

AIRPORTS AUTHORITY OF INDIA  
O/o MEMBER (PLANNING)

No. AAI / M (Plg.) / Tech-Inst. / 2008/173

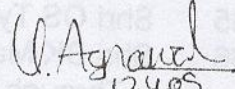
April 2008

**TECHNICAL INSTRUCTION No. 15**

**Subject: - Uniform procedure for procurement and operation of equipments at various airports.**

It has been observed that the information for delivery of equipments and its accessories at present is going through a long channel. Equipments are delivered at the airports whereas the details of deliverables and terms & conditions for supply are not available to the recipients. The following procedure shall be adopted for all future procurements to reduce the time consumed in the process:

1. Supply order with details of equipments / accessories / gadgets to be supplied at various airports and all other services to be rendered along with supplies e.g. quantity and cost of material, location of delivery / installation / commissioning, training of personnel, time allowed, etc. shall be uploaded onto AAI website "infosaarthee" so that the information is available in advance along with details to the concerned airports.
2. Hard copy of supply order shall be sent directly to the concerned airports with a copy to the Regional Executive Directors (RED).
3. Standard Operating Procedures (SOP) shall be prepared & issued by Procurement Directorate in such a manner that by the time material is delivered, SOP is available with concerned officials at the Airports so that equipments are put to use without any delays.

  
( V. P. Agrawal )  
Member (Planning)

**Distribution as per attached list.**

*File T. Chibul*