

AIRPORTS AUTHORITY OF INDIA
CORPORATE HEADQUARTERS,
DIRECTORATE OF ENGINEERING-NR
RAJIV GANDHI BHAWAN,
SAFDARJUNG AIRPORT, NEW DELHI

(Tender Reference No.: AAI/CHQ/Engg(NR)/Ayodhya (II)/Consultancy)

[Tender ID - 2023_AAI_169456_1]

A. Web Notice Inviting Tender (WNIT)

1.0 INTRODUCTION

- a) AAI proposes to implement the project for **Development of Ayodhya Airport (Phase-II) SH: Construction of New Terminal Building, Ancillary Buildings, Car Parking, City side Development & other associated works at Ayodhya Airport** through the engagement of Architectural and Engineering Consultant.
- b) The consultant so appointed shall be responsible for Architectural & Engineering Consultancy Services from concept to commissioning of infrastructure and development works covered under the scope of architectural & engineering consultancy service. Award of main composite work to executing agency shall be done by call of open tenders by AAI (E-tender route) on EPC mode based on tender documents finalized by consultant and as approved by AAI.
- c) The consultant is required to provide Architectural and Engineering Consultancy services during Pre-Award and Post-Award Stage of execution contract considering the Operationally Carbon Neutral Buildings during Pre-Award and Post-Award stage of execution contract, covering a multitude of airport related works. The objective is to ensure an integrated and comprehensive scheme for a sustained and cost-effective solution for the implementation and operation of the project.

2.0 NOTICE INVITING E-TENDER

Percentage rate limited E-Tenders are invited through the NIC CPP e-tendering portal by **AGM (Engg-Civil)** [Bid Manager, Tel. No. 011-24632950, Ext - 2531], Airports Authority of India, Office of ED (Engg)-NR, AAI, CHQ, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003, on behalf of Chairman, AAI from **eligible/shortlisted Consultants/ firms** for **Development of Ayodhya Airport (Phase-II). SH: Architectural and Engineering Consultancy Services for Construction of New Terminal Building, Ancillary Buildings, Car Parking, City side Development & other associated works at Ayodhya Airport.**

3.0 PERIOD OF COMPLETION / BRIEF SCOPE OF WORK

Over all Completion Period - Thirty-Eight (38) Months.

3.1 Pre-Award of Work / Planning Phase - 06 Months

- a) Architectural & Engineering Consultancy Services i/c Conceptual stage & Schematic stage architectural drawings, preliminary structural design / drawings and design engineering for New Integrated Passenger Terminal Building depicting local architecture / culture / art / heritage having modern aesthetics with all modern facilities and amenities, Ancillary Buildings like ATC tower cum technical block, Sub-Station, Fire Station, AC Plant Room, Fire and water Pump Room, Complete City Side Development works, Air Side Development works around the buildings, and various systems e.g., MEP and HVAC system, Internal EI, External EI and façade lighting system, Fire detection and alarm system, firefighting system, power supply, Diesel Generators, UPS, CCTV / Security and Access system, FIDS, EPABX, Passenger movement system (Lifts, Escalators & Travellators), In-Line Baggage handling system, PBB i/c AVDGS, Airport systems & IT systems, Façade design/skylight, Signages, tyre killers, boom barriers, structural glazing system, Retail, Media plan and interior element system, PA system and acoustics etc., BMS, Sewage treatment plant, water treatment plant, solid waste management system, drainage system to cater drainage of complete area of Ayodhya Airport based on topographical survey report prepared by consultant and also to maintain drainage system considering flooding pattern of adjacent / nearby river, landscaping and horticulture works, art works design, commercial & land development, solar plant, water availability and supply program for Ayodhya Airport from bore wells / nearest water supply source, Traffic engineering for city side area including car parking / MLCP and for area around buildings in air side.
- b) Finalizing the finished level of graded ground with respect to finished levels of Runway / Apron to match with DGCA / CAR / ICAO / AAI requirement for graded area and in accordance with finished levels of Terminal Building and flood levels at Ayodhya Airport based on topographical survey report which is to be prepared by consultant based on topographical survey to be carried out by Consultant.
- c) Finalizing broad bill of quantities (For execution of tender on EPC mode for main composite work and Item rate tender for other packages), schedule of finishes and detailed technical specifications to the desired accuracy. Preparation of Preliminary Estimate based on latest CPWD DSR, PAR including prevailing cost index and market-based items including market rate analysis, Calculation of IRR, ERR, Preparation of Tender Document for execution contract (EPC tender for main composite work and item rate tender for other packages) and obtaining approval thereof, assisting AAI in framing reply to queries of bidders, corrigendum etc. during the tendering process, pre-qualification of bidders, preparation of justified cost, evaluation of financial bids and recommendation thereof.

