

NOTICE INVITING e-TENDER (3 BOT - 3 Envelope Open Tender)
(Tender Ref No: AAI/TRY/ENGG(C)/OPL SURVEY/17-18, Tender ID
No.2017_AAI_4144_1)

1. Item rate tenders are invited through the e-tendering portal by **Assistant General Manager (Engg-Civil)-I, AAI, Trichy Airport** (Bid Manager) on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Construction of 10 Nos of Parking Bays, One Isolation Bay and GSE area including Taxi tracks at Trichy Airport. S.H : Survey work involving Spot level, Contouring, Preparation of Earth work quantity (Cutting & Filling) and preparation of Longitudinal section & Cross section”** at an Estimated cost of **Rs.60,000/- (Including GST)** with a period of completion of **15 (Fifteen) Days**.

The tendering process is online at e-portal URL address <https://etender.gov.in/eprocure/app> or 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 instructions available in the home page after log in to the CPP-portal <https://etender.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 Helpdesk details are as below :-

Tel : 0120-4200462, 0120-4001002, Mobile : 91 88262 46593,

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) 08.00 hrs to 20.00 hrs (Mon-Sat)
011-2463 2950, Ext-3512 (Six lines), Email:- eprochelp@aai.aero
- iii) 09.30 hrs to 18.00 hrs (Mon-Fri)
011-2463 2950, Ext : 3523, Email : etendersupport@aai.aero
sanjeevkumar@aai.aero and snita@aai.aero
- iv) 09.30 hrs to 18.00 hrs (Mon-Fri)
011-24657900, Email : gmitchg@aai.aero

Tender fee of **Rs.560/- (including GST) Non-refundable** 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 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	10-11-2017 at 1800 Hrs
Bid Document Download / Sale Start Date	11-11-2017 from 1000 Hrs
Clarification Start Date & Time	11-11-2017 from 1000 Hrs
Clarification End Date & Time	15-11-2017 up to 1800 Hrs
Bid Submission Start Date & Time	16-11-2017 From 0930 Hrs
Bid Submission End Date & Time	20-11-2017 up to 1800 Hrs

Last date and time of submission of original Demand Draft against EMD and Tender fee, Signed hard copy of AAI unconditional acceptance letter.	22-11-2017 up to 1500 Hrs
Bid Opening Date (Cover-I) - FEE COVER	22-11-2017 at 1530 Hrs.
Bid Opening Date (Cover-II) - PQQ/TECH BID	To be intimated later on through CPP portal.
Bid Opening Date (Cover-III) - FINANCIAL BID	To be intimated later on through CPP portal.
Tender fee	Rs.560/- (i/c. GST) Non-refundable
EMD	Rs.1,200/- in the form of Demand Draft / FDR.

Tender Cost of **Rs.560/-(Including GST) Non-refundable** and **EMD amount of Rs.1,200/-** shall be paid off line in the form of **Demand Draft drawn** in favour of **Airports Authority of India**, payable at **Trichy**.

COVER 1 (Fee Details) Shall contain the scanned copies of payment made:-

- (i) Towards Tender Cost
- (ii) Towards EMD in the form of Demand Draft / FDR as applicable as stipulated in NIT
- (iii) Unconditional acceptance letter duly signed.

NOTE: In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

Cover 2: Pre Qual. / Technical - containing qualifying requirements of Contractor / Firm:-

The tenderer shall submit their application by downloading the “PQ Performa” from the e-tendering portal, fill up the required information and upload the digitally signed file of scanned documents and firm’s bio-data in support of their meeting each criteria mentioned below in the “Cover 2” ie., Pre Qual / Technical.

Qualifying requirements of contractors / firms

- i) Agency should have Permanent Account Number (PAN) and GST registration (GSTIN) valid on date of E-bid submission / Extended date of submission. The bidder shall submit undertaking for compliance of GST provision (Undertaking-I enclosed) in their company letter pad duly signed.
- 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 / Specialized Agency & Development Authorities of Delhi, Mumbai, Chennai and Kolkata.
- iii) 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.24,000/-** or two works, each of **Rs.30,000/-** or one work of **Rs.48,000/-** single contract of similar nature of work i.e. **“Survey work”**, during last seven years ending on date of E- Bid Submission / Extended date of Submission in India.

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

- iv) Should have annualized average financial turnover of **Rs.18,000/-** 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 during the last three years in the balance sheet shall be summarily rejected.
- v) Should possess Concrete Batching plant, Computerized Hot mix plant, Paver etc. 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.

NOT APPLICABLE

COVER 3- Finance bid shall be submitted in the BOQ attached in e-portal.

- i) The tenderer shall upload the digitally signed BOQ.
- ii) Bidders may please note that the schedule of quantities is attached in the portal. The same(BOQ) shall be downloaded and be filled in the editable (un protected - coloured) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, Name of the bidder etc . No other cells (protected-uncoloured) 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/alterd in protected un-coloured cells by the bidder, the respective bid will be rejected and EMD will be forfeited.

