



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India
MBB AIRPORT, AGARTALA-799009
TECHNICAL DIVISION

Ref. No. AAI/AGT/Tech/CISF/HV/E-NIT-01/2026-27 date:04/04/2026

NOTICE INVITING e- TENDER (02 BOT 02 Envelope open tender)

(GEM BID No. GEM/2026/B/7415131)

- 1.0** Bids are invited from the Companies/Firms/Agencies through GeM Portal for the "Hiring of vehicles for CISF (Part-II) at MBB Airport, Agartala for the period 2026-28." for a period of two years, at an estimated cost of Rs. 1, 02,53,376.00 (including GST).
- 1.1** Work description: Providing vehicle and drivers as per schedule. Provided vehicles should have manufacturing date on or after **01.01.2024** with total kilometers run for each vehicle within 30,000 Kilometers.
- 1.2** The Bidding process is online through GeM Portal. The following 2-packets shall be submitted **ONLINE** By the Bidder(s):-

1.2.1 (Technical Bid):-

The Bidders should upload scanned copy of relevant documents in Technical Bid, in support of meeting each criteria mentioned below:-

SL. NO.	QUALIFYING CRITERIA	DOCUMENT(S) TO BE UPLOADED IN GeM PORTAL
1.	Earnest Money Deposit (EMD) -Rs. 3,07,601/-	Bidders shall remit EMD through RTGS/ Internet Banking directly into AAI's Bank Account whose details are given at Annexure-IV and proof thereof shall be uploaded in Technical Bid. OR EMD Exemption:- Exemption of EMD shall be applicable to eligible Bidders as per GeM provisions.
2.	Should have GST Registration.	Scanned Certificate copy of GST Registration
3.	Should have PAN Card.	Scanned copy of PAN Card.

4.	Employees Provident Fund Organization(E.P.F.O.) registration Certificate.	Scanned copy of Employees Provident Fund Organization (E.P.F.O.) registration Certificate. In case, firm does not possess the same & becomes L-1 then firm is required to get itself registered with EPF authorities and submit it within 30 days after the award of work. An undertaking for the same as per format at Annexure-X needs to be submitted in Technical Bid.
5.	Employees State Insurance Corporation(E.S.I.C.) Registration Certificate.(as per Go I guidelines from time to time)	Scanned copy of Employees State Insurance Corporation (E.S.I.C.) Registration Certificate as applicable. In case, firm does not possess the same & becomes L-1 then firm is required to get itself registered with ESI authorities as applicable and submit it within 30 days after the award of work. An Undertaking for the same as per format at Annexure-IX Needs to be submitted in Technical Bid.
6.	<p>Should have experience in Vehicle Hiring Services for Govt. Departments or Public Undertakings or Private Sector (within India) during last seven years ending 28.02.2026 for any one of the following quantum of completed work(s):-</p> <p>One Work Order of value equal to 80% of annualized estimate, i.e. Rs. 34,75,721/- (excl. GST) or more.</p> <p style="text-align: center;">or</p> <p>Two separate Work Orders, each for a value equal to 50% of annualized estimate i.e. Rs. 21,72,326/-(excl. GST) or more.</p> <p style="text-align: center;">or</p> <p>Three separate Work Orders, each for a value equal to 40% of annualized estimate i.e. Rs. 17,37,861/- (excl. GST) or more.</p> <p>Note:- Bidder is required to make sure that only those documents needs to be submitted which can be verified from the issuing Authority. Details to be submitted as per format</p>	<p>Scanned copy of Award Letter / Work Order / Work Contract Agreement along with its Satisfactory Completion Certificate.</p> <p>The said Satisfactory Completion Certificate should reflect value of work, period of contract etc.</p> <p>OR</p> <p>Related Award Letter / Work Order / Work Contract Agreement Ref. No. & Date in support of the above.</p> <p>Note:-</p> <p>a. The above Award Letter/Work Order/ Work Contract Agreement should have been satisfactorily executed.</p> <p>b. Firm showing work experience certificate from Non- Government / Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work. 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 date of bid opening (cover-I/technical bid)</p>

