



AIRPORTS AUTHORITY OF INDIA

2. NOTICE INVITING E-TENDERS (OPEN TENDER)

(Tender ID :- 2025_AAI_223414_1)

- 2.1 Item rate e-tenders are invited through the e-tendering CPP portal by Senior Manager (Business Development) / Bid Manager, Airports Authority of India (AAI), Rajiv Gandhi Bhawan, near Safdarjung Airport, New Delhi – 110003 on behalf of Chairman, AAI for the work of “**Appointment of consultant for preparation of DPR (detailed project report) of new greenfield Airport at Doloo, Cachar, Assam.**” With contract period of 04 months. The contract period shall commence from the date of issue of work order.
- 2.2 The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain ‘Login ID’ and ‘Password’ and go through the instructions available in the Home Page after log in to the CPP-portal <https://etenders.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 support](http://aai.aero/tender/e-tender/help%20desk%20support).

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -
Tel: 0120-4711508, 0120-4001002, 0120-4001005, 0120-6277787,
E-mail: support-eproc@nic.in

Tenderers 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 tenderer 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, vaibhav_g@aai.aero
- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24632950 Ext-3509, E-Mail: - shripatim@aai.aero

The E-Tender process shall be at CPP-portal <https://etenders.gov.in/eprocure/app> as per the schedule given in CRITICAL DATE SHEET as under.

TABLE – I: CRITICAL DATES



Publishing Date	08.01.2025 at 1800 hrs
Bid Document Sale Start Date	08.01.2025 from 1800 hrs
Seek Clarification Start Date	08.01.2025 from 1800 hrs
Seek Clarification End Date	16.01.2025 upto 1800 hrs
Reply of Clarifications by AAI	20.01.2025 upto 1800 hrs
Bid Submission Start Date	08.01.2025 from 1800 hrs
Bid Due Date / Bid Submission End Date	27.01.2025 upto 1130 hrs
Technical Bid Opening Date (Envelope-I):	31.01.2025 at 1130 hrs
Financial Bid Opening Date (Envelope-II):	10.02.2025 at 1530 hrs



3. GENERAL DETAIL

3.1 OFFER AND SCOPE OF SERVICES/WORK :

The scope of services/work to be rendered by the consultant has been detailed in succeeding paragraphs of this Tender Document. Consultant has to quote a rate for each of the item in the online financial bid section of the portal only. The bidders are advised to read the full description of item in **Schedule of Quantity (Annexure-I)** of this Tender Document as well.

3.2 TENDER FEE:

Tender processing fee of **Rs. 5,900/- (i/c GST), Non-refundable** will be required to be paid **online** through Payment Gateway on CPP e-tendering Portal. The tenderer, whose Tender Fee is not received, their tender will be liable to be rejected.

State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated/mapped with CPP Portal for the collection of Tender Processing Fee through e-procurement portal from various bidders participating in e-Tendering/e-Procurement process.

Tender Fee in the form of Cash or any other form shall not be accepted.

Companies registered under MSME are exempted from Tender Fee and EMD subject to submission of certified copy of valid Registration Certificate, giving details of such validity, services etc. as per **Clause 3.15** of this tender document.

3.3 EARNEST MONEY DEPOSIT (EMD):

Tenderers are not required to pay Earnest Money Deposit (EMD) / Bid Security. However, "Bid Security Declaration" is to be submitted by the bidders on Bidder's letter head. The format of Bid Security Declaration is annexed as **Annexure –VI**.

3.4 MODE OF SUBMISSION OF TENDER:

Bids shall be submitted online only at CPP portal <https://etenders.gov.in/eprocure/app> Tenderer/ Agencies/ Bidders are advised to follow the instructions "*Instructions To Bidder for Online Bid Submission*" provided in the Tender Document for online submission of bids.

Bidders are advised to visit the website regularly to keep themselves updated as any change/ modification/Corrigendum/Addendum in the tender will be intimated through the CPP portal <https://etenders.gov.in/eprocure/app> only.

3.5 INSTRUCTIONS FOR SUBMISSION OF BID:

Following 2 envelopes shall be uploaded **online** through NIC CPP Portal of e-tendering at <https://etenders.gov.in/eprocure/app> by the bidder;

Envelope-I: Technical Bid should contain Digitally signed tender documents along with following scanned documents:-

- i. Letter comprising the Bid for Technical Bid and Financial Evaluation as per Proforma given at **Form-1**.



