

COCHIN INTERNATIONAL AVIATION SERVICES LIMITED

XI/318E, Airport, P.O, Kochi, Nedumbassery, Kerala, India 683111

Tel: Off: [0484 2611785](tel:04842611785)

Website: www.ciasl.aero, Email: hr@ciasl.aero

TENDER DOCUMENT

FOR

PROVIDING HIRED VEHICLE SERVICES TO CIASL



Tender Number: CIASL/P&A/63 /2026



TENDER PARTICULARS

Name of the Tender	Tender for Providing Hired Vehicle Services to CIASL	
Details of Vehicles to be hired	Two white, air-conditioned sedan cars with drivers	Maximum Km: 1800 km per month per vehicle and 12 hr operation on all days
Make/Vehicle Type	Air-conditioned sedan, brand-new or not more than one year old and if already registered, having run not more than 5000 km.	
Contract Tenure	2 years extendable for a further period of two years, subject to satisfactory performance.	
Tender Document fee	Rs.500/- (incl. GST)	
Earnest Money Deposit	Rs. 20,000/- (Twenty Thousand Only) for each vehicle	
Last Date for Submission of Tenders	23.10.2026 3 pm	
Date of Opening of Tender	23.10.2026 3.30 pm	
Authority for Acceptance and /or Rejection of Tenders	Managing Director, Cochin International Aviation Services Limited	
Office to which application for tender is to be submitted, tender documents to be collected and tender bid submitted	Office of AGM(Commercial) Cochin International Aviation Services Ltd. International Airport Bldg, XI/318E, Airport, P.O, Kochi, Nedumbassery, Kerala 683111 Phone +91 484 2611785	

Tender issued to

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Signature of the Issuing Authority

1. KEY OBJECTIVES OF THIS TENDER

- 1.1. Cochin International Aviation Services Limited (CIASL), a subsidiary of Cochin International Airport Limited (CIAL), provides aircraft line maintenance Business Centre office spaces solutions, and aviation training. CIASL owns an MRO facility leased to M/s Airworks India Engineering Pvt. Ltd., with a new MRO facility under construction. Through these services, CIASL supports airport operations, infrastructure development, and aviation skill enhancement. CIASL wishes to hire the services of vehicles from reputed agencies/individuals on a monthly hire basis.
- 1.2. CIASL (also referred to as purchaser in this tender document) now invites tenders from reputed agencies/partnerships/individuals for providing hired vehicle services to CIASL.
- 1.3. **Disclaimer**

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of CIASL, is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by CIASL to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. CIASL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. CIASL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of CIASL with the selected Bidder.

- 1.4. The purchase order issuing authority is the Managing Director, CIASL and he shall be the accepting officer hereinafter referred to as for the purpose of award of Contract.

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- 1.5. Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the qualified and responsive Bidder offering the lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or any tender or to give any reason for his decision.
- 1.6. EMD remitted by the successful bidder shall be treated as Security Deposit till commencement of the contract. Post commencement of the contract, the Security Deposit shall be treated as additional Performance Guarantee towards satisfactory performance of the contract.
- 1.7. Bidders who are quoting for new vehicles shall attach the booking receipt and booking form indicating the model number of the vehicle.
- 1.8. For vehicles which are already registered with the RTO, the following documents shall be submitted in Envelope 1.
 - a) Copy of Registration certificate with the RTO to prove ownership and model number of the vehicle
 - b) Copy of Existing Commercial/Tourist vehicle permit and Fitness certificate
 - c) Copy of Road Tax and Vehicle insurance certificate
 - d) The vehicle shall be registered in the name of the company/ agency/ director/ partner of the company. In case of individuals/proprietorship, vehicle shall be registered in the name of the individual or proprietorship.
- 1.9. The Scope of Work to be provided as part of the contract is mentioned in Clause 6 of this tender document.

2. THE TENDER PROCESS

Tenders shall be submitted in two separate sealed covers-Envelope 1 and Envelope 2 as given below superscribing "Tender for Providing Hired Vehicle Services to CIASL", address of accepting authority and address of the bidders.

