

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA
अभियान्त्रिकी (विद्युत) विभाग / ENGINEERING (ELECTRICAL) WING
सफदरजंग एयरपोर्ट/ SAFDARJUNG AIRPORT
नई दिल्ली/ NEW DELHI - 110003

संदर्भ न.: एएआई / एसएपी /इंजी. (ई) / आईएनए-जीएच/हाउसकीपिंग/2023 -24/
Ref. No. AAI/SAP/Engg. (E)/ INA-GH/Housekeeping/2023-24/

दिनांक: 04.10.2023
Date: - 04.10.2023

जीईएम पोर्टल निविदा आमंत्रण सूचना-

Notice Inviting Tender on GeM Portal

1. Item rate e-tenders are invited through GeM portal by Asst. Gen. Manager (Engg-E), AAI, (Bid Manager) Safdarjung Airport, New Delhi-110003, Tel. No. 011 24626250 on behalf of Chairman, AAI from eligible contractors for the work of **“Housekeeping and maintenance of Airports Authority of India Guest House at INA Colony, New Delhi (for two years 2023-24 & 2024-25).”** at an estimated cost of **Rs. 1,21,37,323/- (Including GST)** with completion period of **24 (Twenty-Four) 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.

Prospective Bidders are advised to get themselves register at GeM portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home Page after log in to the GeM portal <https://gem.gov.in>.

- (i) 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
 - Please note that under no circumstances bid procedure related queries shall be referred to the Independent External Monitors (IEMs).

Bid (Tender) processing fee of Rs. 1,180/- (i/c GST), non-refundable will be required to be paid online as per the given bank details before the scheduled date and time of bid submission (as Per GeM) through RTGS/NEFT in favor of **"Airports Authority of India, Safdarjung Airport, New Delhi"** in the bank account as detailed below. The tenderer/Bidder, whose Tender processing fee are not found to receive in AAI Bank Account by the date & time mentioned in critical data sheet, failing which tenders will be liable to be rejected.

EMD of Rs. 2,42,746/- will be required to be paid online as per the given bank details before the scheduled date and time of bid submission (as Per GeM) through RTGS/NEFT in favor of **"Airports Authority of India, Safdarjung Airport, New Delhi"** in the bank account as detailed below. The tenderer/Bidder, whose Tender processing fee are not found to receive in AAI Bank Account by the date & time mentioned in critical data sheet, failing which tenders will be liable to be rejected.

Or

~~Valid documents of MSEs units (registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc.) in case of seeking exemption from payment of Bid processing fees (Tender Fees) & EMD etc.~~

The particulars pertaining to Bank account for RTGS/ NEFT of Bid processing fee & EMD amount are as follows:-

Name of Bank : State Bank of India
 Branch : RAJIV GANDHI BHAVAN
 Corporate Address : Airports Authority of India Safdarjung Airport New Delhi, Delhi - 110003
 Account Number : 00000040581199912
 IFS Code : SBIN0017180

- i. Copy of the proof /documents of the above payments (i.e. Bid Processing Fee and EMD) made through RTGS/ NEFT is to be uploaded (i.e. scanned copy) along with the technical bid documents to be submitted by the bidders (online) in Envelope-I.
 - ii. Non-submission of bid processing fee and EMD shall lead to disqualification of bidders.
2. The Bid shall be submitted through online at GeM Portal by the tenderer/ Bidder as per following schedules: -

CRITICAL DATA SHEET

Publishing Date	As per GeM
Bid Document Download/Sale Start Date (Next day of Publishing Date)	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	As per GeM
Bid Processing Fees (Non-refundable, online through NEFT/ RTGS in AAI bank Account)	Rs. 1,180/-
Earnest Money Deposit (EMD) (Online Only)	Rs. 2,42,746/- (to be paid online through NEFT/ RTGS in AAI bank Account).

Envelope-I:

Bidder Qualification Documents Required for Eligibility (Bid processing fees, EMD through NEFT/ RTGS, Technical Bid and Pre-qualification): -

Bid containing following:

A. TENDER FEES & EMD:

- i. Online Payment of **Bid processing fees (Tender Fees) & EMD** through NEFT/ RTGS in AAI bank Account as mentioned above.
 FDR/BG/DD shall not be accepted. Scanned copy of same is required to be uploaded in envelope-I on or before due date & time mentioned in critical data sheet.

Or

~~Valid documents of MSEs in case of seeking exemption from payment of Bid processing fees (Tender Fees) & EMD etc.~~

B. Technical Bid and Pre-qualification containing the following: -

- i. Scanned copy of Unconditional Acceptance of AAI's Tender Conditions on Bidder's Letter Head (as per Annexure-1). Page no. – PR-1.
- ii. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii. Scanned copy of 'Undertaking' regarding Blacklisting/Debarment on Bidder's Letter Head (as per Annexure-5). Page no.- PR-5.

A.A.I.

