

**AIRPORTS AUTHORITY OF INDIA
O/o MEMBER PLANNING**

Ref No. AAI/Member (Plg.)/Tech-Inst./2022/P-181/95

Date: 24th August, 2022

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Technical Instruction No. 97

Subject: Modification/ Amendment in standard formats of Notice Inviting Tender (NIT) available in Engineering Works Manual and Adoption of uniform Pre-Qualification Criteria of Work Experience for Tenders.

1. Technical Instruction no 38 dt 03.03.2020 was issued comprising modified NIT formats for:
 - i) Appendix -4A (Amended): For works estimated cost upto Rs. 5 Cr.
 - ii) Appendix -4B (Amended): For works estimated cost more than Rs. 5 Cr. Upto 50Cr.
 - iii) Appendix -4C (Amended): - For works estimated cost Above Rs. 50 Cr.
2. Further above standard formats of NIT need to be amended for Systemic improvement suggested by Vigilance Dept., implementation of OM issued from MoF, Department of Public Enterprises regarding acceptance of **Insurance Surety Bonds** against Bid Security (EMD)/ Performance security and TI/ TC issued detailed as:
 - (i) Systemic improvement suggested by Vigilance Dept. regarding considering experience gained as Sub-Contractor, BG issued from Gramin Banks listed in the Scheduled Banks of RBI and eligibility criteria for AMC.
 - (ii) Acceptance of Bid Security/ EMD in the form of **Insurance Surety Bonds** as per OM No. DEP/7(4)/2007-Fin. Dated 08.02.2022 Issued from MoF, Department of Public Enterprises.
 - (iii) TI No.10(Revised)- Payment gateway integration on CPP Portal for collection/refund/ settlement of tender processing fee and EMD.
 - (iv) TC No. 01/2022- Implementation of DSR-2021 (Civil).
 - (v) TI No. 66- Verification of CA certified financial documents and Bank Guarantees submitted by bidders/ contractors.
3. In addition, following amendment shall also be applicable to Appendix 4A, 4B & 4C:

Sr. No.	Existing Provisions	Modified Provisions
1.	'Similar work to be specified by NIT approving authority.' Due to this provision varying similar works are being specified by NIT approving authorities in different work. There is no uniformity w.r.t similar works criteria.	'Similar work to be specified by NIT approving authority.' In line with Annexure-I.
2.	Para- 2C (i) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered,	Para- 2C (i) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be

Sr. No.	Existing Provisions	Modified Provisions
	<p>however pre-determined phasing of the work will be accepted) three works, each of(q).....or two works, each of(r)..... or one work of(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years ending on (m).....</p>	<p>considered, however pre-determined phasing of the work will be accepted) three works, each of ₹.....(q).....or two works, each of ₹(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years ending last day of month previous to the one in which tenders are invited.</p> <p>(Ref: CPWD OM No. DG/SOP/13 dt 04.09.2020 : To meet out CVC guideline)</p>

6. The modified NIT formats for Appendix – 4A, 4B, 4C including Annexure-I (Guidelines on definition of similar work), standard format of Acceptance of Terms & Conditions of Tender, Undertaking regarding Debarment/ Blacklisting are enclosed.
7. It is enjoined upon all engineers to strictly follow the above guidelines while inviting tenders.
8. This will supersede earlier Technical Instruction No. 38, dt. 03.03.2020.
9. All Technical Circulars/ Technical Instructions issued are available at AAI website under following path:
www.aai.aero/en => [Emp. Login](#) => [Circular & Orders](#) => [Dept. \(Engineering\)](#) => [Circular Types \(Technical Instructions\)](#) => [Search](#)

Encl: Appendix - 4A, 4B, 4C


 (A.K. Pathak)
 Member/(Planning)

Distribution: As per standard list.

(STANDARD FORMAT OF TENDER NOTICE TO DISPLAY ON AAI WEBSITE FOR WORKS COSTING UPTO 5.00 CRORES FOR ALL WORKS)

NOTICE INVITING e-TENDER (2 BOT – 2 Envelope Open Tender)

(Above portion not to be published in AAI Website/ CPP Portal)

NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)

1. Item Rate/ **Percentage rate**/ EPC (Strike off whichever is not applicable) e-tenders are invited through the e-tendering CPP Portal by(a)....., (Bid Manager) on behalf of Chairman, AAI from the eligible contractors for the work/composite work (delete whichever is not applicable) of “.....(b).....” at an estimated cost of ₹.....(c).....**excluding GST** with completion period of(d)..... months [**including**(e)..... **month(s) considered for rains.**

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to register themselves at CPP-portal, obtain ‘Login ID’ and ‘Password’ and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in/eprocure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk support](http://aai.aero/tender/e-tender/help%20desk%20support).

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -

Tel: 0120-4001002, [0120-4001005](tel:0120-4001005), [0120-6277787](tel:0120-6277787)

E-mail: support-eproc@nic.in

Tenderers are requested to mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

- (ii) For any further technical assistance with regard to functioning of CPP portal the tenderer may contact to the following AAI help desk numbers on all working days only between

- 08.00 hrs to 20.00 hrs (Mon-Sat)-

011-24632950, Ext-3512 (Six Lines), E-Mail: -eprochelp@aai.aero

- 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24632950Ext-3523,E-Mail:-etendersupport@aai.aero,
sanjeevkumar@aai.aero

- 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24657900, E-Mail: - gmitichq@aai.aero

Tender processing fee of ₹.(f)...../- (i/c GST), non-refundable will be required to be **paid online on CPP portal only**.

Earnest Money Deposit (EMD) of ₹.....(g)...../- will be required to be paid online on CPP portal only.

2. Following 2 envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	Date----(h)---- fromhrs.
Bid Document Download / Sale Start Date	Date--(i)--- fromhrs.
Clarification Start Date	Date--(j)--- fromhrs.
*Clarification End Date	Date--(k)--- uptohrs.
Bid Submission Start Date	Date--(l)--- fromhrs.
**Bid Submission End Date	Date--(m)-- upto hrs.
Bid Opening Date (Envelope- I)	Date---(o)--- athrs.
Bid Opening Date (Envelope- II)	Date---(p)--- athrs.

Envelope-I (Technical Bid and Pre-qualification): - Bid containing following:

A. Technical Bid containing the following: -

- i) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head.
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment on Bidder's Letter Head.
- iv) Scanned copy of Form- A - details of similar works completed during last seven with completion certificate issued by client.
- v) Scanned copy of Form- B - Financial Information.
- vi) Scanned copy of Form- C – Net Worth.
- vii) Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head that I/ We will deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period.
- viii) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the

Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.

Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

ix) PQ Performa duly filled.