3.2 Post-Award of EPC Work / Execution Work- 30 Months

For architectural and engineering consultancy related to activities like scrutiny and recommendation to AAI for detailed architectural drawings / structural drawings/ working drawings / GFC drawings / shop drawings / extra items / deviation items etc. submitted by execution / EPC contractor after award and up to completion of work. Consultant will ensure that detailed architectural drawings / structural

drawings / working drawings / GFC drawings / shop drawings etc. submitted by execution / EPC contractor are in accordance with conceptual and schematic drawings developed by the consultant and provided in tender document.

3.3 **Post-Completion of EPC Work / Execution Work- 02 Months**

For activities like scrutiny and recommendation to AAI for detailed As-Built drawings etc. submitted by Execution / EPC contractor after completion of work. Consultant will ensure before recommendation to AAI that detailed As-Built drawings etc. submitted by execution contractor are in accordance with works executed.

4.0 **ESTIMATED COST**

Ball Park Estimated Cost of the Project is **Rs. 889.00 Crores** (i.e. indicative cost) inclusive of cost of bought out equipment amounting to **Rs. 213.00 Crores (Approx.)**. Ball park estimated cost and cost of bought out equipment are inclusive of all taxes but **excluding GST**. The breakup of cost for various in-situ works / systems including bought out items to be incorporated in the work, shall be worked out by the Consultant based on detailed assessment after due diligence with supporting data / calculations, value engineering inputs while preparing the Cost estimate / Justified Cost / NIT for EPC / Execution contract as applicable at various stages of services. Consultant shall ensure providing **cost efficient functional design**, ensuring that the project is delivered within this cost (**subject to maximum permissible variation of +10%**).

5.0 **QUALIFYING REQUIREMENTS**

- i) Agency should have Permanent Account Number (PAN) and GST Registration Number.
- ii) Agency shall not be restrained / debarred / blacklisted by Airports Authority of India (AAI) / Ministry of Civil Aviation (MoCA) / Dept. of Expenditure (DoE), Ministry of Finance and the debarment / blacklisting / restraintment is not in force as on date of opening of tender (Envelope-I).
- iii) In case, Proprietor / Partner / Board Members / Directors of agency participating in the tender were previously the Proprietor / Partner / Board Members / Directors of some other company which stands debarred / blacklisted / restrained by AAI / MoCA / DoE and the debarment / blacklisting / restraintment is in force as on date of opening of tender (Envelope-I), then AAI reserves the right to disallow the agency from participating in the tender.

Note : Guidelines on Debarment of Firms from Bidding in AAI are stipulated in Appendix - 'B'.

6.0 **TENDER PROCESSING FEE**

Tender processing fee of **Rs. 3540/- (i/c GST)**, **non-refundable** will required to be paid online only through the payment gateway available on the CPP Portal.

7.0 EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit (EMD) of **Rs. 36.46 Lacs (Rupees Thirty-Six Lacs and Forty Six Thousand Only)** will be required to be paid online on CPP portal. Bidders may have the option to submit EMD in the form of Insurance Surety Bonds or Bank Guarantee (BG)-paper form as per Proforma on Annexure-II of Tender Document from a Nationalized or any scheduled bank but not from Co-Operative or Gramin / Rural bank (Scheduled or Non-scheduled banks).

