

Ref. No.: AAI/GY/SM (ATM)/ATM/eNIT- 01/17-18

Date : 28.12.2017

**NOTICE INVITING e-TENDER**

**Tender ID - 2017\_AAI\_**

1. Item rates e-tenders are invited through the e-tendering portal by Sr. Manager (ATM), AAI, (Bid Manager) Gaya Airport, Gaya-823004, on behalf of Chairman, AAI from eligible contractors for the work of "**Job Contract for 01 Computer Operator (Skilled) And 02 Office Assistant (Semi Skilled) in ATM Discipline at Gaya Airport, Gaya.**" at an estimated cost of Rs. **6,16,165.00** with period of completion 12 (Twelve) Months.

The tendering processes online at e-portal URL address <https://etenders.gov.in/eproucure/app> or [www.aai.aero](http://www.aai.aero). Aspiring bidders may download and go through the tender document.

Prospective tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'Password' and go through the instruction available in the Home Page after login to the Cpp portal <https://etenders.gov.in/eproucure/app> or [www.aai.aero](http://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](http://aai.aero/tender/e-tender/help) desk support.

- (i) For any technical related queries please call the Helpdesk. The 24x7 Help Desk details are as below:-  
Tel:- 01204200462, 0120 - 4001002, Mobile: +91 8826246593,  
E-mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)

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

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

- (ii) 08.00 hrs to 20.00 hrs (Mon-Sat)-011-24632950, Ext-3512 (Six Lines), E-Mail:- [eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-011-24632950, Ext-3523, E-Mail:- [etendersupport@aai.aero](mailto:etendersupport@aai.aero),  
[sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [andsnita@aai.aero](mailto:andsnita@aai.aero)
- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri) -011-24657900, E-Mail:- [gmitchq@aai.aero](mailto:gmitchq@aai.aero).

**Tender fee of Rs.560/- (i/c GST) Non-refundable** will be required to be paid offline in the form of Demand Draft drawn in favors of Airports Authority of India payable at Gaya from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The **Original Demand Draft** against Tender fee should reach by post/courier/given in person to the concerned officials, as specified in the **CRITICAL DATA SHEET**. The details of Demand Draft/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

2. Following 3 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule:-

**CRITICAL DATA SHEET**

<b>Published Date</b>	<b>28.12.2017</b>
<b>Bid Document Download/Sale Start Date (Next Day of Publishing Date)</b>	<b>28.12.2017 from 0930 Hrs.</b>
<b>Clarification Start Date</b>	<b>28.12.2017 from 0930 Hrs.</b>
<b>Clarification End Date</b>	<b>04.01.2018 up to 1800 Hrs.</b>
<b>Bid submission Start Date</b>	<b>28.12.2017 from 0930 Hrs</b>
<b>Bid Submission End Date</b>	<b>10.01.2018 up to 1800 Hrs.</b>
<b>Last date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.</b>	<b>11.01.2018 up to 1800 Hrs.</b>
<b>Bid Opening Date (Envelope-I)</b>	<b>12.01.2018 up to 1100 Hrs.</b>
<b>Bid Opening Date (Envelope-II)</b>	<b>To be intimated later on through CPP Portal</b>
<b>Bid Opening Date (Envelope-III)</b>	<b>To be intimated later on through CPP Portal</b>
<b>Tender Fee</b>	<b>Rs. 560/- (i/c GST) Non-refundable.</b>
<b>EMD</b>	<b>Rs. 12325/- in the form of Demand Draft /FDR/Bank Guarantee.</b>

**Envelope I:** - Containing qualifying requirements of Contractor/ Firms:-

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eproucare/app>. Tenderer/ Contractors are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for tender Fee. 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 be not considered. Hard copy of application shall not be entertained.

**Qualifying requirements of Contractors/ Firms.**

(i) Agency should have permanent Account Number (PAN)

(ii) Agency should have valid Registration on the Date of issue of Tender in appropriate class of CPWD/MES/P&T/Railways/ State PWD/PSUs/Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata/Specialized Agency.