B. Qualifying requirements of contractors / tenderers containing the following:

(Applicable for tenders other than EPC, delete for EPC tenders).

i) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years ending **last day of month previous to the one in which tenders are invited.**
The details of similar works completed during last seven years in the given format-**Form-A** with supporting documents issued by client.

Note:

1. *The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.*
2. *The Tenders invited for Annual Rate Contracts for O&M/ AMC/ CMC works, the works experience may be counted for the value of work for a completed one year on pro-rata basis to prequalify agency that has completed one year of AMC but work is still not completed due to longer period of AMC.*
3. *Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:*
 - (a) *Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.*
 - (b) *Payments received by second agency should be reflected in TDS certificates.*
4. *Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.*

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of bids.

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) alongwith a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

(Applicable for EPC tenders only, delete for tenders other than EPC).

Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) on **EPC Mode/Turn Key (Design & Build) Basis** during last seven years ending last day of month previous to the one in which tenders are invited.

The details of similar works completed during last seven years in the given format- **Form-A** with supporting documents issued by client.

Tenderers not having the work experience on **EPC Mode/Turn Key (Design & Build) Basis** as above but having requisite work experience as stated above in other modes of tenders, shall also be allowed to participate if they meet the following conditions:

Tenderers should have either in-house facility of design/drawing or should associate architect/designer firm. The in-house facility of design / drawing or associate architect/designer firm should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years ending last day of month previous to the one in which tenders are invited.

Note:

1. *The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.*

2. *Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:*

(a) *Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.*

(b) *Payments received by second agency should be reflected in TDS certificates.*

3. *Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.*

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

In case the tender is being invited on **EPC Mode/Turn Key (Design & Build) Basis** after engagement of PMC by AAI, the tenderer cannot associate the same PMC and their sub-consultants associated with the project as architect/designer firm/consultants.

Change of the associated architect/designer firm will normally be allowed only once, that too under exceptional circumstances with the prior approval of AAI. The architect/designer firm can be substituted subject to the condition that the new architect/designer firm meets the qualification and experience criteria. A compensation of **0.1% of the contract amount or Rs. 10.00 Lacs whichever is higher** shall be imposed for any such change to act as deterrent. No extension of time shall be considered for change of architect/designer firm.

“The value of executed works and consultancy (design/drawing) shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of bids.

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii) Should have Average Annual Financial Turnover of ₹.....(t)..... on construction works during last three years ending 31st March of the previous financial year. The Financial Information shall be submitted in the given format – **Form-B**. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii) The tenderer should have a minimum net worth of ₹..... (w)....., issued by certified Chartered Accountants. The Certificate should be submitted in the given format- **Form-C**.

Envelope-II: - The Financial e-Bid through CPP portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

3. Refund of EMD

EMD amount of the rejected bidders will be refunded to their source account after submission of Technical / Financial evaluation report on CPP portal by bid Manager.

4. Bid Submission: -

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/e procure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered.
Hard copy of application shall not be entertained.

5. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
6. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/e procure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

7. **Bids Opening Process is as below: -**

Envelope-I (Technical bid and Pre-qualification):

Envelope-I containing documents as per Para 2 (A) and (B) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regards shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through CPP portal, if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

8. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
9. AAI reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. **AAI reserves the right to verify the credential submitted by the tenderer at any stage (before or after the award the work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the tenderer then AAI shall take the following action:**
 - a) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.**
10. Consortium/JV companies shall not be permitted.
11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

12. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
13. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Balance Sheet / Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.

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(STANDARD FORMAT OF TENDER NOTICE TO DISPLAY ON AAI WEBSITE)

- i. **WORKS COSTING MORE THAN ₹ 5.00 CRORES AND UPTO ₹ 50.00 CRORES FOR BUILDING WORKS**
- ii. **WORKS COSTING MORE THAN ₹ 5.00 CRORES AND UPTO ₹ 200 CRORES FOR PAVEMENT WORKS**

NOTICE INVITING e-TENDER (2 BOT – 2 Envelope Open Tender)

(Above portion not to be published in AAI Website/ CPP Portal)

NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)

1. Item Rate/ **Percentage rate/** EPC (Strike off whichever is not applicable) e-tenders are invited through the e-tendering CPP Portal by(a)....., (Bid Manager) on behalf of Chairman, AAI from the eligible contractors for the work/composite work (delete whichever is not applicable) of.....(b)..... at an estimated cost of(c).....**excluding GST** with completion period of.....(d)..... **months [including(e)..... month(s) considered for rains.**

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to register themselves at CPP-portal, obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in/eprocure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk support](http://aai.aero/tender/e-tender/help%20desk%20support).

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -
Tel: 0120-4200462, [0120-4001005](tel:0120-4001005), [0120-6277787](tel:0120-6277787)
E-mail: support-eproc@nic.in

Tenderers are requested to mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

- (ii) For any further technical assistance with regard to functioning of CPP portal the tenderer may contact to the following AAI help desk numbers on all working days only between
 - 08.00 hrs to 20.00 hrs (Mon-Sat)-
011-24632950, Ext-3512 (Six Lines), E-Mail: -eproc@aai.aero
 - 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24632950Ext-3523,E-Mail:-etendersupport@aai.aero,
sanjeevkumar@aai.aero.
 - 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24657900, E-Mail: - gmitchg@aai.aero

Tender processing fee of ₹.(f)...../- (**i/c GST**), **non-refundable** will be required to be paid online on CPP portal only.

Earnest Money Deposit (EMD) of ₹(g)...../- will be required to be paid online on CPP portal. Contractors may have the option to submit EMD in the form of **Insurance Surety Bonds** or Bank Guarantee (BG) -paper form from a Nationalized or any scheduled bank but not from Co-Operative or Gramin/ **Rural bank (scheduled or Non-scheduled banks)**, if EMD amount is more than 10.00 lacs.

The Bank Guarantee (PBG/BG-SD/FBG) in accordance with the bank details as:

CORPORATE NAME : AIRPORTS AUTHORITY OF INDIA
BANK NAME : ICICI BANK
IFSC CODE : ICIC0000007
BG ADVISING MESSAGE : IFN760COV (BG ISSUE)
: IFN767COV (BG AMENDMENT)
UNIQUE IDENTIFIER CODE (7037): (To be filled by bid Manager as per Annexure-I of TI No.66)

Please note that under no circumstances bid procedure related queries shall be referred to the Independent External Monitors (IEMs).

2. Following 2 envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	Date----(h)----from hrs.
Bid Document Download / Sale Start Date	Date----(i)---- from hrs.
Clarification Start Date	Date--(j)--- fromhrs.
*Clarification End Date	Date--(k)--- upto hrs.
Bid Submission Start Date	Date--(l)--- fromhrs.
**Bid Submission End Date	Date--(m)-- upto hrs.
Last date and time of submission of Original Insurance Surety Bond or BG against EMD, if not paid online on CPP Portal	Date--(n)--- upto hrs.
Bid Opening Date (Envelope- I)	Date---(o)--- at hrs.
Bid Opening Date (Envelope- II)	Date---(p)--- at hrs.

