



AIRPORTS AUTHORITY OF INDIA
DR. BABSASHEB AMBEDKAR INTERNATIONAL AIRPORT,
NAGPUR -440005.
ENGINEERING WING (CIVIL)

NOTICE INVITING e-TENDER (3 BOT – 3 Envelope open tender)(2nd Call)
(Tender ID: 2018_AAI_9006_1)

Ref. : AAI/NGP/ESS-6/ 2018/NIT/

Date: 13/03/2018

Item rates tenders are invited through the e-tendering Portal by Asstt. Gen. Manager (Engg-Civil), Airports Authority of India, D.B.A.I. Airport, Nagpur, (Bid Manager) on behalf of Chairman, AAI, from the eligible contractors having experience of Manual cleaning / Facility Management works inclusive of cleaning / housekeeping of airport terminals, non-residential corporate office buildings / Cyber city, MNC Buildings, shopping malls / complex, metro rail premises etc. for the work of **“Providing Environmental Support Services (Up-keeping) (ESS) for 24 months at AAI occupied Area of Administrative Building(CIC office at OTB), Engineering Office, Store Hall & RR Station at DBAI Airport, Nagpur(2018-20).”** at an estimated cost of **Rs. 11,07,800.00 (i/c GST)** with **period of completion of 24 (Twenty four) months.**

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Aspiring bidder may go through the tender documents by login into the CPP Portal. 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 log in to the CPP portal <https://etender.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 application. The process normally takes 03 days time. The tenderer may also take guidance from AAI Help Desk Support through path [aai.aero/tender/e-tender/help desk](http://aai.aero/tender/e-tender/helpdesk) support.

- (i) For any technical related queries please called help desk. The 24x7 help desk details are as below:-
Tel:0120-4200462, 0120-4001002, Mobile : 91 8826246593,
E-mail: support-eproc@nic.in
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.
For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between
- (ii) 08.00 hrs to 20.00 hrs (Mon-Sat)
011-24632950, Ext-3512(Six Lines), E-mail: eprochelp@aai.aero
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)
011-24632950, Ext-3523, E-mail: etendersupport@aai.aero,
Sanjeevkumar@aai.aero and snita@aai.aero.
- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri)
011-24657900, E-mail: gmitichq@aai.aero

1. Tender **fee of Rs. 1120/- (i/c GST) non-refundable** will be required to be paid offline in the form of Demand Draft drawn in favour of Airports Authority of India payable at Nagpur. Demand draft from Nationalized or any scheduled bank (but not from co-operative or

Gramin Bank). **Original/ Hard copy of the same is required to be submitted to the Bid Manager i.e Asstt. Gen. Manager (Engg.-Civil), Airports Authority of India, D.B.A.I. Airport, Nagpur - 440005 on or before 19.03.2018 upto 18:00 Hrs.**

2. Following 03 (Three) envelopes shall be submitted through online at CPP Portal by the bidder as per the following schedule :-

CRITICAL DATE SHEET

Publishing Date	13.03.2018
Bid Document Download/ Sale Start Date	14.03.2018 (09:30 Hrs.)
Clarification Start Date	14.03.2018 (09:30 Hrs.)
Clarification End Date	19.03.2018 (18:00 Hrs.)
Bid Submission Start Date	14.03.2018 (09:30 Hrs.)
Bid Submission End Date (Envelops - I, II & III)	20.03.2018 (18:00 Hrs.)
Last Date and time of submission of original BG/Demand Draft against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	23.03.2018 (18:00 Hrs.)
Bid Opening Date (Envelops - I)	26.03.2018 (11:00 Hrs.)
Bid Opening Date (Envelops - II)	To be intimated later on through CPP portal
Bid Opening Date (Envelops -III)	To be intimated later on through CPP portal
Tender Fee	Rs.1120/- (i/c GST) Non-refundable
EMD	Rs. 22,156/- in the form of Demand Draft / FDR/ Bank Guarantee

Envelope –I: Containing qualifying requirement of Contractor / Firms:-

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/e procure/app>. Tenderer / Contractor are advised to follow the instruction provide in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned document along with scanned copy of Demand Draft for Tender Fee. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Qualifying requirements of contractors / Firms.