In case EMD submitted in the form of Bank Guarantee (BG), tenderer shall submit scanned copy of SFMS Confirmation / transmission message sent by the BG issuing bank to ICICI bank.

Note (1): While preparing the bank guarantee (BG), the non-judicial stamp paper shall be only in the name of bank who is issuing bank guarantee failing which bank guarantee shall not be accepted and tender shall be rejected.

Procedure to be followed for submission of Tender Processing Fee and Earnest Money Deposit (EMD) is stipulated in Appendix-A **“General Instructions for Online Bid Submission”** and under section **“Procedure for online collection of EMD and Tender Fee from Bidder”**.

In case EMD to be submitted offline in the form of Insurance Surety Bonds or Bank Guarantee (BG) -paper form, the beneficiary bank details as below: -

CORPORATE NAME	:	AIRPORTS AUTHORITY OF INDIA
BANK NAME	:	ICICI BANK
IFSC CODE	:	ICIC0000007
BG ADVISING MESSAGE	:	IFN 760COV (BG ISSUE) IFN 767COV (BG AMENDMENT)
UNIQUE IDENTIFIER CODE (7037)	:	AAICORHQ
EMAIL ID	:	precheckbgv@aai.aero

Note (2): - EMD in any other form except mentioned above shall not be accepted. Bidder shall also note that they are not required to contact any AAI employee or submit any documentary evidence of submission of EMD via online to any AAI employee during the process of the tender.

While submitting the documents to BG issuing bank, the tenderer will also submit letter to the issuing bank as per the format mentioned in the Annexure-II (a) & (b) of tender document.

Advisory for Applicant and its BG issuing Bank Branch is also mentioned in the Annexure II (c) of tender document.

REFUND OF EARNEST MONEY DEPOSIT (EMD)

The refund of EMD to bidders who fail to qualify the eligibility / technical stage shall be initiated automatically through CPP portal. For other bidders who qualify and their financial bids are opened the refund of EMD of all bidders except L-1 shall be processed within 7 days of opening of the financial bid.

Earnest Money deposited by successful tenderer shall be adjusted in the security deposit (SD). EMD shall be refunded on submission of security deposit as per conditions of contract in the form of Insurance Surety Bonds or Bank Guarantee (BG) as per Annexure –VI.

8.0 REGISTRATION FOR ONLINE BIDDING PROCESS

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

Prospective Tenderers are advised to register themselves at CPP-portal, obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after login 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/helpdesk support.

(i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -

Tel: 0120-4200462, 0120-4001005, 0120-6277787

E-mail: support-eproc@nic.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.

(ii) 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

- 08.00 hrs to 20.00 hrs (Mon-Sat)-

011-24632950, Ext-3512 (Six Lines), E-Mail: - eprochelp@aai.aero

- 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24632950 Ext-3523, E-Mail:- etendersupport@aai.aero,
sanjeevkumar@aai.aero.

- 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24657900, E-Mail: - gmitqh@aai.aero

For any issues / clarifications relating the tender(s) published kindly contact the Tender Inviting Authority (Bid Manager). The details of Bid Manager are as below:

Avadhesh Kumar Yadav [AGM (Engg-Civil)]

O/o Executive Director (Engg)-NR,
Airports Authority of India, CHQ-NR,
3rd Floor, B-Block,
Rajiv Gandhi Bhawan, Safdarjung Airport,
New Delhi - 110003
Mobile: 7974727450
Email: awadesh@aai.aero

9.0 BID QUERIES

Bid Queries, if any, may be sent through CPP e-tendering portal in 'Seek Clarification' section only as per dates mentioned in CRITICAL DATA SHEET.

10.0 TIMELINES

The tender shall be submitted online through CPP e-tendering portal by the tenderers through 2 Envelopes as per following schedule.