Envelope-I (EMD, if not paid online on CPP Portal, Technical Bid and Pre-qualification): - Bid containing following:

A. EMD, if not paid online on CPP Portal:

- i) Scanned copy of **Insurance Surety Bond/ BG against EMD** with copy of the SFMS (Structured Financial Messaging System) BG confirmation message sent by the BG issuing bank to ICICI bank, **if EMD not paid online on CPP Portal** (as per Appendix-IA) along with letter of undertaking (as per Appendix- XIA).

B. Technical Bid containing the following: -

- i) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head.
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment on Bidder's Letter Head.
- iv) Scanned copy of Form- A - details of similar works completed during last seven years with completion certificate issued by client.
- v) Scanned copy of Form- B - Financial Information (Turnover).
- vi) Scanned copy of Form- C – Net Worth.
- vii) Scanned copy of Form- D- Financial Data (Work done during last 5 years)
- viii) Scanned copy of Form- E- Work in Hand.
- ix) Scanned copy of Signed Integrity Pact as per Appendix-XVIII of GCC.
- x) Bid Capacity **(to be deleted in case of work costing less than Rs. 10.00 Crores)**: Financial bids of the tenderer will only be opened if their available bid capacity is more than(c)..... Available bid capacity will be calculated based on the following formula.

$$\text{Available Bid Capacity } B = 2NT - A$$

Where,

B = is the bidding capacity

N = Maximum value of works executed in any one year during the last 5 (five) years (updated the completed works to current costing level of enhancing at a simple rate of interest @7% per annum).

T = is the numbers of years prescribed for completion of the work in question.

A = is the value of the existing commitments and ongoing works to be completed in the next 'T' years.

Note: Bid capacity of the tenderer and value of existing commitments for on-going works during period of.....(d)..... months w.e.f.(m)..... has to be submitted by the tenderer as per the prescribed Performa. These data shall be certified by the Chartered Accountant/ Company Auditor with his stamp and signature in original with membership number.

- xi) Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head that I/ We will deploy sufficient plant and machinery as per the requirement of work in

consultation with the Engineer-in-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period.

- x) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.
Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.
- xii) PQ Performa duly filled.

C. Qualifying requirements of contractors / tenderers containing the following: -

(Applicable for tenders other than EPC, delete for EPC tenders).

- i) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years ending **last day of month previous to the one in which tenders are invited.**
The details of similar works completed during last seven years in the given format- **Form-A** with supporting documents issued by client.

Note:

1. *The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.*
2. *Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:*
 - (a) *Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.*
 - (b) *Payments received by second agency should be reflected in TDS certificates.*
3. *Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.*

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of bids.

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

(Applicable for EPC tenders only, delete for tenders other than EPC).

Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) on **EPC Mode/Turn Key (Design & Build) Basis** during last seven years ending last day of month previous to the one in which tenders are invited.

The details of similar works completed during last seven years shall be submitted in the given format- **Form-A** with supporting documents issued by client.

Tenderers not having the work experience on **EPC Mode/Turn Key (Design & Build) Basis** as above but having requisite work experience as stated above in other modes of tenders, shall also be allowed to participate if they meet the following conditions:

Tenderers should have either in-house facility of design/drawing or should associate architect/designer firm. The in-house facility of design / drawing or associate architect/designer firm should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, however pre-determined phasing of the work will be accepted) three works, each of(q).....or two works, each of(r)..... or one work of(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years ending last day of month previous to the one in which tenders are invited.

Note:

1. *The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.*
2. *Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:*
 - (a) *Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.*
 - (b) *Payments received by second agency should be reflected in TDS certificates.*
- 3 *Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.*

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

In case the tender is being invited on **EPC Mode/Turn Key (Design & Build) Basis** after engagement of PMC by AAI, the tenderer cannot associate the same PMC and their sub-consultants associated with the project as architect/designer firm/consultants.

Change of the associated architect/designer firm will normally be allowed only once, that too under exceptional circumstances with the prior approval of AAI. The architect/designer firm can be substituted subject to the condition that the new architect/designer firm meets the qualification and experience criteria. A compensation of **0.1% of the contract amount or Rs. 10.00 Lacs whichever is higher** shall be imposed for any such change to act as deterrent. No extension of time shall be considered for change of architect/designer firm.

“The value of executed works and consultancy (design/drawing) shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of bids.

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience**

certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.

- ii) Should have Average Annual Financial Turnover of ₹.....(t)..... on construction works during last three years ending 31st March of the previous financial year. **The Financial Information should be submitted in the given format – Form-B.**
Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii) The Tenderer should have a minimum net worth of(w)....., issued by certified Chartered Accountant. **The Certificate should be submitted in the given format- Form-C.**

(In case of tenders invited on EPC Mode/Turn Key (Design & Build) Basis, financial turnover and net worth of Associated Architect/Designer Firm is not required).

Scanned copy of all the Documents of Envelope–I mentioned above shall be submitted on the CPP portal. If EMD not paid online on CPP Portal, Original/Hard Copies of **Insurance Surety Bond/ BG** against EMD is required to be submitted/sent to the(a)..... (Bid Manager) on or before date & time mentioned in CRITICAL DATA SHEET. The bidder, whose **Insurance Surety Bond/ BG** against EMD are not received by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained.

Envelope-II: - The Financial e-Bid through CPP portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

3. Refund of EMD

EMD amount of the rejected/unsuccessful bidders will be refunded to their source account after submission of Technical / Financial evaluation report on CPP portal by bid Manager. If EMD submitted in the form of **Insurance Surety Bond / BG** shall be returned by post.

4. **Bid Submission: -**

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

5. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
6. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

7. **Bids Opening Process is as below: -**

Envelope-I [EMD, Technical bid and Pre-qualification]:

Envelope-I containing documents as per Para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regards shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through CPP portal, if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

8. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

9. AAI reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. **AAI reserves the right to verify the credential submitted by the Tenderer at any stage (before or after the award the work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the tenderer then AAI shall take the following action:**
 - a) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **The Tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.**
10. Consortium/JV companies shall not be permitted.
11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
12. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
13. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Balance Sheet / Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.

