



**NOTICE INVITING E-TENDER**  
**(Tender ID: GEM/2025/B/6549886)**

1. Item rate e-tenders are invited through the e-tendering GEM portal by **Asstt. General Manager (E-E), Airports Authority of India, Rajiv Gandhi Bhawan New Delhi- 110023**, on behalf of Chairman, AAI from the eligible contractors for the work of **“Providing Comprehensive Maintenance Services of 2x110TR HVAC Plant of New Office Complex, AAI, (Admin Building of Air India Complex) at Safdarjung Airport, New Delhi for the year 2025-27.”** at an estimated cost of **Rs. 81,63,222.00 (Including GST)** with period of completion **24 (Twenty-Four) Months.**

The tendering process is online at GeM-portal URL address **https://gem.gov.in** Prospective tenderers may download and go through the tender document.

Prospective Tenderers are advised to register themselves at GeM portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home Page after log in to the GeM portal **https://gem.gov.in**

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

09.00 hrs to 22.00 hrs (Mon-Sat) – 1800-419-3436 /1800-102-3436,  
E-Mail: - helpdesk-gem@gov.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.

Tender processing fee of **Rs.1180/- (i/c GST), non-refundable** will be required to be paid online before the scheduled date and time of bid submission (as per GeM) through RTGS/NEFT/UPI or any other online payment method in favor of **"Airports Authority of India, Safdarjung Airport, New Delhi"** in the bank account as detailed below. The tenderer/Bidder, whose Tender processing fee are not found to be received in AAI Bank Account by the date & time mentioned in critical data sheet, will be liable to be rejected.

Earnest Money Deposit **(EMD) of Rs. 2,44,897.00** will be required to be paid online before the scheduled date and time of bid submission (as per GeM) through RTGS/NEFT/UPI or any other online payment method in favor of **"Airports Authority of India, Safdarjung Airport, New Delhi"** in the bank account as detailed below. The tenderer/Bidder, whose Tender processing fee are not found to receive in AAI Bank Account by the date & time mentioned in critical date sheet, will be liable to be rejected. Agencies are requested to provide the scanned copy of deposit receipt of payment along with other documents in Envelope-1. NSIC/MSE registered firms seeking exemption from Tender Fee & EMD have to submit the copy of valid NSIC/MSE registration certificate (in the relevant category) issued by the Competent Authority. In case of invalid/non-receipt of registration certificate, their Tender shall be summarily rejected. Valid MSE Certificate in the relevant category should be issued on or before last date of bid submission.

The particulars pertaining to Bank account for RTGS/ NEFT/UPI of Tender processing fee & EMD amount are as follows: -

Name of Bank : State Bank of India  
 Branch : RAJIV GANDHI BHAVAN  
 Corporate Address : Airports Authority of India, Safdarjung Airport, New Delhi - 110003  
 Account Number : 33404514673  
 IFS Code : SBIN0017180

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

<b><u>CRITICAL DATA SHEET</u></b>	
Publishing Date	As per GeM
Bid Document Download / Sale Start Date	As per GeM
Clarification Start Date	As per GeM
Clarification End Date	As per GeM
Pre-Bid Meeting	26.08.2025, 1130 Hrs.
Bid Submission Start Date	As per GeM
Bid Submission End Date	As per GeM
Bid Opening Date (Envelope-I)	As per GeM
Bid Opening Date (Envelope-II)	As per GeM
Tender processing fee	<b>Rs.1180/- (i/c GST), non-refundable</b> will be required to be paid online through NEFT/ RTGS/UPI in AAI bank Account
Earnest Money Deposit	<b>Rs. 2,44,897.00</b> will be required to be paid online through NEFT/ RTGS/UPI in AAI bank Account

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

**Envelope-I (Tender processing fee, EMD, Technical Bid and Pre-qualification):** Bid Containing following:

**(A) Tender processing fee & EMD:**

Scanned copy of Tender Processing Fee (Non-refundable) & Earnest Money Deposit (EMD) paid through NEFT/ RTGS/UPI or any other online payment method in AAI bank Account as mentioned above. FDR/BG/DD shall not be accepted. Scanned copy of same is required to be uploaded in envelope-I on or before due date & time mentioned in critical date sheet.