Envelope 1 (Technical bid)	a) Unconditional Acceptance Letter duly signed by the Bidder
	b) GST certificate (if applicable)
	c) EMD-Earnest Money Deposit in the form of Demand Draft
	d) Details of the Bidder-Format in Annexure 1

	e) For new vehicles, Booking Receipt and the Booking Form indicating the model number of the vehicle must be submitted.
	f) Details of the Vehicle-Annexure 2
	g) Tender Document signed and sealed on all pages
Envelope No. 2 (Financial bid)	a) Financial Bid-Format as in Annexure 3

Envelope No: 2 (Financial Bid) of only those tenderers who submit all the details mentioned above in Envelope No. 1 and meet all parameters as per CIASL tender conditions will be opened.

3. Performance Guarantee

The successful bidder shall deposit with CIASL an amount equal to the first month's contract value excluding GST as Performance guarantee. In addition to this, the EMD submitted for the vehicle contract shall also be considered as performance guarantee. These shall be held with CIASL towards satisfactory performance of the contract. This amount shall be returned without interest to the successful bidder after completion of the contract, subject to settlement of penalties/other recoverable.

On request by the successful bidder post award of contract, the first month's invoice value payable by CIASL to the contractor can also be considered as part of the Performance Security.

4. General Conditions of Contract

- 4.1. All the vehicles for the purpose of monthly Hiring basis should be air-conditioned sedan, brand-new or vehicle not more than one-year-old, not exceeded 5000 Kms run. (if already registered)as per mentioned in the tender conditions and as per the models approved by CIASL.
- 4.2. The agency shall comply with all the rules and regulations relevant to the supply and running of tourist taxis stipulated by RTO, Kerala and other Government Authorities. The agency shall comply with all the local/ municipal laws and statutory rules as applicable and will indemnify CIASL against all actions, claims, suits etc. for non-compliance of laws.
- 4.3. The Company/Agency should make a dedicated arrangement to ensure that all the cars report on time and are kept clean at the start of duty each morning.

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- 4.4. As the drivers are employees of the agency concerned, they should comply with local laws and provisions relating to their employment with the agency concerned. CIASL will not be liable for their non-compliance.
- 4.5. The drivers should have a valid driving license which should be produced by them as and when demanded by CIASL and / or Traffic / Govt. authorities. The driver should be medically fit and should be conversant with the routes and places in Cochin and around. The renewal of the driving licenses will be the responsibility of the agency. The agency should have all the relevant personal and family details of the drivers and proper police verification should be done and a copy of the report of all drivers should be submitted to CIASL. In the case of reliever driver, the driver should have proper proof of identification and must be reported to the Officer in charge.
- 4.6. The drivers will be the staff of the agency and CIASL will not be responsible for violation of any rules/ regulations in this regard. CIASL will not be responsible in any way for the driver's injury, disablement, or loss of life due to an accident while on duty.
- 4.7. The vehicle(s) must be kept clean and periodically serviced and the car should always be in good condition.
- 4.8. The log sheet / parking / toll charges receipts will have to be signed by the executives on a daily basis to avoid any misuse / pilferage.
- 4.9. In case the car breaks down on the way or is found missing from duty, the agency will have to pay the taxi fare applicable for AC Taxi, till suitable alternative arrangements are made. Further the agency will arrange another car of similar specification till the car concerned is repaired/replaced.
- 4.10. The agency shall indemnify CIASL against any damage/ loss out of accident caused by the car. All applicable taxes inclusive of passenger tax, road tax and permit charges etc. will be borne by the agency.
- 4.11. The persons engaged by the agency will be the employees of the agency and neither the agency nor its drivers/employees have any right to claim any employment in CIASL.
- 4.12. The drivers/employees engaged by the agency shall abide by the instructions given by the security officers/guards of CIASL and vehicles/persons shall undergo security checks as and when required.
- 4.13. The driver should not ask for any money/ swipe of card from the guest/user of the vehicle, in name of fuel, repair charges, toll etc. In the long journeys, the driver should be provided adequate money/ card by the contractor with adequate balance to cover all such expenses.
- 4.14. The Agency will be paid monthly hiring charges, which would include the monthly cost of the vehicle including fuel, maintenance and driver charges. The toll/ parking will be paid as per actuals.