-----Sd-----

(STANDARD FORMAT OF TENDER NOTICE TO DISPLAY ON AAI WEBSITE FOR WORKS COSTING MORE THAN RS. 50.00 CRORES BUILDING WORKS AND MORE THAN 200.00 CRORES FOR PAVEMENT WORKS)

NOTICE INVITING e-TENDER (2 BOT – 2 Envelope Open Tender)

(Above portion not to be published in AAI Website/ CPP Portal)

NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)

1. Item Rate/ **Percentage rate/** EPC (Strike off whichever is not applicable) e-tenders are invited through the e-tendering CPP Portal by(a)....., (Bid Manager) on behalf of Chairman, AAI from the eligible contractors for the work/composite work (delete whichever is not applicable) of “.....(b).....” at an estimated cost of ₹.....(c)..... **excluding GST** with completion period of(d)..... **months [including(e)..... month(s) considered for rains.**

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to register themselves at CPP-portal, obtain ‘Login ID’ and ‘Password’ and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.gov.in/eprocure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support through path aai.aero/tender/e-tender/help desk support.

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -
Tel: 0120-4200462, [0120-4001005](tel:0120-4001005), [0120-6277787](tel:0120-6277787)
E-mail: support-eproc@nic.in

Tenderers are requested to mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

- (ii) For any further technical assistance with regard to functioning of CPP portal the tenderer may contact to the following AAI help desk numbers on all working days only between
- 08.00 hrs to 20.00 hrs (Mon-Sat)-
011-24632950, Ext-3512 (Six Lines), E-Mail: -eprochelp@aai.aero
 - 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24632950Ext-3523,E-Mail:-etendersupport@aai.aero,
sanjeevkumar@aai.aero
 - 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24657900, E-Mail: - gmitchg@aai.aero

Tender processing fee of ₹(f)...../- (i/c GST), **non-refundable** will be required to be **paid online on CPP portal only**.

Earnest Money Deposit (EMD) of ₹(g)...../- will be required to be paid online on CPP portal. Contractors may have the option to submit EMD in the form of **Insurance Surety Bonds** or Bank Guarantee (BG) -paper form from a Nationalized or any scheduled bank but not from Co-Operative or Gramin/ **Rural bank (scheduled or Non-scheduled banks)**, if EMD amount is more than 10.00 lacs.

The Bank Guarantee (PBG/BG-SD/FBG) in accordance with the bank details as:

CORPORATE NAME : AIRPORTS AUTHORITY OF INDIA
 BANK NAME : ICICI BANK
 IFSC CODE : ICIC0000007
 BG ADVISING MESSAGE : IFN760COV (BG ISSUE)
 : IFN767COV (BG AMENDMENT)
 UNIQUE IDENTIFIER CODE (7037): (To be filled by bid Manager as per Annexure-I of TI No.66)

Please note that under no circumstances bid procedure related queries shall be referred to the Independent External Monitors (IEMs).

2. Following 2 envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	Date----(h)---fromhrs.
Bid Document Download / Sale Start Date	Date--(i)--- from hrs.
Clarification Start Date	Date--(j)--- from hrs.
*Clarification End Date	Date--(k)--- upto hrs.
Bid Submission Start Date	Date--(l)--- fromhrs.
**Bid Submission End Date	Date--(m)--- uptohrs.
Last date and time of submission of Original Insurance Surety Bond/ BG against EMD, if not paid online on CPP Portal	Date--(n)--- uptohrs.
Bid Opening Date (Envelope- I)	Date---(o)--- athrs.
Bid Opening Date (Envelope- II)	Date---(p)--- athrs.

Envelope-I (EMD, if not paid online on CPP Portal, Technical Bid and Pre-qualification): - Bid containing following:

A. EMD, if not paid online on CPP Portal:

- i) Scanned copy of **Insurance Surety Bond/ BG against EMD** with copy of the SFMS (Structured Financial Messaging System) BG confirmation message sent by the BG issuing bank to ICICI bank, **if EMD not paid online on CPP Portal** (as per Appendix-IA) along with letter of undertaking (as per Appendix XIA).

B. Technical Bid containing the following: -

- i) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head.
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment on Bidder's Letter Head.
- iv) Scanned copy of Form- A - details of similar works completed during last seven with completion certificate issued by client.
- v) Scanned copy of Form- B - Financial Information (Turnover).
- vi) Scanned copy of Form- C – Net Worth.
- vii) Scanned copy of Form- D- Financial Data (Work done during last 5 years)
- viii) Scanned copy of Form- E- Work in Hand.
- ix) Scanned copy of Signed Integrity Pact as per Appendix-XVIII of GCC.

- x) Bid Capacity: Financial bids of the tenderer will only be opened if their available bid capacity is more than(c)..... Available bid capacity will be calculated based on the following formula.

Available Bid Capacity: - $B = 2NT - A$

Where,

B = is the bidding capacity

N = Maximum value of works executed in any one year during the last 5 (five) years (updated the completed works to current costing level of enhancing at a simple rate of interest @7% per annum).

T = is the numbers of years prescribed for completion of the work in question.

A = is the value of the existing commitments and ongoing works to be completed in the next 'T' years.

Note: Bid capacity of the tenderer and value of existing commitments for on-going works during period of.....(d)..... months w.e.f.(m)..... has to be submitted by the tenderer as per the prescribed Performa. These data shall be certified by the Chartered Accountant/ Company Auditor with his stamp and signature in original with membership number.

- xi) Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head that I/ We will deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period.

- xii) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.

Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

- xiii) PQ Performa duly filled.

C. Qualifying requirements of contractors / tenderers containing the following: -

(Applicable for tenders other than EPC, delete for EPC tenders).

- i) Tenderer should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years **ending last day of month previous to the one in which tenders are invited.**

The details of similar works completed during last seven years shall be submitted in the given format- **Form-A** with supporting documents issued by client.

Note:

- 1. The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.*
- 2. Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:*
 - (a) Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.*
 - (b) Payments received by second agency should be reflected in TDS certificates.*
- 3. Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.*

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of bids.

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

(Applicable for EPC tenders only, delete for tenders other than EPC).

Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) on **EPC Mode/Turn Key (Design & Build) Basis** during last seven years ending **last day of month previous to the one in which tenders are invited.**

Tenderers not having the work experience on **EPC Mode/Turn Key (Design & Build) Basis** as above but having requisite work experience as stated above in other modes of tenders, shall also be allowed to participate if they meet the following conditions:

Tenderers should have either in-house facility of design/drawing or should associate architect/designer firm. The in-house facility of design / drawing or associate architect/designer firm should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of ₹.....(q).....or two works, each of ₹.....(r)..... or one work of ₹.....(s)..... in single contract of similar nature of (**Nature of the job to be defined by NIT approving authority) during last seven years ending **last day of month previous to the one in which tenders are invited.**

Note:

- 1. The Experience Certificates of works completed pre GST era, Completion amount will be divided by 1.12 (to exclude pre GST taxes) to make it at par with experience certificates of post GST era but excluding GST.*

2. *Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:*

(c) *Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.*

(d) *Payments received by second agency should be reflected in TDS certificates.*

3. *Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.*

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

In case the tender is being invited on **EPC Mode/Turn Key (Design & Build) Basis** after engagement of PMC by AAI, the tenderer cannot associate the same PMC and their sub-consultants associated with the project as architect/designer firm/consultants.