CRITICAL DATA SHEET

Publishing Date	12.10.2023
Bid Document Download / Sale Start Date	13.10.2023 from 0900 Hrs.
Clarification Start Date	13.10.2023 from 0900 Hrs.
Clarification End Date	19.10.2023 up to 1800 Hrs.
Bid Submission Start Date	21.10.2023 from 0900 Hrs.
Bid Submission End Date	02.11.2023 up to 1800 Hrs.
Last date and time of submission of Original Insurance Surety Bond or BG against EMD along with copy of Letter from the Depositor to Bank as per Annexure -II (a) & (b), if EMD not paid online on CPP Portal	06.11.2023 up to 1800 Hrs.
Bid Opening Date (Envelope- I)	07.11.2023 at 1100 Hrs.
Bid Opening Date (Envelope- II)	10.11.2023 at 1100 Hrs. (In case the date of opening is changed, the same shall be intimated through CPP portal).

11.0 BID SUBMISSION

Following 2 envelopes shall be submitted online through CPP-portal by the tenderer as per the above schedule: -

11.1 Envelope-I (EMD if not paid online on CPP Portal, Pre-Qualification Documents and Technical Bid):

A. Earnest Money Deposit (EMD), if not paid online on CPP Portal:

- i) Scanned copy of Insurance Surety Bond / BG against EMD (Proforma as per Annexure-II of Tender Document) along with copy of Letter of undertaking from the Depositor to Bank as per Annexure -II (a) & (b) and copy of SFMS Confirmation / transmission message containing field number as "7037" and Unique Identifier Code as "AAICORHQ", sent by the BG issuing bank to ICICI bank.

B. Pre-Qualification Documents containing the following: -

- i) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- ii) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head as per Annexure-I (a).
- iii) Scanned copy of Technical Proposal Submission form as per Annexure - I(b).
- iv) Scanned copy of Integrity Pact as per Annexure-III.
- v) Scanned copy of 'Undertaking' regarding Restraintment / Blacklisting / Debarment on Company's Letter Head as per Annexure-IV.
- vi) 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.
- vii) Agency shall submit a copy of UAM / Registration with DIC / NSIC / KVIC / KVIB / Directorate of Handicraft and Handloom etc., if applicable.
- viii) PQ Proforma duly filled as per **Annexure-A**.

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal. If EMD not paid online on CPP Portal, Original / Hard Copies of Insurance Surety Bond / BG against EMD as per Annexure-II along with copy of Letter of undertaking from the Depositor to Bank as per Annexure -II (a) & (b), is required to be submitted / sent to the **AGM (Engg-Civil) [Bid Manager], Airports Authority of India, CHQ, B-Block, 3rd Floor, WS - 370, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi - 110003]** on or before date & time mentioned in CRITICAL DATA SHEET. The bidder, whose Insurance Surety Bond / BG against EMD are not received by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained.

11.2 Envelope-II: - The Financial e-Bid through CPP portal.

The tenderer shall upload the digitally signed Schedule of Price Bid in the form of BOQ.xls. All percentages 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 (percentages) and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the tender will be rejected.

Example: -

The bidders may note that the estimated cost (indicative cost of the Project) mentioned in INR (In Crore) (For the Job to be performed as per the details mentioned in the Tender Document) is considered as **One (01) Job** in the percentage BOQ template uploaded on CPP portal. If the Bidder intends to Quote a percentage of Say X% of the estimated cost as consultancy fee, then he may quote X% in the respective Percentage rate column of the BOQ template and system will reflect the total quoted percentage i.e. X%.

The total fee payable to the bidder shall be worked out as X% of the approved estimated cost or awarded cost or actual completion cost whichever is less. The consultancy fee for bought out items shall be paid as X% on 25% of Least of Estimated / Awarded cost / Actual Completion cost of particular bought out item.

The tenderer shall submit their tender / application (i.e. Envelope-I & II) online only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderers / Consultants are advised to follow the instructions provided in the tender document for online submission of tenders. Tenderers are required to upload the digitally signed file of scanned documents as per *Para 11.1 & 11.2*. Tender 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.

