)

1. General

- 1.1 The documents as stated in Section – A to D of this RFP in conjunction with any addendum, if issued in accordance with this RFQ and as may be amended or supplemented from time to time, shall form an RFQ Documents (“Tender Documents”).
- 1.2 The Bid shall be unconditional, firm and valid for a period of 90 days from the due date of submission. Any Bid which has validity lower than that specified above shall be rejected by VISAKHAPATNAM International Airport Limited, as being non-responsive. However, VISAKHAPATNAM International Airport Limited, may request the Bidders to extend the Bid beyond the Bid Validity Period by written notice to the Bidders.
- 1.3 The Bidder shall submit their Bids in 2 parts on Ariba Portal as mentioned below:

Envelope 1: Technical Bid and Pre-qualification Documents.

Envelope 2: Commercial / Priced / Financial Bid.
- 1.4 Under the Bidding Process, the first envelope shall contain only the details pertaining to proof of tender fee payment, Bidder’s technical capabilities and other compliances as required under this Bidding Document (“**Technical Proposal**”). The second envelope shall contain the price bid/financial quotation as per the form available on the Portal (“**Financial Proposal**”). The Bidder shall ensure that no details pertaining to Financial Proposal is a part of the Technical Proposal. Any non-compliance of this provision shall entitle the VISAKHAPATNAM International Airport Limited, to out-rightly/summarily reject the Bid, submitted by the Bidder.
- 1.5 Selection of Bidder shall be made through a competitive Bidding Process. The Bidding Process shall comprise of two stages i.e. evaluation of (i) Technical Proposal and (ii) Financial Proposal and shall be conducted through Ariba Portal.
- 1.6 For submitting the Bid on the Ariba Portal, Signed & Stamped copy of documents or Digitally Signed documents by valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/ nCode/ eMudra or any certifying authority recognized by CCA India on eToken/ smart card.
- 1.7 An incomplete and/or ambiguous and/or conditional Bid and/or Bid submitted after the Bid Submission Deadline shall be summarily rejected.
- 1.8 The VISAKHAPATNAM International Airport Limited reserves the right to accept any Bid or to reject any or all Bids or cancel/ withdraw this RFP for any cause without assigning any reason thereof. Such decision by the VISAKHAPATNAM International Airport Limited shall final, conclusive and binding on the Bidder and shall not be subject to contest by any Bidder. The VISAKHAPATNAM International Airport Limited shall not be liable to the Bidder for any compensation, loss, damages or bear any liability, whatsoever, in law or equity for such a decision.
- 1.9 The Bids of only those Bidders, who fully meet the qualification requirement as per this RFP, shall be considered for further evaluation by the VISAKHAPATNAM International Airport Limited.
- 1.10 The Bidders including the Successful Bidder is also required to comply with the “Supplier Code of Conduct & Business Ethics” requirement of GMR Group as provided in Appendix – II of this RFP Document.

2. Eligibility and Pre-Qualification Requirement

2.1. Eligibility Requirement

- 2.1.1. The Bid can be submitted by a Prospective Bidder as an individual entity who is eligible to participate in tenders for public procurement in India in accordance with the Applicable Laws.
- 2.1.2. The Bidder, who has undertaken or completed the similar Project for any reputed organisation or government agency, acceptable to the VISAKHAPATNAM International Airport Limited.
- 2.1.3. The Bidder has not been declared ineligible for the Corrupt Practices and/or Fraudulent Practices in any prior tendering processes by the VISAKHAPATNAM International Airport Limited, any Governmental Authority or its undertaking/agency or any other Person. The VISAKHAPATNAM International Airport Limited's decision in this regard is final, conclusive and binding on the Bidder.
- 2.1.4. If at any stage of the Bidding Process, any order/ ruling is found to have been passed in the last one (1) calendar year preceding the Bid Submission Deadline by a competent Court of Law or any appropriate Commission or any Arbitral Tribunal against the Bidder for breach of any contract awarded by any Governmental Authority or its undertaking/ agency or any other Person, then Bid from such Bidder is liable to be rejected by the VISAKHAPATNAM International Airport Limited and in the event, Contract is awarded to the Bidder, it shall liable to be terminated.
- 2.1.5. There is no charge or conviction of Bidder for any criminal offence (including felonies and misdemeanours) or infractions/violations of law, which carry the penalty of imprisonment and can materially affect the ability to fulfil the obligations with regard to fulfilling the obligations as per the Bidding Document.
- 2.1.6. Origin of the full or part of the Materials, equipment and services or its ingredients to be provided for the Project should not be sourced from any Sanctioned Country or Sanctioned Party or otherwise, country or party from whom the material, equipment and services or it ingredients in part or full are sourced should not be under or subject to any Sanction. The Bidder should ensure that the Materials / Services are being provided as per the Applicable Laws.
- 2.1.7. The Prospective Bidder/Bidder shall not be engaged in and shall not engage in any dealing or transactions, with respect to the equipment, materials and services to be provided for the Project, with any party, or in any country, territory, that at the time of dealing or supply is or was subject to or under Sanctions.

Except as disclosed in writing to the VISAKHAPATNAM International Airport Limited neither the Prospective Bidder/Bidder, nor any affiliated person or entity of the Prospective Bidder/Bidder: (i) is a Sanctioned Party or is in a Sanctioned Country, (ii) carries on or has ever carried on business with a Sanctioned Party or with or in a Sanctioned Country, (iii) currently owns or has ever owned any assets located in a Sanctioned Country; or (iv) has any open contracts or arrangements with any entities which are based in or have operations in a Sanctioned Country.

- 2.1.8. The Bidders shall continue to maintain compliance with the eligibility and qualification requirements specified herein till award of the Contract and thereafter. Failure to comply with the aforesaid requirements shall make the Bids from such Bidders liable for rejection at any stage of the Bidding Process.
- 2.1.9. The Bidder should not be temporarily or permanently suspended, debarred, declared ineligible, blacklisted and/or banned by VISAKHAPATNAM International Airport Limited, VISAKHAPATNAM

International Airport Limited's group entity, Governmental Authority or its undertaking/ agency, regulatory agencies, or any other Person as on the date of submission of the Bid. The Bidder should submit a self-undertaking signed by its authorized signatory for the same.

2.1.10. It is expected that Prospective Bidder/Bidder adhere and/or committed to adhere to conduct its business in line with ethical, environment, social and safety standards. These standards are a result of various regulations, rules and guidelines of Securities and Exchange Board of India ("SEBI") including Business Responsibility and Sustainability Reporting ("BRSR"), industry best practices, Applicable Laws and other industry benchmarks. In terms of the extant guidelines, the Prospective Bidder/Bidder shall disclose its assurance towards fulfilling the said guidelines/compliances by submitting a self-declaration, signed by its authorised signatory.

2.1.11. The Bidder shall submit the Bid after submitting the tender fees and Bid Security, comply with the terms & conditions and submit schedules & formats prescribed in, this Bidding Document.

2.2. Pre-Qualification Requirements

The technical and financial requirements for qualification are as follows:

S. No.	Requirements	Supporting Documents
A. General Qualification:		
A1	The Bidder shall be a company incorporated under the Companies Act, 1956/2013 or proprietorship/ partnership firm or an LLP.	Self-attested copy of certificate of incorporation. Self-attested copy of Memorandum of Association (MoA) and Article of Association (AoA)/deed of proprietorship/partnership deed.
A2	The Bidder has not been temporarily or permanently suspended, debarred, declared ineligible, or blacklisted by VISAKHAPATNAM International Airport Limited, VISAKHAPATNAM International Airport Limited's group entity, Governmental Authority or its undertaking/ agency, regulatory agencies, or any other Person	Self-declaration for no blacklisting.
A3	The Bidder is not the recipient of any order/ruling passed by a competent Court of Law or any appropriate Commission or any Arbitral Tribunal for breach of any contract awarded by any Governmental Authority or its undertaking/ agency or any other Person.	Self-declaration for non-breaching and non-conviction.
A4	The Bidder is not the recipient of any charge or conviction for any criminal offence.	
A5	The Bidder complies with the ESG guidelines and shall report their contributions/ achievements towards ESG.	Self-declaration for complying with the ESG guidelines.

B. Technical Qualification¹:		
B1	Bidder should have manufactured and supplied minimum [*] of [*] (material) to any Indian company in the last [*] years.	Bidder shall provide: - a client certification as proof of experience along with client name/ email address/ contact no./ designation etc. - documentary evidence of project completion such as client completion certificate, proof of payment received and client certificate of delivery of material, proof of asset capitalized in books of accounts (as applicable)/ and similar proofs along with contact details of the client. - references along with requisite contract/ purchase order/ work order. The references should indicate client name, scope of work, project start date.
B2	Bidder shall provide these documents	- Proof of registration of GST / PF / ESI / Labour licenses for HR & other compliances etc. - List of works executed earlier with GMR with satisfactory performance. - Work / Construction method statement (Methodology for execution). - Details Schedule / work plan with lead time. - Proposed Organization Chart (overall). - Strength of resources owned (technical & others staff/manpower) overall & specific for this work. - Plant & Machinery (P&M) Strength (Overall & specific for this work). - List of Sub-Contractors, dealers and Vendors. - Acceptance to Warranty/Guarantee/Defect Liability period/SLA etc. - Quality & Delivery: Bidders capability to provide qualitative services & commitment to timely completion of work/services as per RFP / Site requirements. - Supplier Manufacturing Base: Bidder is either a Direct Manufacturer or Authorised Representative / Distributor in India; Or is a Direct Manufacturer / have Assembly Plant in India (Make in India) and provides After Sales & Service in India; Or Has exclusive dealership for providing Sales and Service India; Or Proximity of Bidder's Manufacturing / Assembly Plant to GMR's Plant / Project Site / Airport. - Bidders capability to manufacture and deliver required quantity and quality of

¹ <<GMR Visakhapatnam International Airport Limited>> needs to review and make changes according to the requirements.

		materials within a specified timeline with tender / site requirements.
C. Financial Qualification:		
C1	The Bidder shall have positive net worth for each of the last three financial years. [Net Worth means sum total of the paid up capital and free reserves (excluding reserves created out of revaluation) reduced by aggregate value of accumulated losses (including debit balance in profit and loss account for current year) and intangible assets.].	Audited annual financial statements, Balance sheet and profit & loss account for the respective Financial Years.
C2	Minimum average annual turnover of last 24-25] financial years should be more than INR [*] Crs.	

2.3. Marketing Integrity

2.3.1. We have a fair and competitive marketplace. The rules for Bidders are outlined in the General Conditions of Contracts / Purchase Order Conditions. The Bidders must agree to these rules prior to participating. In addition to other remedies available, the VISAKHAPATNAM International Airport Limited reserves the right to exclude a Bidder from participating in future bids due to the Bidder's violation of any of the rules or obligations contained in the GCC. A Bidder who violates the marketplace rules or engages in behavior that disrupts the fair execution of the marketplace, is liable for debarment from further participation in the marketplace for a length of time at decided by the VISAKHAPATNAM International Airport Limited at its sole discretion, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

- a) Failure to honour prices provided in any Bid submitted to the VISAKHAPATNAM International Airport Limited.
- b) Breach of terms and conditions of this RFP.
- c) Involvement in any Fraudulent Practices or Corrupt Practices.

2.4. Eligible Materials, Equipment and Services

There are no restrictions on the country of origin of the Materials, to be provided for the Project (so long as the same is being provided as per the Applicable Laws), except that the same shall be to the satisfaction of VISAKHAPATNAM International Airport Limited.

3. Bidding Process

Bidding against this RFP shall be in two stage Bidding Process (Stage I: Technical Proposal and Stage II: Financial Proposal). The Bidding Process will be conducted through Ariba Portal.

4. Pre-Bid Meeting:

4.1 The Bidder's designated representative(s) shall be invited to attend a pre-bid meeting at Bidder's expense ("Pre-Bid Meeting") which shall take place through physical/virtual mode. The date & time

shall be informed to Bidder(s) which may be rescheduled at discretion of the VISAKHAPATNAM International Airport Limited and shall be intimated by the VISAKHAPATNAM International Airport Limited to all the Prospective Bidder Working Days prior to date of such scheduled or re-scheduled Pre-Bid Meeting, as the case may be.

- 4.2 The purpose of the Pre-Bid Meeting will be to clarify any issues regarding this Bidding Document and Bidding Process in general and the Scope of this Project in particular.
- 4.3 The Bidder may submit any question or query to the VISAKHAPATNAM International Airport Limited in writing which shall reach the VISAKHAPATNAM International Airport Limited not later than two (02) Business Days before the Pre-Bid Meeting as per the format given in this Bidding Document. The VISAKHAPATNAM International Airport Limited reserves its right to summarily reject any queries which were not received within above mentioned timeline for submitting the queries.
- 4.4 The VISAKHAPATNAM International Airport Limited shall notify all the Prospective Bidder, minutes of the Pre-Bid Meeting, including the text of the questions raised and the responses therein, after completion of the Pre-Bid Meeting but not later than [*] Working Days from the date of the Pre-Bid Meeting.
- 4.5 Non-attendance of a Prospective Bidder in the Pre-Bid Meeting shall not be a cause for disqualification of such Prospective Bidder.
- 4.6 In case, Pre-Bid Meeting is conducted as a physical meeting, the detail of venue and time shall be, intimated by the VISAKHAPATNAM International Airport Limited, accordingly.

In case, Pre-Bid Meeting is a virtual meeting, the meeting ID and passcode shall be shared by the VISAKHAPATNAM International Airport Limited with each Prospective Bidder separately.