Change of the associated architect/designer firm will normally be allowed only once, that too under exceptional circumstances with the prior approval of AAI. The architect/designer firm can be substituted subject to the condition that the new architect/designer firm meets the qualification and experience criteria. A compensation of **0.1% of the contract amount or Rs. 10.00 Lacs whichever is higher** shall be imposed for any such change to act as deterrent. No extension of time shall be considered for change of architect/designer firm.

“The value of executed works and consultancy (design/drawing) shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last day of submission of bids.

Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii) Should have annualized average financial turnover of ₹.....(t)..... on construction works during last three years ending 31st March of the previous financial year. The Financial Information shall be submitted in the given format – Form-B.

Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

- iii) The tenderer should have a minimum net worth of ₹.....(w)....., issued by certified Chartered Accountants. The Certificate should be submitted in the given format- Form-C.

(In case of tenders invited on EPC Mode/Turn Key (Design & Build) Basis, financial turnover and net worth of Associated Architect/Designer Firm is not required).

- iv) Consortium of firms / JV Company Agreement, if any.

D. Applications from Joint Venture Company duly registered/Consortium of firms / companies should be considered subject to following conditions: -

- i) Consortium of firms should not comprise more than two firms and none of them should be part of any other JV/consortium.
- ii) Joint Venture firm as a single unit or each member of the consortium should have Permanent Account Number (PAN) and Goods and Service Tax (GST) Registration Number.
- iii) A detailed and valid agreement exists between the consortium members defining clearly the role, responsibility and scope of work of each member, percentage share of each member along with nomination of leader for the purpose of this work commensurate with their experiences and capabilities and a confirmation that the members of the consortium assume joint and several responsibilities. It shall be mandatory for lead partner to attend all progress review meetings and answerable to all issues relating to project.
- iv) The leader of the Consortium of firm shall meet 80% of the qualification criteria as defined in paras 2-C(i) to 2-C(iii) and 2-B(x) above and shall accept overall responsibilities of contract obligations for the total scope of work during execution and upto defects liability period. Second partner of the consortium shall meet 40% of the qualification criteria as defined in para 2-C(i) to 2-C(iii) and 2-B(x) above.
- v) Consortium of firms / JV company should deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-Charge (EIC) to achieve the milestones/targets and overall completion within the time period. Consortium of firms / JV company shall submit scanned copy of 'Undertaking' in this regard.
- vi) In addition to 2-D(i) to 2-D(iv) above, qualification criteria defined in Para 2 (A), (B) & (C) shall be met fully/ jointly by both the members of Consortium or as a single unit of joint venture.

- E. (i) Accredited Agent of foreign firms can purchase & upload Tender document on behalf of their Principal firm on submission of accreditation certificate in addition to required qualifying documents. However, the scanned copies of documents to be uploaded as per NIT shall be signed by the principal firm before uploading the scanned copies of the same by accredited agent on CPP e-tendering portal. Principal firm shall give an undertaking to the effect as under:
- a) Name & Address of Accredited Agent whom Principal firm has hired for purchase & uploading of tender document on their behalf.
 - b) Foreign Principal firm is solely responsible for the Financial bid (Quote) submitted by Accredited Agent.
 - c) Those Foreign Principal firm(s) not having registered office in India shall be required to establish office in India and comply with all statutory requirements as per Indian Law and also to obtain registration certificate, Permanent Account Number (PAN) from Income-Tax Authority, GSTIN, and other required documents/ certification within one month of issue of Letter of Intent (LoI), if becomes successful tenderer. This shall also be applicable for foreign firm(s) participating as Joint Venture (JV).
- ii) Indian firm as a part of Joint Venture shall be required to comply all statutory requirements for incorporation of JV firm as per Indian Law and also to obtain Permanent Account Number (PAN) from Income-Tax Authority, GSTIN, and other required documents/ certification in the name of JV, within one month of issue of Letter of Intent (LoI), in case JV firms becomes successful tenderer. In case Indian firms are participating as Joint Venture (JV), the submission of tender shall be as follows:
- a) In case of Joint Venture firm already registered, the e-tender submission shall be made in the name of Joint Venture firm only by obtaining digital signature certificate (DSC) in the name of authorized signatory of Joint Venture.
 - b) In case of Joint Venture firm not registered so far, the e-tender submission shall be made in the name of Joint Venture firm only by using credentials of any member of JV with digital signature certificate (DSC) of authorized signatory of Joint Venture (JV).
- iii) Foreign eligible firms, shall submit their self-attested turnover and work experience certificates as a proof of authenticity. However, in case of becoming successful tenderer/ partner of successful JV firm, the self-attested work experience certificate and turnover shall be verified by Airports Authority of India independently from issuing authority before acceptance of bid.
- iv) Conversion of Foreign Currency: The following procedure shall be adopted:
- a) The value of completion cost of the work (other than INR) shall be calculated by considering the Exchange rate (as notified by Reserve Bank of India / International currency conversion sources) of foreign currency in INR on the date of completion of the work.

- b) The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date or extended date of submission of bid.
- c) Turnover of foreign firms shall also be calculated by considering the Exchange rate (as notified by Reserve Bank of India/International currency conversion sources) of foreign currency in INR on the date of ending of particular financial year of that country.
- v) All tenderers to quote their rates only in INR and may note that all contract payment shall be made in INR only. All relevant taxation law of India shall also apply during release of payment and necessary deduction as per tender conditions and relevant laws shall be made.
- vi) Certificates of Subsidiary/Group Companies:
 - a) If an Indian company/firm claims the experience in specific field on the basis of experience of his foreign principals, the firm can be issued tender documents subject to his submitting documentary evidence to prove that Indian company/ Firm is indeed a 100% subsidiary or branch of a foreign company. They shall submit balance sheet showing equity holdings or certificate by the company Chartered accountants/auditors showing equity holding patterns between the Foreign principal company and its Indian subsidiary / branch or a certificate by the Foreign principal company that the Indian company is their wholly owned subsidiary (which should be duly notarized) and the Indian subsidiary company/ branch may be allowed to participate in the AAI tenders.

The foreign principal must submit an undertaking to provide all required technical knowhow to Indian firm for successful completion of the project (as per prescribed Performa).

Note: No foreign firm are eligible for participating in the Indian tenders, neither individual through subsidiary/Accredited Indian agent nor in joint venture (JV) with Indian firm up to Rs. 200 Crores.

