



**NOTICE INVITEING E-TENDER [ 2 BOT – 2 ENVELOPE OPEN TENDER]**

**Tender ID NO : 2020\_AAI\_58736\_1**

Ref. No.:- DIACL/Engg./2020-21/

Date : 29.09.2020

1. Item rate e-tenders are invited through the e-tendering NIC CPP portal by **Deputy General Manager (Engg. Civil), Dholera International Airport Company Ltd. (DIACL), 3<sup>rd</sup> Floor, A2 Wing, Block-1, Karmyogi Bhavan, Sector 10A, Gandhinagar (Gujarat)-382010, (Tel)-079-23258528** on behalf of Chairman, **Dholera International Airport Company Ltd. (DIACL), Gandhinagar (Gujarat)**, from the eligible contractors for the work of “**Providing outsourcing staff for day to day office work at DIACL, Gandhinagar, Gujarat-382010**” at an estimated cost of **Rs. 26.91 Lacs (Exclusive of GST, PF & ESI and Bonus)** with completion period of **12 (Twelve) Months**.

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

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain ‘User 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](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 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, 0120-4001002, Mobile Numbers: 91-8826246593,  
E-mail: [Support-eproc@nic.in](mailto:Support-eproc@nic.in)

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

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

- (ii) 0800 Hrs. to 2000 Hrs. (Mon-Sat)-  
011-24632950, Ext- 3512 (Six Lines) [eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- (iii) 0930 Hrs. to 1800 Hrs. (Mon-Fri)-  
011-24632950, Ext- 3523, E-mail:-[etendersupport@aai.aero](mailto:etendersupport@aai.aero), [sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [snita@aai.aero](mailto:snita@aai.aero)
- (iv) 0930 Hrs. to 1800 Hrs. (Mon-Fri)-  
011-24657900, E-mail:-[gmitchq@aai.aero](mailto:gmitchq@aai.aero)



Tender processing fee of **Rs. 1180/- (i/c GST) Non-refundable in favor of “Dholera International Airport Company Ltd” payable at Gandhinagar (Gujarat)** will be required to be paid offline in the form of Demand draft from Nationalized or any Scheduled Bank (but not from Co-operative or Gramin bank). The original Demand draft against tender processing fee should reach by post / courier / given in person to the concerned officials by the date as specified in the critical data sheet of 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 02 envelopes shall be submitted through online at CPP-portal by the tenderer as per the followed schedule: -**

**CRITICAL DATA SHEET**

Publishing Date	29.09.2020, 1800 Hrs
Bid Document Download / Sale Start Date	29.09.2020,1800 Hrs.
Clarification Start Date	29.09.2020, 1800 Hrs.
Clarification End Date	06.10.2020 upto 1500 Hrs.
Bid Submission Start Date	29.09.2020,1800 Hrs.
Bid Submission End Date	08.10.2020 upto 1800 Hrs.
Last Date and time of submission of Original Demand Draft against EMD and Demand Draft against Tender processing Fee.	12.10.2020 upto 1800 Hrs. (Postal delay shall not be considered)
Bid Opening Date ( <b>Envelope- I</b> )	13.10.2020 at 1130 Hrs.
Bid Opening Date ( <b>Envelope- II</b> ) ( <b>Financial Bid</b> )	20.10.2020 at 1130 Hrs.
Tender processing Fee (Non refundable, in the form of Demand Draft)	Rs. 1180/- (i/c GST) Non-refundable in favour of “Dholera International Airport Company Limited” payable at Gandhinagar, Gujarat.
Earnest Money Deposit (EMD)	Rs. 53820/- in the form of Demand Draft /Bank Guarantee in favour of “Dholera International Airport Company Limited” payable at Gandhinagar, Gujarat.



**Envelope-I (Tender processing Fee, EMD, Technical Bid and Pre-qualifications):- Bid containing following:-**

**A. Tender processing fee, EMD:**

- i. Scanned copy of DD against Tender processing Fee.  
Scanned copy of DD or BG against EMD (as per Appendix-IA) along with letter of undertaking (as per Appendix- XIA).