- i) The agencies should have Permanent Account Number (PAN).
- ii) Agency specialized in the similar nature of work and registered with Registrar of Companies / Firms / Central Govt. / State Govt. as the case may be.

- iii) Work Experience: The bidders will be qualified only, if they 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) work(s) during last seven years ending 31.12.2017 in India as given below:-
- a. At least One work of similar nature* of value of 80% of Estimated value i.e Rs 8.86 lakhs or Two works of similar nature* each of 50% of Estimated value i.e Rs 5.54 lakhs or Three works of similar nature* each of 40% of Estimated value i.e Rs 4.43 lakhs in single contract of work during last seven years ending on 31.12.2017.
- * Similar works mean – Manual cleaning / Facility Management works inclusive of cleaning / housekeeping of airport terminals, non-residential corporate office buildings / Cyber city, MNC Buildings, shopping malls / complex, metro rail premises etc.
- Client certificate for experience should show the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactorily 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.
- iv) Should have annualized average financial turnover of Rs. 3.32 Lakhs against works executed during last three years ending 31st March of Previous financial year. As a proof, copy of Abridged Balance sheet and Profit & Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses for the last three years in the balance sheet shall be summarily rejected.

The Bidders to submit the proof of the owning the machineries or hire agreement with the Equipment Owners in PQQ folder as mentioned in Annexure –A

Envelop- II :- Technical Bid containing scanned copy of unconditional Acceptance of AAI's tender Conditions and EMD.

Scanned copy of earnest money deposit(EMD)of value **Rs 22,156/-**in the form of Demand Draft / FDR/ Bank Guarantee as stipulated in the notice inviting tender may be submitted in “tech bid Folder” in technical Bid/Attachment section of e-tendering portal along with unconditional Acceptance of AAI's tender Conditions (Performa given in Page no **A21** of Tender Documents).

Envelop-III:- The financial e-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 bidder. 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 file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3. Original EMD, hard copy of signed unconditional Acceptance of AAI's tender Condition to be sent to the O/o Asstt.General Manager (Engg-Civil), Airports Authority Of India ,Dr.Babasaheb Ambedkar International Airport.Nagpur (M.S) 440005. and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD and unconditional acceptance of AAI's tender condition are not received by the time of the opening of pre-qualification of tender then their tender will be summarily rejected. Any postal delay will not be entertained.

4. **Bids Opening Process is as below :-**

Envelope-I: Containing Documents for pre-qualification bid (uploaded by the contractors/ firms) shall be opened on **26.03.2018** at **11:00 Hrs**. The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/ firms through e-tendering Portal.

Envelope- II:- technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET**.(Depending on pre-qualification, any changes in the date shall be intimated through CPP Portal).

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/Price bids of the contractors/firms found to be meeting the qualifying requirement and technical criteria shall be **CRITICAL DATA SHEET (Depending on Envelope-II Evaluation, any changes in the date shall be intimated through CPP Portal)**.

5. AAI reserves the right to accept or reject any or all applications without assigning any reason. AAI also reserves the right to call off the process of tendering at any stage without assigning any reason.
6. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project (s) is below par or unusually poor and has been issued letter of restrain / temporary/ Permanent debar by any department of AAI. **AAI reserves the right to verify the credential submitted by the agency at any stage (before or after the award of 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.

7. Consortium/Joint Ventures companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
8. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance.
9. Concessions to Indian micro & small Enterprises (MSEs) units will be given as per the provisions (para-10) of public procurement policy for MSEs order 2012, MSEs (micro 7 Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of handicraft and handloom etc.

**Asst. Gen. Manager (Engg-Civil)
For CIC,AAI, D.B.A.I. Airport, Nagpur.**

CHECK LIST

(TO BE UPLOADED BY THE BIDDER IN ENVELOP – II)

Name of work: Providing Environmental Support Services (Up-keeping) (ESS) for 24 months at AAI occupied Area of Administrative Building (CIC office at OTB), Engineering Office, Store Hall & RR Station at DBAI Airport, Nagpur(2018-20).

