

# **AIRPORTS AUTHORITY OF INDIA**

## **PANTNAGAR AIRPORT**

### **PANTNAGAR**

**TENDER ID NO. 2018\_AAI\_5883**

**TENDER REFERENCE No.: 2017/AAI/PNT/ATM/DEO/**

**AAI/PNT/ATM/NIT-01/2017-18/**

**DATE-08.01.2018**

1. Item rate tenders are invited through the e-tendering portal <https://etender.aai.aero/irj/portal> by DGM (ATM), Airports Authority of India, Pantnagar Airport, Pantnagar on behalf of Chairman, AAI, from Specialized Agency /Man Power Agency/ enlisted contractors of appropriate class of CPWD/ MES/ P&T/ State PWD/ PSUs, for the work "**Job Contract for Two Semi- skilled Data Entry Operator in ATM Directorate, AAI at Pantnagar Airport for one year at an** estimated cost of Rs. 460000.00 i/c GST- with period of completion of **12** (Twelve) months.
2. The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app> Aspiring bidders may go through the tender document by login the CPP Portal.
3. Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Instructions for Online Bid Submission" register themselves at CPP portal, obtain 'User ID' & 'Password' and go through the 'Self Help Files' available in the Home Page after log in to the portal <http://etenders.gov.in/eprocure/app>. 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.
4. For any technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers between 08:00 Hrs to 19:00 Hrs-  
011-24626632, 011-24632950, Ext-3512, 011-24632950 Ext-3505  
011-24647596  
  
Mobile numbers: 08510096161, 08510096262, 08510096363  
Email address:-  
[e-sap1@aai.aero](mailto:e-sap1@aai.aero), [etendersupport@aai.aero](mailto:etendersupport@aai.aero), [aniruddhasharma@aai.aero](mailto:aniruddhasharma@aai.aero), [gmit@aai.aero](mailto:gmit@aai.aero)
5. Tender fee of **Rs. 1120.00 (non-Refundable-Including GST)** 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) in **favour of Airports Authority of India Payable at Dehradun**. The original Demand Draft against Tender fee should be posted / couriered / given in person to the concerned officials, latest by 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. **Last date and time of sale of tender document is 25/01/2018 upto 1800 Hrs.**

6. Following 3 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule:-

**CRITICAL DATE SHEET**

Published Date	08.01.2018 (1800 Hrs.)
Bid Document Download / Sale Start Date	08.01.2018 (1800 Hrs.)
Clarification Start Date	09.01.2018 (1800 Hrs.)
Clarification End Date	23.01.2018 (1800 Hrs.)
Bid Document Download / Sale End Date	25.01.2018 (1800 Hrs.)
Bid Submission Start Date	10.01.2018 (1800 Hrs.)
Bid Submission End Date	25.01.2018 (1800 Hrs.)
Bid Opening Date (Envelope- I)	29.01.2018 (1100 Hrs.)
Last date and time of submission of original /Demand Draft / FDR against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	25.01.2018 (1800 Hrs.)

7. Bids shall be submitted online only at CPPP website: <http://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the Annexure "B" for online submission of bids.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
8. Not more than one tender shall be submitted by one contractor or contractors 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.
9. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://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 be banned from doing business with AAI.

**Envelope-I:** - Envelop-I containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions and Scanned copy of DD/FDR against EMD and Tender Fee.

Scanned copy of unconditional Acceptance of AAI's Tender Conditions (Performa given in Annexure-1, Scanned copy of DD/FDR against EMD and Tender Fee shall be submitted in Envelope –I along with affidavit for minimum wages of **Rs. 100/-** stamp paper as per proforma given in Annexure-II, on the CPP portal. Original/Hard copy of the same is required to be submitted to the **DGM (ATM), Airports Authority of India, Pantnagar Airport, Pantnagar** on or before **25.01.2018 upto 1800 Hrs.**

Envelope-II: - Containing qualifying requirements of Contractor /Firm.

The tenderer shall submit their application by downloading the "PQ Proforma" (**Annexure-A**) 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.

**Qualification requirements of contractors / firms.**

- a. Should have valid Registration on the Date of issue of tender in appropriate class of CPWD / MES / P&T / Railways / State PWD / PSU / Authorized Service Agency / Specialized agency having executed similar nature of work and having Permanent Account Number (PAN), EPF Registration, ESIC Registration & GST Registration.
- b. Should have satisfactorily completed (Phase / Part completion of the scope of work in a contract shall not be considered) three works, each of **Rs. 1.84 Lakhs** or two works, each of **Rs. 2.30 Lakhs** or one work of **Rs. 3.68 Lakhs** in single contract of similar nature of i.e Providing Services of Manpower etc. during last seven years ending on last date 31-12-2017 in India.
- c. 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 source certificate in support of their claim for having experience of stipulated value of work of similar nature of work.
- d. Should have annualized average financial turnover of **Rs. 1.38 Lakhs** 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.

EMD of the value Rs. 9200/- (Rupees Nine thousand two hundred only) shall be accepted offline only in the form of Demand Draft / FDR from a Nationalized or any schedule bank (but not from co-operative or Gramin Bank) in **favour of Airports Authority of India Payable at Dehradun** . The original Demand Draft / FDR against EMD shall reach the office of **Bid Manager Airport Director, Airports Authority of India, Pantnagar Airport, Pantnagar)** on or before **25.01.2018 upto 1800 Hrs.**

The bidder who fails to submit the original Demand Draft / FDR towards EMD before the stipulated time then their tender shall be rejected out-rightly. Any postal delay will not be entertained.

**REFUND OF EMD**

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

Envelope-III:-

**The Financial-Bid through CPP portal.**

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed.

Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Concessions to Indian Micro & Small Enterprises (MSEs) Units:-

As per the provisions (para-10) of public Procurement Policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc. Only following concessions shall be applicable and extended to the MSEs i.e.

Tender Document Fee:

a. However, to avail exemption facility of tender fee, bidder is required to submit documentary proof (viz. requisite clearance/ license/permit from statutory Authority) in (Envelope-I) in this regard.

Exemption of Earnest Money Deposit (EMD):

b. Exemption for EMD will be given only to those bidders who are found eligible for tender fee refund.

10. Bids Opening Process is as below:-

Envelope-I: Containing Document (uploaded by the contractors / firms) shall be opened on 29.01.2018 at 11:00 Hrs. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through CPP portal.

**Envelope-II Date of opening of Envelope-II shall be intimated via CPP portal.**

(Depending on pre-qualification, any changes in the date shall be intimated through "CPP Portal" section).

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 the CPP portal. The bidder shall upload the requisite clarification /documents within time specified by AAI, failing which tender will be liable for rejection.

Envelope-III: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened and date of opening shall be communicated via CPP Portal.

11. 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.
12. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project (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) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/ legal action.
  - b) Forfeit the entire amount of EMD submitted by the firm.
13. Consortium/ JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
14. Purchase preference to Central Public Sector undertaking and to the firms registered under MSME Act shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

15. If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors/ Partners/ Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

**DGM (ATM)**

AAI, Pantnagar. Airport, Pantnagar  
For & on behalf of Chairman, AAI