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal. If EMD not paid online on CPP Portal, Original/Hard Copies of Insurance Surety Bond/ BG against EMD is required to be submitted/sent to the(a)..... (Bid Manager) on or before date & time mentioned in CRITICAL DATA SHEET. The tenderer, whose Insurance Surety Bond/ BG against EMD are not received by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained.

Envelope-II: - The Financial e-Bid through CPP portal.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer).

No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

3. **Refund of EMD**

EMD amount of the rejected/unsuccessful bidders will be refunded to their source account after submission of Technical / Financial evaluation report on CPP portal by bid Manager. If EMD submitted in the form of BG shall be returned by post.

4. **Bid Submission: -**

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

5. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

6. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

7. **Bids Opening Process is as below: -**

Envelope-I [EMD (if not paid on line on CPP Portal), Technical bid and Pre-qualification]:

Envelope-I containing documents as per Para 2 (A), (B), (C), (D) & (E) **as applicable** (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regards shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through CPP portal, if required. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

8. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
9. AAI reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. **AAI reserves the right to verify the credential submitted by the tenderer at any stage (before or after the award the work). If at any stage, any information /documents submitted by the applicant is found to be incorrect/false or have some discrepancy which disqualifies the tenderer then AAI shall take the following action:**
 - a) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.**
10. Consortium/JV companies if any, shall be permitted.
11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
12. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
13. **Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Balance Sheet / Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.**

-----Sd-----

The following content not to be published on website: -

NOTE FOR FILLING UP VACANT SPACES

- i) Designation and address including telephone no. of officer (Bid Manager) Authorized by NIT approving authority at (a).
- ii) Details at (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), (m), (n), (o) & (p) shall be filled by the NIT approving authority
- iii) ***Two weeks** minimum time period between Clarification End Date to Bid Submission End Date should be kept.

****The minimum time period between Bid Document Download/ Sale start Date and Bid Submission End Date should be kept **three weeks**. Where the obtaining bids from abroad is contemplated, the minimum period should be kept as four weeks for both domestic and foreign bidders.**

- iv) Values at (q), (r) &(s) shall be 40%, 50% and 80% of value at (c) respectively for all type of works except O&M/AMC/CMC.
- v) Value of (t) & (w) shall be 30% & 15% respectively of value at (c) for all types of works except of O & M/AMC/CMC.
- vi) The Tenders for **Annual Rate Contracts** for O&M/AMC/CMC works values at (q), (r), (s), (t) & (w) shall be 40%, 50%, 80%, 30% & 15% of value at (c) equivalent to one year estimated cost, **even if tender are being invited for a period of two or more years**.
- vii) Prequalification evaluation criteria parameters should be pre-decided by NIT approving authority and made explicit in the bid document at the time of inviting tender. Decision for award of contract for goods and services should be based on detailed evaluation /exclusion criteria stipulated in bid document.
- viii) Technical requirement in the tender document should be unambiguous.
- ix) If tenders having cost less than Rs. 100 Crores are to be called on EPC mode then specific approval by the competent authority is mandatory.

FORM "A"

DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING ON ...

Sl. No.	Name of work/ project and Location	Name and Address of client	Awarded Cost of work (in Rs. Lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Whether the work was done on back to back basis Yes/No
1	2	3	4	5	6	7	8

**SIGNATURE (S) OF BIDDER (S)
(WITH STAMP)**

Note: The contractor should give list of only of eligible category works of requisite amount with supporting documents issued from client.

FORM-B
FINANCIAL INFORMATION

1. Financial Analysis - Details to be furnished profit and loss account for the last five years duly certified by the Chartered Accountant as submitted by the applicant to the Income - Tax Department

Fig in lakhs Rs.

Sl. No.	Particulars	Financial Year (Last five years)				
1.	Gross Annual Turnover					
2.	Turn-Over on Construction Works					
3.	Profit/loss after Taxes (consolidated)					
4.	Profit/loss after Taxes (standalone)					

The bidder should give information strictly in above format.

2. Financial arrangements for carrying out the proposed work.

Unique Document Identification Number(UDIN).....

Signature of Chartered Accountant with Seal

SIGNATURE (S) OF BIDDER (S)

Form 'C'

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTED ACCOUNTANT

This is to certify that as per audited balance sheet and profit & loss account during the financial year....., the Net Worth of M/S.
(Name & registered address of Individual/Firm/Company), as on
.....(the relevant date) is Rs
.....after considering all liabilities. It is further certified that
Net Worth of the company has not eroded by more than 30 % in last three years ending on
.....

Unique Document Identification Number(UDIN).....

Signature of Chartered Accountant
.....

Name of Chartered Accountant
.....

Membership of ICAI

Date and Seal

**FORM-D
FINANCIAL DATA**

(WORK DONE DURING LAST FIVE FINANCIAL YEARS)

Name of the Bidder: -

Sl. No.	Description	Financial Data for Last Five Audited Financial years				
		FY.....	FY.....	FY.....	FY.....	FY.....
1.	Maximum value of Civil Engineering Works executed in any one year during the last 5 (five) years (updated the completed works to current costing level of enhancing at a simple rate of interest @ 7% per annum.)					
Note: a. All such documents reflect the financial data of the tenderer or member in case of JV/ Consortium, and not that of sister or parent company. b. The financial data in above prescribed format shall be certified by Chartered Accountant/ Company Auditor under his signature and stamp in original along with membership no.						

Unique Document Identification Number(UDIN).....

Signature of Chartered Accountant with Seal

SIGNATURE (S) OF BIDDER (S)

**FORM-E
WORKS IN HAND**

(At the time of submission of bid)

Name of the Bidder: -

Name and Brief contract (Clearly indicate the part of the work assigned to the bidder (s))	Name of client with telephone Number and fax number	Contract Value in Rupees (Give only the value of Work assigned to the bidder (s))	Value of balance work yet to be done in Rupee as on(m).....	Value of work to be done in 'T' i.e.(d)..... (Completion Period of the Project) w.e.f.(m)..... (Submission End date).	
				From To	From To

Unique Document Identification Number(UDIN).....

Signature of Chartered Accountant with Seal

SIGNATURE (S) OF BIDDER (S)

TENDER ACCEPTANCE LETTER
(To be given on Contractor's Letter Head)

Date:

To,

(Bid Manager)

Address

Sub: Acceptance of Terms & Conditions of Tender.

(Tender ID No: _____)

Name of Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from CPP Portal web site(s) namely: <https://etenders.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have inspected the site and read the entire terms and conditions of the tender documents, corrigendum(s) and reply to query if any made available to me/ us which shall form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of AAI's tender documents in its totality / entirety for above mentioned work.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI'.
5. I/ We hereby submitted that I/ We paid/ submitted the required earnest money as per NIT conditions.