- ii. Duly filled **Form-1(a)** for Particulars of Applicant along with supporting documents.
- iii. Proprietary firm shall submit scanned copy of Notarized Power of Attorney only if the tender is processed by a person other than proprietor. Power of Attorney for signing the Bid as per Proforma given at **Form-2**.
- iv. Duly filled **Form-3, 4** along with copy of work experience Certificates issued by clients (duly Self-Attested), along with copy of work order and Contract Agreement containing detailed scope of work. The details of work experience are given in Clause 4.2.3.
- v. Duly filled **Form-7, 8, & 9** for Details of Key Personnel in the firm along with copy of document of their qualification, experience etc. as per Technical Bid Form given in this Tender Document.
- vi. Duly filled **Form-10** along with copy of audited Balance Sheet along with Profit and Loss Account statement of the firm for the last three financial years.
- vii. GST Registration certificate along with the GST Undertaking given at **Form -11**.
- viii. Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment as per the format given at **Form-12**.
- ix. Scanned copy of 'Certificate' of net worth from Chartered Accountant as per the format given at **Form-13**.
- x. 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.
- xi. Valid registration certificate with NSIC, MSME and UAM (Udyog Adhar Memorandum) etc. under Public Procurement policy for MSE's in lieu of EMD and Tender Fee, if applicable.
- xii. Signed Unconditional Acceptance Letter (Performa given at **Annexure-II**) regarding unconditional acceptance of AAI's tender conditions.
- xiii. Bid Security Declaration as per **Annexure -VI**
- xiv. Signed Integrity Pact as per **Annexure-VII**
- xv. Scanned copy of Permanent Account Number (PAN) certificate.
- xvi. Proposed Methodology and concept paper to carry out subject work with time lines commensurating the contract period.

The bidder are advised to submit copies of relevant documents only. Submitting of unnecessary voluminous documents should be avoided. Certificates/ documents and its content with respect to Tender requirement will be evaluated by AAI as per **Chapter-4** of this tender document and score assigned based on documents / details submitted shall be final and binding.



Envelope-II: - The Financial e-Bid (i.e. **Schedule of Quantity** - Performa given in Tender Document as **Annexure-I**) to be submitted on CPP portal only.

The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls (to be downloaded separately and duly filled excel file is to be digitally signed and uploaded on portal).

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 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 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 BOQ file is found to be modified by the bidder, the bid will be rejected.

3.6 SUBMISSION OF BANK GUARANTEE:

The bidder shall advise the branch of the Bank issuing Bank guarantee to send the Original Bank Guarantee directly to the Airports Authority of India (AAI) under Speed Post/Courier. However, in exceptional cases, where the guarantee is to be handed over directly to AAI by the bidder or for any genuine reasons, the branch shall immediately send by Speed Post/Courier an unstamped duplicate copy of the guarantee directly to AAI with a covering letter with request to compare the same with the original received from their customer. The Officer In-charge shall compare copy of the BG with original BG received directly from the bidder. The bidder shall also advise the issuing Bank Branch to incorporate the address etc. of the Regional/Controlling Branch of the issuing Branch in a suitable space in the Bank Guarantee.

The bidder shall also advise the issuing Bank Branch that whenever any letter is issued by AAI to the concerned Bank Branch for confirmation of having issued the guarantee, Branch must send the confirmation letter to the concerned authorities promptly.

The successful bidder shall submit the Bank Guarantee in accordance with the following Bank Details:

CORPORATE NAME : *AIRPORTS AUTHORITY OF INDIA*
BANK NAME : *ICICI BANK*
IFSC CODE : *ICIC0000007*
BG ADVISING MESSAGE: *IFN 760COV (BG ISSUE) IFN 767COV (BG AMENDMENT)*
UNIQUE IDENTIFIER CODE: *AAICORHQ (to be mentioned in field 7037 of the BG advising message code).*

While submitting the original BG document of AAI, the bidder should also attach copy of SFMS BG confirmation message sent by BG issuing bank to above mentioned bank.



While submitting the documents to BG issuing Bank, the bidder shall also submit letter to the issuing bank as per the format given below.

Request Letter: Transmission of Bank Guarantee Cover Message

Date:

The Manager
(Bank),
(Branch)

Sub: Inclusion of unique identifier code of AAI while transmitting BG cover messages where beneficiary bank is ICICI Bank (IFSC-ICIC0000007).

Dear Sir/Ma'am,

I/We, _____, request you to include unique identifier _____ in field 7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank-IFSC-ICIC0000007).

Thanking You,

(Applicant/Bidder)

3.7 BIDS OPENING PROCESS IS AS BELOW:

Envelope-I: Technical Bids shall be opened on date and time given in **Table-I Para-2.2** of this Tender Document.