	<p>given at Annexure-VIII. In case of failure/no response by the issuing Authority against credential verification by AAI, action shall be taken as per Clause No.4.23 of Special Conditions of Contract.</p>	
7.	<p>Should have annualized average financial turnover of Rs. 18.15 lakhs during the last three financial years up to March-2025</p>	<p>Scanned copies of annualized average financial turnover of Rs. 18.15 lakhs during the last three financial years up to March-2024. As a proof, Bidders shall submit Unique Document Identification Number (UDIN) generated documents like Balance Sheet/Turnover certificate during last 3 financial years ending March-2025 i.e. (2022-23, 2023-24 & 2024-25) duly certified by Chartered Accountant (CA) and having UDIN. Note:-Bidders are requested to upload certified Balance Sheet and Profit & Loss Account Statement having Unique Document Identification Number (UDIN) given by their Auditors, which will be verified online by AAI.</p>
8.	<p>Should have a minimum number of vehicle as per schedule. Vehicle should be registered for commercial use, in the name of the Bidder / Firm / Proprietor / Owner / Partner OR under the Power of Attorney (POA).</p>	<p>Copy of valid Vehicle documents (RC, Insurance) & Notarized P.O.A. (Power of Attorney) (if applicable) for the said vehicles commercially registered in the name of Bidding Firm or Proprietor. Vehicles with Mfg. date prior to 01.01.2024 shall not be considered for the bid.</p>
9.	<p>Minimum Wages Affidavit</p>	<p>To be executed on a non-judicial stamp paper of Rs. 100/- and attested by Notary Public as per Annexure-XI.</p>
10.	<p>Unconditional Acceptance of Terms & Conditions of Bid.</p>	<p>To be furnished on Company's Letter Head as per Annexure-I and uploaded.</p>
11.	<p>Undertaking for not having been Blacklisted/ Debarred by Govt. Organization/PSU.</p>	<p>To be furnished on Company's Letter Head as per Annexure-II and uploaded.</p>
12.	<p>Power of Attorney (POA) if applicable In case of tender not signed by owner/ Proprietor/MD/CEO/Partners/etc.</p>	<p>Scanned Copy of Power of Attorney as per Annexure-III.</p>

13.	Service & Support: Availability of Office of Service Provider.	An office of the Service Provider must be located in Tripura/West Bengal / Assam/ Arunachal Pradesh/Manipur. Scanned copy of Documentary evidence to be uploaded.
14.	Complete set of AAI Bid Document along with all Corrigendum/Addendum as proof that the Bidder has understood all the Terms & Conditions of the tender.	Scanned copy of Complete set of AAI Bid Document along with all Corrigendum/Addendum.

Note:-

- a. The Bidders shall provide all necessary documents in respect of 'Qualifying Requirement' as specified above. Lack of submission of the same in a manner which is in non-conformance with the relevant clause of this Bid documents may result in rejection of the Bid.
- b. Bidders are advised to upload clear and readable scanned copies of requisite documents, as per Sl.No.1 to 14 above as applicable.
- c. Check List given at the end of Bid Document shall be filled and uploaded by Bidder.
- d. **Bidders shall not disclose any rate/price in Technical Bid.**

1.2.2 (Financial Bid): -

All rates shall be quoted in the format provided in the GeM Portal and no other format is acceptable. While quoting the rate for SH-A i.e. Hiring of vehicle, SH-B i.e. providing drivers for all vehicles, bidder shall ensure that the quoted price matches with each item of schedule of work coming in the financial excel upload sheet of the GeM portal.

Rates entered against each item of table in the excel sheet (refer its word copy as **Annexure XIV** for indicative) shall be quoted by the Bidder on GeM portal towards Cost for each item of schedule of work.

The excel sheet is for working of cost all the items of Schedule of quantity.

Bidders shall convert the Excel Sheet to pdf, and upload the single converted pdf through "Financial Document" upload feature with GeM Financial Bid. The guidelines are given in Annexure XIII for reference only.

Bidders shall ensure that the above mentioned 01 No. Sheet is not to be uploaded with their PQ/ Technical Bid.

