

ETD ID:2021 AAI 76492 2

## GENERAL INSTRUCTIONS AND GUIDELINES TO THE TENDERER

### **First Important Step to Bidder for e-tender:**

(CPP e-Procurement portal reference:<https://etenders.gov.in/eprocure/app>)

Bidders have to read the instructions to the bidders given in the e-tender portal of CPP and take immediate steps for:

- (a) Register for bid to participate in e-tendering.
- (b) Obtain digital signature well in advance which takes minimum 24 to 30 hours.
- (c) Make sure availability of all required software in your PC as instructed under bidders' instruction head of e-procurement portal of CPP.

### **Correspondence on tender documents:**

1. **Tender Document:** The prospective bidder shall download the tender documents on-line from CPP's e-Procurement portal and upload **digitally signed** entire tender document on CPP e- tender portal. Besides, whenever tenderer signatures are earmarked in the tender documents shall put his signature and upload scan copies of the same.
2. **Amendment to Tender Document:** At any time, prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this tender or to issue additional date to clarify the interpretation of provisions of this tender, it may issue addendum/corrigendum to this tender. Any such Addendum/ Corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum/Corrigendum will be notified through CPP's Website/Portal only.
3. **Clarifications of Tender Document:** Bidder, requiring any clarifications of the tender document, may submit their queries, if any, through provision of CPP's Website/Portal on or before submission of E-Bids/as mentioned in NIT. Request for clarifications received from bidders shall be responded by AAI suitably. Replies to queries by AAI will be uploaded through CPP's e-Procurement Portal. The bidders are advised to visit CPP's Website/Portal regularly.
4. No correspondence shall be entertained from the tenderer/bidders after opening of tenders, other than asked by AAI for any clarifications, if required.

## **Instructions for Online Bid Submission**

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

### **Registration**

2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal.

3. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

4. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

5. 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.

6. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

7. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC/e-Token.

### **Searching For Tender Document:**

8. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

9. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.

10. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Help desk.

**Preparation Of Bids**

11. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
12. Bidders are required to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “MySpace” are a while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Submission Of Bids**

15. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
16. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
17. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
18. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/ any other accepted document, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
19. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard SOQ 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 SOQ file, open it and complete the **Blue 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 submit it online duly digitally signed, without changing the filename. If the SOQ file is found to be modified by the bidder, the bid will be rejected.
20. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time

for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

21. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

22. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

23. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

24. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS:**

25. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

26. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. CPP under GeP NIC, Help Desk Services

27. For any technical related queries/constraint may please be called the Helpdesk. The 24x7HelpDeskNumber **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. For any issues/clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

**Telephone: 0120-4200462, 0120-4001002.**

**Mobile No. : +918826246593**

**E-Mail: support-eproc@nic.in**

28. For any Policy related matter / Clarifications, Please contact Dept of Expenditure, Ministry of Finance.  
E-Mail:CPP-doe@nic.in.

29. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s):

(a) In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000hours for the CPP under GePNIC <https://eprocure.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPP).

(b) Before submitting queries, bidders are requested to follow the instructions given in “Guidelines to Bidders” and get their computer system configured according to the recommended settings as specified in the portal at “System Settings for CPP”.

30. In case of any issues faced, the escalation matrix is as mentioned below:

Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings
Help Desk	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011- 24632950, Ext-3512 (Six Lines)	0900-1800 Hrs.  (MON - FRI)

31. The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.

32. The above mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal. For queries related to the tenders, published on the portal, bidders are advised to contact concerned Bid Manager of AAI.

