



AIRPORTS AUTHORITY OF INDIA
KISHANGARH AIRPORT, AJMER

Terminal Management

TENDER DOCUMENT

ID NO: 2022_AAI_112073

Name of Work:

**Job contract for Manning MI Room and
compliance of BA Test (DGCA requirement)
through Paramedical staff at Kishangarh
Airport, Ajmer**

AIRPORTS AUTHORITY OF INDIA
Kishangarh Airport, Ajmer

NAME OF WORK: - Job contract for Manning MI Room and compliance of BA Test (DGCA requirement) through Paramedical staff at Kishangarh Airport, Ajmer

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Certified that this tender document contains total **pages 37 Nos. (Thirty Seven pages only)**

Airport Director
Kishangarh Airport, Ajmer

AIRPORTS AUTHORITY OF INDIA

Kishangarh Airport, Ajmer - 305801

AAI/KSG/APD/Ops-TM/MI Room/2022/

Date: 05.04.2022

NOTICE INVITING e-TENDER (3 BOT - 3 Envelope Open Tender)

Tender Id: 2022_AAI_112073

1. Item Rate tenders are invited through the e-tendering portal by Airport Director, Airports Authority of India, Kishangarh airport, Ajmer – 305801 on behalf of Chairman, AAI from the eligible contractors for the work of **“Job contract for Manning MI Room and compliance of BA Test (DGCA requirement) through Paramedical staff at Kishangarh Airport, Ajmer.”** at an estimated cost of **Rs. 4.97 Lakh** (Excluding GST) with period of completion **12 (Twelve) Months**.
2. The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app> or www.aai.aero . Aspiring bidders may download and go through the tender document.
3. 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 login to the CPP portal <http://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 tender. The process normally takes three 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/helpdesk).
4. For any technical related queries please call the Helpdesk. The 24x7 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. Tel: 0120-4200462, 0120-4001002. Mobile: 91 8826246593 E-Mail: support-eproc@nic.in
5. For queries related to the issues on e-procurement portal and help needed on the operation of the portal, the bidder may contact following AAI help desk numbers on all working days only (Except Sunday and Gazetted Holiday) between 0800-2000 hours.
 - i. Help Desk Team-Instant Support, Time:08.00 hrs to 20.00 hrs (Mon-Sat), 011-24632950, Ext-3512 (Six Lines), E-Mail:-eprochelp@aai.aero
 - ii. Sanjeev Kumar, Mgr.(IT), After 4 Hrs. of Issue, Time:09.30 hrs to 18.00 hrs (Mon-Fri), 011-24632950 Ext-3523, E-Mail:- etendersupport@aai.aero or Sanjeev.kumar@aai.aero
 - iii. S. Nita, AGM(IT) After 12 Hrs., Time:09.30 hrs to 18.00hrs (Mon-Fri)-011-24657900, E-Mail:- snita@aai.aero.
 - iv. General Manager(IT) After 03 Days, 09.30 hrs to 18.00hrs (Mon-Fri)- 011-24657900, E-Mail : gmitichq@aai.aero
6. For any issues/ clarifications relating to the tender(s) published kindly contact the Bid Manager/Tender Inviting Authority as per contact details given below. Also, in case of technical support regarding e-tender portal, if AAI Help Desk is non-

responsive, the Bid Manager can be contacted as given below on all working days from 9.30 hrs to 18.00 hrs (Except Sunday and Gazetted Holiday).

Name of Bid Manager: Nidhi Goyal

Designation: Assistant Manager (Operations), Kishangarh Airport, Ajmer.

E-mail ID: apdkishangarh@aai.aero , terminal_vikg@aai.aero

Contact No.: 9929841246

7. All bid procedure related queries be referred to HELP DESK as above first and then to Bid Manager only. Please note that under no circumstances bid procedure related queries shall be referred to the IEMs.

8. CRITICAL DATE SHEET

Publishing Date	05.04.2022 at 1700 Hrs
Bid Document Download/ Sale Start Date	06.04.2022 at 0900 Hrs
Clarification Start Date	06.04.2022 at 0900 Hrs
Bid Submission Start Date	06.04.2022 at 0900 Hrs
Clarification End Date	20.04.2022 at 1600 Hrs
Bid Submission End Date	27.04.2022 at 1100 Hrs
Bid Opening Date (Envelope – I) Fees	28.04.2022 at 1200 Hrs
Bid Opening Date (Envelope – II) PQQ / Technical Bid	28.04.2022 at 1400 Hrs
Bid Opening Date (Envelope – III) Price Bid	To be notified later through CPP Portal
Tender Fee	Rs. 1180/- (i/c GST, Non-refundable) required to be paid online through NEFT/RTGS mode to AAI, Kishangarh.
EMD	Rs. 10,000/- required to be paid online through NEFT/RTGS mode to AAI, Kishangarh.

