



**AIRPORTS AUTHORITY OF INDIA**  
**DEPARTMENT OF COMMERCIAL**

**E-TENDER DOCUMENT**

**Name of Work: Job Contract for Data Entry Operator work  
for COMMERCIAL at Mangaluru International Airport.**

<b>Estimated Cost</b>	<b>: Rs. 4,61,246/- (Ex. GST)</b>
<b>EMD</b>	<b>: Rs. 4,612/-</b>
<b>Cost of Tender Document</b>	<b>: Rs. 530/-</b>
<b>Time Period</b>	<b>: 12 (Twelve) Months</b>



**AIRPORTS AUTHORITY OF INDIA  
MANGALURU INTERNATIONAL AIRPORT**



ISO 9001:2008  
ISO 14001:2004  
OHSAS 18001:2007

Ref. No: - AAI/ML/CML/NIT/DEO/2018

Date: 16.06.2018

**NOTICE INVITING e-TENDER  
(Tender ID: 2018\_AAI\_)**

E-tenders are invited by Airport Director, AAI, Mangaluru International Airport, Mangaluru on behalf of Chairman, AAI, from eligible contractors for the work "Job Contract for Data Entry Operators for Commercial at Mangaluru International Airport" at an estimated cost of Rs.4,61,246/- (Excluding GST) with period of completion 12 (Twelve) Months. The broad scope of the work includes AIMS portal updating/Data processing/Data Entry Assistance/support.

Tender documents may be downloaded from CPP portal: <https://etenders.gov.in/e procure/app> and Airports Authority of India web site [www.aai.aero](http://www.aai.aero) (for reference only). Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for bidders", register themselves at AAI e-tendering portal, obtain 'User ID' & 'Password' and go through the 'Self Help Files' available in the Home Page after log in to the portal <https://etender.gov.in/e procure/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 tenderer may also take guidance from AAI Help Desk Support.

For any technical assistance with regard to functioning of CPP Portal the bidder may contact to following AAI help desk number between 08.00 hrs to 19.00hrs: 011-24632950, Ext: 3512, 3505 & 3523; Email address: [eprochelp@aai.aero](mailto:eprochelp@aai.aero); [sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero)

**Critical Dates**

Publishing Date	20.06.2018 (1600 Hrs.)
Bid Document Sale Start Date	20.06.2018 (1600 Hrs.)
Bid submission Start Date	20.06.2018 (1600 Hrs.)
Bid Submission End Date	03.07.2018(1600 Hrs.)
Bid Opening Date (Technical bid)	05.07.2018 (1600 Hrs.)

Last date and time of submission of tender Fee, EMD offline	05.07.2018 (1600 Hrs.)
Bid opening Date : Envelope -II (Price Bid)	Will be intimated later.

**Technical bid(Envelope-I):- shall be uploaded containing in single .pdf format, the below documents:-**

- i. Qualifying requirements of Contractor/firm, as per below qualification:-

Qualifying requirements of contractors / firms:- Agency specialized in the similar nature of work and registered with registrar of companies/firms/central Government/State Government as the case may be for Data Entry Operators and permission from the statutory authority to carry out commercial & domestic Data Entry Operators and having PAN & GST.

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 40% of estimated price i.e. each of Rs.1.85 lakhs or two works, each of 50% of estimated price i.e. each of Rs.2.31 Lakhs or one work of 80% of estimated price i.e. Rs.3.7 Lakhs in single contract of similar nature of work involving Data Entry Operators (Manpower contract for office works/ security jobs/ hiring of vehicles (on pro-rata basis if driver is included in the contract)/ trolley retrieval contract (on pro-rata basis for manpower engaged)/ Operation of E & M installations shall be considered as similar nature of work) during last seven years ending on 31.03.2018 in India.

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.

Should have annualized average financial turnover of Rs.2.77 Lakhs against works executed during last three years ending 31st March of the previous financial year 2018. 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.

- ii. Scanned copies of the following documents
- 1.Related to Company Profile
    - a. Registration Certificate of the Company
    - b. Company Details
    - c. Experience Certificate

- d. PAN Card Details
  - e. Turn Over Certificate
  - f. EPF, ESI Registration.
  - g. GST Registration
2. Tender Fee & EMD copies
  3. Unconditional Acceptance letter
  4. Affidavit for payment of minimum wages
  5. Authorization letter/ power of attorney (if applicable) as stipulated in the Notice Inviting Tender

**Price bid - Envelope-II(In the CPP portal):** - All rates shall be quoted in the format provided and no other format is acceptable. The price bid has been given as a standard **BOQ format** with the tender document, 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 colored (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.

The Price Bid shall be submitted in e-tendering portal. Unconditional rebate i.e. header discount (%) if any is to be put in "Bid Invitation Information Price Component" section only.

The financial bids of the contractors/firms found to be meeting the technical criteria shall be opened subsequently, after intimating the date in the portal.

Tender fee (Non –Refundable) of Rs. 530/- will required to be paid in the form of Demand Draft drawn in favour of Airports Authority of India payable at Mangaluru from Nationalised or any scheduled bank (but not from co- operative or Gramin bank). The Hard copy of original instruments in respect of cost of tender document must be delivered to the Asstt Manager(Commercial), Airports Authority of India, Mangaluru International Airport, Mangaluru – 574142 and should be posted/ given in person to the concerned officials latest as specified in the Tender Document.