5. Amendment of Bidding Documents

- 5.1 At any time prior to the Bid Submission Deadline, the VISAKHAPATNAM International Airport Limited may, for any reason, whether at its own initiative, or in response to a clarification requested by the Prospective Bidder, modify the Bidding Document by the issuance of an addendum/amendment to the Bidding Document ("Addendum/Amendment"), which shall be final, conclusive and binding on the Prospective Bidders. The Bidding Document shall always be read in conjunction with its Addendum/Amendment, if any, issued by the VISAKHAPATNAM International Airport Limited.
- 5.2 The Addendum/Amendment shall be in writing and shall be uploaded on the Portal as a corrigendum ("Corrigendum"). All Corrigendum made to the Bidding Document by the VISAKHAPATNAM International Airport Limited shall be final, conclusive and binding on all the Prospective Bidders. All the Prospective Bidders should take into account Corrigendum, if any, published before submitting their Bid.

6. Conflict of Interest

- 6.1 A Bidder should not have any conflict of interest that affects the Bidding Process in the opinion of the VISAKHAPATNAM International Airport Limited (the "**Conflict of Interest**"). In the event a Bidder is found to have a Conflict of Interest, the VISAKHAPATNAM International Airport Limited may choose at its discretion to reject the Bid or terminate the Contract in the event if it has been

awarded, as per termination clause in the Contract. Any Bidder found to have a Conflict of Interest shall be disqualified from the Bidding Process.

6.2 For the purpose of this RFP, “**Conflict of Interest**” shall mean an event or circumstances, determined at the discretion of the VISAKHAPATNAM International Airport Limited, where a Prospective Bidder/Bidder is found to be in a position to have access to information about, or influence the Bid of another Prospective Bidder/Bidder, pursuant to a relationship directly or indirectly, or by any other means including colluding with other Prospective Bidder/Bidder, company or affiliate of the Prospective Bidder/Bidder. A Prospective Bidder/Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

- a) The Prospective Bidder/Bidder or its promoter or promoter group and another Prospective Bidder/Bidder or its promoter or promoter group (i) is/are an affiliate or associate company; or (ii) is/are under common Control; or (iii) under common ownership interest, as on the date of this RFP;
- b) constituent of such Prospective Bidder/Bidder is also a constituent of another Prospective Bidder/Bidder; or
- c) Prospective Bidder/Bidder has the same legal representative for purposes of this Bid as any other Prospective Bidder/Bidder; or
- d) such Prospective Bidder/Bidder thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Prospective Bidder / Bidder;
- e) such Prospective Bidder/Bidder has provided any such subsidy, grant, concessional loan or subordinated debt to any other Prospective Bidder/Bidder.

7. Bidders to Inform Itself Fully

7.1 The Bidder shall make independent enquiry and satisfy itself with respect to all the required information, inputs, conditions (including site conditions and circumstances) and factors that may have any effect on its Bid. Once the Bidder has submitted the Bid, the Bidder shall be deemed to have examined the laws and regulations in force and fixed its price taking into account all such relevant conditions and also the risks, contingencies and other circumstances which may influence or affect the performance of the Project, as provided in this Bidding Document. Accordingly, the Bidder acknowledges that, on being selected, it shall not be relieved from any of its obligations under the Bidding Document nor shall be entitled to any extension of time for commencement of supply/services or financial compensation for any reasons whatsoever attributable to VISAKHAPATNAM International Airport Limited.

7.2 The Bidder shall familiarize itself with the procedures and timeframes required to obtain all consents, clearances and permits required for completion of the Project.

8. Cost of Bidding / Preparation of Proposal

8.1 In preparing the proposal, the Prospective Bidder is expected to examine the Bidding Document in detail. Material deficiencies in providing the information or documentation requested in the Bidding Document may result in rejection of the proposal.

8.2 All Prospective Bidders shall comply with the timelines and amounts indicated in Notice of Request for Proposal of this Bidding Document.

- 8.3 The Prospective Bidders shall comply with and agree to all the provisions of this Bidding Document for various bidding considerations including but not limited to eligibility, costs, payments, information regarding VISAKHAPATNAM International Airport Limited, Bid formats, Bid submission and other considerations.
- 8.4 The Prospective Bidders shall be evaluated based on the requirements, criteria, norms, and procedures laid out or included by reference, in this Section B of the Bidding Document.
- 8.5 The Prospective Bidders shall be required to undertake the scope for the Project indicated in Section D of the Bidding Document.
- 8.6 The Prospective Bidder's proposal shall include sufficient information and supporting documentation in order to determine compliance without further necessity for inquiries.
- 8.7 The Prospective Bidders are advised to visit sites (at their own expense), prior to the submission of the proposal, and make surveys and assessments as deemed necessary for Bid submission.
- 8.8 The Prospective Bidder shall bear all direct and indirect costs, expenses and charges associated with the preparation and submission of their Bid and visits, and the VISAKHAPATNAM International Airport Limited will in no case be responsible or liable for those costs, expenses and charges, regardless of the conduct or outcome of the Bidding Process. Transfer of Bidding Document by one Prospective Bidder to another is not permitted.
- 8.9 Not limiting to the scope of work as defined in Section - D of this Bidding Documents, the Prospective Bidder has to ensure that it considers all the items, works and services that are required for the successful and complete execution of Project to ensure the desired results within the quoted Bid price.
- 8.10 The Bid shall comprise the documents and forms mentioned in this RFP Document in general and listed in Clause 2 of Section - B in particular. A Document Checklist for the same as well as the list of forms referred to in this Bidding Document is provided in same section.

9. Language

- 9.1 All Bid documents, correspondences, communications, notices, manuals, design documentation and all other writings and documentation ("Bid Documents) to be given or prepared and supplied under the Bid, required pursuant to the Bid, or required or used in connection with the scope of work shall be in the English language, and the Bid Documents shall be construed and interpreted in accordance with the ordinary meaning of words in English language, unless defined otherwise.
- 9.2 If any of the Bid Documents are submitted in a language other than English, then a true translation of such Bid Documents in English shall also be submitted along with such Bid documents. For the purpose of the Bid, the English translation of Bid Documents shall prevail in matters of interpretation.

10. Preparation of Bid/ Proposal and Bid Formats

- 10.1. The Prospective Bidder shall prepare its Bid and furnish required information and documents as per the guidelines, formats, forms, schedules, fees, and other specification in this section, as well as the Bidding Document in general.

- 10.2. Strict adherence to the formats/forms is required, wherever specified. Wherever information has been sought in specified formats, the Prospective Bidder shall refrain from referring to brochures or pamphlets. Non-adherence to formats and/or submission of incomplete information may be a ground for declaring the Bid as non-responsive. Each format must be duly signed and stamped by the authorized signatory of the Prospective Bidder.
- 10.3. Submission of a Bid in response to this RFP, constitutes an unconditional acceptance of Bidder towards the airport related specific conditions, as specified in **Schedule 1 (Commercial Terms and Conditions)** attached with the RFP. Either conditional or non-submission of acceptance by the Bidder towards such specific conditions may be a ground for declaring the Bid as non-responsive.

11. Technical Proposal: Proposal Format and Content

- 11.1. The Technical Proposal shall be prepared and shall comprise the information, details and documents listed in Clause 2 of Section - B and subsequent clauses herein. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information may be declared non-responsive.
- 11.2. The envelope of Technical Proposal shall contain the proof of tender fee made by the Prospective Bidder along with EMD/Bid Security in the form of bank guarantee or proof of deposit made through Real Time Gross Settlement ("RTGS") in favour of GMR VISAKHAPATNAM International Airport Limited.

Please find below the GVIAL receipt bank for vendor EMD submission.

12. Financial Proposal Format and Content

- 12.1. The Financial Proposal shall only be submitted through Portal, as per price schedule available on Portal itself, by the Prospective Bidder.
- 12.2. Price quoted should clearly mention the basic cost/ unit price including any other taxes/ duties/ levies and any other taxes/ duties/ levies, Goods and Service Tax (GST). The Financial Proposal will be evaluated basis the total cost of the Project.
- 12.3. Any items or prices omitted by the Prospective Bidder, if incurred at a later stage by the Prospective Bidder, within the scope of work as provided in this Bidding Document, shall be borne by the Prospective Bidder with no financial liability on the VISAKHAPATNAM International Airport Limited.
- 12.4. All prices in the Financial Proposal shall be quoted in Indian Rupees. The Prospective Bidder shall bear the risk related to foreign exchange variations during the entire tenure of Contract.
- 12.5. Alternative Bids with any financial implications shall be rejected.
- 12.6. Prospective Bidders shall quote for the entire scope with a breakup of prices along with taxes & duties. The Prospective Bidder shall complete the appropriate price schedules included herein, stating the unit price for each item/activity & total price with taxes, insurance, duties & freight up to the VISAKHAPATNAM International Airport Limited's designated premises from the central store/warehouse within the Project territory. The all-inclusive prices offered shall be inclusive of all

costs as well as duties, taxes and levies paid or payable during the execution of the scope, breakup of price constituents.

- 12.7. The quantity breaks up shown else-where other than price schedule shall be tentative. The Prospective Bidder shall ascertain himself regarding all the works required for completing the entire scope. Any activity not indicated in the price schedule, but which are required to complete the scope as per the technical documents mentioned in this Bidding Document, shall be deemed to be included in prices quoted.
- 12.8. Final prices (inclusive of all taxes/ duties/ levies/ cess etc.) quoted by the Prospective Bidder shall be firm and final and shall remain constant throughout the entire duration of the Contract and extensions thereof, and shall not be subject to any modifications.
- 12.9. Bid proposals quoting a system of pricing other than that indicated in this RFP and its schedules will be rejected. The Bid price shall not be subjected to any escalation or variation in any form or nature or name.

13. Period of Validity of Bids

- 13.1. The Bid submitted by the Prospective Bidder(s) shall be valid for a period of 90 days reckoned from the Bid Submission Deadline specified in Clause 3 of Section – B, as may be extended from time to time (“**Bid Validity Period**”).
- 13.2. All such offers for [*] set forth in this Bidding Document shall be valid till the completion of Project under which scope of work executed and also during the defect liability period, if any.
- 13.3. In exceptional circumstances, prior to expiry of the original Bid Validity Period (including the accompanying Bid Security), the VISAKHAPATNAM International Airport Limited may request to extend the Bid Validity Period for a specified additional period. Such request shall be made by the VISAKHAPATNAM International Airport Limited in writing or by e-Mail. The Bidder may at its own discretion either extend or refuse to extend the validity of the Bid. If a Bidder accepts to extend the validity, the Bid Security shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be required or permitted to modify its Bid.

14. Multiple Bids

The Prospective Bidders shall submit Bids, which comply with the Bidding Document. The Prospective Bidders submitting multiple Bids will not be considered. The attention of the Prospective Bidder is drawn to the provisions regarding the rejection of Bids in the terms and conditions, which are not substantially responsive to the requirements of the Bidding Document.

15. Earnest Money Deposit (EMD) / Bid Security

- 15.1. The Bidder shall furnish, as part of its Bid, a Bid Security (shall mean a security in the form of bank guarantee) for an amount INR **5,00,000** (“**INR Five lakhs**”). The Bid Security shall be in the form of an unconditional and irrevocable bank guarantee from any Scheduled Commercial Bank in India in favour of the GMR VISAKHAPATNAM International Airport Limited.

AIC Name	: GMR Visakhapatnam International Airport Ltd
AIC No	: 60468750578
IFSC Code	:MAHB0002083

Bank Name	:Bank of Maharashtra
Branch	: Corporate Finance Branch, Mumbai North.

- 15.2. Any Bid not accompanied by an acceptable Bid Security shall be rejected by the VISAKHAPATNAM International Airport Limited as being non-responsive.
- 15.3. The Bid Securities of unsuccessful Bidders shall be returned back within a period of [*] days post acceptance of letter of award by Successful Bidder.
- 15.4. The Bid Security of the Successful Bidder will be returned after the Successful Bidder signs the Contract and furnished the required securities (including performance security and advance payment security), as per the terms of the Contract.
- 15.5. Interest or any other charges, whatsoever, will not be payable by the VISAKHAPATNAM International Airport Limited on the amount of the Bid Security.
- 15.6. The Bid Security may be liable to be forfeited by the VISAKHAPATNAM International Airport Limited in the following circumstances:
- if the Bidder revises/withdraws its Bid during the Bid Validity Period;
 - if the Bidder does not accept the correction of its Bid price, or
 - if the Bidders breach any of condition(s) mentioned in Instruction to Bidders;
 - Bid is rejected for existence of Conflict of Interest, or more than one Bid being submitted by a Bidder;
 - In case of a Successful Bidder, if such Bidder fails within the specified time limit to:
 - accept the letter of award issued by the VISAKHAPATNAM International Airport Limited; or
 - sign the Contract in accordance with the terms of Bidding Documents; or
 - furnish the required Bid Security in accordance with the terms of the Bidding Document.
 - refuses to execute the supply scope at its agreed scope/quoted rates, after VISAKHAPATNAM International Airport Limited issues the letter of award
- 15.7. In case the Bidder is found involved in incidents of manipulation of rates either by cartelization or otherwise.

16. Documents Comprising Bid

- 16.1. Bid submitted shall comprise of the following documents:
- Bidding Document, Bid form(s) duly completed and signed by the Bidder along with all attachments.
 - Price schedules and data sheets.
- 16.2. The Bidder should ensure that every page of the Bidding Document is signed by the authorized representative of the Bidder with stamp of the Bidder.
- 16.3. Each Bidder shall submit with its Bid, Bid forms as detailed under clause 2 of Section B of this Bidding Document.