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.

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 tempered/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.

12.0 BIDS OPENING PROCESS**Envelope-I (Earnest Money, Pre-Qualification Documents and Technical Bid):**

Containing Earnest money if not paid online and documents for Pre-Qualification of Bidders (uploaded by the consultant / firms) as per para 11.1 shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the tenderer has any query related to the Tender 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, he will be asked to provide it through CPP portal if required. The bidder 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 tender shall be evaluated accordingly.

The intimation regarding acceptance / rejection of their tenders will be intimated to the tenderers through CPP portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid as per Para 11.2, of the bidders found to be meeting the 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}.**

13.0 OTHER CONDITIONS

A. Language

13.A.1 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this contract.

13.A.2 The Proposal with all accompanying documents & related correspondence shall be in English language and strictly on the forms provided in this Tender document. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for and in case any of these documents is in another language, it should be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

13.A.3 Tender shall be submitted in English language, if any of the supporting documents is submitted in any language other than English, then

a) For Indian languages, the translated English version duly notarized by Indian Notary and

b) For Foreign languages, the translated English version duly certified from the Indian Embassy of the certificate issuing country or the embassy of the certificate issuing country in India shall be submitted with the respective document. All supporting documents submitted with the tender should be self-certified & stamped by the firm and serially numbered.

B. Taxes

13.B.1 Rates to be quoted by the bidder, should be inclusive of all taxes, duties, cess, fee, royalty charges etc. levied under any statute but **exclusive of GST**.

- 13.B.2 GST shall be paid to consultant for any taxable supply / services against a valid tax invoice as per terms and conditions of the contract.
- 13.B.3 Bidder should be registered under GST and compliant of GST provision. In case of non-compliance of GST provisions and blockage of any input Tax Credit, the bidder shall be responsible for the same and shall indemnify AAI for the loss, if any, suffered by AAI.
- 13.B.4 The consultant shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Airports Authority of India and / or Engineer-in-charge and further shall furnish such other information / document as the Engineer-In-Charge may require from time to time.
- 13.B.5 The consultant shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (46th amendment) Act 1982, give a written notice thereof to the Engineer-in-Charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

C. Others

- 13.C.1 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 Restraintment / Temporary or Permanent Debarment / Blacklisting by Airports Authority of India (AAI) / Ministry of Civil Aviation (MoCA) / Dept. of Expenditure (DoE), Ministry of Finance.
- 13.C.2 In case, Proprietor / Partner / Board Members / Directors of agency participating in the tender were previously the Proprietor / Partner / Board Members / Directors of some other company which stands debarred / blacklisted / restrained by AAI / MoCA / DoE and the debarment / blacklisting / restraintment is in force as on date of opening of tender (Envelope-I), then AAI reserves the right to disallow the agency from participating in the tender.
- 13.C.3 AAI reserves the right to verify the credentials 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 firm.
 - b) The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual / legal action.

Tenderers have to submit the undertaking (in Envelope-I) as per Annexure-IV.

- 13.C.4 No single firm shall be permitted to submit two separate tenders either as individual or as associate / Consortium or under two different associates / Consortium. Consortium / JV companies shall not be permitted.