6. I / We certify that all information/ documents furnished by our Firm is true & correct and in the event at any stage, the information/ documents is found to be incorrect/ untrue or found violated, then we shall be liable for debarment from tendering in AAI without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

6. I / We certify that all information/ documents furnished by our Firm is true & correct and in the event at any stage, the information/ documents is found to be incorrect/ untrue or found violated, then we shall be liable for debarment from tendering in AAI without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING REGARDING DEBARMENT/BLACKLISTING
(To be given on Contractor's Letter Head)

Name of Work: -

(Tender ID No: _____)

I/We (name and post of authorized signatory)
on behalf of (Name of firm) do here by solemnly affirm and declare
as follows:

- (i) Our firm is not restrained/ debarred/ blacklisted by AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (ii) None of Proprietor /Partners /Board Members /Directors of M/s..... (Name of firm) has remained Proprietor /Partner /Board Member /Director in any firm which stands debarred /blacklisted by AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. and the debarment is not in force as on last date of submission of proposal.
- (iii) Our firm understands that at any stage, if above statements are found to be false, our firm shall be liable for debarment from bidding in AAI, apart from any other appropriate contractual legal action including debarment/ blacklisting, termination of the contract etc. as deemed fit.

Date:

[Signature and name of the
authorized signatory of the firm]

Place:

*****GUIDELINES ON DEFINITION OF NATURE OF SIMILAR WORKS**

The definition of Nature of Similar works is to be spelt out clearly in the NIT by NIT approving authority.

The definition of Nature of Similar work should be decided considering the following guidelines:

S. No.	Type of work	Definition of nature of similar works
1	Airfield pavement works	Experience in completion of Rigid / Flexible Pavement works in Airfield, National Highways/ Expressways, Harbour pavements, State Highways with MORTH specifications
2	Terminal building	Composite work of Centrally Air-conditioned Buildings through Chillers/ VRF/ VRV (to be selected by NIT approving authority) like Airport Terminal Buildings, 5 Star Hotels, Metro Stations, Institutional Buildings, Shopping Malls, Business / Commercial Complexes, Hospitals, Sports Complex with indoor stadium, Corporate Office Buildings (Component of office/control room constructed with similar specification in other infrastructure projects shall also be considered). (The composite work include components of civil building works, Electrification and E&M services like Fire Alarm / Fire Fighting (to be selected by the NIT approval authority), HVAC through Chillers/ VRF/ VRV (to be selected by the NIT approval authority), Sub-Station equipments.)
3	ATC tower cum technical block/High-rise Residential Complex	Composite work of residential/non-residential Buildings like multi-storied High-rise (5 & more storey or 15m & above height). (The composite work include components of civil building works, Electrification and E&M services like Fire Alarm / Fire Fighting (to be selected by the NIT approval authority), HVAC through Chillers/ VRF/ VRV (to be selected by the NIT approval authority), Sub-Station equipments.)
4	Fire Station /Low-rise Residential Quarters/Other Misc. Buildings	Building works with RCC framed structure including electrification, water supply & sanitary installation, drainage work, water proofing works, Fire Fighting/ Fire Alarm.
5	For any civil work other than building work	If there is a significant component in the work other than normal building work, then this component should be considered as main component of the work for the purpose of definition of similar work. The amount of such component can be mentioned in the definition of similar work.

Distribution List

1. EA to Chairman, AAI, CHQ
2. Member (Finance), AAI, CHQ
3. Member (Ops.), AAI, CHQ
4. Member (Plg.), AAI, CHQ
5. Member (HR), AAI, CHQ
6. Member (ANS), AAI, CHQ
7. Chief Vigilance Officer, AAI, CHQ
- 8-12. Executive Director (Engg), AAI, Northern Region/ Western Region/ Eastern & North Eastern Region/Southern Region/ MIS & Standardization, CHQ
- 13 Executive Director (Land Management), AAI, CHQ
- 14 Executive Director (PMQA) AAI, CHQ,
- 15-19 Regional Executive Director, AAI, Northern Region/Western Region/ Eastern Region/ Southern Region/ North Eastern Region
- 20-21 Executive Director (CNS-Plg.)-I/II, AAI, CHQ
22. Executive Director (CNS-OM), AAI, CHQ
23. Executive Director (FIU & RCDU), AAI, CHQ
- 24-27. Executive Director (ATM)/ ATM-ASM/ ATM-AFTM/ ATM-CAP, AAI, CHQ
28. Executive Director (Plg.) AAI, CHQ
29. Executive Director (Ops.) AAI, CHQ
30. Executive Director (JVC)AAI, CHQ
31. Executive Director (Avn. Safety), AAI, CHQ
32. Executive Director(Arch.), AAI, CHQ
33. Executive Director(Admin), AAI, CHQ
- 34-35. Executive Director(Finance)- I/II, AAI CHQ
36. Executive Director(Commercial), AAI CHQ
37. Executive Director(IT), AAI, CHQ
38. Executive Director (Airport System), AAI, CHQ
39. Director(Security), AAI, CHQ
40. Executive Director(Tech.), AAI, CHQ
41. Executive Director(Cargo), AAI, CHQ
42. Executive Director(RCS), AAI, CHQ
43. Principal (C.A.T.C), Allahabad
44. Director (I.A.A), AAI, Rangpuri
- 45-47 Airport Director, AAI, Kolkata/Chennai/Trivandrum Airports
48. GM (Vigilance) AAI, CHQ
49. GM (Law) AAI, CHQ
50. GM (C&C) AAI, CHQ
51. GM (BDC), AAI, CHQ
- 52-53. GM Engg (project) AAI, Kolkata Project/ Chennai Project
- 54-61. GM Engg (Civil/Electrical), AAI, Northern Region/Western Region/ Southern Region/ Eastern &North Eastern Region, CHQ
- 62-73 GM Engg (Project)/project in-charge, AAI, Port Blair/ Patna/ Hollongi/ Leh/ Dehradun/ Vijayawada/ Trichy/ Rajahmundry/ Guwahati/Rajkot/ Pune/ Jabalpur Airport.
- 74-77 GM: PMQA / Planning / RCS / Airport System, CHQ
- 78-82 GM Engg. AAI, Northern Region/Western Region/ Eastern Region/ Southern Region/ North Eastern, RHQ.
- 83 GM (IT), Safdarjung Airport
- 84-89 MIS (Civil)-NR/SR/WR/ER/NER /MIS (Electrical), AAI, CHQ