17. Fraud and Corruption

- 17.1. It is expected from the Prospective Bidders that they will adhere to high standard of ethics during the procurement and execution of the Contract in pursuance of the policy as provided below:
- a. For the purpose of this provision, the term "**Corrupt Practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of an official of the VISAKHAPATNAM International Airport Limited in the procurement process or in Contract execution; and the term "**Fraudulent Practice**" means a misrepresentation of facts in order to influence a procurement process or execution of a Contract to the detriment of the VISAKHAPATNAM International Airport Limited, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the VISAKHAPATNAM International Airport Limited of the benefits of free and open competition;
 - b. A Bid may be rejected by the VISAKHAPATNAM International Airport Limited if it is determined by the VISAKHAPATNAM International Airport Limited at any stage that respective Prospective Bidder/Bidder has engaged in corrupt or fraudulent practices in competing for the Bid/Contract in question.
 - c. The Prospective Bidder/Bidders are in compliance with the Applicable Laws relating anti-corruption which are in force and applicable to the VISAKHAPATNAM International Airport Limited and Prospective Bidder/Bidders.

Schedule 1

COMMERCIAL TERMS AND CONDITIONS

ITEM	DATA
Currency of the Contract	Indian Rupees (INR)
Taxes, Duties, Levies etc.	The prices must be inclusive of all other taxes (except applicable GST), duties, levies, surcharges, cess (including labour cess, etc.) as may be applicable for the Works which shall be borne by Contractor.
Price escalation	The unit rate and Contract Value quoted shall remain fixed throughout the Term of the Contract and shall not be subject to any escalation on any account whatsoever.
Price Basis (as per INCOTERMS 2020)	The rates quoted must be F.O.R Basis inclusive of Packing & Forwarding, Freight and Unloading Charges, if applicable. All Taxes and Duties must be shown separately in the offer.
Payment Terms	Payment shall be released within 30 days after submission of /Monthly Bill/Invoice/RA bill after duly certified by GVIAL.
Delivery / Completion of Work/ Duration:	3 years from date of award of PO/LOI/Notice to proceed
Performance Bank Guarantee (PBG)	The Contractor shall submit PBG of 10% of the total annual contract sum which shall be valid till 3 months after contract completion period
Defect Liability / Warranty / Guarantee Period	As per SLA
Penalty	As per SLA
Approvals and Licenses from Relevant Authorities	Bidder / Contractor to procure at its own cost and expenses all Approvals and Licenses from the Relevant Authorities as applicable. The Bidder shall get itself registered with the Bureau of Civil Aviation & Security (BCAS) in their own interest, the authority for issuing Airport Entry Passes (AEP), without waiting for the outcome of the tendering process. (STIPULATED FOR EXAMPLE ONLY)
Addresses for Notices	In case of Employer:
Liquidated Damage	0.5% of the contract value per week delay to a maximum of 5% of total contract value.
Other Terms and Conditions	GCC Attached

End of Schedule 1.

SECTION B - SUBMISSION, OPENING AND EVALUATION

1. Submission of Bids/ Proposals and Bid Submission Deadline

- 1.1 Both Technical Proposal and Financial Proposal shall be submitted on or before the last date for receipt of Bid as specified in "Notice of Request for Proposal"
- 1.2 Requisite Bid Security in the specified form/ instrument shall be submitted in original so as reach before the Bid Submission Deadline, failing which the Bid shall be deemed non-responsive.
- 1.3 The Bidder shall also provide the power of attorney, Bid Security, tender fees, undertakings (if any to be provided on non-judicial stamp paper) in original/ hard copy/(ies) of the original/ revised (if any) in a sealed envelope before the Bid Submission Deadline.
- 1.4 The hard copy of the Technical Proposal shall be sent in a sealed envelope to the VISAKHAPATNAM International Airport Limited via registered post, speed post or courier, which should reach the VISAKHAPATNAM International Airport Limited before the Bid Submission Deadline. The soft copy of the offer should be submitted through Ariba Portal and also through email with a secure, password-protected directory encompassing as Technical Proposal. **The Financial Proposal shall be strictly submitted through Ariba Portal only.** Any deviations in the Financial Proposal through any other mode shall not be entertained and liable for rejection of the offer.

2. Documents comprising the Bid

- 2.1 Bid submitted shall comprise of the following documents:

S.No.	Document List
1	Tender Fee
2	Bidder Information as per the format prescribed in Form 1
3	Bank guarantee for Bid Security as per the format prescribed in Form 2
4	Covering Letter for submission of Bid by Bidder as per format prescribed in Form 3
5	Power of Attorney by Bidder authorizing an individual designated representative as per the format prescribed in Form 4
6	For Bidders' Technical requirement mentioned in Section – B, the following documents has to be submitted: a. a client certification as proof of experience along with client name/ email address/ contact no./ designation etc. b. documentary evidence of project completion such as client completion certificate, proof of payment received and client certificate of delivery of material / completion of work, proof of asset capitalized in books of accounts (as applicable)/ and similar proofs along with contact details of the client. c. references along with requisite contract/ purchase order/ work order. The references should indicate client name, scope of work, Project start date. The details of Similar work done shall be provided in Form – 5.
7	For Bidders' Financial requirement mentioned in Section – B, the following documents has to be submitted: Audited annual financial statements, Balance Sheet and P&L Account of Bidder for the respective Financial Years as per the format prescribed in Form 6 along with CA certificate for respective financial years for which audited financial statements have been submitted.

8	Format for Undertaking of no dues relating to taxes on income, sale, services and/ or value added / GST, etc. as per Form 7
9	Format for Pre-Bid Queries & Clarification as per Form 8
10	Bidder has to submit the undertaking prescribed in Form 9 towards the compliance of Supplier Code of Conduct attached in Draft GCC/COC.
11	Format for Schedule of Deviation as per Form 10
12	Format for Compliance to commercial specifications as per Form 11
13	Format for Self-Declaration of the Bidder on Non-Blacklisting/Non-Debarment as per Form 12
14	Format for Self-Declaration of the Bidder for Confidential Information as per Form 13
15	Format for Self-Declaration of the Bidder for no adverse orders/ / NON-BREACHING / NON-CONVICTION as per Form 14
16	Format for Self-Declaration of the Bidder for Compliance of ESG guidelines as per Form 15
17	Filled up Safety Management System (SMS) and OH&SMS as per Form 18
18	Filled up Shareholding Pattern as per Form 19
19	Acceptance of Bidder towards Commercial Terms and Conditions as per Schedule 1
20	Acceptance of Bidder towards Other Terms & Conditions as per Schedule 2

2.2 The Bidder should ensure that every page of the Bidding Document is signed by the authorized representative of the Bidder with stamp of the Bidder.

3. Bid Submission Deadline

The Bid submission procedure should be followed as per the Notice of Request for Proposal of this RFP. Also, the hard copy of original Bid along with the required copies should be submitted to the VISAKHAPATNAM International Airport Limited by the Bidder by registered post/courier or by hand delivery during office working hours on the Working Days at the below mentioned address so as to reach before last date of Bid Submission Deadline. In the event of the specified date for submission of Bids being declared as a holiday for the VISAKHAPATNAM International Airport Limited, the Bids will be received up to the appointed time on the next Working Day.

Place of Bid Submission:

Name: [*]

Designation: [*]

Contact Details: [*]

Address: [*]

4. Late Bids

The Portal shall not allow to submit the Financial Proposal subsequent to Bid Submission Deadline and hence the Bidder must ensure to submit the Bids before the timelines set forth in the Bidding Document. Any Bid received by the VISAKHAPATNAM International Airport Limited after the appointed time of the Bid Submission Deadline, shall be declared late and shall be rejected and returned unopened to the Bidder.

5. Modification, Deviation Substitution and Withdrawal of Bids

5.1 The Bidder may modify, substitute, or withdraw his original Bid after submission but before the Bid Submission Deadline, provided that a written notice of the modification, substitution or withdrawal

is received by the VISAKHAPATNAM International Airport Limited prior to the Bid Submission Deadline.

- 5.2 No Bid shall be modified, substituted, or withdrawn by the Bidder after the Bid Submission Deadline.
- 5.3 The Bidder may take deviations from the requirements specified in this RFP, provided that (i) the deviation is clearly identified and explained (ii) the deviation does not materially impact the scope, functionality or performance requirements (iii) the Bidder submit a detailed justification for such deviation, including any resulting benefits or cost savings.
- 5.4 The Bidder must submit a written request to VISAKHAPATNAM International Airport Limited at least [*] days prior to the Bid Submission Deadline for obtaining approval towards such deviation from the VISAKHAPATNAM International Airport Limited. The VISAKHAPATNAM International Airport Limited reserves the right to accept or reject any such deviation request.

6. Opening of Technical Proposals

- 6.1 The Bids shall be deemed to be under consideration immediately after they are opened and confirmation or receipt of the Bid Security, and until an official intimation of award or rejection is made by VISAKHAPATNAM International Airport Limited to the Bidders.
- 6.2 VISAKHAPATNAM International Airport Limited shall then separately evaluate the Bids with respect to the eligibility and qualification requirements, sufficiency of the submission, conformation/ compliance/ responsiveness to all the mandatory requirements, terms, conditions, and specifications of the Bidding Document without any deviation, reservation, or omission, and other parameters outlined in this Bidding Document.

7. Disqualification of Bid proposal

VISAKHAPATNAM International Airport Limited may adopt such criteria for disqualification of a Bidder as the VISAKHAPATNAM International Airport Limited may consider appropriate. Such criteria may include, without limitation, the following:

- a) Failure by any Bidder(s) to provide all or any of the information required in the Bid proposal or any additional information requested by the VISAKHAPATNAM International Airport Limited including any supporting document.
- b) Non-Receipt of Bid proposal before the last date and time specified in this Bidding Document.
- c) Material inconsistencies in the information submitted.
- d) Misrepresentations in the Bid proposal or any supporting document.
- e) Any Bid which is incomplete, obscure, or irregular or only for a part of the schedule, is liable to rejection.

8. Confidentiality

- 8.1 Information relating to the examination, evaluation, comparison, and recommendation of award of Contract, shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the Successful Bidder has been announced.
- 8.2 Any attempt by a Bidder to influence VISAKHAPATNAM International Airport Limited in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid.

- 8.3 If any Bidder wishes to contact the VISAKHAPATNAM International Airport Limited on any matter related to the Bidding Process, it should do so in writing.

9. Clarification of Bids

To assist in the examination, evaluation, and comparison of Bids, VISAKHAPATNAM International Airport Limited may at its discretion, ask any Bidder for clarification of its Bid, including breakups of prices, arithmetic errors, and correction etc. as per the format given in the Bidding Document or any other format provided by the VISAKHAPATNAM International Airport Limited at the time of seeking such clarification. The request for clarification and the response shall be in writing or by e-mail.

10. Examination of Bids and Determination of Responsiveness

- 10.1 VISAKHAPATNAM International Airport Limited will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
- 10.2 Prior to the detailed evaluation of Bids, the VISAKHAPATNAM International Airport Limited will determine whether each Bid:
- a) is valid for the period stipulated as per the provisions of the Bidding Document;
 - b) has been properly signed by an authorized signatory holding power of attorney in his favour;
 - c) is accompanied by the required Bid Security;
 - d) meets the time for completion requirements as per the Bidding Document;
 - e) is generally complete and is substantially responsive to the requirements of the Bidding Document.
- 10.3 If there is a discrepancy between words and figures, the amount in words shall prevail.

11. Bid/ Proposals Evaluation, Overview and Verification/ Clarifications

- 11.1 The determination shall be based upon an examination of the documentary evidence of the Bidder's capabilities submitted by the Bidder in line with the provisions of Bidding Document and finally with the recommendations of tender committee.
- 11.2 The Bidder evaluation shall consist of two stages as follows:
- First Stage:** a) Fulfilment of general requirements as per Section B and determination of substantial responsiveness to the Bidding Document b) Fulfilment of various requirements as per activity details in Section F: Scope & Technical Specifications, and;
- Second Stage:** Opening of Financial Proposal.
- 11.3 The Bidder hereby grants authorisation to VISAKHAPATNAM International Airport Limited and its designated representatives to process and evaluate the confidential information provided by the Bidder in accordance with the RFP. The Bidder further acknowledges and agrees that VISAKHAPATNAM International Airport Limited may collect, use and disclose the confidential information solely for the purpose of evaluating the Bid and administering the Bidding Process.
- 11.4 The Bidder shall authorise VISAKHAPATNAM International Airport Limited to share its confidential information with its employees, advisors or agents, as the case may be, directly involved in the

evaluation process. This authorisation shall remain in effect throughout the Bidding Process and for a further period of two (2) years after the Contract award or termination of the Bidding Process.

12. Evaluation of Technical Proposals

All Bids will first be evaluated for the technical specifications and functional requirements (with amendments, if any). The Bidders meeting the criteria fixed by the tender committee shall be considered for the opening of Financial Proposal.

13. Opening of Financial Proposals

- 13.1 Post completion of the technical evaluation, VISAKHAPATNAM International Airport Limited shall inform the technically qualified Bidders.
- 13.2 The technically qualified Bidder as per the VISAKHAPATNAM International Airport Limited's evaluation & discretion shall be considered as the Successful Bidder for Stage 1 and shall be eligible for opening of Stage 2.
- 13.3 Accordingly, the Financial Proposal of only such Successful Bidders for Stage 1 shall be opened.

14. Evaluation of Financial Proposals

- 14.1 Provided that the Technical Proposal is substantially responsive, VISAKHAPATNAM International Airport Limited will correct arithmetical errors during evaluation of Financial Proposal on the following basis:
 - a. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the VISAKHAPATNAM International Airport Limited 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 shall be corrected.
 - b. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected;
 - c. if there is a discrepancy between words and figures, the amount in words shall prevail.