Web-NIT-2

- iv. Scanned copy of details of similar works completed during last seven years with completion certificate issued by client (as per Form-A). Page no.- PR-6.
- v. Scanned copy of Financial information (as per Form-B). Page no.- PR-7.
- vi. Scanned copy of Net worth (as per Form-C). Page no.- PR-8.
- vii. 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.
- viii. 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.
- ix. Scanned copy of valid EPF & ESIC registration number.
- x. Scanned copy of duly signed Affidavit for payment of Minimum Wages on non-judicial stamp paper of ₹. 100/- / Scanned copy of 'Undertaking' regarding payment of Minimum Wages on Company's Letter Head (as per Annexure-2). Page no.- PR-2.
- xi. Scanned copy of 'Undertaking' regarding GST on Company's Letter Head (as per Annexure-4). Page no.- PR-4.
- xii. ~~Scanned copy of Electrical License.~~
- xiii. PQ Performa duly filled (as per Annexure-A).

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

- (i) Should 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**) three works, each of **Rs. 24,27,465/-** or two works, each of **Rs. 30,34,331/-** or one work of **Rs. 48,54,929/-** per annum in single contract of similar nature of work i.e. **"Housekeeping and management of Govt. or PSU's Guest House or minimum three (03) star Hotel"** during last seven years ending last day of month previous to the one in which tenders are invited.
The details of similar works completed during last seven years in the given format-Form-A with supporting documents issued by the client.

Note:

- a. The Experience Certificate 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.
- b. The Tenders invited for Annual Rate Contracts for O&M/AMC/CMC works, the works experience may be counted for the value of work for a completed one year on pro-rata basis to prequalify agency that has completed one year of AMC but work is still not completed due to longer period of AMC.
- c. Experience gained by executing work on back-to-back contract/ Sub-contract basis is acceptable in the following conditions: -
 - i. 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 the valid agreement and experience certificate.
 - ii. Payments received by the second agency should be reflected in TDS certificates.

- d. Experience gained in composite works for the specialized nature of works (List of Specialized Items / Jobs/ Works are mentioned at Para 35.3 of AAI Works Manual) 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 the previous day of last day 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/ Bidders 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. 19 Lakhs** against work executed during last three years ending 31st march of the previous financial year. The financial information shall be submitted in the given format – Form-B. Tenderers / Bidders 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. 9,10,299/-** issued by certified Chartered Accountants. The certificate should be in the given format – Form-C.

Scanned copy of all the documents of “Bidder Qualification documents” mentioned above shall be submitted on the GeM portal. Tender fee is required to be submitted online only through NEFT/ RTGS in AAI bank Account as mentioned above & Scanned copy of same is required to be uploaded in GeM portal on or before date & time mentioned in CRITICAL DATA SHEET. FDR/BG/DD shall not be accepted. The tenderer, whose Tender processing fee are not found to receive on AAI account by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected.

EMD of the value of Rs. 2,42,746/- (Rupees Two Lakh Forty-Two Thousand Seven Hundred & Forty-Six Only) shall be accepted online through NEFT/ RTGS in AAI bank Account as mentioned above & Scanned copy of same is required to be uploaded in GeM portal on or before date & time mentioned in CRITICAL DATA SHEET. FDR/BG/DD shall not be accepted. The tenderer, whose Tender processing fee are not found to receive on AAI account by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected.

Financial e-bid through GeM Portal.

All rates shall be quoted in the format provided in the GeM Portal and no other format is acceptable. If the BOQ file is found to be modified by the tenderer/ Bidder, the bid will be rejected.

3. Refund of EMD

EMD amount of the rejected bidders will be refunded to their source account after submission of

Technical/Financial evaluation Report on GeM Portal by the bid Manager.

4. Bids Submission: -

The tenderer shall submit their application only at GeM Portal: <https://gem.gov.in/> Tenderer/Contractor are advised to follow the instructions provided in the tender document & in GeM Portal for online submission of bids. Tenderer are required to upload 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 be not be considered. Hard copy of application shall not be entertained.

5. 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.
6. Tenderer who has downloaded the tender from Government e-Marketplace (GeM) website <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 tenderer is liable to be banned from doing business with AAI.
7. Bids opening Process is as below: -

(Tender fees, EMD, Technical Bid and Pre-qualification):

Envelope-I containing documents as per para 2 (A), (B) and (C) (uploaded by the bidders) 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 '**Representation**' on GeM portal to seek clarifications. 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 Technical and Pre-qualification documents, he will be asked to provide it through GeM 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 GeM portal.

(Financial bid):

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 Financial bid is required to be changed, the same shall be intimated through GeM Portal).**

8. 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.
9. AAI reserves the right to disallow the working agencies whose performances at ongoing 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 AAI or Central/ State Govt. Depts./ PSUs/World Bank/ ADB etc. **AAI 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 AAI shall take the following action:

- (i) Forfeit the entire amount of EMD submitted by the tenderer.
- (ii) The tenderer shall be liable for debarment from tendering in AAI, 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. Concession to Indian Micro Small and Medium 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, MSEs with up to date amendments, shall be applicable.~~
13. Tenderers have to submit UDIN generated documents like Balance Sheet/ Turnover certificate, Working Capital Certificate (works done during last 5 financial years & works in hand), Net worth Certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.

-----s/d-----

Asst. Gen. Manager (Engg-E)
Safdarjung Airport, New Delhi- 03
For & on behalf of Chairman
Ph. No.: 011 24626250