1.3 Bids Opening and Evaluation Process

A. Technical Bid:

- (i) Technical Bid of all Bidder(s) shall be opened on scheduled Date & Time on GeM portal. The Bidder(s) shall upload all the requisite documents specified by AAI, failing which Bid will be liable for rejection. Evaluation of Technical Bid shall be at the sole discretion of AAI and final.
- (ii) AAI shall evaluate the Bids to determine whether they are complete and are in order.
- (iii) Bids meeting Technical Bid criteria, as specified herein, shall only be

considered for opening and evaluation of Financial Bid. However, those Bids not meeting Technical Bid criteria shall be informed to respective Bidders through GeM portal.

- (iv) AAI may seek clarification on technical details or any other information deemed necessary. Such queries raised on-line on GeM portal shall be replied on-line positively by the Bidder, within the time specified, failing which the evaluation shall be done on the basis of the information available.

B. Opening of Financial Bid:

- I. Financial Bids of those Bidders, who qualify in Technical Bid evaluation, shall be only opened by AAI on GeM portal.
- II. Date of opening of Financial Bids can be extended on sole discretion of AAI.

C. Evaluation of Financial (Price) Bid:

- I. The evaluation criteria for comparison of rates for the purpose of identifying the successful Bidder shall be based on the **lowest (L-1) price** quoted by the Bidders.
- II. AAI's decision in the evaluation process shall be final and binding on all Bidders.

1.4 Bid Offer Validity

The Bid for the work shall remain open for acceptance for a period of 90 days (from Bid submission end date).

- 1.5** AAI reserves the right to accept or reject any or all Tenders/Bids without assigning any reasons thereof. AAI also reserves the right to call off Tender/Bid process at any stage without assigning any reason.
- 1.6** The Firm / Bidder(s) who are blacklisted / debarred by the AAI / BCAS or any other Department/ PSU of Govt. of India or State Government shall not participate in the tender. A Declaration to that effect shall be submitted by the parties as per the prescribed form (Annexure-II).
- 1.7** AAI reserves the right to disqualify the Bidder/Contractor whose performance at ongoing project is below par and usually poor and has been issued with Letter of Restrain/ Temporary/ Permanent debar by any Department of AAI. AAI reserves the right to verify the credentials submitted by the Bidder/Contractor at any stage (before or after the award the work). If at any stage, any information/ documents submitted by the Bidder/Contractor is found to be incorrect/false or have some discrepancy which disqualifies the Bidder/Contractor, then the following action shall be taken by AAI:-
 - (a) Forfeiture of E.M.D in any form/Performance Bank Guarantee (as the case may be) submitted by the Bidder.
 - (b) The Bidder/Contractor shall be liable for debarment for 2 (two) years from tendering in AAI, apart from any other appropriate contractual/legal action.
- 1.8** If the entity participating in any of the Tenders/Bids 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 AAI, then the said entity shall not be allowed to participate in AAI tenders.

- 1.9** In case of any difference/discrepancy between Terms & Conditions provided in AAI ATC Document and GeM Portal, Terms & Conditions of the AAI ATC Document shall prevail.

1.10 Purchase Preference to Micro and Small Enterprises (MSEs)

Purchase Preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry and as per latest provision under GeM GTC shall be applicable. If the Bidder wants to avail the Purchase Preference for services, the Bidder must be the service provider of the offered service. Relevant documentary evidence in this regard shall be uploaded along with the Bid in respect of the offered service.

1.11 Make in India Public Procurement Policy

Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, issued Public Procurement (Preference to Make in India), Order 2017 vide OM No. P-45021/2/2017-PP (BE-II) dated 16.09.2020 is applicable.

Bidder by
04.04.26

AGM (Engg-E)
Airports Authority of India
MBB Airport, Agartala 09

सहायक महाप्रबंधक (अभि-वि) / Asstt. Gen. Manager (Engg.)
भारतीय विमानपत्तन प्राधिकरण / Airports Authority of India
एम. वि. बी. हवाई अड्डा / M.B.B. Airport
अगरतला / Agartala - 799009