**OR**

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 Rs. 2,46,466.00 or two works, each of Rs. 3,08,082.00 or one work of Rs.4,92,923.00 in single contract of **similar nature of work** during last seven years ending on 31<sup>st</sup>Dec. 2017 in India.

**“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 of submission of bid”.**

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. Also copies of respective purchase/award orders and BOQ are to be submitted. **Firms showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at Sources certificate in support of their claim for having experience of stipulated value of work.**

(iii) Should have annualized average financial turnover of Rs. 1,84,850.00 against work executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

**Envelope. II:** - Technical Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions and EMD.

Scanned copy of earnest money deposit (EMD) of value **Rs. 12325.00** in the form of Demand Draft/~~FDR/~~~~Bank Guarantee~~ as stipulated in the notice inviting tender may be submitted in "Tech Bid Folder" in Technical Bid/ Attachments section of e-tendering portal along with Unconditional Acceptance of AAI's Tender Conditions (Performa given in **Annexure-1** page no-PR-01 of Tender Document).

**Envelope-III:** - 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 bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

**3.**Original EMD, hard copy of signed Unconditional Acceptance of AAI's Tender conditions to be sent to the Sr. Manager (ATM ), Gaya Airport, Gaya and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD and unconditional

acceptance of AAI's tender conditions are not received by the time of the opening of pre-qualification of tender then their tenders will be summarily rejected. Any postal delay will not be entertained.

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

**Envelope-I:-** containing Documents for pre-qualification bid (uploaded by the contractors / firms) shall be opened as per **CRITICAT DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors firms through e-tendering portal.

**Envelope-II: -** Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET**.(Depending on pre-qualification, any changes in the date shall be intimated through CPP portal).

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope - I and Envelope - II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

**Envelope-III: -** The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened as per **CRITICAL DATA SHEET**.(**Depending on Technical Bide valuation the date shall be intimated through CPP Portal**).

5. 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.

6. AAI reserve the right to disallow issue of tender document to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary/Permanent debar by any department of AAI. **AAI reserve the right to verify the credential submitted by the agency 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 firm then AAI shall take the following action:**

**(a) Forfeit the entire amount of EMD submitted by the firm.**

**(b) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/ legal action.**

7. Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

8. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt.of India prevalent on the date of acceptance.

9. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions (para-10) of public procurement policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc. **This work is of Manpower Supply nature hence benefit of fees will not be applicable for this work.**

**(Satyan Kumar)**  
**Senior Manager (ATM)**  
**For and on behalf of Chairman,**  
**AAI,Gaya Airport, Gaya.**

**Encl.: Annexure-A (Check List)**

**Annexure-B (INSTRUCTIONS FOR ONLINE BID SUBMISSION)**

**Annexure-C (CPPP under GePNIC, Help Desk Services)**

**ANNEXURE-A**

**CHECK LIST**

(TO BE UPLOADED BY THE BIDDER ALONG WITH TENDER APPLICATION)

Name of Work: - **Job Contract For 01 Computer Operator (Skilled) And 02 Office Assistant (Semi Skilled) in ATM Discipline At Gaya Airport, Gaya.**

S. No.	Particulars	ATTACHMENTS/ ENCLOSURES CHECK LIST (To be uploaded /enclosed)	
1.	Name & registered office Address of the Applicant.		
2.	Name, address, telephone, Fax No., e mail address of the authorized contact person of the agency for further communication.	Name:	
		Address:	
		Ph. No.:	
		Mobile No.:	
		Fax No.:	
	E-Mail ID:		
3.	ENVELOPE-I: It shall contain the scanned copy of		
a)	Firm/Agency's Enlistment/Registration certificate as Contractor /Specialised Agency	Enclose documentary proof in support of e-NIT	Self-attested scanned copy of valid Registration of the Agency /Firm Uploaded. YES/NO
b)	Details of PAN card	Enclose documentary proof in support of PAN.	Self-attested scanned copy of PAN Card uploaded. YES/NO
c)	Details of GST No.	Enclose documentary proof in support of GST certificate as per e-NIT	Self-attested scanned copy of GST No. Uploaded. YES/NO
d)	Work Experience Certificates from clients of having satisfactorily completed works of similar nature.	Details of similar nature works completed during last seven year showing the nature of work done, the value of work, date of start, date of completion as per agreement, actual	Self-attested scanned copy of Completion Certificates with PO and BOQ /Documents in support of e-NIT uploaded