**Technical Bid** should contain the following:

- (i) Scanned copy of Tender Acceptance Letter on Bidders Letter Head. (As per Annexure-I/Page-PR-1).
- (ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- (iii) Scanned copy of 'Undertaking' regarding Blacklisting/Debarment (as per Annexure-II/page-PR-2) on Company's letterhead.
- (iv) Scanned copy of Form-A-details of similar works completed during last seven years supported with completion certificate issued by client (as per Form-A Annexure-III /page-PR-3).

- (v) Scanned copy of Form-B-Financial Information (as per Form-B Annexure-IV / page-PR-4) with UDIN as per clause 14 of eNIT.
- (vi) Scanned copy of Form-C-Net Worth (as per Form-C Annexure-V/ page-PR-5) with UDIN as per clause 14 of eNIT.
- (vii) Scanned copy of Form-D- Certificate for Annual Value of General Construction Work (as per Annexure VI/page-PR-6).
- (viii) 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. (as per Annexure-VII/page-PR-7).
- (ix) **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.
- (x) Affidavit of minimum wages on Rs. 100/- stamp paper (as per Annexure-VIII/page -PR-8).
- (xi) EPF & ESIC Registration Certificate (which will be essential before award of work in case of L-1). In case the agency is unable to submit the valid EPF/ESI registration certificate then the agency has to submit undertaking. (as per Annexure-IX/ page -PR-9).
- (xii) PQ Performa duly filled.
- (xiii) Scanned copy of 'Undertaking' on Company's Letter Head regarding requirement of Local Contents (As per Annexure-X/ page -PR-10)
- (xiv) Performa for declaration by Bidder for compliance of order on Restriction under Rule 144(xi) of the General Financial Rules (GFRs)-2017 (As per Annexure- XI "LBS" / page -PR-11)
- (xv) Scanned copy of submission of Tender processing Fee (Non- refundable) & EMD in AAI account as per Para-1 or valid MSE Certificate in relevant category.

**(B) Qualifying requirements of contractor / tenderers** containing the following:

- (i) Should have successfully completed or substantially completed three works, each of **Rs. 16,32,644.00 (i/c GST)** or two works, each of **Rs. 20,40,806.00 (i/c GST)** or one work of **Rs. 32,65,289.00 (i/c GST)** in single contract of similar nature of **"Annual Maintenance or Annual Comprehensive Maintenance or Annual operation and Maintenance of Central AC Plant having Minimum capacity of 200TR (Each Chiller should have minimum capacity of 100 TR)"** during last 07 (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 certificate 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. If, the experience certificate of works completed pre-GST era are exclusive of GST then Completion amount will be computed to make it at par with experience certificates including GST. **If nothing is**

**mentioned on the completion certificate about GST (inclusive or exclusive) then it is the responsibility of the agency to provide the relevant information/certificate/ affidavit regarding the same, failing which the amount will be considered inclusive of GST and eligibility will be checked accordingly.**

2. The Tenders invited for Annual Rate Contracts for O&M/ AMC/ CMC works, agency having experience of completed AMC contract of more than one year shall be counted for the value of work for a completed one year on pro-rata basis. However, the agency who has completed one year of work in running AMC contract of more than one year, may be counted for the value of work for a completed one year on pro-rata basis.
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).

5. Substantial completion shall be based on 80(eighty) percent (value wise) or more works completed under the contract along with its functional consideration. Certificate for 'substantial completion' of project/work/asset should contain two parts. Part -I shall contain 'financial value of work done' and part-II shall contain 'certificate of functional completion of project/work/asset'.

**“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 date of bid opening (Cover-I/ Technical 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. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate along with a certificate with UDIN issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against work and TDS amount for the work.**

- (ii) Should have average annual financial turnover of **Rs. 12,24,483/-** 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. Tenderer showing continuous losses for the last three years in the balance sheet shall be summarily rejected.