15. Successful / Selected Bidder

- 15.1 The price as per the Financial Proposal of all technically qualified Bidders shall be arrived after thorough and detailed evaluation.
- 15.2 The VISAKHAPATNAM International Airport Limited reserves the right to vary quantities at the time of award.
- 15.3 The VISAKHAPATNAM International Airport Limited reserves the right to increase or decrease the scope, covered under this Bidding Document, without any change in the unit prices or other terms and conditions of the Contract and the Bid. The VISAKHAPATNAM International Airport Limited exercises sole discretion and retains the right to involve multiple vendors for scope execution.
- 15.4 The VISAKHAPATNAM International Airport Limited reserves the right to de-scope any component or scope of work, as per VISAKHAPATNAM International Airport Limited's discretion and requirement.

16. VISAKHAPATNAM International Airport Limited's right to select/reject the Bid(s)

VISAKHAPATNAM International Airport Limited reserves the right to, without limitation, without incurring any obligation or liability vis-à-vis any Bidder and without expressing any cause or reason thereof, at any time and at its sole discretion to independently disqualify, reject and/or accept any and all Bids or other information and/or evidence submitted by or on behalf of any Bidder, including without limitation pursuant to and/or in connection with receipt of a Bid after the Bid Submission Deadline and/or determination that Bidder will be able to fulfil the requirements of the Bidding Document based on the qualification criteria specified in the document.

SECTION C - AWARD OF CONTRACT

1. Award of Contract

- 1.1 VISAKHAPATNAM International Airport Limited will award the contract to the Successful Bidder whose Bid has been determined to be most favourable to the VISAKHAPATNAM International Airport Limited in terms of cost, quality and time of execution/delivery ("Contract").
- 1.2 VISAKHAPATNAM International Airport Limited reserves all the rights to award the Contract to one or more Bidders so as to meet the delivery/execution requirement without assigning any reason thereof.
- 1.3 VISAKHAPATNAM International Airport Limited shall issue the letter of award to the Successful Bidder and invite to submit the performance security and sign the Contract for execution of the scope.
- 1.4 If for any reason the Bid of the Successful Bidder is rejected or letter of award issued to the Successful Bidder is cancelled, VISAKHAPATNAM International Airport Limited will be at liberty to take any such measure as may be deemed fit in the sole discretion of VISAKHAPATNAM International Airport Limited, as applicable.
- 1.5 Prior to the expiry of the Bid Validity Period, VISAKHAPATNAM International Airport Limited shall notify the Successful Bidder, in writing, by issuing the letter of award, that its Bid has been accepted.
- 1.6 Within 15 (Fifteen) Days from the date of letter of award from VISAKHAPATNAM International Airport Limited, the Successful Bidder shall furnish the performance security (if any), using for that purpose the format of performance bond acceptable to VISAKHAPATNAM International Airport Limited. Immediately upon furnishing of performance bond, Bidder may request VISAKHAPATNAM International Airport Limited to execute the Contract.
- 1.7 Within 15 (fifteen) days of receipt of the letter of award, the Successful Bidder shall sign the Contract.
- 1.8 Failure of the Successful Bidder to submit the above-mentioned performance security or sign the Contract or if the Successful Bidder withdraws, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event, VISAKHAPATNAM International Airport Limited shall re-invite the Bid.

2. Non-Exclusivity

The right of the Successful Bidder to perform, execute and implement the Project or any part thereof pursuant to the Contract, is not exclusive and shall not prevent VISAKHAPATNAM International Airport Limited from granting a similar right to other parties.

SECTION D – (BILL OF QUANTITY / TECHNICAL REQUIREMENTS)

Part A

Bill of Quantity / Price Schedule

Attached Separately

1. Annexure-I-BOQ- Hiring and Deployment of Vehicles for CISF at ASRIA, (3-Year Contract)
at GMR Visakhapatnam Airport Limited, Bhogapuram

Part B

Scope of Work / Service Level Agreement

Attached BOQ

APPENDIX - I (BIDDING FORMS)

Checklist of Required Forms

This Checklist shall be filled in and submitted by the Bidder along with the Technical Proposal. All other documents/ forms duly filled and complete in all respect are to be submitted by the Bidder in the Technical Proposal.

S.No.	Document List
1	Tender Fee
2	Bidder Information as per the format prescribed in Form 1
3	Bank guarantee for Bid Security as per the format prescribed in Form 2
4	Covering Letter for submission of Bid by Bidder as per format prescribed in Form 3
5	Power of Attorney by Bidder authorizing an individual designated representative as per the format prescribed in Form 4
6	For Bidders' Technical requirement mentioned in Serial No. B of table under Clause - 3.2 of Section A, the following documents has to be submitted: a. a client certification as proof of experience along with client name/ email address/ contact no./ designation etc. b. documentary evidence of project completion such as client completion certificate, proof of payment received and client certificate of delivery of material, proof of asset capitalized in books of accounts (as applicable)/ and similar proofs along with contact details of the client. c. references along with requisite contract/ purchase order/ work order. The references should indicate client name, scope of work, Project start date. The details of Similar work done shall be provided in Form - 5 .
7	For Bidders' Financial requirement mentioned in Serial No. B of table under Clause - 3.2 of Section A, the following documents has to be submitted: Audited annual financial statements, Balance Sheet and P&L Account of Bidder for the respective Financial Years as per the format prescribed in Form 6 along with CA certificate for respective financial years for which audited financial statements have been submitted.
8	Format for Undertaking of no dues relating to taxes on income, sale, services and/ or value added / GST, etc. as per Form 7
9	Format for Pre-Bid Queries & Clarification as per Form 8
10	Bidder has to submit the undertaking prescribed in Form 9 towards the compliance of Supplier Code of Conduct attached in Draft GCC/COC.
11	Format for Schedule of Deviation as per Form 10
12	Format for Compliance to commercial specifications as per Form 11
13	Format for Self-Declaration of the Bidder on Non-Blacklisting/Non-Debarment as per Form 12
14	Format for Self-Declaration of the Bidder for Confidential Information as per Form 13
15	Format for Self-Declaration of the Bidder for no adverse orders Form - 14
16	Format for Self Declaration of the Bidder for complying ESG Guidelines – Form 15
17	Filled up Safety Management System (SMS) and OH&SMS as per Form 18
18	Filled up Shareholding Pattern as per Form 19
19	Acceptance of Bidder towards Commercial Terms and Conditions as per Schedule 1
20	Acceptance of Bidder towards Other Terms & Conditions as per Schedule 2

FORM 1: BIDDER INFORMATION

[Bidder must provide all documents required to prove/ substantiate its Eligibility as required in below Criteria Clause 2 & 3 in section A]

S. No.	Information Requirement	Document Submitted Details
1	Company / Firm Profile	
2	Year of Establishment/Registration	
3	Address of its registered office/ place of business in India	
4	Attested copy of Certificate of Registration/ Incorporation issued by the Registrar of Companies or Proprietorship/Partnership Deed.	
5	Memorandum and Articles of Association or document constituting the company and regulating its affairs as applicable.	
6	List of board of directors or regulating/controlling body/Proprietor/Partners with address, PAN and CIN Nos and Telephone Number.	
7	Trade License No.	
8	Proof of address of communication and email address, phone and mobile no, telefax etc.	
9	Key personal details and experience	
10	Experience in similar type of work.	
11	ESI and EPF Registration.	
12	MSME Certificate.	
13	Licence issued under the Contract Labour (Regulation and Abolition) Act of 1970.	
14	Group Medical Insurance Policy.	
15	Annual Turnover for the last [*] years.	
16	Audited annual financial statements, Balance Sheet and P&L Account of Bidder for the last [*] years, as per the format prescribed in Form 6 along with CA certificate for respective Financial year for which audited financial statement has been submitted. .	
17	Certified copy of the Goods and Services Tax (GST) Registration Certificate.	
18	Certified copy of Permanent Account Number (PAN) Card	
19	Work completion/Experience Certificate.	

FORM 2: FORMAT OF BANK GUARANTEE FOR BID SECURITY**BANK GUARANTEE FOR BID SECURITY/EMD**

To,
GMR [*],

BANK GUARANTEE NO.:

GUARANTOR: [*]

PRINCIPAL: [*]

BENEFICIARY: [*]

RFP to which this Guarantee relates:

[*].

Aggregate Maximum Amount of this Guarantee:

Rs. [*] (Rupees [*] only)

Expiry Date:

[*]

Claim Expiry Date:

[*]

WHEREAS, GMR [*], a company registered under the Companies Act, 2013 and having its registered office at [*] (hereinafter referred to as “**You**”, “**Beneficiary**”, which expression shall unless repugnant to the context or contrary to the meaning thereof be deemed to mean and include its successors and assigns) have floated a request for proposal no. [*] dated [*] (hereinafter referred to as the “**RFP**”) for carrying out the [*] (hereinafter referred to as “**Project**”).

WHEREAS [*], having its registered office at [*] (hereinafter referred to as the “**Bidder**”, which expression shall unless repugnant to the context or contrary to the meaning thereof be deemed to mean and include its successors and permitted assigns) have submitted for Beneficiary, its proposal in pursuance to the terms and conditions of RFP, for realization of the Project (hereinafter referred to as “**Bid**”).

WHEREAS, the terms and conditions of the RFP provide inter alia that the Bidder shall submit to the Beneficiary an irrevocable and unconditional bank guarantee for an amount of Rs. [*] (Rupees [*] only) (hereinafter referred to as the “**Aggregate Maximum Amount**”) as security deposit for participation and submission of its Bid which shall be valid and enforceable until [*] (hereinafter referred to as “**Expiry Date**”) with an additional claim period of [*] months until [*] (hereinafter referred to as “**Claim Expiry Date**”).

WHEREAS, the Bidder have requested us i.e. [*], having our registered office at [*] (hereinafter referred to as the “**We**”, “**Us**”, “**Guarantor**”, which expression shall unless repugnant to the context or contrary to the meaning thereof be deemed to mean and include its successors and permitted assigns) to furnish irrevocable and unconditional bank guarantee for the Aggregate Maximum Amount which shall be valid and enforceable until the Expiry Date (hereinafter referred to as the “**Guarantee**”).

AND WHEREAS We have agreed to give such an irrevocable and unconditional Guarantee to the Beneficiary as hereinafter provided.

Now, We, being the Guarantor under this Guarantee, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby absolutely irrevocably and unconditionally guarantee and undertake, subject to no other conditions and without demur or protest, to pay to You, the abovementioned Beneficiary, or such other persons for the time being entitled to the benefit hereof, upon written request, any sum or sums up to the Aggregate Maximum Amount as amended from time to time, upon any failure by the Bidder to fulfill any of the conditions of the RFP required to be fulfilled by it or any breach/default by the Bidder of their obligations towards conditions under the RFP, as determined by You in your absolute judgement. And We further agree to guarantee all costs, charges, damages, losses etc. whatsoever which may be borne, paid, incurred, or suffered by the Beneficiary for reason any such failure/breach/default on the part of the Bidder not exceeding the Aggregate Maximum Amount.

We, as the Guarantor, will effect payment forthwith upon receipt of your first written demand, without proof, conditions, grounds or reasons for such demand for the sum specified therein, notwithstanding any contestations, claims, demands or objections made by the Bidder or any other third party and without any right to set-off or counterclaim.

Any payment made hereunder shall be made free and clear of, and without deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and whomsoever imposed. We, further, unconditionally acknowledge that any such demand by the Beneficiary of the amounts payable by Us to the Beneficiary shall be final, binding and conclusive evidence in respect of the amounts payable by the Bidder to the Beneficiary.

We agree that our obligations under this Guarantee are irrevocable, absolute and unconditional and shall remain in full force and effect till the Claim Expiry Date without regard to, and shall not be released, suspended, discharged, terminated or otherwise affected by, any circumstance or occurrence whatsoever, including, without limitation: (i) any time or other indulgence granted by Beneficiary to the Bidder under the RFP, (ii) any amendment, modification, supplementation or other variation of the RFP, (iii) any invalidity, irregularity or unenforceability of all or part of the RFP or any obligation of the Bidder under or pursuant thereto, (iv) any partial performance of obligations of submission of Bid, (v) any lack of or limitation on the status or power of the Guarantor and/or Bidder, (vi) any winding-up, dissolution, receivership or bankruptcy of the Guarantor and/or Bidder and (vii) any amalgamation, merger, reconstruction, reorganization or any change in the constitution of the Guarantor, Beneficiary and/or the Bidder, or (viii) any other act, omission, event or circumstance which would or may but for this provision operate to prejudice, affect or discharge this Guarantee or our obligations hereunder.

We hereby waive notice of acceptance of this Guarantee and notice of any liability to which it may apply. Except with respect to the written demand for payment referred to above, we waive any requirement of presentment, demand of payment, diligence, protest, notices of any kind and any right to require that the Beneficiary exhaust any right or any remedy to take any action against the Bidder under the RFP or otherwise.

We, as the Guarantor, expressly agree and undertake that our liability under this Guarantee to pay to the Beneficiary any money so demanded shall be absolute, unconditional, unequivocal and irrevocable notwithstanding any dispute or differences of whatsoever nature raised by the Bidder whether or not in any suit or proceeding pending before any arbitration, court or tribunal relating thereto or otherwise, or any other circumstances or consideration which might otherwise constitute a legal or equitable discharge or defence of a surety or Guarantor, including but without limitation, any failure, omission or delay in enforcement of any of the obligations of the Bidder under the RFP.

The sums payable under this Guarantee shall be remitted by the Guarantor to the Beneficiary's designated bank account the details of which will be informed to the Guarantor by the Beneficiary in writing, and a remittance of sums payable hereunder into such designated account shall discharge the Guarantor of its liability hereunder to the extent of such remittance.

Notwithstanding anything contained hereinabove:

- I) Our liability under this Guarantee shall not exceed the Aggregate Maximum Amount of this Guarantee.
- II) This Guarantee shall be valid up to the Expiry Date.
- III) We shall be liable to pay any amount under this Guarantee or part thereof only if we receive a claim or demand in writing, on or before the Claim Expiry Date.