- 4.15. The monthly invoices shall be forwarded through the operating departments to the Commercial Dept. Payments shall be made subject to verification of bills and deductions of TDS at applicable rates.
- 4.16. Overheads like fuel, maintenance, Road tax, insurance etc for the vehicle and manpower cost for the employees shall be borne by the contractor. Salaries paid to the employees must comply with the latest Kerala Minimum Wages Act and applicable provisions of PF and ESI acts.
- 4.17. Physical dent, paints or damage to the car due to any reason during the tenure of the contract should be rectified promptly so as to maintain a decent look of the car during the hired period. Failure to comply would enable CIASL to reject such cars for any further period of the Contract.
- 4.18. In the event of any accident involving the vehicle, the service provider shall be fully liable for any damages to the vehicle, its passengers, third parties, or the driver. All costs, including any claims arising from the accident, will be the sole responsibility of the service provider. The vehicle's insurance, tax, and other legal requirements must be up to date, and copies of these documents must be submitted to CIASL.
- 4.19. CIASL reserves the right to terminate this agreement either in part or in full without assigning any reason, by giving 1 months' notice to the agency concerned during the contract period.
- 4.20. Daily log for vehicles indicating each of the trips must be maintained and the same must be verified by the Officer-In-Charge. The format for these records shall be given by CIASL.
- 4.21. The bid shall be valid for a period of 120 days from the date of evaluation of the bids.

5. Special Conditions of Contract

5.1. Minimum Period of Contract

The lock-in period for operation of this contract vehicle shall be **Twelve months** from the commencement of operations. If the contractor refuses to provide service or requests termination before the completion of this twelve-month period, the full Performance Guarantee/Security Deposit will be forfeited as penalty.

5.2. The agency should serve advance notice of a minimum of 3 months before termination of contract or withdrawal of services.

5.3. CIASL reserves the right to terminate this contract either in part or in full without assigning any reason, by giving 1 months' notice to the agency concerned during the contract period. No compensation whatsoever will be paid by CIASL to the agency on such termination. If the termination happens in the middle of the month, pro rata hire charges shall be payable by CIASL to the agency.

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- 5.4. Only vehicles with Tourist/ Commercial Taxi permits are allowed to run during this contract period.
- 5.5. No change in the contract amount will be permitted even if there is any fluctuation in the fuel price during the contract period.
- 5.6. The vehicle provided to CIASL under the contract shall be subject to inspection, and only the vehicle approved by CIASL may be utilized during the contract period. No change in the approved vehicle are permitted without prior notice and approval from CIASL. Any substitution of the vehicle, for any reason, shall only be made with prior approval from CIASL. Penalty shall be levied in case the contractor uses other models of vehicles beyond periods approved by CIASL.
- 5.7. The vehicle shall be made available as required by CIASL, including for usage beyond the specified kilometers/extra hours. Payment for excess kilometers or additional hours will be made as per the rates indicated in the Work Order.
- 5.8. Reconciliation of kilometers shall be undertaken at the end of every three-month contract period based on the combined kilometers recorded for both vehicles. The total contractual kilometer limit for the said period shall be 10800 kilometers in aggregate for both vehicles and shall not be construed as 10800 kilometers per vehicle. Additional charges shall be payable only for the kilometers, if any, by which the combined total kilometers driven by both vehicles exceed 10800 kilometers during the relevant three-month period.
- 5.9. Toll/parking charges will be paid extra as per the actuals and duly certified by the executive/ user.
- 5.10. A maximum of two drivers are permitted per vehicle. Any driver replacement requires prior approval from CIASL. The replacement driver must meet the specified qualifications, and a police verification certificate must be submitted promptly.
- 5.11. The successful bidder must ensure that the vehicle is used exclusively for the scope of work envisaged in this tender document. When the vehicle is not in operation, it should be parked in CIASL or as authorized by the Officer-in-charge of CIASL.
- 5.12. The drivers should have the following qualifications & the details of the drivers must be produced prior to start of the contract:
 - 5.12.1. Valid Driver's license (LMV or as applicable)
 - 5.12.2. Police Clearance Certificate (PCC)
 - 5.12.3. Two years' experience in driving vehicles of the said category.
- 5.13. The bidder shall quote the same and identical price for both vehicles. Bidders shall not be permitted to quote for only one vehicle. Any bid quoting for only one vehicle shall be liable for rejection.
- 5.14. The L1 Tenderer shall provide the total required number of vehicles. In the event that the L1 Agency is unable to supply the required vehicles, the L2 bidder may

be considered, subject to matching the L1 rates and other applicable terms and conditions.

5.15. For bidders for which GST is applicable, GST at applicable rates shall be paid by CIASL. The bidder must submit invoices accordingly.