- (iii) The tenderer should have minimum net worth of **Rs. 6,12,242/-** issued by certified Chartered Accountant. The certificate should be submitted in the given Format-Form-C. (as per page-PR-5).
- (iv) The tenderer should have achieved minimum annual value of **Rs. 81.63 Lacs** on General Construction Works and at least fifty percent of which (i.e. **Rs. 40.82 Lakhs**) is from Electrical/Mechanical Engineering Construction Works carried out in any of the financial year during last five (05) years, ending on 31.03.2024 (as certified by Chartered Accountant). The Certificate should be submitted in the given format - Form-D (with UDIN).

\*For Start-ups bidders and Sub-contractors, for repair works estimated cost of upto Rs. 30 lakhs, the requirements regarding General Construction Experience, Particular construction Experience and Available Bid Capacity shall be insisted upon provided the bidders fulfil other criteria regarding Financial/ Personnel/ Equipment capabilities. However, to avoid overstretching of their resources, no such contractors may be allowed to hold more than 2(Two) contracts under relaxed credentials, at any given time.

**Envelope-II: - (Financial Bid): The Financial e-Bid through GEM 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 cells with their respective financial quotes and other details (such as name of the Tenderer). No other cells should be changed or added. Once the details have been completed, the tenderer should save it, take the print, get the sheet sign & stamped and submit the scanned copy of this sheet of financial breakup at appropriate location at GeM portal. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

**3. Refund of EMD:**

EMD deposited by all the bidders except the confirmed lowest bidder shall be returned within one week from the date of opening of the financial bid. EMD of the successful bidder shall be returned on receipt of Security Deposit equivalent to EMD amount/ performance bank guarantee. Bidders are requested to fill the Annexure-XI at PR-11 for providing bank details & cancelled cheque for smooth transfer of EMD amount.

**4. Bid Submission:**

The tenderer shall submit their application only at GEM portal: <https://gem.gov.in/> Tenderer/Contractor are advised to follow the instruction provided in the tender document and at Gem portal for online submission of bids. Tenderers are required to upload the file of scanned documents as per Para2. 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 Government e-Marketplace (GeM) website <https://gem.gov.in/> 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. Benefits to Micro & Small enterprises (MSEs): Following benefits will be given as per the provisions of public procurement policy for MSEs (Micro & small Enterprises).
  - (i) Exemption from paying tender fee & earnest money deposit
  - (ii) Price preference

Note:

- a) The benefit as above to MSEs shall be available only for goods / services produced and provided by MSEs for which they are registered.
- b) **MSEs seeking exemption and benefits shall enclose copy of valid registration certificate, giving details of such validity, stores/ services etc. in Envelope-I, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.**

8. **Bids Opening Process is as below:**

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

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

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 GEM 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 bid will be intimated to the tenderers through GEM 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 GEM Portal).**

9. 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.
10. 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. 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 for a period upto two years from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.
11. Consortium /JV companies shall not be permitted.
12. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
13. 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. **However, if the agency is registered in the category other than the required category of the tender, the agency may participate as a general bidder by deposit of Tender Fee & EMD in the tender.**
14. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like Financial information (Turnover with loss/ profit), Net worth Certificate etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.
15. Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, issued Public Procurement (Preference to Make in India), Order 2017 vide OM No. P-45021/2/2017-PP(BE-II) dated 16.09.2020 is applicable.
16. Requirement of registration by the Bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of Finance, Department of Expenditure (Public procurement Division) with up to date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable. Bidder shall submit scanned copy of 'Undertaking' on Company's letter head in this regard. (Annexure- XI 'LBS')

**(Pushendra Pratap Singh)**  
**Asstt. General Manager (E-E)**  
**AAI, CHQ, Rajiv Gandhi Bhawan, New Delhi**  
**For & on behalf of Chairman, AAI**  
**Phone No.-011-24632950-2744**  
**Mail Id:pushendra@aai.aero**