This Guarantee shall be governed by and construed in accordance with laws of India.

This Guarantee shall be extended upon written instructions from the Beneficiary to the Guarantor.

Upon the Claim Expiry Date, this Guarantee shall become null and void, whether returned to the Guarantor for cancellation or not and any claim or statement received after the Claim Expiry Date where applicable, shall be ineffective and not accepted.

GUARANTOR BANK

FORM 3: FORMAT OF COVERING LETTER BY BIDDER

[Covering Letter shall be on the official letterhead of the Bidder]

[Reference No.]

From:

[Address of the Bidder]

[Telephone No., Fax No., Email]

[Date]

To:

[GMR VISAKHAPATNAM INTERNATIONAL AIRPORT
LIMITED]

Address

Sub: Bid for Supply/Service Scope

Ref: RFP No.[] dated [*]*

Dear Sir/ Madam,

We, the undersigned *[Insert name of the Bidder]* having read, examined and understood in detail the Bidding Document for ["Scope of Work"] in accordance with the scope defined in Bidding Document/RFP dated _____ ("**RFP**"), hereby submit our Bid comprising of Technical Proposal(s) and Financial Proposal(s).

1. We give our unconditional acceptance to the Bidding Document including but not limited to all its instructions, terms and conditions, and formats attached thereto, issued by [*], as amended and modified from time to time. In token of our acceptance to the Bidding Document, the same have been initialled by us with seal and enclosed to the Bid. We shall execute such requirements as per the provisions of the Bidding Document and provisions of such Bidding Document shall be binding on us.

2. Fulfilment of Eligibility

We undertake that we fulfil all the eligibility and qualification requirements as the VISAKHAPATNAM International Airport Limited has outlined in the Bidding Document.

We hereby confirm that in accordance with Clause [*] in respect of eligibility and qualification requirement, we are submitting herewith all the requisite documents along with this Bid.

3. Bid Security

We have enclosed a Bid Security of Rs. [*] in the form of a Bank Guarantee No. *[Insert Bank Guarantee Number]* dated *[Insert date of the Bank Guarantee]* as per Form 2 from *[Insert name of Bank]* and valid up to *[Date]*.

Or

We have enclosed a Demand Draft No. *[insert number of DD]* dated *[*]* amounting to Rs. *[*]* against the Bid Security issued by *[insert bank name]* and valid up to *[*]*.

Or

We have made a payment of Rs. *[*]* against the bid security through RTGS/NEFT on *[Date]*. We are attaching herewith the bank transaction receipt containing the UTR number *[*]*.

4. **No Deviation**

We have submitted our Financial Proposal strictly as per terms and formats of the Bidding Document, without any deviations, conditions and without mentioning any assumptions or notes for the Financial Proposal in the said format.

5. **Acceptance**

We hereby unconditionally and irrevocably agree and accept that the decision made by VISAKHAPATNAM International Airport Limited in respect of any matter regarding or arising out of the Bidding Document, shall be final, conclusive and binding on us. We hereby expressly waive any and all claims in respect of Bidding Process.

We confirm that there is no charge or conviction of Bidder for any criminal offence (including felonies and misdemeanours) or infractions/violations of Law, which carry the penalty of imprisonment or may materially affect the ability to fulfil the obligations with regard to fulfilling our obligations as per the Bidding Document.

6. **Familiarity with Relevant Indian Laws and Regulations**

We confirm that we have studied the provisions of the relevant Indian laws and regulations as required to enable us to submit this Bid and execute the Bidding Documents, in the event of our selection as Selected Bidder. We further undertake and agree that all such factors as mentioned in the Bidding Documents/RFP have been fully examined and considered while submitting the Bid.

7. **Contact Person**

Details of the contact person representing our Bidder (registered Company) supported by the power of attorney prescribed in Form 4 of the RFP are furnished as under:

Name: Designation:
 Company:
 Address:

 Mobile:
 Phone:
 Fax: Email:

8. We are submitting herewith the Technical Proposal in the prescribed format duly signed with seal, both in electronic and physical forms, (duly attested) as desired by you in the Bidding Document for your consideration.
9. We are also submitting herewith the Financial Proposal in electronic form in the prescribed format, duly signed with seal, as per the terms and conditions in the Bidding Document.
10. We hereby confirm that our Bid is consistent with all the requirements of submission as stated in the Bidding Document and comply with all the terms and conditions prescribed under the Bidding Document.
11. The information submitted in our Bid is complete and accurate, strictly as per the requirements stipulated in the Bidding Document and is correct and true to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.
12. We confirm that all the terms and conditions of our Bid are valid for acceptance for a period of 180 days from the Bid Submission Deadline.
13. We confirm that we have not taken any material deviation so as to be deemed non-responsive with respect to the provisions stipulated in the RFP.
14. We confirm that no order(s)/ ruling(s) has been passed in the last one (1) year preceding the Bid Due Date by a competent Court of Law or an appropriate Commission or any Arbitral Tribunal against us for breach of any contract awarded by any Governmental Authority or its undertaking or agency. In case of any such order/ ruling comes during the Bidding Process, we will inform to VISAKHAPATNAM International Airport Limited, immediately, without causing any delay.
15. We confirm that we are not temporarily or permanently suspended, debarred, declared ineligible, blacklisted and/or banned by VISAKHAPATNAM International Airport Limited, VISAKHAPATNAM International Airport Limited's group entity, Governmental Authority or its undertaking/ agency, regulatory agencies, or any other Person as on the date of submission of the Bid.
16. We are registered as a [*] in accordance with applicable laws [Evidence of valid registration by the Competent Authority shall be attached if applicable]
17. Words not defined herein shall have the meaning ascribed to them in the RFP.

Dated the [Insert date of the month] day of [Insert month, year]
at..... [Insert place].

Thanking you,
Yours Sincerely,
[Insert Signature here]
[Insert Name here]
[Insert Designation here]

FORM 4: FORMAT FOR POWER OF ATTORNEY

(On Non-Judicial Stamp Paper of appropriate value in the place where POA is executed as the extant Stamp Act and required to be Notarized)

Know all these presents that the undersigned, we -----(Name) of M/s-----
----- (Name of the Company), a company incorporated and existing under the laws of -----
----- (Name of Country) and having its registered office at ----- and principal place of
business at ----- (Complete Address) does hereby irrevocably constitute, nominate,
appoint and authorise Mr./Ms. ----- (Name) (PAN No: -----), son/daughter/wife of
----- aged ----- and presently residing at -----, who is presently
employed with us as -----, as our true and lawful attorney (hereinafter referred to as the
“Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or
required in connection with or incidental to submission of our Bid to [*](hereinafter referred as
“VISAKHAPATNAM International Airport Limited”) for ----- (hereinafter referred as “Project”) including but
not limited to submission of the bid and signing and submission of all applications, and deliver documents
necessary for or incident to the offering and submitting of bids and other documents and writings,
participate in pre-bid meeting and other conferences and providing information/ responses to the
VISAKHAPATNAM International Airport Limited, representing us in all matters before the
VISAKHAPATNAM International Airport Limited, to negotiate, finalize, enter into, sign and execute of all
contracts with the VISAKHAPATNAM International Airport Limited including the contract and undertakings
consequent to acceptance of our bid[s] (hereinafter referred as “Contract”), and generally dealing with the
VISAKHAPATNAM International Airport Limited in all matters in connection with or relating to or arising
out of our bid for the said Project and/or upon award thereof to us and/or till the signing of the Contract
with the VISAKHAPATNAM International Airport Limited.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things
lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers
conferred by this power of attorney and that all acts, deeds and things done by our said Attorney in exercise
of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof, We, -----, the above-named principal have executed this power of
attorney on this on -----

Yours faithfully

(Name, Title and Address of Company)

(Name of Officer)

Signature of Mr. attested

Witnesses:

1. (Notarised)
2. Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Notes:

The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this power of attorney for the delegation of power hereunder on behalf of the Bidder.

FORM 5: RECORD OF SIMILAR WORK DONE

1.								
2.								
3.								
4.								
5.								

FORM 6: FORMAT OF SUMMARY OF AUDITED FINANCIAL STATEMENTS

[Reference No.]

From:

[Address of the Bidder]

[Telephone No., Fax No., Email]

[Date]

To:

GMR VISAKHAPATNAM International Airport Limited

Sub: Audited Financial Statement for [Insert name of Bidder]

Ref: [Tender Details]

Dear Sir/ Madam,

This is to certify that [Insert name of Bidder/] having its Registered Office at [Insert Registered Address of the] are in the business of [Insert briefly the nature of the business], have recorded the following:

Propose financial information to be furnished in the manner below:

Information from Balance Sheet

Total Assets (TA)					
Total Liabilities (TL)					
Net Worth = TA-TL					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital = CA- CL					

Information from Income Statement

Total Revenues					
Profits Before Taxes					
Profits After Taxes					

Note:

- This should be certified by the statutory auditor of the Bidder;
- Bidder must provide copies of financial statements (balance sheets including all related notes, and income statements) for the last 5 years, as indicated above, complying with the following conditions.
- Unless otherwise required by Section A of the Bidding Documents, all such documents reflect the stand alone financial situation of the legal entity or entities comprising the Bidder and not the Bidder's holding companies, subsidiaries or affiliates.
- Historical financial statements must be audited by a certified accountant.

- v. Historical financial statements must be complete, including all notes to the financial statements.
- vi. Historical financial statements must correspond to accounting periods already completed and audited (no Statements for partial periods shall be requested or accepted).

The above Net worth arrived from our Audit Reports for the last three/ preceding financial years duly submitted to the Income Tax Department along with our Audit Reports.

Hence, we certify from the records submitted to us.

Thanking you,

Yours Sincerely,

[Insert Signature here]

[Insert Name here]

[Insert Designation here]

Date: [Date]

Place: [Place]

FORM 7: UNDERTAKING (NO DUES OF TAXES)

(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

THIS DEED OF UNDERTAKING executed this day of Two Thousand and by M/s. a Company incorporated under the laws of and having its Registered Office at (hereinafter called the "Bidder" which expression shall include its successors and permitted assigns) in favour of [GMR VISAKHAPATNAM INTERNATIONAL AIRPORT LIMITED], having its Registered Office at, India (hereinafter called the "**VISAKHAPATNAM International Airport Limited**" which expression shall include its successors and assigns)

NOW THEREFORE THIS UNDERTAKING WITNESSETH as under:

That the Bidder has no defaults or long outstanding dues except the ongoing business requirements relating but not limited to payment of any cess, duty, levy, taxes etc. on income, sale, Building & Other Construction Workers, ESI, EPF, services and/ or value added/GST, etc.

In consideration of this Bidding Document, the Bidder shall indemnify and hold harmless the VISAKHAPATNAM International Airport Limited from and against any and all liabilities towards taxes on income, sale, works contract, service, and/ or value added, GST etc. for this work or any other works whatsoever.

IN WITNESS WHEREOF, the Bidder have through their Authorized Representatives executed these presents and affixed Common seals of their respective Companies, on the day, month and year first above mentioned.

Signature of Authorized Signatory

Name:

Designation:

Organization:

FORM 8: PRE-BID QUERIES & CLARIFICATION

Name of Bidder: [*]

Date: [*]

S. No.	Reference No. (RFP Clause No./BOQ item No./Tech. Specs. etc.)	Description of RFP Clause/BOQ item No./Tech. Specs. etc.	Queries	Reply by GMR VISAKHAPATNAM International Airport Limited

FORM 9: UNDERTAKING FOR COMPLIANCE OF SUPPLIERS' CODE OF CONDUCT

To:

Ref: Request for Proposal (RFP) No. [*] for [Description of work].**Subject: Undertaking for complying the Suppliers' Code of Conduct issued by VISAKHAPATNAM International Airport Limited**

Dear Sir,

We hereby confirm that we have read and understood the Suppliers' Code of Conduct issued by VISAKHAPATNAM International Airport Limited to all organisations / individuals dealing with the VISAKHAPATNAM International Airport Limited & its group companies, including consultants / agents / business partners / vendors.

We undertake to comply with the said Suppliers' Code of Conduct and shall promptly notify VISAKHAPATNAM International Airport Limited of any actual or suspected breach and provide all required information in this regard. Upon occurrence of an actual or suspected breach, we shall promptly take all Remedial actions as suggested by the VISAKHAPATNAM International Airport Limited for rectifying and in the event of any failure to take such Remedial measures by us, we understand and accept that the purchase order/ agreement / work order or any other business transactions with us shall be automatically terminated with immediate effect with liability to pay damages or other sanctions. The VISAKHAPATNAM International Airport Limited shall also be entitled to blacklist us for a period of two (2) years.

Thanking You

Name of Bidder: _____

Name of Authorized Signatory: _____

Place / Date: _____

Signature & Seal: _____

FORM 10: SCHEDULE OF DEVIATIONS

Bidders are advised to refrain from taking any deviations on this Bidding Document and Bid. Still in case of any deviations, all such deviations from this Bidding Document shall be set out by the Bidders, Clause by Clause in this schedule and submit the same as a part of the Technical Proposal.

Unless otherwise specifically mentioned in this schedule, the tender shall be deemed to confirm the VISAKHAPATNAM International Airport Limited's specifications:

By signing this document, we hereby withdraw all the deviations whatsoever taken anywhere in this Bid Document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

Seal of the Bidder:

Signature:

Name:

FORM 11: COMPLIANCE OF COMMERCIAL SPECIFICATIONS

(The Bidders shall mandatorily fill in this schedule and enclose it with the offer Part I: Technical Proposal. In the absence of all these details, the offer may not be acceptable)

1	Prices are fixed and not subject to variation	Yes
2	Inclusive of All taxes	Yes
3	Inclusive of Insurance	Yes
4	Defect Liability Clause Acceptable	Yes
5	Terms of Payment acceptable	Yes
6	Performance Bank Guarantee clause Acceptable	Yes
7	Liquidated Damages clause Acceptable	Yes
8	Bid Validity (180 days) and Bid Security Validity of 180+90 days) (From date of opening of Technical Proposal)	Yes

FORM 12: SELF DECLARATION OF THE BIDDER ON NON-BLACKLISTING / NON-DEBARMENT**[To be submitted on the Letter head of the Bidder]**

Date:

To:

-----("You")

Sub: Request for Proposal (RFP) No. _____ for __.