**AIRPORTS AUTHORITY OF INDIA****NOTICE INVITING E-TENDER**

- Item rate Tenders are invited through the e-tendering portal by AGM (E-E), AAI, Kadapa Airport, Kadapa – 516003 on behalf of Chairman, A.A.I from the eligible contractors for the work of “Job Contract for Providing Bird and Animal Scaring and allied Services in the Operational area at Kadapa Airport” for an estimated cost of **Rs.38,55,528/- (Rupees Thirty Eight lakhs Fifty Five Thousand Five Hundred and Twenty Eight only) plus applicable GST** for a period of 36 months.
- The tendering process is online at NIC Central Public Procurement Portal URL address <http://etenders.gov.in/e procure/app>. Aspiring bidders may go through the tender document by Login CPP Portal.
- Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at “Instruction for online bid submission” (Refer –Annexure –“A” of Tender Document), register themselves at NIC e-tender portal, obtain ‘User ID’ & ‘Password’ and go through the ‘Self Help files’ available in the Home Page after log in to the portal <http://etenders.gov.in>”. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 day time. The tenderer may also take guidance from AAI Help Desk Support (contact details mentioned in tender document).
- Tender document may be downloaded from CPP portal: <https://etender.gov.in/e procure/app> and Airports Authority of India web site [www.aai.aero](http://www.aai.aero) (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under.**

**Critical Dates**

1.Publishing Date	07.05.2021 at 0930 hrs
2.Bid Document Download/Sale Start Date	07.05.2021 at 0930 hrs
3.Clarification Start Date	07.05.2021 at 0930 hrs
4. Bid Document Download/Sale End Date	07.05.2021 at 0930 hrs
5.Clarification End Date	12.05.2021 at 1800 hrs
6.Bid Submission Start Date	07.05.2021 at 0930 hrs
7.Bid Submission End Date	17.05.2021 at 1800 hrs
9. Bid Opening date: Cover / Envelope I (tender fees/ EMD/ Unconditional acceptance/ Power of Attorney / NSIC/ MSME registration), PQQ	19.05.2021 at 1100 hrs
10. Bid opening date : Cover/ Envelope – II (Price Bid)	20.05.2021 at 1100 hrs

Tender fee (Non- Refundable) of **Rs.1180/-** shall be paid online through payment gateway in CPP Portal

## 5. Bid Submission:

Bidders are advised to visit website regularly to keep themselves updated, as any change/modification in the tender will be intimated through this web site only. Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Tender/ Contractors are advised to follow the instructions “General instructions and guidelines to Tenderer for Online Bid Submission” provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. All the covers shall be submitted through online CPP-portal by the bidders.

- a) Notification of Award of contract will be made in writing to the successful Bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive Bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract documents and the Accepting Authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision.
- b) A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents.
- c) The Accepting Authority reserves to himself the right of accepting the whole or any part of the Tender and Tenderer shall be bound to perform the same at his quoted rates.
- d) On acceptance of Tender earnest money will be treated as part of the security deposit.

A tenderer shall submit the tender which satisfies each and every condition laid down in this notice failing which the Tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:

- a) Forfeit the entire amount of EMD submitted by the firm.
- a) Debar the firm for a period to be decided by the committee duly constituted by the competent authority for this purpose.

Quarries, if any, may be sent through AAI e-portal in “Quarries & Replies” section only.

If at any stage, any information / documents submitted by the applicant are found to be false; the agency shall be liable for debarment from tendering in AAI, apart from any other appropriate / legal action.

AAI reserves the right to accept / reject any or all applications without assigning any reasons.

### **6.1 Cover – I: -**

Containing scanned copy of Unconditional Acceptance of AAI’s Tender Conditions, Tender fee and EMD declaration.

Cover – I shall also contain following:

- (a) Scanned copy of earnest money deposit (EMD) declaration

- (b) Scanned copy of Tender fee of **Rs.1180/-** shall be paid online through payment gateway in CPP Portal
- (c) Scanned copy of duly signed Unconditional Acceptance letter of AAI's Tender Conditions, Authorization Letter/Power of Attorney/Undertaking if the Agency is a Proprietary concern.
- (d) Scanned copy of Valid EMD Exemption letter if applicable. And valid registration certificate of MSE's which are registered under MSME act if applicable (For EMD exemption, refer para 14 )

Name of Work	Estimated Cost	EMD	Cost of Tender
<b>Job Contract for Providing Bird and Animal Scaring and allied Services in the operational area at Kadapa Airport</b>	<b>Rs 38,55,528/- (Rupees Thirty Eight lakhs Fifty Five Thousand Five Hundred and Twenty Eight only) plus applicable GST</b>	EMD declaration as per Anne-A	<b>Rs.1180/-</b> (Non-refundable)

#### **6.2 Containing qualifying requirements of Contractor / Firm: -**

The tenderer shall upload the digitally signed file of scanned documents, PQQ Proforma and firm's bio-data in support of their meeting each criterion mentioned below on the CPP Portal. Hard copy of application shall not be entertained.

