

E-NIT

AAI/DEO/AGM(E-E)/E NIT-08/2020-21/664

Dated: 26.03.2021

Tender ID: 2021_AAI_74399_1

1. Item rate(s) tenders are invited through the NIC CPP e-tendering portal by **AGM (Engg-Elect)** AAI, Deoghar Airport, (Bid Manager) on behalf of Chairman, A.A.I. from eligible proprietorship/ Partnership firms registered under Shop and Establishment Act / Pvt. Ltd. Company/ Company registered under Companies Act/Reputed Travel Agencies, Car Rental and other transport firms for the work of “**Hiring of Vehicle for AAI Deoghar Airport.**” at an estimated cost of **Rs. 3,00,000.00/-** (Rupees: Three Lakhs only) with period of completion **Six (06) Months.** (Extendable further up to Six months at the discretion of AAI Management subject to satisfactory performance).
2. The tendering process is online at CPP e-portal URL address <https://etenders.gov.in/eprocure/app>. Aspiring bidders may download from CPP Portal and go through tender document by login the CPP Portal.
3. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at “**Guidelines for bidders/Instructions for Online Bid Submission and Help for Contractors (Available in the Home Page)**”, register themselves at the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>).
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support.

Tender Fees

5. Tender fee of **Rs.1120.00 (Rupees One Thousand One Hundred & Twenty only) including GST** in respect of cost of the Tender Document will be required to be paid by way of ONLINE.
 - a. Scanned copy of Tender Fees duly digitally signed to be uploaded in Cover No./ Envelope – I by stipulated date and time mentioned in the critical dates.
 - b. NSIC/MSME registered firms seeking for exemption from Tender Fees are to submit the valid NSIC/MSME registration certificate issued by the Competent Authority. In case of invalid/non receipt of registration certificate, the tender shall be summarily rejected.

Earnest Money Deposit(EMD)

EMD shall be exempted as per GOI Notification and declaration shall be given by agency as per attached Proforma A at page no 58.

CRITICALDATE SHEET

Publishing Date	26.03.2021
Bid Document Download / Sale Start Date (Next Day of publishing day)	27.03.2021 from 0930 Hrs.
Clarification Start date	27.03.2021 from 0930 Hrs.
Clarification End date	30.03.2021 up to 1800 Hrs.
Bid Submission Start Date	27.03.02.2021 up to 0930 Hrs.
Bid Submission End Date	05.04.2021 up to 1800 Hrs.
Bid Opening Date (Envelope – I)	08.04.2021 at 1100 AM
Bid Opening Date (Envelope – II)	12.04.2021 at 1100 AM
Tender Processing Fee (Non- Refundable)	Rs. 1120/- (i/c GST) Non-refundable to be paid through online through payment gateway on CPP Portal.
EMD	EMD shall be exempted as per GOI Notification and declaration shall be given by agency as per attached Proforma A at page no 58.

Envelope-I: (Tender Processing fee, EMD, Technical Bid and pre-qualification);- Bid containing following:

A. Tender processing fee, EMD:

- i. Details of payment made through online against Tender processing Fee.
- ii. EMD Declaration as per Proforma A.

B. Technical Bid containing the following: -

- i) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions.
- ii) Scanned copy of Permanent Account number (PAN) and GST Registration Number
- iii) Scanned copy of Undertaking regarding Blacklist/ Debarment on Company's Letter Head.
- iv) GST undertaking and affidavit (Compliance of minimum wages)
- v) Tenderer shall submit scanned copy of Undertaking on company's Letter Head i.e. Statement of Vehicles owned by the bidder.
- vi) Companies 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.
- vii) PQ Performa / Check List duly filled and Signed.

C. Qualifying requirements of Contractors / tenders containing the following:-

- i) Should be proprietorship/ Partnership firms registered under Shop and Establishment Act / Pvt. Ltd. Company/ Company registered under Companies Act. As a proof, copy of Certificate of Registration / Partnership Deed / Memorandum of Article and Memorandum of Association (MOA), as the case may be, is to be submitted. In case of Reputed Travel Agencies, Car

Rental and other transport firms GST registration Certificate in the name of firm should be submitted as a proof of registration Certificate.

OR

Should have satisfactorily completed three works, each of **Rs. 1,20,000.00 per annum** or two works each of **Rs. 1,50,000.00 per annum** or one work of **Rs. 2,40,000.00 per annum** in single contract of similar nature i.e. **“providing and operating vehicle on monthly hire basis to Government Departments/Public Sector Undertaking or reputed Private Sector Companies/firms (within India)”** during last seven years ending on **last date or extended date of submission of bids** in India. [Amount of work experience shall be without GST]. Bidder must submit performance/experience certificate in respect of work(s)/order(s) claimed against experience as mentioned above.

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 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.

- i) Should have annualized average financial turnover of Rs. 90,000.00 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 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) The tenderer should have a minimum net worth of Rs. 45,000.00 issued by certified Chartered Accountants (As per Annexure VI at page no. 54).

Documents complying with following requirements is to be submitted in Envelope I (Annexure V)

1. The bidder should have 02 (Two) numbers of vehicles registered either in the name of proprietor/firm/company or attached to him by power of attorney (POA).
2. All vehicles in the fleet shall have following valid documents from appropriate authorities.

- i. Commercial registration certificate.
 - ii. Road fitness certificate.
 - iii. Valid insurance.
 - iv. All taxes paid up to date.
 - v. Pollution under control (PUC) certificate.
 - vi. Contract Carriage Permit issued by R.T.O.
- i) Scanned copy of all the Documents of Envelope-1 mentioned above shall be submitted on the CPP Portal.

Envelope-II: 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 tenderers. Tenderers are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). 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.

1. Bid Submission:-

The tenderers shall submit their application only at CPP portal [https://etenders.gov.in/e procure/app. Tenderers /](https://etenders.gov.in/e procure/app. Tenderers/) Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. Bid documents 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.

2. 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.
3. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http:// etenders.gov.in/ e procure/ app>, 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.

4. Bids Opening Process is as below:

Envelope -1 (Tender processing fee, EMD, Technical bid and Pre-qualification):

Envelope-1 containing documents as per Para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder has any query related to the Bid Document of the work, they should use "Seek

Clarification” on CPP portal to seek clarification. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded document in Envelope – I, he will be asked to provide it through CPP portal or email if required. 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.

The intimation regarding acceptance/ rejection of their bids will be intimated to the tenderers through CPP Portal.

Envelope -II (Financial Bid):

Envelope -II Containing financial bids of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date and 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 CPP Portal).**

5. 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.
6. AAI reserve the right to disallow the working agencies whose performance 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 debarment/ black listing by any department of AAI or Central/ State Govt. Depts./ PSUs / World Bank/ ADB etc.
7. **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 tenderer then AAI 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 AAI, including termination of the contract apart from any other appropriate contractual /legal action.**
8. Consortium /JV companies shall not be permitted.
9. Purchase preference to Central Public sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
10. 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.

AGM(E-E)

AAI, Deoghar Airport, Deoghar-814114