Dear Sir,

1. We, M/s _____ ("We", "Us", "Our") do hereby confirm, declare, and represent that as on the date of request for quotation /tender bearing no. _____ issued by You for _____ ("Bidding Documents"):
 - (i) We or Our partners, directors, promoter, joint venture or joint venture partners, associates, holding company, affiliates or subsidiaries, including any sub-vendors or suppliers for any part of the contract ("**Associates**") including Our or Our Associates promoters, partners and directors were not directly or indirectly blacklisted/debarred, either alone or jointly with any Person, whether as contractor, principal, agent, shareholder, consultant, partner, investor or otherwise, from participating in any bid/ tender, executing or undertaking any project(s)/work(s), and/or rendering of any service(s), by any government organization, GMR Group entity and other organizations/entities/ Person(s), during the last ____ calendar years ending with date of the Tender Documents except _____ details of which is submitted in writing to You separately;
 - (ii) We or Our Associates or Our Associates including Our or Our Associates promoters, partners and directors were never declared ineligible, either alone or jointly with any Person, whether as contractor, principal, agent, shareholder, consultant, partner, investor or otherwise, for corrupt and fraudulent practices either indefinitely or for a particular period of time, by any government organization, GMR Group entity and other organizations/entities/ Person(s); and
 - (iii) We are having unblemished record for executing or undertaking project(s)/work(s), and/or rendering of service(s).
2. We further agree and undertake that We shall inform you in writing within 7 days of any government organization, VISAKHAPATNAM International Airport Limited's Group entity and other organizations/entities/persons:
 - (i) suspension, debarment, or otherwise declaration as ineligible or blacklisting Us, Our Associates, or Our or Our Associates promoters, partners and directors, either alone or jointly with any Person, whether as contractor, principal, agent, shareholder, consultant, partner, investor or otherwise, from participating in any bid/ tender, executing or undertaking any project(s)/work(s); and
 - (ii) declaring Us Our Associates, or Our or Our Associates promoters, partners and directors, either alone or jointly with any Person, whether as contractor, principal, agent, shareholder, consultant, partner, investor or otherwise, for corrupt and fraudulent practices.
3. We further agree that if this declaration is found to be incorrect then without prejudice to any other rights You may have, or any other actions You are entitled to take against Us under applicable Laws, You are also entitled to forfeit/encash, at your sole discretion, entire security deposit/earnest

money/bid security, as case may be, furnished by Us to You and our bid/tender, to the extent accepted, may be cancelled/terminated, at Your sole discretion.

4. For the purpose of this declaration:

“Governmental Authority” shall mean any national, regional or local government or governmental, administrative, regulatory, fiscal, judicial, or government-owned body of any nation or any of its ministries, departments, secretariats, agencies or any legislative body, commission, authority, court or tribunal or entity, and shall include any authority exercising jurisdiction over any Person.

“Person” means an individual, partnership, joint venture, company, trust, unincorporated organization, government or other entity.

For (Name of Bidder)

Authorized Signatory

Address of Bidder:

(Seal of the Bidder to be affixed)

FORM 13: SELF DECLARATION FOR CONFIDENTIAL INFORMATION*[To be submitted on the letterhead of the Bidder]***Date:****To,****[VISAKHAPATNAM International Airport Limited's Name to be mentioned]****Address [*]****Email I'd [*]****Re: RFP for Package: {details to be inserted here}. Event ID: XXX**

The undersigned Bidder acknowledges that the RFP issued to the Bidder is confidential and personal to the undersigned Bidder and the undersigned Bidder hereby undertakes and agrees as follows:

1. **"Confidential Information"** means the RFP and everything contained therein, all documentation, data, particulars of the works and technical or commercial information made by (or on behalf of) [GMR VISAKHAPATNAM International Airport Limited Name] or obtained directly or indirectly from [GMR VISAKHAPATNAM International Airport Limited Name] or its representatives by the undersigned Bidder or which is generated by the undersigned Bidder or any information or data that the undersigned Bidder receives or has access to, as a result of the RFP, as being confidential information of [GMR VISAKHAPATNAM International Airport Limited Name], provided that such term does not include information that (a) was publicly known or otherwise known to undersigned Bidder prior to the time of such disclosure, (b) subsequently becomes publicly known through no act or omission by undersigned Bidder or any person acting on undersigned Bidder's behalf.
2. The undersigned Bidder shall maintain the confidentiality of Confidential Information in accordance with procedures adopted by the undersigned Bidder in good faith to protect confidential information of third parties delivered to undersigned Bidder, provided that the undersigned Bidder may deliver or disclose Confidential Information to the undersigned Bidder's authorized representatives who agree to hold confidential the Confidential Information substantially in accordance with the terms of this Undertaking,
3. The undersigned Bidder shall not at any time whatsoever:
 - (i) Disclose, in whole or in part, any Confidential Information received directly or indirectly from the (GMR VISAKHAPATNAM International Airport Limited name) to any third party.
 - (ii) Reproduce, publish, transmit, translate, modify, compile or otherwise transfer the Confidential Information.
4. In case the tender of the undersigned Bidder is not accepted and immediately upon the acceptance of the tender of any of the other Bidder's, the undersigned Bidder, shall:
 - (i) Return all Confidential Information including without limitation, all originals, copies, reproductions and summaries of Confidential Information; and /or
 - (ii) Destroy all copies of Confidential Information in its possession, power or control, which are present on magnetic media, optical disk or other storage device, in a manner that ensures that the Confidential Information is rendered unrecoverable.
5. The undersigned Bidder shall certify to the [GMR VISAKHAPATNAM International Airport Limited Name] that it has returned or destroyed such Confidential Information to the [GMR VISAKHAPATNAM International Airport Limited Name] within two (2) days of such a request being made by [GMR VISAKHAPATNAM International Airport Limited Name].



Name of Bidder

Signature of Authorized Representative

**FORM 14: SELF DECLARATION FOR NO ADVERSE ORDERS/ NON-BREACHING / NON
CONVICTION**

[To be submitted on the Letter head of the Bidder]

Date:

To:

----- ("You")

Sub: Request for Proposal (RFP) No. _____ for _ _.

Dear Sir,

We hereby confirm, declare, represent and undertake as under:

- i) That no order/ ruling has been passed against us in the last one (1) calendar year preceding the Bid Submission Deadline by a competent court of law or any appropriate commission or any arbitral tribunal against the Bidder for breach of any contract awarded by any government authority or its undertaking/ agency or any other Person.
- ii) That there is no charge or conviction of ourselves for any criminal offence (including felonies and misdemeanours) or infractions/violations of law, which carry the penalty of imprisonment and can materially affect our ability with regard to fulfilling the obligations as per the Bidding Document.

We further agree that if this declaration is found to be incorrect then without prejudice to any other rights you may have, or any other actions you are entitled to take against us under applicable laws, you are also entitled to forfeit/encash, at your sole discretion, entire security deposit/earnest money/bid security, as the case may be, furnished by us to you and our bid, to the extent accepted, may be cancelled/terminated, at your sole discretion

For (Name of Bidder)

Authorized Signatory

Address of Bidder:

(Seal of the Bidder to be affixed)

FORM 15: SELF DECLARATION FOR COMPLIANCE OF ESG GUIDELINES**[To be submitted on the Letter Head]**

Date:

To:

-----("You")

Sub: Request for Proposal (RFP) No. _____ for __.

Dear Sir,

We hereby confirm, declare, represent and undertake as under:

1. We comply with all applicable environmental laws, regulations, and standards. This includes proper handling, storage, and disposal of hazardous materials, minimizing waste, and reducing the carbon footprint associated with production and transportation.
2. We offer the products which are made from sustainable, recycled, or renewable materials. We shall demonstrate efforts to minimize the use of virgin resources and ensure that materials are sourced responsibly.
3. We are committed to use energy-efficient processes and technologies. We have outlined steps taken to reduce energy consumption and greenhouse gas emissions in their operations and supply chain. We shall, on time to time, provide energy audits, carbon footprint reports, and details of initiatives to improve energy efficiency or transition to renewable energy sources.
4. We are committed to adhere to fair labor practices, including fair wages, safe working conditions, and the prohibition of forced or child labor. We are dedicated to support community development and fair-trade practices. We shall, on time to time provide evidence of compliance with labor standards (e.g., SA8000 certification), employee welfare programs, and community engagement initiatives.
5. We shall always demonstrate efforts to minimize waste in their production processes and promote the circular economy. This includes product design for durability, reparability, and recyclability, as well as initiatives to take back or repurpose products at the end of their life cycle. We will submit waste management plans, details of circular economy initiatives, and any relevant certifications or case studies.
6. We undertake to adhere the GMR Group Supplier Code of Conduct enclosed with the General Conditions of Contract/PO.
7. We are committed to propose innovative solutions that enhance sustainability, such as new technologies, materials, or processes that reduce environmental impact. We shall present case studies, research, and development efforts, or pilot projects that demonstrate their commitment to sustainability and continuous improvement.
8. We regularly conduct a Life Cycle Assessment (LCA) to evaluate the environmental impact of their products throughout the product life cycle, from raw material extraction to disposal or recycling.
9. We are obligated unconditionally, as and when required, to be evaluated based on specific sustainability performance metrics, which could include energy use, water consumption, carbon emissions, waste generation, and social impact.

10. We are/shall always be committed to source materials locally or contribute positively to the local economy and communities. This includes supporting local businesses, minimizing transportation emissions, and engaging in community development projects.
11. We are committed to comply with the ESG guidelines and report our contribution/achievements towards ESG. In this regard, we shall put our best efforts for resources optimization, legal compliances, good governance and compliance to sustainability. Further, we assure to comply with various guidelines in terms of ISO certifications including but not limited to 14001:2015 (Environment Management System), 14064-1:2018 (Green House Gas accounting and reporting), 50001:2018 (Energy Management System) 46001:2019 (Water Efficiency Management System), ISO 45001:2018 (Occupational Health & Safety) and Zero Waste to Landfill Assessment Certification, at all times, whichever is applicable on us.

For (Name of Bidder)

Authorized Signatory

Address of Bidder:

(Seal of the Bidder to be affixed)



FORM 16: ADVANCE BANK GUARANTEE FORMAT

FORM 17: PERFORMANCE BANK GUARANTEE FORMAT**PERFORMANCE BANK GUARANTEE**

This Deed of Guarantee (“**Guarantee**”) is made at New VISAKHAPATNAM, on this [•] day of [month],[year] by [name of the bank] duly constituted, registered and in existence in accordance with the laws of India , having its principal office at [•] and, for the purposes of this Guarantee, acting through its New VISAKHAPATNAM branch presently situated at [address of the bank in VISAKHAPATNAM] (hereinafter referred to as “**Bank**” or “**Guarantor**”, which term shall mean and include, unless repugnant to the context or meaning hereof, its successors and permitted assigns), in favour of VISAKHAPATNAM International Airport Limited, a company incorporated under the Companies Act, 1956, having its registered office at New Udaan Bhawan, Opposite Terminal 3, Indira Gandhi International Airport, New VISAKHAPATNAM – 110 037 (hereinafter referred to as “**Beneficiary**”/“**GVIAL**”, which expression unless repugnant to the context hereof shall mean and include its successors-in-interest and assigns),

WHEREAS:

(A) By Purchase Order dated [•] (hereinafter referred to as the "**Contract**"), **GVIAL** has appointed

(IN THE CASE OF INDIVIDUAL)

Mr./Ms. [•], son/ wife/ daughter of [•], aged about [•] years, residing at [•], hereinafter referred to as " XYZ " which term shall, unless repugnant to or inconsistent with the context, mean and include, his/ her respective heirs, executors, administrators, legal representatives and permitted assigns of the OTHER PART

and

(IN THE CASE OF PROPRIETORSHIP)

M/s. [•], a proprietorship concern carrying on business at [•], represented by its proprietor Mr./Ms. [•], son/ wife/ daughter of [•], aged about [•] years, residing at [•], hereinafter referred to as "Vendor" which term shall, unless repugnant to or inconsistent with the context, mean and include, his/ her respective heirs, executors, administrators, legal representatives and permitted assigns of the OTHER PART

and

(IN THE CASE OF A PARTNERSHIP Firm)

M/s. [•], a partnership firm registered under the Partnership Act, 1932, carrying on business at [•], represented by its authorized signatory Mr./Ms. [•], son/ wife/ daughter of [•], residing at [•], hereinafter referred to as "Vendor" , which term shall, unless repugnant to or inconsistent with the context, mean and include the successors-in-interest of the partnership firm and respective heirs, executors, administrators, legal representatives of each of the partners and permitted assigns of the OTHER PART

(IN THE CASE OF A COMPANY)

[•] (hereafter referred to as the “XYZ”, which expression shall, unless repugnant to the context thereof, mean and include its successors and permitted assigns) of the OTHER PART, having its

registered office at [•] and branch office at [•] (hereinafter referred to as the "**Vendor**" which expression shall include its successors, executors, administrators and permitted assigns etc.) for the purposes of [•] at VISAKHAPATNAM International Airport, (MOPA Airport), VISAKHAPATNAM.