- 13.C.5 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.C.6 Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions of public procurement policy for MSEs order 2012 with up to date of Amendment, MSEs (Micro & Small Enterprises) registered with DIC / NSIC / KVIC / KVIB / Directorate of Handicraft and Handloom etc.
- 13.C.7 No two concerns in which an individual has interest involved, as proprietor, shareholder and / or partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to be rejected. In case such involvement is detected at a later date during the currency of the project, the agreement shall be terminated without notice and appropriate legal action shall be taken including debarring the agency from bidding in AAI for a period of 2 years.
- 13.C.8 It is the responsibility of the consultant to provide / associate only such sub-consultants who are presently active in the work areas.
- 13.C.9 Consultant himself or sub consultant firm / experts / professionals associated by him in respect of the consultancy contract shall not associate with the EPC / execution contractor for the composite work or any other work taken up by AAI in connection with this consultancy contract.
- 13.C.10 Tenderers are advised to inspect & examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub soil, the form and nature of the site, the means of access to the site, the accommodation they may require, working conditions, rates of various materials to be incorporated in works, conditions affecting accommodation & movement of labour etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender.
- 13.C.11 Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 13.C.12 Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope of the works to be done and local conditions, local material rates and other factors bearing on the performance of the contract / execution of the works.
- 13.C.13 The site for the subject work shall be made available in full or in parts as decided by AAI.
- 13.C.14 The tenderer shall not be permitted to tender for works in Airports Authority of India Engineering Department, responsible for award and execution of contracts, in which his near relative is posted as Manager Finance & Accounts or Sr. Officer or as an Engineer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of these conditions by the consultant would render him liable to be debarred from tendering for next 2 years.

- 13.C.15 The consultant shall give a list of AAI employees related to him.
- 13.C.16 No officer of rank of Assistant Manager and above employed in Engineering or Administrative duties in an Engineering Department of Airports Authority of India / Govt. of India is allowed to work as a consultant for a period of two years of his retirement from Airports Authority of India / Govt. service, without the prior permission of Airports Authority of India / Govt. of India. The contract is liable to be cancelled if either the consultant or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India / Govt. of India as aforesaid before submission of the tender or engagement in the consultant's service.
- 13.C.17 This notice inviting tender shall form part of the contract documents. The successful tenderers / consultant on acceptance of his tender by the Accepting Authority, shall within 15 days from the date of award of work sign the contract agreement consisting of Notice Inviting Tenders, Tender provisions / conditions as issued at the time of invitation of tender and acceptance thereof with any correspondence leading there to.
- 13.C.18 Once the consultant has uploaded the digitally signed files of tender related documents along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remarks(s) / conditions(s) in / along with the tender documents.
- 13.C.19 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.

Bid Manager

AGM (Engg-Civil)
(For and on behalf of the Chairman)
Airports Authority of India
B- Block 3rd floor, Engineering Wing
Rajiv Gandhi Bhawan, Safdarjung Airport,
New Delhi-110003, INDIA

GENERAL 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 generally 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: <https://etenders.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enrol 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 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 / 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. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 100 DPI so that the clarity is maintained and also the size of file also gets reduced.
- 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. This does not automatically ensure these document being part of technical bid.

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 "**Pay Online**" to pay the applicable tender processing fee.
- 4) Earnest Money Deposit (EMD) will be required to be paid online on CPP portal. Tenderers may have the option to submit EMD in the form of Insurance Surety Bonds or Bank Guarantee (BG) -paper form from a Nationalized or any scheduled bank but not from Co-Operative or Gramin / Rural bank (scheduled or Non-scheduled banks). If a tenderer submits EMD offline i.e. in the form of Insurance Surety Bonds or Bank Guarantee (BG), then in such case original Insurance Surety Bond / BG against EMD is required to be posted / couriered / given in person to the concerned official on or before date & time mentioned in CRITICAL DATA SHEET. The details of the Insurance Surety Bond / BG 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 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 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 any person 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

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). AAI's 24x7 Helpdesk may be contacted by following the instructions / details mentioned in Notice inviting e-tender (WNIT). In case of technical support regarding e-tender portal, if the AAI Help Desk is non responsive, the Bid Manager can be contacted as below on all working days from 0930 hrs. to 1800 hrs.

Name : Avadhesh Kumar Yadav
Mobile No.: 7974727450
E-mail ID: awadesh@aai.aero

All bid procedure related queries to be referred to HELP DESK as per details mentioned in Notice inviting e-tender (WNIT) and then to Bid Manager only.

Please note that under no circumstances bid procedure related queries shall be referred to the Independent External Monitors (IEMs).

The procedure for online submission of Tender Processing Fee and Earnest Money Deposit is explained hereafter in the corresponding section.