

AIRPORTS AUTHORITY OF INDIA
ENGINEERING WING (ELECT)
OPERATIONAL OFFICES
RANGPURI, NEW DELHI-110037

Ref. No.:- AAI/AGM(E-E)/RHQ/NR/SML/2018/2

Date 13.04.2018

NOTICE INVITING e-TENDER (3 Envelope Open Tender)

(Tender ID No: 2018_AAI_9948_2)

1. Item rate tenders are invited through the e-tendering portal by **Asstt. General Manager (Engg-Elect), Airports Authority of India, Room No.408, Operational Office, Gurgaon Road, Rangpuri, New Delhi-110037 (Bid Manager)** on behalf of Chairman, A.A.I. from the eligible contractors for the composite work of **“Annual Operation & Maintenance Job Service Contract of Electrical and Mechanical Installations at Shimla Airport (For Year: 2018-20).”** at an estimated cost of **Rs. 41,47,709.00** with a period of completion **Twenty Four (24) Months**.

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

Prospective tenderers are advised to get themselves register at CPP-Portal, obtain 'Login ID' & '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 24x7 Help Desk details are as below:

Tel.: 0120-4200462, 0120-4001002, Mobile 91-8826246593, Email: 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) 0800 Hrs to 2000 Hrs. (Mon-Sat) - 011-24632950, Ext-3512 (six lines), Email: eprochelp@aai.aero
- (iii) 0930 Hrs. to 1800 Hrs. (Mon-Fri) - 011-24632950, Ext-3523, Email: etendersupport@aai.aero, sanjeevkumar@aai.aero and snita@aai.aero
- (iv) 0930 Hrs. to 1800 Hrs. (Mon-Fri) - 011-24657900, Email: gmitchq@aai.aero

Tender Fee of **Rs. 1120.00 (i/c GST) (Non-refundable)** will be required to be paid offline in the form of Demand Draft (DD) 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, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft/any other accepted instruments, 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

Publishing Date	18.04.2018
Bid Document Download/Sale Start Date	19.04.2018 at 0930 hrs.
Clarification Start Date	19.04.2018 at 0930 hrs.
Clarification End Date	07.05.2018 upto 1800 hrs.
Bid Submission Start Date	19.04.2018 from 0930 hrs.
Bid Submission End Date	11.05.2018 upto 1800 hrs.
Last Date and time of submission of original BG/Demand Draft against EMD and Tender fee, signed hard copy of AAI unconditional Acceptance Letter and signed Integrity Pact.	16.05.2018 upto 1800 hrs.
Bid Opening Date: Envelope-I	18.05.2018 at 1100 hrs.
Bid Opening Date: Envelope-II	To be intimated later on through CPP Portal
Bid Opening Date: Envelope-III	To be intimated later on through CPP Portal
Tender fee	Rs. 1120.00 (i/c GST) (Non-refundable)
EMD	Rs. 82,954/- in the form of Demand Draft/FDR/Bank Guarantee

Envelope-I (Tender Fee):- Bid Containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions, Tender Fee and EMD

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers 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 not be considered. Hard copy of application shall not be entertained.

Scanned copy of tender fee in the form of Demand Draft of value of **Rs. 1120.00 (i/c GST) (Non-refundable)** and Earnest Money Deposit (EMD) of value **Rs. 82,954.00** in the form of Demand Draft/FDR/Bank Guarantee as stipulated in the notice inviting tender may be submitted along with Unconditional Acceptance of AAI's Tender Conditions (Performa given in Page no. **A-15 & A-16** of Tender Document).

Envelope-II (Pre-qualification and technical bid):-

Qualifying requirements of contractors / firms:-

- i) Agency should have Permanent Account Number (PAN), Valid Electrical Contractor License, PF & ESI Registration and GST Registration & GST Undertaking.
- ii) Agency should have valid Registration on the Date of issue of Tender in appropriate class of CPWD / MES / P&T / Railways / State PWD / PSU / Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai & Kolkata. (Registration criteria shall not be applicable for specialized works and only work experience criteria shall be applicable).

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. 8,29,542.00** or two works each of **Rs. 10,36,928.00** or one work of **Rs. 16,59,084.00** in single contract of similar nature of work (i.e. **O&M of Internal & External Electrical Works etc.**) during last seven years ending on 31.03.2018 in India. (**Assessment of eligibility for issue of tender for one-year contract shall be based on the completed cost for one year AMC calculated on pro-rata basis**).