#### **Qualifying requirements of contractors / firms:**

- i) Should have valid Experience on the Date of Submission of bid through e-portal in appropriate class of Agencies "who have satisfactorily completed three works (AMC / Supply of manpower agencies) each costing not less than 40% of Estimated cost or two works costing not less than 50% of Estimated cost or one work costing not less than 80% of the Estimated cost pertaining to "Job Contract for Providing Bird and Animal Scaring and allied Services in the Operational area at Kadapa airport", during last seven years ending last day of the month of **February, 2021**. 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. (Firm showing work experience certificate from Non-Government / Non PSU organization should submit 'Tax Deduction at Source certificate' in support of their claim for having experience of stipulated value of works)". Specialized in the similar nature of work or copy of at least three Nos. work completion certificates issued by AAI for having completed similar works during last seven years ending on the last date of February, 2021.
- ii. Agency should have Permanent Account Number (PAN). Agency may also submit EPF & ESIC Registration, /GST Registration (if applicable) which will be essential before award of work in case of L1
- iii. Should have Valid registration certificate of MSE's which are registered under MSME act if applicable.

- iv. Copy of Minimum Net worth certificate of Value not less than Rs.1,92,776.00 certified by CA
- v. Copy of Annual turnover of Value not less than Rs.385553.00
- vi. Scanned of Unconditional Acceptance letter
- vii. Scanned Tender fee payment receipt & EMD declaration as applicable.
- viii. Undertaking for Non-Blacklisting or Non Debarment
- ix. Digitally Signed Tender Document
- x. Power of Attorney if applicable

### **6.3 Cover - II:**

- a) The tenderer shall upload the digitally signed **Schedule of Quantities**.

Bidders may please note, the schedule of quantities is attached in the portal. The same (SOQ) shall be downloaded and be filled in the editable (un-protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard SOQ 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 SOQ file, open it and complete the blue 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 submit it online, without changing the filename. If the SOQ file is found to be modified by the bidder, the bid will be rejected.

### **~~7. MODE OF SUBMISSION OF ORIGINAL TENDER COST AND EMD AMOUNT :~~**

~~(a) Original EMD, (b) Tender Cost, and (c) Scanned copy of signed Unconditional Acceptance of AAI's Tender conditions to be sent to the Office of AGM (E E), Airports Authority of India, Kadapa Airport, Andhra Pradesh 516003, and should reach before the date & time of opening of Cover I. Tender of the tenderer whose EMD and unconditional acceptance of AAI's Tender conditions are not received on or before due date as per Critical Date Sheet, then their tenders will be summarily rejected. Any postal delay will not be entertained.~~

~~The details of the Tender Cost, Earnest Money Deposit (EMD) and Unconditional Acceptance letter document submitted physically to the Bid manager and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.~~

### **8. BID OPENING PROCESS IS AS BELOW:-**

8.1 **Cover-I**: Containing Documents for bid (uploaded by the contractors/firms) shall be opened as per Critical Date Sheet. The intimation regarding acceptance / rejection of their bids will be intimated to the contractors / firms through CPPP e-tendering portal.

8.2 Pre-Qualification/ Technical bid opening date will be as per Critical Date Sheet. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through Short fall documents folder in e-tendering portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

8.3 **Cover-II**: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened as per Critical Date Sheet. (Depending on Cover-I evaluation, any changes in the date shall be intimated through e-tendering portal).

9. 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.

10. AAI reserves the right to disallow 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 debar by any department of AAI.

11. AAI reserve 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.

12. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

13. Public procurement policy for Micro, small and medium enterprises registered under MSME shall be followed as per the directives of Government of India prevailing at the date of acceptance.