5.16. Drivers must wear decent dress only (Shirt +Pants).

5.17. Penalty Clause

The successful bidder shall be liable to pay a penalty in case of occurrence of any of the following:

Type of Incident	Penalty amount
Unavailability of vehicle and failure to arrange similar alternate vehicle	Rs 2,000/- per day or 1.5 times {Monthly Contract amount/no of operational days in the month}, whichever is higher
Depletion of fuel for vehicles operated in cityside	Rs 2,000/- per instance + Fuel cost (if filled by CIASL)
Unavailability of driver/ substitute driver leading to delays in rendering of service	Rs 2,000/- per instance + Temporary taxi hire charges if vehicle arranged by CIASL Rs 1,000/- per instance+ Temporary taxi hire charges if vehicle arranged by contractor
Misconduct of the driver	Rs 1,000/- per instance. The driver shall be terminated from working at CIASL if the extent of misconduct is found to be severe.
Unclean, Unsafe or Unhygienic condition of the vehicle	Rs 1,000/- per instance. The contractor must ensure that vehicles are cleaned and sanitized regularly. Regular maintenance must be ensured.
Refusal by the contractor to provide any of the services mentioned in the tender document	Upto 100% of the monthly contract value based on severity of the issue. Officer In-charge of CIASL shall be the sole authority to ascertain the penalty.
Contractor accounting personal use of the contract vehicle into the sanctioned monthly kilometers for the contract and including it in the bill to CIASL	Rs 10,000/- per instance
Displaying the official name plate of CIASL for vehicles not on	Rs 2,000/- per instance

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duty/when not used by the department	
Late Arrival of vehicle for duty leading to unavailability of vehicle	Rs 1,000/- per instance
Usage of different and inferior model/type of vehicle without permission from CIASL	Rs 1,000/- per day

6. Scope of Work

CIASL wishes to hire the services of the following vehicle for its official purposes. These vehicles shall be on a monthly hire basis.

Vehicles

This vehicle is to be operated in the Cityside.

Vehicle Type	Air-conditioned sedan, brand-new or not more than one year old and if already registered, having run not more than 5000 km.
Type of Contract	With Driver
No. of Vehicles required	2
Contract Kilometers:	1800 km per month per vehicle
Usage/ Timing	Up to 12 hours per day, 365 days a year
Contract period	2 years extendable for a further period of two years, subject to satisfactory performance.
Accessories Required	Floor mat, stereo, Dash Camera, Seat cover & Air bags, Air Freshener Perfume, Tissue Box & white Turkish towels, including periodical replenishment, wherever applicable
Date on which the vehicle should start running	Within 30 days from date of award of work
Registration details	New vehicle or if already registered, a vehicle having run not more than 5000 km, supported by documentary proof of kilometre run

Note

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- Bidders shall quote the rate for extra km / extra hour beyond the contractual kilometers / daily working hour .
- An annual compound escalation of 5% will be paid on the monthly contract fee for the subsequent years, ie, Year 2, Year 3 and Year 4 of the contract.

7. Other Important Points

- 7.1 Duly filled sealed tenders with supporting documents as mentioned in Clause 2 shall be submitted to the office of AGM, Commercial till 23.10.2026, 3.00 PM and shall be opened at 3.30 PM on the same day in the presence of representative of bidders who are present.
- 7.2 Bidders have to submit an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only for each vehicle) by online bank transfer or in the form of Demand Draft in favor of "Cochin International Aviation Services Limited" payable at Ernakulam for vehicle along with their bids. Tenders submitted without EMD will be rejected.
- 7.3 The EMD of unsuccessful bidders will be refunded without interest within one month of the tender opening.
- 7.4 The conditions in the tender document, specifications, undertaking from the tenderer, information to the tenderer and General Terms and Conditions shall form part of this contract.
- 7.5 The Bid form shall be complete in all respects and duly signed and stamped by an authorized and empowered representative of the tenderer. The Bid amount should be clearly written in Indian rupees only.
- 7.6 Except for any such written clarification by CIASL, which is expressly stated to be an addendum to the tender document issued by the Office of the Assistant General Manager -Commercial, CIASL, no written or oral communication, presentation or explanation by any other employee of CIASL shall be taken to bind CIASL under the tender and its performance thereafter.
- 7.7 The accepting authority shall be The Managing Director, CIASL and he shall be the accepting officer herein after referred to as such for the purpose of this tender.

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