

NOTICE INVITING E-TENDER (3 BOT – 3 Envelope Open Tender)
(Tender Ref No:- ATM-1/TRY/18-19)

1. Item rate tenders are invited through the e-tendering portal by **Deputy General Manager (ATM), AAI, Trichy Airport** (Bid Manager) on behalf of Chairman, A.A.I from the eligible contractors for the work of “**JOB CONTRACT FOR PROVIDING HELPING HANDS IN AIR TRAFFIC MANAGEMENT AT TIRUCHIRAPPALLI AIRPORT.**” at an Estimated cost of **Rs. 10,00,000/- (Including GST)** with a period of completion of **12 (TWELVE) MONTHS.**

The tendering process is online at e-portal URL address <https://etender.gov.in/e procure/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/e procure/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.

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

011-24632950, Ext-3512 (Six lines), Email:- e prochelp@aai.aero

- iii) 09.30 hrs to 18.00 hrs (Mon-Fri)
011-24632950, 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

CRITICAL DATA SHEET

Publishing Date	19.03.2018 1800 Hrs
Bid Document Download / Sale Start Date	19.03.2018 1830 Hrs
Clarification Start Date & Time	19.03.2018 1830 Hrs
Clarification End Date & Time	22.03.2018 up to 1600 Hrs
Bid Submission Start Date & Time	19.3.2018 from 1830 Hrs
Bid Submission End Date & Time	02.04.2018 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.	06.04.2018 up to 1500 Hrs
Bid Opening Date (Envelope –I)	06.04.2018 at 1530 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. 1,120/- (i/c. GST12%) non-refundable
EMD	Rs. 20,000/- in the form of Demand Draft / FDR.

Tender Cost of **Rs. 1,120/- (Including GST)** and **EMD amount of Rs. 20,000/-** shall be paid off line in the form of **Demand Draft drawn** in favour of **Airports Authority of India, payable at Trichy.**

2. Following 3 envelopes shall be submitted through online e-portal by the bidders. Last date and time of submission of bids (Envelope 1,2,3) is **06.04.2018 up to 1500 hrs.**

Envelope 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

or

EMD Exemption letter (NSIC certificate) along with Declaration in case of MSEs (Ref Format "**Annexure MSME-A**")

- (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.

Envelope -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 "Envelope 2" i.e., 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.

- (ii) 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. 4,00,000.00** or two works, each of **Rs. 6,00,000.00** - or one work of **Rs. 8,00,000.00** - single contract of similar nature of work i.e. **“Supply of Manpower”** 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 and corresponding work order, SOQ/BOQ. **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.**

- (iii) Should have annualized average financial turnover of **Rs. 3,00,000.00** 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 during the last three years in the balance sheet shall be summarily rejected.

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

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 Deputy General Manager (ATM), Airports Authority of India, Trichy International Airport, Trichy -620007** and should reach the bid Manager before the stipulated date and time. Tender of bidder(s) whose original Tender cost, EMD/ Valid EMD Exemption letter(

NSIC certificate registered for similar product / service) along with declaration in case of MSEs (Ref Format “**Annexure MSME-A**”) 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.

The details of the Tender Cost, Earnest Money Deposit(EMD)/ Valid EMD Exemption letter, Declaration in case of MSEs (Ref Format “**Annexure MSME-A**”) and Unconditional Acceptance letter document submitted offline (Postal/Physical) to the Bid manger and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

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

The following procedure is adopted for the bidders of MSEs registered with NSIC:

The MSEs who intent 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.

- a. 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).
- b. 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
- c. The items of Product / Services mentioned under NSIC certificate should be the same or similar to the tendered items (Schedule of Items of Tendered).
- d. 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 .

e. 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.

3. 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.

Bid Opening Process is as below:-

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

Envelope -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 Envelope 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.

Envelope - 3 The financial bids of the contractors / firms found to be meeting the qualifying requirement and technical criteria shall be opened as per **CRITICAL DATA SHEET. (Depending on Technical bid evaluation the date shall be intimated through CPP Portal).**

The tenderer shall upload the digitally signed BOQ.

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 /altered in protected un-coloured cells by the bidder, the respective bid will be rejected and EMD will be forfeited.

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-
AIRPORT DIRECTOR
AAI, Trichy International Airport

CHECK LIST

(To be uploaded in Envelope ' I ')

**NAME OF WORK: JOB CONTRACT FOR PROVIDING HELPING HANDS IN
AIR TRAFFIC MANAGEMENT AT TIRUCHIRAPPALLI AIRPORT.**

1	2	3	4
Ref. No.	Qualifying Criteria	Particulars	Enclosed check list
1	Name and address of the firm/contractor		
2	Envelope -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	If EMD not paid		
i)	Valid Exemption certificate (NSIC)		Copy of valid Exemption certificate(NSIC) enclosed YES/NO
ii)	MSE Declaration Form – MSME A		Copy of Declaration Form enclosed YES/NO
D	Duly Signed un conditional acceptance letter		YES/NO
3	Envelope -2 shall contain scanned copy of		

A	<p>Certificate from clients of having satisfactorily completed Three works of Rs. 4,00,000.00 OR Two works of Rs. 6,00,000.00 OR One work of Rs. 8,00,000.00 In single contract of similar nature of work i.e. Supply of Manpower during last seven years ending on E-Bid submission/ Extended date of submission.</p>	<p>Details of the Three/Two/One work(s) as applicable to Client:</p> <p>Name of Work:</p> <p>Work Order/ Agreement No. & Date:</p> <p>Cost:</p> <p>Stipulated date of Completion as per contract agreement:</p> <p>Actual Date of Completion:</p> <p>Completion Cost:</p> <p>EOT granted (if any) upto _____ with/without levy of compensation.</p>	<p>Copy of certificates enclosed:</p> <p>YES/NO</p> <p>Details of EOT case as per column-3.</p>
B	<p>Whether experience from Govt. organizations or private clients?</p>	<p>Govt.Organization/ Private Clients. (Tick whichever is applicable. In case of experience with private client, TDS certificate from clients to be enclosed)</p>	<p>TDS certificate enclosed:</p> <p>YES/NO</p>
C	<p>TURNOVER: Annualized average financial turnover equivalent to Rs. 3,00,000 during last three financial years</p>	<p>Year INR (in Lacs) 2014-15 2015-16 2016-17</p>	<p>Proof of turnover enclosed (Abridged balance sheet & Profit & Loss A/C) YES/NO</p>
D	<p>Permanent Account No.(PAN) No:</p>		<p>Copy enclosed: YES / NO</p>
E	<p>GST Registration No (GSTIN)</p>		<p>Copy enclosed: YES / NO</p>

4. Envelope -3 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