#### 14. **EXEMPTION FROM PAYING TENDER FEES & EARNEST MONEY DEPOSIT**

14.1 Micro and Small Enterprises (MSEs) – registered with District Industries Centers or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, and further amendments for goods produced and service

rendered – shall be issued Tender Documents free of cost and shall be exempted from paying Earnest Money Deposit (EMD).

14.2 Price Preference: The price preference to MSEs shall be applicable as per prevailing government norms/public procurement policy.

**15. DOCUMENT REQUIRED FOR AVAILING EXEMPTION OF TENDER FEE AND EMD FOR NSIC/MSEs:**

The following procedure is adopted for the bidders registered with NSIC/MSEs:

i) MSEs which are specified by the Ministry of Micro, small and Medium, Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing / Service shall be eligible for the exemption.

ii) If the entity participating in any of the tenders is a private or public limited company or 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 the Authority, then the said entity shall not be allowed to participate in AAI tenders.

16. For any query related to the inspection of the site & premises, prospective bidders may contact:-

**AGM (E-E),  
Airports Authority of India,  
Kadapa Airport - 516003  
Tel: 08562-220507/220540, e-mail: engge-kadapa@aai.aero**

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## PQQ PROFORMA / CHECK LIST

(To be submitted by applicant along with Tender Application Cover-II)

### “Job Contract for Providing Bird and Animal Scaring and allied Services in the Operational area at Kadapa Airport”

Ref. No.	Details of Bidder & Qualifying Criteria	Particulars	Remarks on Uploaded documents
1	2	3	4
1.	Name and address of the firm / Email Address & Telephone No.		
2.	(a) Duly signed unconditional acceptance letter on company letter head (b) Copy of Tender Fee payment receipt. (c) Copy of EMD declaration or MSME documents as applicable (d) Power of attorney, authorization letter etc., if		scanned copies uploaded  <b>YES / NO</b>
3	Permanent Account No. (PAN)		Scanned Copy of PAN card uploaded  <b>YES/NO</b>
4	Goods & Services Tax Registration No. and valid up to	Agency not possessing GST Registration at the time of submission of application/Bid has to submit an undertaking as provided in check list along with the application/Bid.	scanned copy uploaded  <b>YES / NO</b>
5	EPF Registration Details		
6	ESIC Registration Details		

7	<p>Work experience documents</p> <p>Three works of Rs.5,14,070.00/- each</p> <p>OR</p> <p>Two works of Rs.6,42,588/-each</p> <p>OR</p> <p>One work of Rs.10, 28,141/- of similar nature of work during last seven years ending on last day of the month of February, 2021</p>	<p>Details of the Three/Two/One work(s) as applicable</p>	<p>Scanned copies Uploaded Online – YES / NO</p>
8	<p>Net worth certificate &amp; Turnover details</p>		<p>Scanned copies Uploaded Online – YES / NO</p>
9	<p>Digitally signed Tender Document uploaded to CPPP portal</p>		<p>Scanned copies Uploaded Online – YES / NO</p>
10	<p>Undertaking for non-debarment and non-black listing</p>		<p>Scanned copies Uploaded Online – YES / NO</p>
11	<p>Price-Bid duly uploaded to CPPP portal</p>		<p>Scanned copies Uploaded Online – YES / NO</p>

Ref.	Details of Bidder & Qualifying	Particulars	Remarks on Uploaded documents
1	2	3	4
<b><u>WORK NO. 1</u></b>			Copy of certificate Uploaded
(a)	Name of Client		YES/NO
(b)	Name of Work		YES/NO
(c)	Stipulated Date of Completion		YES/NO
(d)	Actual Date of Completion		YES/NO
(e)	Completion Cost		YES/NO
(f)	Work Order/ Agreement No		YES/NO
(g)	Copy of Work Order with BOQ		YES/NO
(h)	TDS Amount, if applicable		YES/NO
(i)	TDS Certificate		YES/NO
<b><u>WORK NO. 2</u></b>			
(a)	Name of Client		YES/NO
(b)	Name of Work		YES/NO
(c)	Stipulated Date of Completion		YES/NO
(d)	Actual Date of Completion		YES/NO
(e)	Completion Cost		YES/NO
(f)	Work Order/ Agreement No		YES/NO
(g)	Copy of Work Order with BOQ		YES/NO
(h)	TDS Amount, if applicable		YES/NO
(i)	TDS Certificate		YES/NO
<b><u>WORK NO. 3</u></b>			
(a)	Name of Client		YES/NO
(b)	Name of Work		YES/NO
(c)	Stipulated Date of Completion		YES/NO
(d)	Actual Date of Completion		YES/NO
(e)	Completion Cost		YES/NO
(f)	Work Order/ Agreement No		YES/NO
(g)	Copy of Work Order with BOQ		YES/NO
(h)	TDS Amount, if applicable		YES/NO
(i)	TDS Certificate		YES/NO