		date of completion and satisfactory completion of works as per the e-NIT Completion Certificates should have the following details: -	YES/NO
(i)	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Date of completion as per agreement :-		
	Actual Date of completion of work :-		
(ii)	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Date of completion as per agreement :-		
	Actual Date of completion of work:-		
(iii)	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Date of completion as per agreement :-		
	Actual Date of completion of work :-		
e)	Whether experience from private clients?	Non-Government/ Non PSU organizations as per e-NIT	Self-attested scanned copy of TDS certificates of stipulated value of works from clients enclosed: YES/NO

f)	Annualized average financial turnover details (Abridged Balance Sheet and Profit & Loss Account) during last three financial years	Abridged Balance Sheet and Profit & Loss account for last three financial year as per e-NIT para-2.3(iv)	Self-attested scanned copy of Annual Report i.e. Abridged Balance Sheet and Profit Uploaded. YES/NO
4.	ENVELOPE-II: It shall contain the scanned copy of		
a)	EMD and Tender fee	EMD for an amount of Rs. <b>12,325/</b> and Tender Fee of <b>Rs 560/-</b> in the form of Demand Draft as per e-NIT	Self attested copy of DD uploaded & original shall be reach to Bid Manager before due date as per e-NIT YES/NO
b)	Unconditional Acceptance Letter	Format given at Page- PR-1 (Annexure-1) of Tender document as per e-NIT	Scanned copy of duly signed & stamped Unconditional Acceptance Letter uploaded & original shall be reach to Bid Manager before due date as per e-NIT YES/NO
c)	Authorization Letter / Power of Attorney (if Applicable)	As per e-NIT	Self attested copy uploaded & original shall be reach to Bid Manager before due date as per eNIT YES/NO
5)	Check List	As per e-NIT	Signed Scanned copy uploaded YES/NO
6.	ENVELOPE-III (PRICE BID FOLDER): It shall contain.		
a)	Price/Financial e- Bid	To be quoted online through CPP portal <a href="http://www.etenders.gov.in">www.etenders.gov.in</a>	Uploaded YES/NO
b)	GST Tax details	Filled PDF file with GST tax details	Signed Scanned copy uploaded YES/NO
7.	Details of any other information regarding EMD, Tender Fee etc.		

Declaration

I, ( \_\_\_\_\_ ) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited.

Place:

Date

Signature with stamp  
Authorized Signatory of the Agency

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: [www.etenders.gov.in](http://www.etenders.gov.in)

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: [www.etenders.gov.in](http://www.etenders.gov.in)) clicking on the link “Online bidder Enrolment “on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender’s schedules. These tenders can be moved to the respective “My Tenders’ folder”. This would enable the CPP portal to intimate the bidders through SMS/E-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important documents” area available to them to upload such documents and keep it as a repository.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## **SUBMISSION OF BID**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official as specified in the tender document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids 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 bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e.after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.  
Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

## ANNEXURE –C

### CPPP under GePNIC, Help Desk Services

1. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002

**Note-**

Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

**Tel:** 0120-4200462, 0120-4001002.

**Mobile:** 91 8826246593

**E-Mail:** [support-eproc@nic.in](mailto:support-eproc@nic.in)

2. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.

**E-Mail:** [cphp-doe@nic.in](mailto:cphp-doe@nic.in)

3. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)
  - a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <http://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).
  - b. Before submitting queries, bidders are requested to follow the instructions given in “Guidelines to Bidders” and get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPPP”.

4. In case of any issues faced, the escalation matrix is as mentioned below:-

SL. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Help Desk Team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Jr.Exe.(IT)	After 4 Hours of Issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3.	AGM(IT)	After 12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After 03 Days	<a href="mailto:gmitichq@aai.aero">gmitichq@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

\* The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.

5. The above mentioned help desk numbers are intended only for queries related to the issues on procurement portal and help needed on the operation of the portal. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.