**B. Technical Bid containing the following: -**

- i. Scanned copy of Unconditional Acceptance of DIACL's Tender conditions as per Annexure-I.
- ii. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii. Scanned copy of "Undertaking" regarding Blacklisting/Debarment on company's Letter Head.
- iv. ~~Tenderer 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 with the time period. Tenderer shall submit scanned copy of 'Undertaking' on company's Letter Head.~~ **Not Applicable**
- v. Companies 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.
- vi. Scanned copy of duly filled "Check list / PQ performa".

**Qualifying requirement of contractors /tenderers**

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

- 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 **Rs. 10.76 lakhs (Excluding GST, EPF, ESIC & Bonus)** or two works, each of **Rs 13.46 lakhs (Excluding GST, EPF, ESIC & Bonus)** or one work of **Rs. 21.53 lakhs (Excluding GST, EPF, ESIC & Bonus)** (Proportionate amount of 12 Months period shall be considered for technical evaluation if the experience shown is for more than one year in a single contract) of estimated costing single contract of similar nature of work i.e **"Providing of manpower"** during the last seven years ending on last date (extended date if any) of submission of bids 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. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources certificate (form 26AS and 16A) 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.**



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Dholera International Airport Company Limited

- ii. Should have annualized average financial turnover of **Rs 8.07 lacs** against works executed during last three years ending 31st March of the previous financial year (i.e 31-03-2020). As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application. 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 4.04 Lacs Issued by certified Chartered Accountants.

Scanned copy of all the documents of Envelop- I mentioned above shall be submitted on the CPP-portal. Original/hard copies of DD against Tender processing FEE and DD against EMD is required to be submitted/sent to **Deputy General Manager (Engg. Civil), Dholera International Airport Company Ltd. (DIACL), 3<sup>rd</sup> Floor, A2 Wing, Block-1, Karmyogi Bhavan, Sector 10A, Gandhinagar (Gujarat)-382010** on or before date and time mentioned in **CRITICAL DATA SHEET**. The tenderer, whose DD against tender processing FEE and DD against EMD are not received by the date and time mentioned in critical data sheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained.

EMD of the value of Rs 53,820/- shall be accepted offline only in the form of Demand Draft/Bank Guarantee from a Nationalized or any scheduled bank (but not from Co-Operative or Gramin bank).

DIACL Bank & Account details for preparation of Bank Guarantee are as follows:  
Name of Account Holder: Dholera International Airport Company Limited

Name of Bank: Union Bank of India (Concerned DIACL Bank Account)

Bank Address: Udyog Bhavan, Sector 11, Gandhinagar, Gujarat

IFSC Code: CORP0000583

Account No.: 520141001645997

EMD of the value of **Rs. 53820/-** shall be accepted offline only in the form of Demand Draft /Bank Guarantee from a Nationalized or any scheduled bank (But not from Co-operative or Gramin bank).

**Refund of EMD:-**

The refund of EMD to tenderers who fail to qualify in the eligibility /technical criteria, shall be initiated within 07 days of their rejection. For all tenderers who qualify and their financial bids are opened, the refund of EMD of all such tenderers accept L- 1 shall be processed within 07 days of opening of the financial bid.

**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 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 tenderers, the bid will be rejected.

**3. 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 of 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.

4. 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.
5. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <https://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 e banned from doing business with DIACL.

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

**Envelope-I: Envelope-I Tender processing fee, 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 regard shall be entertained.

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 or email if required. The tenderer shall upload the requisite clarification/documents within time specified by DIACL, 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 tenderer 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).**

7. DIACL reserves the right to accept or reject any or all applications without assigning any reasons. DIACL also reserved the right to call off tender process at any stage without assigning any reason.
8. DIACL reserve 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 DIACL or Central /State Govt. Depts./PSU's/World Bank/ADB etc. **DIACL reserve 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 DIACL 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 DIACL, apart from any other appropriate contractual/legal action.**
9. Consortium /JV companies shall not be permitted.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
11. 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, MSEs with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.