9. **Tender fee & Earnest Money Deposit (EMD):** Cost of e-tender fee amounting to Rs. 1180/- (Including GST) (non-refundable) and Earnest Money Deposit (EMD) amounting to Rs. 10,000/- will be required to be paid online through NEFT/RTGS mode to AAI, Kishangarh. Bank details for making online payment is given below. Bank account particulars are as follows :-

Bank Account Details:

Account Name	Collection A/C Airports Authority Of India Kishangarh
Account No.	36988665987
Bank Name	State Bank Of India
Branch	Industrial Area Makrana Road, Kishangarh
IFSC Code	SBIN0031746

The proof/documents towards making such payments through NEFT/RTGS mode/ proof of exemption (MSE etc.) is to be uploaded as part of Envelope-I by the bidder(s). Non-payment & Non uploading of Tender Fees, EMD and proof / documents for exemption by the stipulated date and time shall lead to disqualification of tender(s). No

documents in physical form shall be entertained and those bidders shall be summarily rejected.

10. Pre-Qualification criteria of Contractor/ Firms/Establishment.

- i. Registration with appropriate authority for Hospital / Nursing home/ Manpower supplier contractors
- ii. Should have valid Permanent Account Number (PAN).
- iii. Should have Goods & Service Tax (GST) Registration.
- iv. Should have valid EPF Registration.
- v. Should have valid ESIC Registration. **(if applicable)**

11. **Mode of submission of Tender**

Documents in following 3 Envelopes/Packs shall be submitted online at CPP portal by the bidder as per details given below. Uploading in location other than specified below shall not be considered for evaluation.

A. Envelope-I (Fee Cover): - Following documents should be uploaded in "Envelope-I Fee Cover" of e-tendering portal. Bidders are not required to send any documents in physical form.

- i. Scan copy of proof of payment of tender fee of value Rs.1180.00 in favour of AAI Kishangarh paid on line through RTGS/NEFT to be uploaded.
- ii. Scan copy of proof of payment of EMD of value Rs.10,000/- in favour of AAI Kishangarh paid on line through RTGS/NEFT to be uploaded.
- iii. Attested/ self-certified copy of valid MSE Registration Certificate, if applicable to be uploaded. (MSEs seeking exemption and benefits should enclose an attested/ self-certified copy of valid Registration Certificate, giving details of such validity, stores/ services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs. Bids of all such Firms will be rejected, for the reason of not submitting Tender fee & EMD as they are not eligible for exemption from paying Tender Fee & EMD.)

B. Envelope-II (Pre-qual / Technical Cover) :- Following documents should be uploaded in "PQ/ Technical Cover" of CPP portal.

- i. Scanned copy of Signed Unconditional Acceptance of AAI's Tender Conditions **(Annexure-I)**
- ii. Tender Form **(Annexure-II)**
- iii. Declaration (as per **Annexure-III**)
- iv. Scanned copy of Affidavit executed on Rs.100/- on Non-Judicial Stamp Paper in the format as per **Annexure -IV** for Minimum wages.
- v. Undertaking for "Registered under GST and compliant of GST provision" as per the proforma at **Annexure-V**.
- vi. Undertaking for "debar/black list" as per the proforma at **Annexure-VI**.
- vii. Agency should have valid GST registration, Permanent Account Number (PAN), valid PF & ESI registration. *[In case EPF & ESI registration are not available with bidder while submitting tender. Bidder shall submit undertaking to submit EPF & ESI registration after award of work.]*

viii. Digitally signed complete tender document.

ix. Agency should have valid registration on the date of issue of tender in appropriate class (i.e. total cost put to tender of **Rs. 4.97 lacs** should fall within financial limit of registration) of CPWD/MES/P&T/Railways/State PWD/PSU/Municipal Corporation & Development Authorities of Delhi, Mumbai, Chennai, Kolkata.

OR

Agency 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 for each of **Rs. 1.98 Lacs** or two works each of **Rs. 2.48 Lacs** or one work of **Rs. 3.97 Lacs** in single contract of similar nature of work during last seven years ending on last date of submission of e-Bid.