S. No.	Particulars	ATTACHMENTS/ ENCLOSURES CHECK LIST (To be uploaded /enclosed)	
1.	Name & registered office Address of the Applicant.		
2.	Name, address, telephone, Fax No., e-mail address of the authorized contact person of the agency for further communication.	Name:	
		Address :	
		Ph. No.:	
		Mobile No.:	
		Fax No.:	
		E-Mail ID:	
3.	ENVELOPE-I (Fee Bid): It shall contain the scanned copy of-		
a)	Tender Fee of Rs. 1120/- in the form of Demand Draft as per e-NIT Clause- 10	DD No:	Scanned copy of DD uploaded & original shall be reach to Bid Manager before due date. YES/NO
b)	EMD for an amount of Rs. 22,156/- in the form of Demand Draft as per e-NIT Clause- 10	DD / FDR No:	Scanned copy of DD uploaded & original shall be reach to Bid Manager before due date. YES/NO
c)	Unconditional Acceptance Letter	Format given at Page-A-21 of Tender document.	Scanned copy of duly signed & stamped Unconditional Acceptance Letter uploaded & original shall be reach to Bid Manager before due date. YES/NO
d)	Scanned copy of affidavit as per Annexure “MSME – A” (applicable for firm those who are need participating in this tender under “MSE unit”). “MSME – A”.	Format given at Page-A-25 of Tender document.	Scanned copy of duly signed affidavit as per Annex MSME-A to be uploaded & original shall be reach to Bid Manager before due date. YES/NO
4.	ENVELOPE-II (Pre Qualification/Technical Bid): It shall contain the scanned copy of-		
a)	Should have valid Registration on the date of issue of tender with appropriate government authorities related to work.	Enclose documentary proof in support.	Valid Registration of the Agency/Firm Self-attested copy uploaded. YES/NO
b)	Details of PAN card	Enclose documentary proof in support.	Scanned copy of PAN Card uploaded YES/NO
c)	Details of GST Registration Certificate.	Enclose documentary proof.	Scanned copy of GST Registration Certificate uploaded

			YES/NO
d)	Details of EPF & ESIC Registration	Enclose documentary proof	Scanned copy of EPF & ESIC registration uploaded YES/NO
e)	Authorization Letter/Power of Attorney (if any)	As per e-NIT	Scanned copy of Authorization letter / Power of Attorney uploaded YES/NO
f)	Affidavit for minimum wages duly notarized.	Format given at Page-A-23 of Tender document.	Scanned copy of affidavit for minimum wages duly notarized uploaded. YES/NO
g)	Work Experience Certificates from clients of having satisfactorily completed works similar nature i.e. Manual cleaning/Facility Management works inclusive of cleaning/ housekeeping of airport terminals, non-residential corporate office buildings / Cyber city, MNC Buildings, shopping malls/complex, metro rail premises etc.	Details of similar nature works completed during last seven year showing 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 works Completion Certificates should have the following details: -	Completion Certificates with PO and BOQ/Documents self-attested copy uploaded YES/NO
(i)	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Stipulated Date of completion :-		
	Actual Date of completion :-		
(ii)	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Stipulated Date of completion :-		
	Actual Date of completion :-		
(iii)	Name of client :-		
	Name of work :-		
	Completion Value: -		
	Date of Start :-		
	Stipulated Date of completion :-		
	Actual Date of completion :-		

h)	Annualized average financial turnover details (Abridged Balance Sheet and Profit & Loss Account) equivalent to Indian Rupees in Lacs during last three financial years minimum Rs. 3.32 Lacs Year INR (in Lacs) 2014-15:- Rs. 2015-16:- Rs. 2016-17:- Rs.	Abridged Balance Sheet and Profit & Loss account for last three financial year.	Copy of Annual Report i.e. Abridged Balance Sheet and Profit & Loss Account for the last three years. Self-attested copy uploaded YES/NO
i)	Whether experience from private clients?	Non-Government/ Non PSU organizations as per e-NIT.	Scanned TDS certificates of stipulated value of works from clients enclosed: YES/NO
5. ENVELOPE-III (Financial/Price bid folder): It shall contain.			
a)	Price/Financial e- Bid	To be quoted online through CPP portal www.etenders.gov.in	

Place:

Date:

Signature with stamp
Authorized Signatory of the Agency

Declaration

I, (_____) hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited.

Place:

Date:

Signature with stamp
Authorized Signatory of the Agency