Envelope-II: Financial bids shall be opened on date and time given in **Table-I Para-2.2** of this Tender Document. However, in case there is any extra time consumed in Technical Bid evaluation, the extended date of opening shall be intimated as a corrigendum through CPP e-tendering portal.

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 at any stage without assigning any reason.

3.8 RIGHT OF VERIFICATION:

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 restrained from tendering in AAI, apart from any other appropriate contractual / legal action.

3.9 CONSORTIUM / JV COMPANY SHALL NOT BE PERMITTED:

The firm eligible to submit the Bid against this tender shall be a private or public limited company, Partnership firm or proprietary firm. Formulation of JV / Consortium is not permitted. However, the tenderer is allowed to finalize a working arrangement, enter into MoU / Agreement/Letter of association (signed by both the parties) with the various specialist/associate consultants engaged, to structure a proper working arrangement, define role / responsibilities & liabilities etc.

However, irrespective of working arrangement between tenderer and his associate (specialist consultants), tenderer and associate consultant shall be jointly/ individually responsible for performance or otherwise in respect of various packages for their timely / efficient execution of work. They will be jointly and individually responsible for timely completion of the work as a whole. They will be jointly / individually liable for any administrative action e.g. re-strainment for working with AAI, debarment in case of poor performance / delayed submission / irresponsible attitude to resolve assignment issues during execution of the consultancy assignment.

For avoidance of doubt, it is clarified that the associate specialist consultants shall be liable for the scope of work entrusted to them. However, the Bidder shall be liable for the all the services provided under the assignment.

The bidder can propose specific associate consultant(s) for any of the subhead(s). The credentials of the proposed associate consultant shall be submitted in the Technical Bid for evaluation for respective sub head. If the entity participating in any of the tender is a private or public limited company, 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 Airports Authority of India (AAI) and has outstanding dues payable to the AAI, then the said entity shall not be allowed to participate in AAI tenders.

No single firm shall be permitted to submit two separate tenders either as individual or as associate or under two different associates.

In case the conditions mentioned above is found violated, the tender shall be summarily rejected.

3.10 UNCONDITIONAL ACCEPTANCE OF TENDER CONDITIONS:

Once the Consultant has given unconditional acceptance to AAI's conditions in its entirety (**Annexure-II**), it is not permitted to put any remark(s)/ condition(s) in/along with the bid and other documents submitted. In case this is found violated after opening, then the tender shall be rejected.



3.11 BID VALIDITY / VALIDITY OF OFFER:

The Tender for works shall remain open for acceptance for a period of **90 (Ninety) days** from the Bid Due Date including extensions, if any. If any Tenderer withdraws his Tender before the said period or makes any modifications in the terms and conditions of the Tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.

3.12 SITE VISIT:

Consultants are advised to acquaint themselves with proposed Airport/site conditions in all respect and satisfy themselves about the nature of work/ study and Airport/site details before submitting the tender. They shall be deemed to have full knowledge of the proposed Airport/site whether they inspect it or not and no extra charge / claim consequent on any misunderstanding or otherwise shall be admissible.

3.13 CONTRACT AGREEMENT:

After acceptance of offer a formal contract agreement shall be concluded on a **non-judicial stamp paper of Rs. 100/- (Rupees Hundred only)**, within 15 (Fifteen) days of award of work. The cost of the same shall be borne by the Consultant.

3.14 PURCHASE PREFERENCE TO CENTRAL PUBLIC SECTOR UNDERTAKING:

Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance. However, the bidder shall submit relevant documents in Envelop-I and claim purchase preference.

3.15 MICRO AND SMALL ENTERPRISES (MSE):

- i) The agencies registered with NSIC, MSME and UAM (Udyog Adhar Memorandum) etc. under Public Procurement policy for MSE's, are exempted from payment of Tender Fee and EMD. Such firms are required to submit scanned copy of valid registration (giving details of such validity, services etc.) in **Envelope-I**.
- ii) MSEs seeking exemption and benefits should enclose an attested/ self-certified copy of valid Registration Certificate in Envelop-I, giving details of such validity, stores/ services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.
- iii) MSE are being registered for specific activities. Thus price / order preference as per Public Procurement policy for MSE's shall be available only for services produced and provided by MSEs and for which they have been registered by GOI.
- iv) MSEs registered with MSE authority as above, quoting prices within prescribed limit (as per the directives of Govt of India prevailing on Bid Due Date) of lowest price bid received by AAI shall be eligible for purchase preference provided the MSE matches the lowest rates/ quote received in the Financial Bid.