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

Client certificate for work experience should show the nature of work, 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.**

x. Agency should have annualized average financial turnover of minimum **Rs. 1.49 Lacs** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet of last 3 years along with Profit and Loss Account Statement of the firm should be submitted along with the application. Tenderers showing continuous losses for the last three years in the balance sheet shall be summarily rejected

xi. Duly filled PQ performa

C. Envelope-III (Financial bid):-

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. Bidders are required to download the BOQ file, open it and complete the Light 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 upload in finance cover online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

NOTE: Bid of those bidders who will quote their bid of an amount less than Rs. 3,85,084.00/- (excluding of EPF, ESI, Bonus, and GST) (less than prevailing minimum wages as on 01.10.2021 for Skilled) shall not be considered for L-1 and shall be summarily rejected without assigning any reasons.

12. Bids opening process is as below:

- i. **Envelope-I (Fee Cover):-** Containing Tender Fee & Earnest Money Deposit in the prescribed form (uploaded by the contractors / firms) shall be opened as per CRITICAL DATE SHEET. The bids of contractors / firms whose Tender fee & EMD is received & found in order shall be admitted for further tender opening. Those contractors / firms whose Tender fee & EMD is not received by the date & time mentioned in CRITICAL DATE SHEET or not found in order, will be rejected summarily and their bid will not be admitted for further processing of tender opening. The intimation regarding acceptance / rejection of their bids will be intimated to the contractors/ firms through e-tendering portal.

 - ii. **Envelope-II (Pre-qual / Technical Cover)** of those contractors will be opened whose bids are found in order & accepted in Envelope-I (Fee Cover) opening. Pre-qual / Technical Cover opening date shall be as mentioned in CRITICAL DATE SHEET. (Any changes in the opening date shall be intimated through CPP portal).

The bids of those contractor/firms will be accepted who have uploaded digitally signed documents as per Technical Bid Documents list given above. The bids of those contractors/firms who fail to upload digitally signed documents as per Technical Bid Document list will be rejected summarily. As uploading of unsigned or non-uploading at all will constitute denial of Terms & Conditions of Tender by Bidder. Therefore, such bids will not form a valid offer & will make tender technically invalid. No chance will be given for resubmission of documents mentioned in Technical Bid Document List.

The Prequalification documents of contractors/firms who are found technically eligible as above will be scrutinized as per list of Prequalification bid documents and any shortfall document, if required, will be asked from Agency through CPP Portal only. The bidder shall upload the requisite clarification / documents within time specified by AAI, failing which tender will be liable for rejection.

The bids of those contractors will be accepted who are found qualified as per Prequalification Criteria. The final evaluation of bids of each contractor/firm will be done & will be informed through CPP Portal to Agencies.

 - iii. **Envelope-III (Finance Cover):-** The financial bids of the contractors/firms will be opened who are found to be meeting the qualifying requirements and technical criteria & whose bids are accepted during technical evaluation, on the date mentioned in CRITICAL DATE SHEET. (Depending on Technical Bid evaluation the date of financial bid opening will be intimated through CPP Portal).
13. 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.
 14. AAI reserves the right to reject bids of 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.
 15. 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:

- i. The agency shall be liable for debarment from tendering in AAI in all future tenders, apart from any other appropriate contractual/ legal action.
16. **Consortium / JV companies shall not be permitted.** No single firms shall be permitted to Submit two separate applications.
17. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
18. AAI is not responsible for delay due to link failure / internet problem etc. in respect of submission / receipt of any document or in submission of E-bid. Bidders who are intending to submit E-bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the bidder to make sure that the required documents / E-bids is submitted in time.
19. All tendered rates should be exclusive of all taxes, GST and labour cess. In case of change in the rate of tax or any provision relating to levy of tax resulting in increase in burden of tax on contractor after the last date and time of submission of financial bid, the contractor shall be entitled to receive any compensation for such increase in quantum of tax payable by the contractor. Similarly, recovery shall be made from the contractor on account of decrease of rate of tax or any provision relating to levy of tax.
20. The contractor shall keep necessary book 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 further shall furnish such other information/document as the authorized representative of Airports Authority of India may require from time to time.
21. Concessions to MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME units will be given as per the provisions (para-10) of Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012.
22. MSE are being registered for specific activities. Thus price / order preference/ exemption from paying Tender Fee/EMD as per Public purchase policy shall be available only for goods/ services produced and provided by MSEs and for which they have been registered by GOI.
23. MSEs seeking exemption and benefits should enclose an attested/ self-certified copy of valid Registration Certificate, giving details of such validity, stores/ services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs. Bids of all such Firms will be rejected, for the reason of not submitting Tender fee & EMD as they are not eligible for exemption from paying Tender Fee & EMD.
24. This NOTICE INVITING e-TENDER shall form part of the contract documents.

Airport Director
Airports Authority of India,
Kishangarh - 305801