- (B) The Contract, as mutually agreed between GVIAL and the Vendor, requires the Vendor to procure and deliver to GVIAL an unconditional and irrevocable Performance Bank Guarantee for a sum of Rs. [•] /- (Rupees [•] only) ("**Guaranteed Amount**") in respect of the Contract granted to the Vendor, to be furnished and maintained by the Vendor to GVIAL, in the manner as set out in clauses [•] of the Contract for the due performance of its duties and obligations stated therein.
- (C) The Vendor has approached the Guarantor, for issuance of the Performance Bank Guarantee and at the Vendor's request and in consideration thereof, the Guarantor has agreed to give the present Guarantee.

NOW THIS DEED WITNESSETH THAT in consideration of the premises and at the request of the Vendor, we, the Bank, hereby declare and agree as follows:

1. We, the Bank, hereby undertake to pay forthwith, as principal debtor and primary obligor, to the Beneficiary on its first demand in writing sent/delivered to us either by registered post or by hand or by e-mail, immediately and forthwith and without any delay, any sum demanded in writing not exceeding the Guaranteed Amount, without any protest, demur, caveat, recourse or reservation, on failure of the Vendor to fulfill any of its obligations or responsibilities under the Contract or under any other understanding or agreement with the Beneficiary stating that the Guarantee has been invoked without the Beneficiary needing to prove or to share grounds or reasons for such demand. The Bank hereby is unconditionally bound and committed to pay to the Beneficiary, and shall pay to the Beneficiary promptly upon written notice by the Beneficiary to the Bank
2. We hereby undertake to make such payments without any reference to the Vendor or any other person and irrespective of whether any claim of the Beneficiary is disputed, challenged or contested by the Vendor or not. Any such demand made on us by the Beneficiary shall be final, binding and conclusive evidence and absolute as regards the invocation of the Guarantee and the amount due and payable under this Guarantee. We expressly acknowledge that this Guarantee may be invoked more than once. If the drawing is for a sum which is less than the Guaranteed Amount, this original Guarantee shall be retained by the Beneficiary and a copy of this Guarantee shall be submitted along with the written demand to the Bank for making the payment to the Beneficiary.
3. The Guarantor agrees that the terms of this Guarantee shall not be revocable and it shall have the continuing liability until all of the liabilities and obligations of the Guarantor under this Guarantee have been fully discharged or till the expiry of Claim Period of this Guarantee, whichever is earlier. It shall not be necessary for the Beneficiary to proceed against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank as principal debtor notwithstanding the existence of any other undertaking or security for any indebtedness of the Vendor to the Beneficiary and notwithstanding that any such security shall at the time when claim is made against the Bank hereunder, be outstanding or unrealized. The exercise by Beneficiary of any right or remedy hereunder or under any other instrument, or at law or in equity, shall not preclude the concurrent or subsequent exercise of any other right or remedy.
4. This Guarantee shall be valid for a period until [*insert the date*] or for such extended period as may be mutually agreed between the Vendor and the Beneficiary ("**Expiry Date**") and shall continue to be enforceable till all amounts duly claimed under this Guarantee by the Beneficiary are paid. All the demands and claims by the Beneficiary under this Guarantee may be made in writing until 12 (twelve)

months after the Expiry Date ("**Claim Period**"). In case the last day of the Claim Period is Saturday or a bank holiday or a public holiday, then the Claim Period shall expire on the immediate next working day.

5. This Guarantee, herein contained, shall not be impaired or discharged or determined or affected by the liquidation or winding up, determination or change of constitution of the Bank, Vendor or Beneficiary or by any arrangement made between the Vendor and Beneficiary or by any variations in the terms and conditions of the Contract or any other documents, deeds or other writings entered into by the Vendor with the Beneficiary in relation to the Contract or by extension of time of performance of any obligations by the Vendor under the Contract or any postponement for any time of the powers exercisable by the Beneficiary against the Vendor or forbear once to or enforce any of the terms and conditions of the Contract. Bank shall not be relieved from its obligations and liability under this Guarantee, by reason of any variation or extension being granted to the Vendor or forbearance or omission on the part of the Beneficiary or any indulgence by the Beneficiary to the Vendor to give such matter or thing whatsoever, which under the law relating to sureties would but for this clause/provision have effect of so relieving Bank.
6. All payments made hereunder shall be free and clear of and without deduction for, or on account of, any present or future charges, fees, commissions, deductions, whatsoever and by whomsoever imposed.
7. Any demand, notice or any other communication under this Guarantee shall be written in English and delivered personally or sent by registered post with acknowledgment, or by electronic mail or by reputed overnight courier on or before the expiry of Claim Period, at the following addresses:

Designation:

Branch Address:

Tel No.:

E-mail ID:

8. All such demand, notices and communications shall be effective, :
 - (i) if sent by email, immediately upon it being sent by the Beneficiary;
 - (ii) if sent by person, when delivered;
 - (iii) if sent by reputed courier 1 (one) day after deposit with an overnight courier; and
 - (iv) if sent by registered letter when the registered letter would, in the ordinary course of post, be delivered.

This Guarantee shall be invoked on or before the expiry of the Claim Period. If the Guarantee is invoked on the last day of the Claim Period after public dealing hours, the claim of the Beneficiary shall be valid and Bank shall be liable to make payments on the immediate next working day. For the purposes of this Guarantee, any claims made on the last day of the Claim Period shall be considered to be duly received within the Claim Period.

9. This Guarantee shall be irrevocable and we, the Bank, undertake not to revoke this Guarantee till its currency except the previous and express consent of the Beneficiary in writing.
10. Notwithstanding anything to the contrary as contained hereinabove,

- (i) at any given time Bank's liability under this Guarantee is restricted up to Guaranteed Amount, this Guarantee shall be irrevocable and shall come into force on its execution; and
 - (ii) Bank's liability under this Guarantee shall remain valid for the claims received within the Claim Period only, where after all rights under this Guarantee shall be forfeited and Bank shall be discharged from all liability hereunder.
11. All claims under this Guarantee will be made payable at the New VISAKHAPATNAM branch of the Bank, presently located at [•] or any other branch located at VISAKHAPATNAM.
12. This Guarantee is subject to the laws of India. Any suit, action, or other proceedings arising out of this Guarantee or the subject matter hereof shall be subject to the exclusive jurisdiction of courts of New VISAKHAPATNAM, India.
13. The Bank represents that it has power and authority to validly execute and issue this Guarantee and the undersigned is duly authorized to execute and deliver this Guarantee and this Guarantee shall be legally valid and binding and enforceable against the Bank.
14. This Bank Guarantee is for the benefit of Beneficiary and its successors and assigns. This Bank Guarantee is binding not only on the Bank, but also on the Bank's successors and permitted assigns. The Bank shall not assign its rights and obligations hereunder to any person, bank, company or other entity except as permitted by Beneficiary in writing.

IN WITNESS WHEREOF, this Deed of Guarantee has been signed on this the [•] day of [•], [•].

FORM 18: SAFETY MANAGEMENT SYSTEM (SMS) & OH&SMS)

VISAKHAPATNAM International Airport Limited endeavors to maintain safe working conditions for its staff and a safe and healthy environment for its stakeholders, contractors, sub-contractors working at VISAKHAPATNAM International Airport Limited's sites. Safety is an essential component in all activities carried out at VISAKHAPATNAM International Airport Limited's site and a key contractual responsibility for those managing and performing such work and an important determinant of overall Project success.

It is also, the responsibility of the stakeholders, contractors and their sub-contractors to comply with applicable rules & regulations and other requirements. The requirements outlined herewith (refer Form 1 below to be filled by bidder) mentions the minimum safety requirements to be fulfilled for overall safety culture enhancement while operating at VISAKHAPATNAM International Airport Limited's Site.

The VISAKHAPATNAM International Airport Limited's Safety requirements does not relieve any stakeholders / contractor of its obligations to control the means and methods by which it and its employees, subcontractor / trade contractors and agents perform work or services; independently ascertain what health and safety practices are appropriate and necessary for the performance of such Work; and develop, implement and enforce a comprehensive health and safety program appropriate for the Work or services performed that complies with all rules, regulations and industry standards, including permits, governing their activities while operating at VISAKHAPATNAM International Airport Limited's sites.

Form 1

Bidder / Contractor Health & Safety Evaluation Form		
1. General Information		
1.1	Name of Organization	
1.2	Parent Company Name	
1.3	Organization CIN No.	
1.4	Under Current Management Since	
1.5	Email Id	
1.6	Contact No.	
1.7	Web Site	
1.8	Mailing Address	
2. Health and Safety Contact		
	<i>List the following information about the Safety personnel who will oversee the Health & Safety aspects of your organization while your engagement with us at IGI Airport. Person must be competent to recognize health and safety hazards and have the authority to take corrective action.</i>	
2.1	Name of Safety Personnel	
2.2	Designation	
2.3	Email Id	
2.4	Mobile No.	
3. OH&SMS Certification		
3.1	Is your organization certified for ISO45001:2018? (Yes / No)	
3.2	If Yes, provide the copy of certificate?	
4. OH&S rules / regulation violation		
4.1	Has your company been issued a notice by regulator for any OH&S violation in the last three years? (Yes / No)	
4.2	If "Yes" provide the violation details and abatement action.	

Health & Safety Program Checklist				
5	Health & Safety Management	Y	N	NA
5.1	Written Health & Safety program?			

5.2	Organization OH&SMS Policy & Objectives?			
5.3	Management commitment and expectations?			
5.4	Employee / Workers Participation in Health & Safety matters?			
5.5	Accountabilities / responsibilities for managers, supervisors, and employees?			
5.6	Allocation of required resources for meeting Health & Safety requirements?			
5.6	List of applicable Rules & regulations and other requirements and its compliance?			
5.7	Voluntary Safety Hazard / Concern or Unsafe Condition / Act Reporting Program?			
5.8	Hazard Identification and Risk Assessment (HIRA) Procedure?			
5.9	Health & Safety Reward & Recognition program?			
5.10	Safety Incident / Accident Reporting Program?			
5.11	Occupational Injury & Illness Reporting?			
5.12	Safety Incident / Accident Investigation and Corrective & Preventive Action?			
5.13	Provision of applicable and required PPEs?			
5.14	Inspection & Maintenance of PPE?			
5.15	Emergency Preparedness and Response Procedures?			
5.16	Procedure for addressing individual safety and health performance deficiencies?			
5.17	Worksite inspection / audit regime w.r.t. Health & Safety			
6	Health & Safety Training Program?			
6.1	Have employees trained in appropriate job skills?			
6.2	Procedure to assess skills of workers to assure they are qualified?			
6.3	Job skills certified where required by Regulatory or Industry consensus standards?			
6.4	Health & Safety orientation program for New Hire?			
6.5	Health & Safety refresher program for supervisor and employees?			
6.6	Ensuring regulatory Health & Safety training requirements for employees?			
	Does Health & Safety Training includes following contents?			
6.6a	Substance Abuse Program?			
6.6b	Hazard Communication Program?			
6.6c	Use of applicable PPE?			
6.6d	Safety Hazard / Concern reporting procedure?			
6.6e	Fire Protection and Prevention?			
6.6f	Electrical Safety & LOTO procedures?			
6.6g	Emergency Response Plan?			
6.6h	Safe Work Practices / Behavior?			
7.	License / Permit to operate			
7.1	Is your company required to have any License / Permits to perform your services?			
7.2	Provide the list of Permit / License available?			
8.	Equipment & Material			
8.1	Do you have a system for establishing applicable health, safety, and environment specifications for acquisition of materials and equipment?			
8.2	Do you conduct inspections on operating equipment {e.g., cranes, forklifts, JLG, etc.} in compliance with regulatory requirements?			
8.3	Do you maintain the applicable inspection and maintenance certification records for operating equipment?			
9.	Subcontractor Operations			
	<i>Submit a list of all subcontractors you plan to use while working at IGI Airport and Copy this form for your subcontractors. Each subcontractor must complete and submit this form.</i>			
9.1	Do you use safety & health performance criteria in selection of subcontractors?			

9.2	Do you evaluate the ability of subcontractors to comply with applicable health & safety requirements as part of the selection process?			
9.3	Do you include your subcontractors in:			
9.3a	Health & Safety Orientations			
9.3b	Health & Safety Meetings			
9.3c	Audit & Inspections			
10.	Documents Required (please Attach copy of each)			
10.1	Copy of OH&SMS Policy			
10.2	Copy of Health & Safety Program			
10.3	Copy of OH&SMS Certificate			
10.4	Copy of Emergency Response Plan			
Submitted By:				
a	Name & Signature			
b	Designation			
c	Email Id			
d	Contact No.			
e	Date of Submission			

FORM 19: FORMAT OF SHAREHOLDING PATTERN

Dear Sir / Madam,

I/We, the undersigned, hereby furnish the following details of beneficial ownership of our company i.e.

1. I/We, declare that the following shareholders have controlling or beneficial ownership in our company:

S.No.	Name of the shareholder	Type of shareholder (Individual / Company / Trust / Partnership Firm / LLP / NGO)	Date of birth / Date of incorporation or registration	Nationality	% of shareholding / capital / profits	Identity proof number (PAN, UIN, Regn. No., LLPIN)	Complete Address	Name of stock exchange where listed (only for company category shareholder)	Beneficial Ownership (Name, occupation date of birth, father's name, address)
1.									
2.									
3.									
4.									
5.									
6.									

Note:

- Controlling ownership means ownership by the shareholder of more than * percent of shares or capital or profits of the company.
- Beneficial ownership means a person having beneficial interest in a share but whose name is not entered in the register of members of a company as the holder of that share.