**DGM((Engg-Civil.)  
On Behalf of Chairman, DIACL**



**CHECK LIST / PQ Performa**

**(TO BE SUBMITTED IN ENVELOPE I )**

**Name of work:** “Providing outsourcing staff for day to day office work at DIACL, Gandhinagar, Gujarat-302010

(Tender ID : 2020\_AAI\_56831\_1)

**Envelope-I (Tender processing fee, EMD, Technical Bid and Pre-qualification) shall contain scanned copies of:**

1.1	Scanned copy of requisite tender fee in the form of Demand Draft as per NIT drawn in favour of Dholera International Airport Company Limited payable at Gandhinagar, Gujarat.	Copy enclosed (Yes/No)
1.2	PAN No. of the firm	Copy enclosed (Yes/No)
1.3	GST Registration Certificate	Copy enclosed (Yes/No)
1.4	Certificate from clients of having satisfactorily completed work details: Three works, each of Rs 10.76 Lacs or two works, each of Rs 13.46 Lacs or one work of Rs 21.53 Lacs in single contract of similar nature of during last seven years ending on last date of bid submission.	
<b>1.4.1</b>	<b>Work No 1</b>	
	Name of work / similar nature of work	Copy enclosed (Yes/No)
	Value of work	
	Date of start	
	Date of completion (Stipulated)	
	Date of completion (Actual)	
	Completion cost	
	Levy of compensation for delay, if any	
	TDS Amount, if applicable (Copy to be attached)	
<b>1.4.2</b>	<b>Work No 2</b>	
	Name of work / similar nature of work	Copy enclosed (Yes/No)
	Value of work	
	Date of start	
	Date of completion (Stipulated)	
	Date of completion (Actual)	
	Completion cost	
	Levy of compensation for delay, if any	
	TDS Amount, if applicable (Copy to be attached)	
<b>1.4.3</b>	<b>Work No 3</b>	
	Name of work / similar nature of work	Copy enclosed (Yes/No)
	Value of work	
	Date of start	
	Date of completion (Stipulated)	
	Date of completion (Actual)	
	Completion cost	
	Levy of compensation for delay, if any	
	TDS Amount, if applicable (Copy to be attached)	



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1.5	Whether experience from Govt. organization or private clients?	TDS Certificate enclosed Yes/No
1.6	ANNUAL FINANCIAL TURNOVER Annualized average financial turnover equivalent to Rs 8.07 Lacs against works executed during last three year ending 31.03.2020.  Year 2017-18 Rs Year 2018-19 Rs Year 2019-20 Rs Average Turnover Rs.	Proof of turnover enclosed (Abridged balance sheet & profit & loss A/C) Yes/No
1.7	EPF & ESIC registration certificate	Copy enclosed (Yes/No)
1.8	Undertaking for unconditional acceptance, to be put along with EMD (As per performa at <b>page no 136-137</b> )	Copy enclosed (Yes/No)
1.9	Undertaking for GST registration (As per Annexure at <b>page No 138</b> )	Copy enclosed (Yes/No)
1.10	Signed & scanned copy of Affidavit for minimum wage. (As per Annexure at <b>page No 139</b> )	Copy enclosed (Yes/No)
1.11	Declaration regarding Blacklisting / Debarring of firm (As per Annexure at <b>page No 140</b> )	Copy enclosed (Yes/No)
1.12	Certificate of net worth from chartered accountant (As per Annexure at <b>page No 141</b> )	Copy enclosed (Yes/No)
1.13	Declaration stating that, none of his relative is working with AAI/DIACL. (As per Annexure at <b>page No 142</b> )	Copy enclosed (Yes/No)
	<b>Envelope-II</b>	
2.1	Financial bid through e-portal (not to put in Envelope-I), Uploaded on CPP e-tendering portal only.	Through online
	<b>Any other information</b>	

**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 Contractor/Firm**