"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 of the last date of submission of bid".

Client certificate for experience showing nature of work done, value of work, date of start, date of completion as per agreement, actual date of completion & satisfactory completion of work. **Firms showing work experience certificate (completed work) from Non-government/Non-PSU organizations should submit copies of Tax Deduction at Source Certificate (TDS) in support of their claim for having experience for stipulated value of work.**

- iii) Should have annualized average financial turnover of **Rs. 6,22,157.00** against works 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 for the last three years in the balance sheet shall be summarily rejected.
- iv) Should possess documentary proof of owning and possessing required machinery and T&P shall also be submitted along with the application. Ownership can be either freehold or lease hold. In case agency do not have their own or possess required plant and machinery, an undertaking to this effect that the same shall be provided either by purchase or lease hold basis if work is awarded to them, to be submitted along with the application and deployment shall be as per requirement at site decided by the Engineer-in-charge.

Envelope-III (Financial Bid):- 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 **Asstt. General Manager (Engg-Elect), Airports Authority of India, Room No.408, Operational Office, Gurgaon Road, Rangpuri , New Delhi-110037 (Bid Manager)** 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:**

Envelop-I: Envelope-I opening date shall be as mentioned in **CRITICAL DATA SHEET**.

(Envelope-I shall contain scanned copy of Tender Fees, EMD and Unconditional Acceptance of AAI tender conditions.)

Envelop-II: Envelope-II opening date shall be as mentioned in **CRITICAL DATA SHEET**. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal. (Envelope-II shall contain scanned copy of Pre-qualification documents, Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs. 100 regarding compliance of minimum wages, scanned copy of duly notarized declaration on non-judicial stamp paper of Rs. 100 regarding black listing/debarring of firm, scanned copy of undertaking on GST and digitally signed Tender Document.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelop-I and Envelop-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.

Envelop-III: The Financial Bid of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET. (Depending on Technical Bid evaluation 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 reserves the right to disallow issue of tender document to working agencies whose performance at ongoing project(s) is below par and unusually poor and has been issued letter of restrain/temporary/permanent debarred by any department of AAI. **AAI reserves the right to verify the credential submitted by the agency at any stage (before or after the award of 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.

4. DOCUMENT REQUIRED FOR AVAILING EXEMPTION OF TENDER FEE AND EMD FOR MSEs:

- (a) The following procedure is adopted for the bidders of MSEs registered with NSIC: The MSEs who intend to claim benefits under MSME act, shall fulfill the following, otherwise they run the risk of their bid being passed over as “INELIGIBLE” for the benefits applicable to MSEs and their bid will not be considered for evaluation.**
- (b) MSEs which are specified by the Ministry of Micro, Small and Medium Enterprises under MSME Act 2006 and Public Procurement Policy, 2012 as Manufacturing / Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS).**
- (c) NSIC certificate with monetary limit indicated should be valid on the scheduled date / Extended date of submission of tender. Certificates without monetary limit will not Considered**
- (d) The items of Product / Services mentioned under NSIC certificate should be the same or similar to the tendered items (Schedule of Items of Tender).**
- (e) The monetary limit stipulated in the NSIC certificate of MSEs should be equal or more than the value of work(s) / Supply is / are “In hand (Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemption.**
- (f) If monetary limit is less than the value of work(s)/Supply is/are “In hand(Progress)” awarded under MSME benefits during the financial year plus estimated cost of this tender, they should obtain “Competency Certificate” from NSIC for participating in this tender as well as to avail MSME benefits . The competency certificate should be uploaded in the PQQ folder. MSEs shall submit the pro forma attached in Annexure “MSME - A” duly attested by Notary Public. During the bid evaluation, EMD exemption shall be granted to the NSIC/MSEs registered firm. In case the NSIC/MSEs registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.**

-Sd-

Assistant General Manager(Engg-Elect)

For & behalf of Chairman

AIRPORTS AUTHORITY OF INDIA.

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: <http://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” 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 / eMudhra 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 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. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 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, latest by the last date of bid submission or as specified in the tender documents. 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 (ie 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.
- 2) 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.