MODE OF SUBMISSION OF ORIGINAL TENDER COST AND EMD AMOUNT:

Original Demand Draft (DD) of EMD and Tender Cost, hard copy of signed unconditional Acceptance of AAI's Tender Condition to be sent to **O/o Assistant General Manager (Engg-Civil)-I, Airports Authority of India, Trichy International Airport, Trichy -620007** and should reach the bid Manager before the stipulated date and time. Tender of bidder whose original Tender cost, EMD and unconditional Acceptance are not received by the stipulated time as mentioned in the critical data sheet, then their bid will be summarily rejected. Any postal delay will not be entertained.

3. Bid Opening Process is as below:-

Cover - 1 - Fee Cover submitted in online portal shall be opened along with original requisite documents submitted off line.

Cover -2 Pre Qual / Technical bid shall be opened online.

If any clarification is needed from the bidder about the deficiency in these uploaded documents in Cover 2, the same shall be asked to provide it through Short fall Document folder in e-tendering portal (CPP portal). The bidder shall upload the requisite clarification / documents within stipulated time intimated by Bid Manager, failing which tender will be liable for rejection.

Cover -3 :- The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET. (Depending on PQQ/Tech Bid evaluation the date shall be intimated through CPP Portal).**

4. 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.

5. AAI reserve the right to disallow issue of tender document to working agencies whose performance at ongoing projects (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.**
6. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
7. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

**- Digitally Signed -
Assistant General Manager (Engg-Civil)-I.
AAI, Trichy International Airport.**

CHECK LIST

(To be uploaded in Envelope ' I')

Name of work : Construction of 10 Nos of Parking Bays, One Isolation Bay and GSE area including Taxi tracks at Trichy Airport. S.H : Survey work involving Spot level, Contouring, Preparation of Earth work quantity (Cutting & Filling) and preparation of Longitudinal section & Cross section.

1	2	3	4
Ref. No.	Qualifying Criteria	Particulars	Enclosed check list
1	Name and address of the firm/contractor		
2 Cover -1 shall contain scanned copy of			
A	Tender Cost details (DD Copy)		YES/NO
B	EMD Details (DD Copy)		Enclosed DD copy : YES / NO
C	Duly Signed un conditional acceptance letter		YES/NO
3 Cover -2 shall contain scanned copy of			
A	Details of Registration with CPWD/MES/P&T/Railways/State PWD/ PSUs /Municipal Corporations / Specialized Agency & Development Authorities of Delhi, Mumbai, Chennai and Kolkata Catogery as Limit: Valid upto:		Registration copy enclosed: YES/NO
B	Certificate from clients of having satisfactorily completed Three works of Rs.24,000/- OR Two works of Rs.30,000/- OR One work of Rs.48,000/- In single contract of similar nature of work i.e. Survey work during last seven years ending on E-Bid submission / Extended date of submission.	Details of the Three/Two/One work(s) as applicable to Client: Name of Work: Work Order/ Agreement No. & Date: Cost: Stipulated date of Completion as per contract agreement: Actual Date of Completion: Completion Cost: EOT granted (if any) upto _____ with/without levy of compensation.	Copy of certificates enclosed: YES/NO Details of EOT case as per column-3.

C	Whether experience from Govt. organizations or private clients?	Govt.Organization/ Private Clients. (Tick whichever is applicable. In case of experience with private client, TDS certificate from clients to be enclosed)	TDS certificate enclosed: YES/NO
D	TURNOVER: Annualized average financial turnover equivalent to INR Rs.18,000/- during last three financial years	Year INR (in Lacs) 2014-15 2015-16 2016-17	Proof of turnover enclosed (Abridged balance sheet & Profit & Loss A/C) YES/NO
E	Permanent Account No.(PAN) No:		Copy enclosed: YES / NO
F	GST Registration No (GSTIN)		Copy enclosed: YES / NO
G	Under taking-I on Compliant of GST provisions		Copy enclosed: YES/NO
4. Envelope-III shall contain digitally signed Schedule of price bid in the form of BOQ.xls.			
a	Financial bid through e-portal		BOQ Uploaded / Not uploaded
5	Any other information		

Place:

Date:

Signature
Authorised Signatory of the Contractor/Firm

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 & action as deemed fit by AAI can be taken against me.

Place:

Date:

Signature
Authorised Signatory of the Contractor/Firm

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

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) 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.
- iv) 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.
- v) 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.
- vi) 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

- i) 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.

- ii) 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.
- iii) 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

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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.
- iii) 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.
- iv) 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

- i) 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.

- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) 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 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.
- v) 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 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.
- vi) The server time (which is displayed on the bidders’ dashboafrd) 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.
- vii) 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.
- viii)The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- (a) 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.
- (b) 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

- (a) 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 relevant contact person indicated in the tender.
- (b) 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.

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: 91826246593 E-Mail: 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

- 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 <https://eprocure.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	Contract Numbers	Timings*
1	Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2	Jr.Exe.(IT)	After 4 Hours of Issue	sanjeevkumar@aai.aero	011-24632950, Ext-3505	0930-1800 Hrs. (MON-FRI)
3	AGM(IT)	After 12 hours	snita@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4	Jt. General Manager(IT)	After 24 hours	ykkaushik@aai.aero	011-24651507	0930-1800 Hrs. (MON-FRI)
5	General Manager(IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)