For

(Authorized Signatory)

Date: -

FORM 20: FORMAT OF RETENTION BANK GUARANTEE

TO: GMR VISAKHAPATNAM International Airport Limited

BY: [name and address of bank]

whereas

(A) By Work Order dated _____ (and referred to herein as the "**Contract**") **GMR VISAKHAPATNAM International Airport Limited** a company incorporated under the erstwhile Companies Act, 1956/2013 and having its registered office at _____ (the "**Employer**" or the **Owner**) which expression shall include its successors and permitted assigns) has appointed M/s. _____ a company incorporated under the erstwhile Companies Act, 1956 and existing under the Companies Act 2013 and having its registered office at _____ (hereinafter referred to as the "**Contractor**" which expression shall include its successors, executors, administrators and assigns etc. and its Subcontractors) on the other part for _____ (insert name of work).

(B) The **Employer** has agreed to pay the Contractor the sum of **Rs. [Rupees]** being the 100% of the Retention amount retained by the Employer under the Contract (the "**Payment Amount**").

(C) Pursuant to the Condition of Contract, the Contractor is obliged to procure and submit Retention Amount Bank Guarantee (hereinafter referred to as the "**Guarantee**") in the manner hereinafter appearing in the sum mentioned above.

In consideration of your accepting our obligations herein contained in discharge of the Contractor's obligation to provide such Guarantee, and in consideration of your paying to the Contractor following receipt of this Guarantee, 100% of the Retention Amount, we [name and address of the Bank] hereby irrevocably and unconditionally agree to make payment to you of any amount up to or equal to the above and accordingly covenant with you and agree as follows:

1. Upon receipt of a written demand or demands by you upon us ("**Demand**"), from time to time or at any time and without being entitled or obliged to make any enquiry of you, or the Contractor, and without the need for you to take legal action against or to obtain the consent of the Contractor, and notwithstanding any objection by the Contractor or any other third party and without any proof or conditions and without any demur, reservation, contest, recourse or protest and without any right of set-off, deduction or counterclaim, we shall forthwith pay to you the amount or amounts specified in such demand or demands, not exceeding in aggregate the Payment Amount. It is being confirmed that you may make as many separate demands hereunder as you think fit. Such payment or payments shall be made by transfer to an account in your name at such bank in such place as you shall direct. You shall not be obliged to exercise any other right or remedy you may have before making a demand under this Guarantee.

2. The written demand referred to in paragraph 1 shall be deemed to be sufficiently served on us if you deliver to us at the address as set out in paragraph 7.

3. Subject to paragraph 1 above, on receiving the Demand, we shall forthwith pay to you the sum so demanded to the place or account set out in the Demand.

4. Subject to paragraph 1 above, your Demand shall be conclusive evidence (and admissible as such) of our liability to pay you and of the amount of the sum or sums which we are liable to pay you. Our obligation to make payment under this Guarantee shall be a primary, independent and absolute obligation and we shall not be entitled to delay or withhold payment for any reason. Our obligations hereunder shall not be affected by any act, omission, matter or thing which but for this provision might operate to release or otherwise exonerate us from our obligations hereunder in whole or in part, including without limitation and whether or not known to us or you:

- (i) any time or waiver granted to the Contractor;
- (ii) the taking, variation, compromise, renewal or release of or refusal or neglect to perfect or enforce any rights, remedies or securities against the Contractor;
- (iii) any legal limitation, disability or incapacity relating to the Contractor;
- (iv) any variation of or amendment to the Contract or the Works or any other document or security so that references to the Contract in this Guarantee shall include each such variation and amendment;
- (v) any unenforceability, invalidity or frustration of any obligation of the Contractor or any other person under the Contract or any other document or security waiver by you of any of the terms provisions conditions obligations and agreements of the Contractor or any failure to make demand upon or take action against the Contractor;
- (vi) any other fact, circumstance, provision of statute or rule of law which might, were our liability to be secondary rather than primary, entitle us to be released in whole or in part from our undertaking; and
- (vii) any petition for the winding up of the Contractor has been admitted and a liquidator or provisional liquidator has been appointed or an order of bankruptcy or an order for the winding up or dissolution of the Contractor has been made by a Court of competent jurisdiction;

5. This Guarantee shall remain in full force and effect till **[Date]** or until the expiry of 28 (twenty-eight) days from the end of defect rectification period, whichever is later.

6. We acknowledge and agree that the benefits of this Guarantee may not be transferred or assigned by us. The benefits of this Guarantee may however be assigned in full by the Employer to any person to whom all the benefits of the Contract are transferred, and to the Lenders [being the financial institutions, banks, funds and/or trusts who provide or refinance the debt component of the cost of the project and includes any subscriber to/trustee for the holders of debentures/bonds or other securities issued by the Employer to meet or contribute to the cost of such project] or to any agent, representative or trustee acting on their behalf, their assignees and successors in title which will include the right to make second or subsequent assignments. We undertake following receipt of a notice of any such assignment to make any payments made hereunder in accordance with the directions of such assignee.

7. Notice

7.1 Any demand, notice or other communication given in connection with or required by this Guarantee shall be made in writing (entirely in the English language) and subject to paragraph 7.2 shall be delivered to, or sent by pre-paid registered post, or facsimile transmission to:

GMR VISAKHAPATNAM International Airport Limited at:

Guarantor at:

[Name of Bank] at

[address]

fax no.]



or such other address as may be notified in writing from time to time.

(i) if delivered by hand, when left at the property address for service;

provided in each case that if the time of such deemed service is either after 5.00 p.m. on a Business Day (being a day other than a Sunday or a public holiday on which banks are open for domestic business in the city of) or other than on a Business Day service shall be deemed to occur instead at 9.00 a.m. on the next following Business Day.

8. This Guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this Guarantee hereby submit to the jurisdiction of the Courts of [*] for the purposes of settling any disputes or differences which may arise out of or in connection with this Guarantee, and for the purposes of enforcement under this Guarantee.

IN WITNESS WHEREOF this Guarantee has been duly executed by the Guarantor on this [...] day of [...] 2025.

)
 [Signed by _____]
 [_____])
 for and on behalf of)
the Guarantor)

Witnessed by: Witnessed by:

Dated: _____ Dated: _____

Schedule 2

OTHER TERMS AND CONDITIONS



General Contract condition attached Separately

APPENDIX - II (SUPPLIER CODE OF CONDUCT & BUSINESS ETHICS)**GMR GROUP****SUPPLIER CODE OF
CONDUCT & BUSINESS ETHICS**

This Supplier Code of Conduct and Business Ethics (“Code”) has been formulated by GMR Group (“GMR”) based upon the set of ‘Values & Beliefs’ and business practices that GMR follows. GMR values the relationship that it shares with all its vendors/ suppliers/service providers (“Suppliers”) and believes in dealing with them in a fair and transparent manner. Similarly, GMR expects its Suppliers to comply with the terms set forth herein and also to ensure that there is transparency in their dealings in all of their activities and sites worldwide.

1.Ethics & Integrity

In order to maintain high standards of social responsibility, all Suppliers are expected to conduct their business in an ethical manner and act with integrity.

a) Bribery and Corruption

The Suppliers hereby warrant that, they will not, either themselves or through contractors or sub-contractors or through their agents/representatives, offer, promise or make any payment, gift, to any of GMR’s employees, government officials or use other means to obtain an undue or improper advantage in a manner contrary to the applicable laws (whether applicable in the place that the Supplier is situated in or elsewhere) and that, they have no knowledge that other persons who share a working relation with the Supplier will, for the purpose of obtaining or facilitating the performance of, the contracts entered into between GMR and the Suppliers or such other connected contracts. Suppliers shall uphold fair business standards in advertising, sales, and competition. Nothing in this Code shall however render GMR liable to reimburse the Suppliers’ agents or their associates for any such consideration given or promised or for any consequences arising out of such action that violates the applicable laws or involves using corruptive measures.

b) Integrity

Suppliers warrant that, the Suppliers and / or their contractors and / or sub-contractors and / or agents / representatives shall maintain high degree of integrity during the course of their dealings with GMR. If it is discovered at any time by GMR that any business/contract whether directly/indirectly connected to the contracts was procured by playing fraud or by misrepresentation or suppression of material facts, the contract entered into between GMR and Suppliers shall be voidable at the sole option of the relevant entity of GMR. For avoidance of doubts, no rights shall accrue to the Suppliers in relation to such business/ contract and GMR or any entity thereof shall not have or incur any obligation in respect thereof. If such acts of the Suppliers result in defaming GMR or results in third party claims or actions being brought against GMR, then in such case, the Suppliers shall be required to indemnify GMR from and against any and all losses or damages suffered by GMR.

c) Conflict of Interest

Suppliers warrant that they shall not enter into a financial or any other relationship with a GMR employee that creates any actual or potential conflict of interest for GMR. For the purpose of this Code, a conflict of interest arises when material personal interests of the GMR employee are inconsistent with the responsibilities of his/her position with GMR. If any such conflicts are present, the same shall be disclosed and approved in advance by GMR management.

2.Labour Laws & Human Rights

Suppliers are expected to protect the human rights of their employees/workers and to treat them with dignity and respect and in this regard, the Suppliers warrant that, in all of their activities, Suppliers shall operate in full compliance with the laws, rules, and regulations of the countries in which they operate and shall ensure not to use any form of forced, bonded, indentured, or child labour.

a) Child Labour

Suppliers shall not employ/encourage employment of children, falling under such age group that is prohibited from being employed by the applicable law, for providing of services either internally or outside the premises of the Supplier.

b) Forced labour

Suppliers shall not use forced labour. Supplier shall not force/coerce the employees/workers to work or demand services from the employees/workers under the threat of some sort of punishment especially in cases where, the employees/workers have not undertaken voluntarily to work for the Suppliers. All the services being provided by the Suppliers' employees/workers must be voluntary and the employees/workers shall be free to leave the work or terminate the employment with reasonable notice. Suppliers shall further ensure that, contracts for both direct and contract workers clearly convey the conditions of employment in a language understood by the employees/workers of the Suppliers. Where Suppliers shall be responsible for payment of all fees and expenses, the Suppliers shall make the required payment to their employees/workers.

c) Fair Treatment

Suppliers shall provide a workplace free from hard inhuman treatment, or even the threat of any such treatment, any sexual harassment, sexual abuse, corporal punishment or other enforcement measures that compromise the individual's physical or mental integrity. Suppliers shall not threaten their employees/workers with or subject them to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion, verbal abuse, or – restrictions on entering or exiting company-provided facilities.

d) Anti-discrimination

Suppliers shall provide their employees/ workers with a workplace free from harassment and/or deliberate discrimination or exclusion of preference made particularly on the basis of race, national origin, skin colour, language, religion, caste, political affiliations, gender, gender identity, sexual orientation, marital status, age, disability, pregnancy and related medical conditions, military or veteran status, or on any other basis prohibited by the applicable law.

e) Health and Safety

Suppliers shall provide a safe and healthy working environment that poses no risk to health of the employees/workers working at their sites and ensure compliance with local and national regulations. Suppliers shall commit to creating safe working conditions and a healthy work environment for all of their workers.

f) Minimum Wages & Other Employee Benefits

Suppliers must pay the minimum salaries and employment benefits that are at least equal to the normal local salary or in compliance with minimum wages required by the applicable laws and regulations and provide all legally mandated benefits and satisfy all applicable employment laws.

3.Environment Protection

The Suppliers shall comply with all the applicable legal requirements, as well as with any existing industry standards and guidelines regarding the environment and sustainability, but at the very least (i.e. in the event that the legal requirements and/or any industry standards and/or guidelines are less stringent than the requirements below or do not exist at all) with the following requirements:

a) Resource Conservation and Emissions

Suppliers will use raw materials and natural resources in a responsible and economical manner and make every effort to reduce the consumption of energy (electricity, heating), water, and fuel by encouraging practices such as the modification of production, maintenance and facility processes, material substitution, conservation, recycling and material re-utilization, and further shall try to, reduce any associated emissions, try to use environment-friendly means of transport.

b) Hazardous Substances

Suppliers shall identify and manage substances that pose a hazard if released to the environment and comply with applicable laws and regulations for recycling and disposal. Suppliers shall ensure the safe handling, movement, storage, use, recycling and/or reuse and environmentally-friendly disposal of such substances, in their operations.

c) Improvement Objectives

Suppliers shall operate a systematic process of planning, training, implementation, monitoring and evaluation for review of the impact caused on the environment. Suppliers shall endeavor to use new progressive environmental technologies that lead to measurable improvements in terms of environmental impact (e.g. climate change).

4.Management Systems

Suppliers shall adopt or establish a management system designed to ensure / facilitate compliance with the Code and applicable laws and regulations, identify and mitigate related operational risks, and facilitate continuous improvement. The management systems elements should include the following elements:

a) Documentation

Suppliers must maintain and urge their subcontractors to maintain the appropriate records necessary to demonstrate conformance and compliance with applicable laws and regulations and the principles and expectations specified in the Code.

b) Audits

Suppliers will use periodic self-evaluation or such other auditing procedures to ensure conformity to applicable laws and regulations and terms specified in this Code.

c) Implementation plans and Corrective Action Process

Suppliers shall have processes in place to make corrections or to address any deficiencies or non-compliances herein.

5.Usage of GMR Logo and Brand

Suppliers shall not use GMR name, logo and trademark for any which purpose without specific authorization by GMR. IN case the Suppliers fail to adhere to the requirements specified in this Clause, GMR shall have the option of terminating the contracts entered into with such Suppliers and seek such relief including claim/s for compensation or damages as are available to it under applicable laws.

6.Confidentiality

The Suppliers shall not pass any confidential information that belongs to GMR to any third party unless otherwise authorized by GMR or is made available to the Suppliers by GMR.

7.Reporting Concerns

The conduct expected from the Suppliers and compliance with the same in accordance with this Code is critical to the principles GMR believes in and the way it conducts its business. If you have any complaints about compliance or ethics issues while working for or with GMR or want to report illegal or unethical activities, you may address the same to:

Email ID: Reddy.MR@gmrgroup.in

Email ID: Dora.HJ@gmrgroup.in