EMD of the Value of Rs.4,612/- (Rupees Four Thousand six hundred and twelve only) shall be accepted offline only in the form of Demand Draft Drawn in favour of Airports Authority of India payable at Mangalore from a nationalized or any scheduled bank (Not from co- operative or Gramin bank). The Hard copy of original instruments in respect of cost of EMD must be delivered to the Asstt Manager(Commercial), Airports Authority of India, Mangaluru International Airport, Mangaluru – 574142 and should be posted/ given in person to the concerned officials latest as specified in the Tender Document.

**The bidder who fails to submit the original DD towards Tender Fee & EMD before the stipulated time then their tender shall be rejected out-rightly. Any postal delay will not be entertained.**

**Refund of EMD:-** Refund of EMD of unsuccessful bidders who fail to qualify the eligibility / technical stage shall be initiated **within minimum 7 days** of their rejection. For all bidders who qualify and their financial bids are opened the refund of EMD of all unsuccessful bidders shall be processed within minimum 7 days of opening of the financial bid.

**Scope of work: Job Contract for Data Entry Operators for Commercial  
at Mangaluru International Airport**

<b>Sl. No.</b>	<b>Area</b>	<b>Frequency</b>
1	02 Nos. of Data Entry Operators for AIMS portal updating/Data processing/Data Entry Assistance/ support Commercial at NITB, Mangaluru International Airport	2 manpower @ 8 hours daily- 6 days of week (Monday to Saturday) – Period 1 year. Extendable for 1 more year as per AAI requirement.

The contractor shall deploy full manpower for rendering effective services to the satisfaction of AAI. Alternative arrangement shall be arranged in case of failure/un-satisfactory performance of allotted personnel.

**Signature of the issuing authority**

**Signature of the Agency with Seal.**

**Schedule of Quantities**

<b>S.No.</b>	<b>Name of the work</b>	<b>Amount per month – for 2 data entry operators</b>	<b>Amount of 12 months - for 2 data entry operators</b>
1.	02(Two) Nos. of Data Entry Operators for AIMS portal updating/Data processing/Data Entry Assistance/support Commercial at NITB, Mangaluru International Airport.- as per scope given in the NIT.		
	<b>Grand Total Excluding GST</b>		

Amount in words \_\_\_\_\_.

Signature of the issuing authority

Signature of Agency with seal.

### **Special Conditions**

- 1) 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.
- 2) AAI reserves the right to disallow issue of tender document 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) 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.
- 3) Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
- 4) Purchase preference to Central Public Sector undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- 5) 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.
- 6) It is mandatory to comply with all applicable laws including minimum wages act. The manpower deployed shall be paid minimum applicable wages for skilled clerical category in Karnataka. No deductions except towards ESI/PF contribution shall be permissible. Any violation may lead to debarring the agency for 3 years in AAI tenders.

### **7) Bids Opening Process is as below: -**

**Envelope –I Technical bid:** - Containing documents (uploaded by the contractors/firms) shall be opened as per date mentioned in the tender documents. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through CPP portal.

**Envelope –II Price bid-** The financial bids of the contractors/ firms found to be meeting the qualifying requirements after evaluation shall be opened on subsequent date which **shall be intimated through CPP portal).**

**UNDERTAKING TO BE PUT IN TECHNICAL BID**

Date:  
.../.../.....

Airport Director,  
AAI, Mangaluru International Airport,  
Mangaluru.

**NAME OF WORK:** \_\_\_\_\_  
**AT MANGALURU INTERNATIONAL AIRPORT”.**

Sir,

The tender document for the above work have been sold to me/us by Airports Authority of India and I/We hereby certify that I/We have inspected the site and read the entire terms and conditions of the tender documents made available to me/us in the AAI e-portal, which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein. I hereby unconditionally accept(s) the tender conditions of AAI’s tender documents in its entirety for the above work.

I/We hereby deposited the earnest money of Rs. .... (Rupees .....)  
for the tender for above mentioned work BY DD and copy attached with Technical bid.

I/We hereby agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. It is certified that I/we have not stipulated any condition(s) in our Envelopes I or II. In case, any condition(s) are found in the Envelopes, price bid shall not be opened, or if any condition is found in price bid, the tender may be rejected and EMD may be forfeited.

It is confirmed that we will deploy the required manpower asked in the tender notice on without claiming any extra cost on AAI.

I/We declare that I/We have not paid and will not pay any bribe to any Officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills. If any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority in AAI.

I/We agree that “If at any stage, any information / documents submitted by us are found to be false, we shall be liable for debarment from tendering in AAI, apart from any other appropriate / legal action”.

Thanking you,

Yours faithfully,

**(Signature of the Contractor/firm)**  
**With Rubber Stamp**

**PROFORMA - II**

**Format for Affidavit towards Payments of minimum wages.  
(To be submitted by Tenderer)**

I..... (Name), aged ..... years, s/o ..... (Name),  
Proprietor/ Managing Partner/ Managing Director of ..... (Name of the  
Agency) do hereby solemnly affirm and state as follows:

I am competent to swear this affidavit on behalf of ..... (Name  
of agency). I state that, in the event of work is awarded to our agency, the wages to be  
paid to the workers engaged shall not be less than the minimum wages determined by  
appropriate Govt. Authorities from time to time.

Dated this, the ..... day of ..... month ..... Year.

**DEPONENT**

Place:

Date:

Note: This affidavit is to be attested by a First Class Magistrate / Notary Public on non-  
judicial stamp paper of Rs. 100/-.