



**AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY LIMITED,
NSCBI AIRPORT, KOLKATA-700052.**

GeM Tender Document

(GeM BID NO: - GEM/2024/B/5514519)

Name of Work: - "Annual Maintenance Contract for Internal and External Electrical Installations including Street & High Mast Lighting at different Cargo Terminals at NSCBI Airport, Kolkata."

Bid Manager : Senior Manager (Engg.-Elect.)
E-Mail ID : amritansupal@aai.aero
Mobile No. : +91-9831925803

**ELECTRICAL DIVISION
AAICLAS, NSCBI AIRPORT, KOLKATA**

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Certified that this Tender Document contains 187 pages as detailed above.

Sd/-
Bid Manager
AAICLAS, NICT Building,
NSCBI Airport, Kolkata - 52.



**AAI CARGO LOGISTICS & ALLIED SERVICES COMPANY
LIMITED,
NSCBI AIRPORT, KOLKATA-700052.**

NIT No.: AAICLAS/KOL/ELECT/NIT/2024-25/04

Date: 16.10.2024

NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)

(GeM BID NO: - GEM/2024/B/5514519)

1. Item Rate/ Percentage rate/ EPC e-tenders are invited through the tendering GeM Portal by Senior Manager(E-E), AAI, NSCBI Airport, Kolkata-700052(Bid Manager) on behalf of Chairman, AAICLAS from the eligible contractors for the work of "**Annual Maintenance Contract for Internal and External Electrical Installations including Street & High Mast Lighting at different Cargo Terminals at NSCBI Airport, Kolkata**" at an Estimated Cost of **Rs. 72,36,794/- (including GST & excluding of PF, ESI/Medicaid, Bonus, change of minimum wages etc.)** with Completion period of **12 months.**

The bidding process is online at GeM portal URL address <https://gem.gov.in>. Prospective bidders may download and go through the Bid Document. Aspiring bidders are advised to get themselves acquainted with the e-tendering process on GeM portal which requires registration at GeM portal to obtain 'User ID' & 'Password'.

For any technical assistance with regard to functioning of GeM portal, the bidder may contact to the following help desk numbers on all working days only between 09.00 Hrs to 22.00 Hrs (Mon-Sat) - 1800-419-3436 /1800-102-3436, 07556681401, 07556685120, 01169095625, E-Mail: - helpdesk-gem@gov.in.

Any amendment or corrigendum to the tender document will be posted on GeM Portal only. As the tendering process is online on GeM portal, it is bidders' responsibility to check for any amendment / corrigendum on GeM Portal before submitting the bid online on GeM portal.

Bidders shall submit their bids as per scheduled date and time through online GeM portal at <http://gem.gov.in> only. The tenders will not be accepted in any other form. GeM portal procurement system shall not allow bidders to submit their tender, after the scheduled date and time.

Earnest Money Deposit of Rs. 1,44,736.00 will be required to be paid online via Net Banking/ Mobile Banking/ bank deposit at any of the bank branches, to the following bank details:

NAME OF THE BENEFICIARY	AAI CARGO LOGISTICS AND ALLIED SERVICES
ACCOUNT NO	00000037131046964
IFSC CODE	SBIN0003029
BANK NAME	STATE BANK OF INDIA (MICR Code-700002119)
BRANCH NAME	AIR CARGO COMPLEX, KOLKATA

2. Two (02) Nos. virtual envelopes as mentioned below shall be submitted through online at GeM portal by the bidders as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	As per GeM
Bid Document Download Date / Sale Date Start	As per GeM
Clarification Start Date	As per GeM
Clarification End Date	As per GeM
Bid Submission Start Date	As per GeM
Bid Submission End Date	As per GeM
Bid Opening Date (Envelop-I)	As per GeM
Bid Opening Date (Envelop-II)	As per GeM
Earnest Money Deposit (EMD) (Online through NEFT/RTGS in AAI Bank Account)	Rs. 1,44,736.00 (Online only)

3. Envelope -I (Containing Technical Bid and Pre-qualification): -

A. Technical Bid containing following: -

- i)** Scanned copy of the proof of the payment against EMD has to be submitted/uploaded in GeM portal. No Demand Drafts / Bank Guarantee/ FDR would be accepted in this regard. EMD deposit made by the bidders, would be refunded directly in their respective bank accounts, of all except the successful bidder to whom the contract is awarded. Scanned Copy of cancelled cheque or scanned signed copy of Bank Details needs to be submitted as mentioned in NIT for refund.
- ii)** Scanned Copy of Tender Acceptance Letter on Bidder's Letter head of AAICLAS's Tender Conditions (As per pro-forma given at **Form -A**).
- iii)** Scanned copy of permanent Account Number (PAN) and GST Registration Number.
- iv)** Scanned Copy of 'undertaking' regarding Blacklisting/Debarment on company letter head in the format as given in **Form-B** in tender documents.
- v)** Scanned copy of duly filled proforma of similar works completed during last seven years in the format as given in **Form-C** in tender documents with completion certificate issued by client.
- vi)** Scanned copy of duly filled financial information proforma in the format as given in **Form-D** in tender documents.
- vii)** Scanned copy of **Form- E** – Net Worth.
- viii)** Scanned copy of duly filled PQ proforma in the format as given in **Form-F** in tender documents.
- ix)** Bidder shall submit scanned copy of 'Undertaking' on Company's Letter Head that "I/ We will deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-in-Charge (E-I-C) to achieve the milestones/targets and overall completion within the time period in the format as given in **Form-G** in tender documents.
- x)** Scanned copy of duly notarized affidavit on non-judicial stamp paper of Rs.100/- regarding compliance of minimum wages as per **Form-H** in tender documents.
- xi)** Scanned copy of GST undertaking on letter head of the company in the format as given in **Form-I** in tender documents.
- xii)** Scanned copy of duly filled e-payment proforma in the format as given in **Form-J** in tender documents.

xiii) Scanned copy of valid EPF & ESIC registration.

xiv) Digitally signed AAICLAS Tender Document.

xv) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.

Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

B. Qualifying requirements of contractors / tenderers containing the following: -

i) Should have successfully completed or substantially 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) similar nature of work i.e., **“Operation and Maintenance of Internal and External electrical installations”** in single contract during last seven years ending **on 30.09.2024.**

Sl. No.	Experience criteria in single contract per year on Estimated Cost	Amount (including GST but excluding EPF, ESI/ Mediclaim & Bonus)	In case of completion certificate submitted by the bidder is silent / does not have segregation of the cost of GST, EPF, ESI/ Mediclaim & Bonus, the eligibility criteria will be derived as follows: 18% will be deducted from overall completion cost if it is including GST for calculating completion cost without GST.
1	Three Works for 40%	Rs. 28,94,718.00	
2	Two Works for 50%	Rs. 36,18,397.00	
3	One Work for 80%	Rs. 57,89,435.00	

The details of similar works completed satisfactorily during last seven years in the given format **Form-C** with supporting documents issued by client.

Note: -

1. The Experience Certificates of works completed pre-GST era; Completion amount will be divided by 1.12 (to exclude pre-GST taxes) to make it at par with experience certificates of post GST era but excluding GST.
2. The Tenders invited for Annual Rate Contracts for O&M/ AMC/ CMC works, agency having experience of completed AMC contract of more than one year shall be counted for the value of work for a completed one year on pro-rata basis. However, the agency who has completed one year of work in running AMC contract of more than one year, may be counted for the value of work for a completed one year on pro-rata basis.
3. Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions:
 - (a) Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.
 - (b) Payments received by second agency should be reflected TDS certificates.
4. Experience gained in composite works for the specialized nature of works were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e., main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical /Pre-qualifying criteria in similar specialized nature of work(s).

“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 date of bid opening (Cover-I/ Technical 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. ***Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.***

- ii) Should have Average Annual Financial Turnover of **Rs. 21,71,038.00/-** 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 tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii) The tenderer should have a minimum net worth of **Rs. 10,85,519.00/-** issued by certified Chartered Accountants having UDIN. The Certificate should be submitted in the given in format-**Form-E**.

Scanned copy of all the documents of Envelope-1 mentioned above shall be submitted on the GeM portal.

Envelope-II: - The Financial e-Bid through GeM Portal

1. 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 blue 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 tenderer should save it and submit it online, without changing the filename. **If the BOQ file is found to be modified by the tenderer, the bid will be rejected.**

2. Refund OF EMD:

The refund of EMD to tenderers who fail to qualify in the eligibility / technical criteria, shall be initiated online. For all tenderers who qualify and their financial bids are opened, their EMD of all such tenderers, except L-1, shall be refunded to their source account.

Tenderer 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.

3. Bid Submission: -

The tenderer shall submit their application only at GeM portal <https://gem.gov.in>. Tenderers/Contractors are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents. **Hard copy of application will not be entertained.**

4. Not more than one tender shall be submitted by one tenderer or tenderers 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.
5. Tenderer who has downloaded the tender from GeM portal <https://gem.gov.in>, 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 AAICLAS.

7. Bid Opening Process is as below:

Envelope-I (Technical bid and Pre-qualification):

Envelope-I containing documents as per Para 2 (A) and (B) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

- a) The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/ firms through GeM portal.
- b) If the bidder has any query related to the bid document of the work, they should use GeM portal to seek clarifications. No other means of communication in this regard shall be entertained.
- c) If any clarification is needed from the tenderers about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through GeM portal if required.
- d) The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly and tender will be liable for rejection.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through GeM Portal).**

8. AAICLAS reserves the right to accept or reject any or all applications without assigning any reasons. AAICLAS also reserves the right to call off tender process at any stage without assigning any reason.

9. AAICLAS reserves the right to disallow the working agencies whose performance at on- going project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAICLAS or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. AAICLAS reserves the right to verify the credential submitted by the tenderer 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 tenderer then AAICLAS shall take the following action:
 - a. Forfeit the entire amount of EMD submitted by the tenderer.
 - b. The tenderer shall be liable for debarment from tendering in AAICLAS, including termination of the contract apart from any other appropriate contractual/legal action.
10. Consortium/JV Companies shall not be permitted.
11. Purchase Preference to central public sector undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
12. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up-to-date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work. The above-mentioned work will not be split but other benefits may be given to Indian Micro & Small Enterprises (MSEs) units firms.
13. Tenderers have to submit Unique Document Identification Number (UDIN) generated documents like financial information (Turnover with loss/ profit), Net worth Certificate etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.
14. 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.
15. Requirement of registration by the Bidder from a country sharing land border with India based on order No. F No. 6/18/2019-PPD dated 23/07/2020 of Government of India, Ministry of Finance, Department of Expenditure (Public procurement Division) with up-to-date amendments, regarding restriction under Rule 144(xi) of the General Financial Rules (GFR) 2017 shall be applicable. Bidder shall submit scanned copy of 'Undertaking' on Company's letter head in this regard. (Annexure-LBS)

Sd/-
Bid Manager
AAI, NSCBI Airport
Kolkata - 52.