Ref. No.	Details of Bidder & Qualifying Criteria	Particulars	Remarks on Uploaded documents
12	T&P List if applicable		Scanned copy uploaded <b>YES/NO</b>
13	Declaration for genuineness of documents	Agency has to submit a declaration as provided in check list along with the application for genuineness of documents submitted	Signed scanned copy uploaded <b>YES / NO</b>
14	Whether experience from private clients?	Non Govt. / Non PSU organizations	Scanned TDS Certificates of stipulated value of works from clients copy uploaded <b>YES / NO</b>
15	E-payment format		Scanned copy uploaded <b>YES / NO</b>
16	Details of any other information		

Place:

Date:

**(Signature)**  
**Authorized Signatory of the Contractor/Firm**

**DECLARATION FOR GENUINENESS OF DOCUMENTS**

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 of the contractor)**  
**Authorized Signatory with rubber stamp**

## DECLARATION BY THE TENDERER

To

**The Airport Director,  
Airports Authority of India  
Kadapa Airport Airport.**

Sir,

I / We have read the following documents relating to the work of “Job Contract for Providing Bird & Animal Scaring and Allied Services in the Operational area at Kadapa Airport”.

- a) Notice Inviting Tender.
- b) Guidance to Tenderers.
- c) General Conditions of Contract.
- d) Scope of Work.
- e) Schedule of Quantities & Break-up of rates.
- f) Agreement Form.

I / We hereby tender for the work referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and in accordance in all respect with the Scope of work, General conditions and other relevant details at the rates contained in schedule of rates and within the period of completion.

In consideration of I / We are found to be the lowest responsive bidder as stipulated in condition of contract, I / We agree to keep the tender open for acceptance for 90 days from the due date of submission thereof and not to make any modification in terms and conditions which are not acceptable to AAI.

A sum of Rs.77,111/- is hereby forwarded in the form of demand draft in favour of “Airports Authority of India” payable at Chennai as Earnest Money Deposit. If I / We keep the tender open as aforesaid or make any modifications in the terms and conditions of the tender which are not acceptable to AAI, I/ We agree that AAI shall, without prejudice to any other right or remedy, be at liberty to forfeit the fully said earnest money absolutely and I / We shall not be considered as successful tenderer for the purpose of return of earnest money as provided in the Notice Inviting Tender. Should this tender be accepted, I / We hereby agree to abide by and fulfil all the terms, conditions and provisions of the aforesaid documents.

If after the tender accepted and I / We fail to commence the work as provided in the condition, I / We agree that AAI shall without prejudice to any other right or remedy be at liberty to forfeit the said earnest money absolutely and take suitable action against me / us as deemed fit under the terms and conditions of the contract.

/ We agree that should AAI decide to forfeit the earnest money as aforesaid, unless a sum equal to the earnest money mentioned above is paid by me / us forthwith, AAI may at its option recover it out of the deposit and in the event of deficiency, out of any other money due to me/us or otherwise.

If the tender is accepted, I/We agree that the earnest money deposited at the time of tender shall be treated as part of security deposit and the balance security deposit shall be paid by me/us or AAI shall collect the same by deduction from my/our running bills as per conditions of contract.

Signature in the capacity of \_\_\_\_\_

Duly authorized to sign the tender on behalf

(In block capitals)

\_\_\_\_\_

Date: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax: \_\_\_\_\_

E Mail: \_\_\_\_\_