

AIRPORTS AUTHORITY OF INDIA

TENDER NOTICE

NIT No. : AAI/AT/COMML/JOB CONT. (131)

Dt. 21/05/2018

NOTICE INVITING e-TENDER (3 Covers Open Tender) Tender ID: 2018_AAI_10938_1

1. Item rate(s) tenders are invited through the e-tendering portal by Manager (Comml), AAI, Agartala Airport, Agartala-799009 (Bid Manager) on behalf of Chairman, A.A.I. from eligible contractors for the work of **“Job contract for Data Entry operator, maintenance of manual register & other Misc work at Commercial Section, Agartala Airport for 2018-19 for 01 year”** estimated cost of the work is **Rs. 224450.00 (including GST)** with period of completion **12 (Twelve) Months**.

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Aspiring bidders may download and go through the tender document.

Prospective tenderers are advised to get themselves register at CPP portal, obtain “User ID” & “Password” and go through the instruction available in the home page after login 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: 0120-4200462, 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.

- (ii) For any further technical assistance with regard to functioning of CPP portal the bidder may contact to following AAI help desk numbers on all working days only between:-
- (a) 08.00 hrs to 20.00 hrs (Mon-Sat)-
011-24632950, Ext-3512, E-mail: eprochelp@aai.aero
- (b) 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
- (c) 09.30 hrs to 18.00 hrs (Mon –Fri)-
011-24657900, E-mail:- gmitichq@aai.aero

Tender fee of **Rs.1,120.00** (including GST) non-refundable will be required to be paid offline in the form of Demand Draft (DD) drawn in favour of **Airports Authority of India** payable at **Agartala** from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should be posted/couriered/given in person to Airport Director, Airports Authority of India, Agartala Airport, Agartala-799009 within 3 days of the last date of bid submission or

as specified in CRITICAL DATA SHEET. The details of Demand Draft/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

2. Following 3 covers shall be submitted through online at CPP portal by the bidder as per the following schedule:-

CRITICAL DATA SHEET

Published Date	21-05.2018
Bid Document Download/Sale Start Date & Time	21-05.2018 (1700 Hrs.)
Clarification Start Date & Time	21-05.2018 (1730 Hrs.)
Clarification End Date & Time	25-05.2018 (1800 Hrs.)
Bid submission Start Date & Time	21-05.2018 (1730 Hrs.)
Bid Submission End Date & Time	31-05.2018 (1800 Hrs.)
Last date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter, Self attested copy of valid registration certificate of NSIC / MSE"s	07-06.2018 (1700 Hrs.)
Bid Opening Date & Time (COVER-I)	08-06.2018 (1100 Hrs.)
Bid Opening Date & Time (COVER-II)	To be intimated later through CPP portal
Bid Opening Date & Time (COVER-III)	To be intimated later through CPP portal
Tender Fee	Rs. 1,120/- (including GST) non-refundable in the form of DD
EMD	Rs. 4,500/- in the form of DD

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instruction provided in the tender document 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.

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

Cover-I:- Bid containing scanned copy of EMD & Tender Fee:-

- (i) Scanned copy of EMD of value **Rs. 4,500/- (Rupees Four Thousand Five Hundred only)** in the form of Demand Draft

- (ii) Scanned copy of Tender Fee of value **Rs. 1,120/- (Rupees One Thousand One Hundred Twenty only)** in the form of Demand Draft.
- (iii) Scanned copy of Signed & stamped Unconditional Acceptance of AAI's Tender Condition (Proforma as **Annexure-I at Page A-1** of Tender Document).
- (iv) Scanned copy of valid registration certificate of NSIC / MSE's (if applicable).

Cover-II: - Containing qualifying requirements of Contractor / Firm:-

- (i) Agency should have Permanent Account Number (**PAN**).
- (ii) Agency should have valid Contractor License.
- (iii) Agency should have valid registration on the date of issue of tender in appropriate class of CPWD / MES / P&T / RAILWAYS / STATE PWD / PSUs / Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata.

OR

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. 3.92 Lakh** or two works, each of **Rs. 4.90 Lakh** or one work of **Rs. 7.84 Lakh** in single contract of similar nature work i.e. "**Job Contract**" during last seven years ending on 31-03-2018 in India. *(The assessment for experience shall be done based on the completed cost for One year O&M calculated on pro-rata basis).*

"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.

Firms showing work experience certificate from non-government/non-PSU organization 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. 2.94 Lakh** 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 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.
- (v) Should have valid GST registration.
- (vi) GST undertaking as per **Annexure-III**. (The proforma is given at **page-UT-2** of Tender Document).
- (vii) Should have EPF and ESI registration. (In case EPF & ESI registration are not available with bidder while submitting tender. The Bidder shall submit undertaking, as per Proforma **Annexure-IV at Page UT-3** of Tender Document).

Cover-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 bidders. 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 filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3. EMD and Tender fee shall be accepted offline only in the form of Demand Draft Drawn in favor of "Airports Authority of India" payable at Agartala from a nationalized or any scheduled bank (but not from co-operative or Gramin bank).

Original DD against EMD, original DD against Tender fee, Hard copy of signed Un-conditional acceptance of AAI's Tender Conditions, self-attested copy of valid registration certificate of NSIC / MSE's to be send to Manager (Comml), Airports Authority of India, Agartala Airport, Agartala-799009 and should reach before the date and time mentioned in CRITICAL DATA SHEET. Tender of the tenderer whose EMD, Tender fee, Un-conditional acceptance of AAI's Tender Conditions and registration certificate of NSIC/MSEs are not received by the specified time then their tender will be summarily rejected. Any postal delay will not be entertained.

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

Cover-I: Containing documents for bids (uploaded by the contractor/firms) shall be opened as per "critical data sheet". The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal.

Cover-II: PQQ/Technical bid opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Depending on cover-I, 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 Cover-I and Cover-II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/ documents within time specified by AAI, falling which tender will be liable for rejection.

Cover-III: The financial bids of the contractors/ firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET**. (Depending on Technical bid evaluation the date 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 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. 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 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 / JV 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 directive 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 & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc.

Airport Director,
AAI, Agartala Airport.