वितरण सूची

1. अध्यक्ष के विशेष कार्यकारी अधिकारी, भा.वि.प्रा., निगमित मुख्यालय।
2. सदस्य (वित्त), भा.वि.प्रा., निगमित मुख्यालय।
3. सदस्य (प्रचालन), भा.वि.प्रा., निगमित मुख्यालय।
4. सदस्य (योजना), भा.वि.प्रा., निगमित मुख्यालय।
5. सदस्य (मानव संसाधन), भा.वि.प्रा., निगमित मुख्यालय।
6. सदस्य (ए एन एस), भा.वि.प्रा., निगमित मुख्यालय।
7. मुख्य सतर्कता अधिकारी, भा.वि.प्रा., निगमित मुख्यालय।
- 8-12 कार्यपालक निदेशक (अभि.) भा.वि.प्रा., उत्तरी क्षेत्र / पश्चमी क्षेत्र / पूर्वी एवं उत्तर पूर्वी क्षेत्र / दक्षणी क्षेत्र / एम आई एस एवं मानकीकरण निगमित मुख्यालय
- 13 कार्यपालक निदेशक (भूमि प्रबंधन), भा.वि.प्रा., निगमित मुख्यालय।
- 14 कार्यपालक निदेशक (परियोजना अनुवीक्षण एवं गुणवत्ता आश्वसन), भा.वि.प्रा., निगमित मुख्यालय।
- 15-19 क्षेत्रीय कार्यपालक निदेशक, भा.वि.प्रा., उत्तरी क्षेत्र / पश्चमी क्षेत्र / पूर्वी क्षेत्र / दक्षणी क्षेत्र / उत्तर पूर्वी क्षेत्र।
- 20-21 कार्यपालक निदेशक, (संचार दिक्चालन व निगरानी) -(योजना)-I/II, भा.वि.प्रा., निगमित मुख्यालय।
- 22 कार्यपालक निदेशक, (संचार दिक्चालन व निगरानी) -(ओ.एम.), भा.वि.प्रा., निगमित मुख्यालय।
- 23 कार्यपालक निदेशक, (आर सी डी यू & एफ आइ यू), भा.वि.प्रा., निगमित मुख्यालय।
- 24-27 कार्यपालक निदेशक, (ए.टी.एम.)/एटीएम-एसएम/एटीएम-एफटीएम/एटीएम-केप, भा.वि.प्रा., निगमित मुख्यालय।
- 28 कार्यपालक निदेशक (योजना), भा.वि.प्रा., निगमित मुख्यालय।
- 29 कार्यपालक निदेशक (प्रचालन), भा.वि.प्रा., निगमित मुख्यालय।
- 30 कार्यपालक निदेशक (जेवीसी), भा.वि.प्रा., निगमित मुख्यालय।
- 31 कार्यपालक निदेशक (एवि. सेफटी), भा.वि.प्रा., निगमित मुख्यालय।
- 32 कार्यपालक निदेशक (आर्क), भा.वि.प्रा., निगमित मुख्यालय।
- 33 कार्यपालक निदेशक (प्रशासनिक), भा.वि.प्रा., निगमित मुख्यालय।
- 34-35 कार्यपालक निदेशक (वित्त)- I / II, भा.वि.प्रा., निगमित मुख्यालय।
- 36 कार्यपालक निदेशक (वाणिज्य), भा.वि.प्रा., निगमित मुख्यालय।
- 37 कार्यपालक निदेशक (सूचना प्रौद्योगिकी), भा.वि.प्रा., निगमित मुख्यालय।
- 38 कार्यपालक निदेशक (एयरपोर्ट सिस्टम), भा.वि.प्रा., निगमित मुख्यालय।
- 39 निदेशक (सुरक्षा), भा.वि.प्रा., निगमित मुख्यालय।
- 40 कार्यपालक निदेशक (तकनीकी), भा.वि.प्रा., निगमित मुख्यालय।
- 41 कार्यपालक निदेशक (कार्गो), भा.वि.प्रा., निगमित मुख्यालय।
- 42 कार्यपालक निदेशक (आरसीएस), भा.वि.प्रा., निगमित मुख्यालय।
- 43 प्रधानाचार्य (सी ए टी सी), इलाहाबाद।
- 44 निदेशक, (आई.ए.ए), भा.वि.प्रा., रंगपुरी।
- 45-47 विमानपत्तन निदेशक, भा.वि.प्रा., कोलकाता/चेन्नई/त्रिवेन्द्रम विमानपत्तन।
- 48 महाप्रबंधक (सतर्कता), भा.वि.प्रा., निगमित मुख्यालय।
- 49 महाप्रबंधक (विधि), भा.वि.प्रा., निगमित मुख्यालय।
- 50 महाप्रबंधक (सी.एव.सी.), भा.वि.प्रा., निगमित मुख्यालय।
- 51 महाप्रबंधक (बिजनस विकास एकक), भा.वि.प्रा., निगमित मुख्यालय।
- 52-53 महाप्रबंधक (अभि. -प्रोजेक्ट), भा.वि.प्रा., कोलकाता प्रोजेक्ट / चेन्नई प्रोजेक्ट।
- 54-61 महाप्रबंधक (अभि) (सिविल/ विद्घुत), भा.वि.प्रा. उत्तरी क्षेत्र / पश्चमी क्षेत्र/ दक्षणी क्षेत्र / पूर्वी एंड उत्तर पूर्वी क्षेत्र, निगमित मुख्यालय।
- 62-73 महाप्रबंधक (अभि-प्रोजेक्ट)/प्रोजेक्ट इंचारज, भा.वि.प्रा., पोर्ट ब्लेयर / पटना / होलौंगी / लेह / देहरादून / विजयवाड़ा / त्रिची / राजमुंदरी / गुवाहाटी / राजकोट / पुणे / जबलपुर हवाई अड्डा।
- 74-77 महाप्रबंधक (परियोजना अनुवीक्षण एवं गुणवत्ता आश्वसन)/ योजना/आर सी एस / एयरपोर्ट सिस्टम, भा.वि.प्रा., निगमित मुख्यालय।
- 78-82 महाप्रबंधक अभि, भा.वि.प्रा., उत्तरी क्षेत्र / पश्चमी क्षेत्र / पूर्वी क्षेत्र / दक्षणी क्षेत्र / उत्तर पूर्वी क्षेत्र, क्षेत्रीय मुख्यालय।
- 83 महाप्रबंधक (सूचना प्रौद्योगिकी), सफ्टरजंग हवाई अड्डा।
- 84-89 एम आई एस (सिविल)- उत्तरी क्षेत्र / दक्षणी क्षेत्र / पश्चमी क्षेत्र/ पूर्वी क्षेत्र/ उत्तर पूर्वी क्षेत्र /एम आई एस (विद्घुत), भा.वि.प्रा., निगमित मुख्यालय।