

Tender fee: Rs. 1120.00(Including GST)

भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

CIVIL AERODROME, VADODARA GUJARAT -390022



NOTICE INVITING E-TENDER (NIET)

For

“Job Contract for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport -390022(Gujarat)”.

E-Tender No. : AAI/BO/AS /E-TENDER/2019-20/01

Not transferable

E-Tender Id- 2020_AAI_39335_1.

E-Tender portal URL address: <http://etenders.gov.in/eprocure/app>

AIRPORTS AUTHORITY OF INDIA

INSTRUCTIONS FOR ONLINE BID SUBMISSION

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:

<http://etenders.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 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 / eMudra etc.), with their profile.
- 5) 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.
- 6) 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 DOCUMENTS

- 1) 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.
- 2) 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.

- 3) 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 Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please 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.
- 3) 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.
- 4) 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 and keep it as a repository.

Note: “My documents space” is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his documents in my documents space, this does not automatically ensure these documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “**online**” to pay the **Tender fee / EMD** as applicable and enter details of the instrument. **Scanned Copy of report generated by bank towards NEFT/RTGS of tender Fee and EMD payment should be uploaded in CPP Portal (Envelope-1).**
- 4) 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 white 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.

5) 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.

6) 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 openers' public keys.

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

8) 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.

9) 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

1) 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.

2) **For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number: 0120-4200462, 0120-4001002, Mobile: 91 8826246593**

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

3) **For any Policy related matter / Clarifications, please contact Dept. of Expenditure, Ministry of Finance. E-Mail: cppp-doe@nic.in**

4) **For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)**

a. In order to facilitate the Vendors / Bidders, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <http://etenders.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 (CPPP).

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 CPPP"**.

5) In case of any issues faced, the escalation matrix is as mentioned below:

SL. No.	Support Person	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Jr. Exe.(IT)	After 4 Hours of Issue	sanjeevkumar@aai.aero	011-24632950, Ext-3505	0930-1800 Hrs. (MON-FRI)
3.	AGM (IT)	After 12 Hours	snita@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4.	Jt. General Manager (IT)	After 24 Hours	---	011-24651507	0930-1800 Hrs. (MON-FRI)
5.	General Manager (IT)	After 03 Days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

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

6) 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.

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This is certified that this NIET No. : AAI/BO/AS/E-TENDER/2019-20/01 contains 38 nos. of pages.



Important Details

Address Of the tendering officer Civil Aerodrome, Vadodara Gujarat – 390022.	:	Jt.GM (CNS), O/o the Airport Director Airports Authority of India
NIET No.	:	AAI/BO/AS/E-TENDER/2019-20/01
E- Tender Id	:	2020_AAI_39335_1
Total NIET Pages	:	38
Name of the Work	:	“Job Contract for Conservancy & Upkeep Work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport - 390022(Gujarat)”.
No. of Semi -Skilled & Un-skilled persons	:	Semi -Skilled – Two, Un-skilled – One
Estimated Cost	:	Rs. 1292526/-(Rupees Twelve Lakhs ninety two Thousand five hundred twenty six only) (Including minimum wages, bonus, NH Compensation, Supervisory Charges, Uniform) & Excluding GST, PF, ESIC)
Earnest Money Deposit (EMD)	:	Rs. 25851.00 (Twenty five Thousand Eight Hundred fifty one Indian Rupee Only)

- Following **2 envelopes** shall be submitted through online at CPP portal by the bidder as per the following schedule:-

CRITICAL DATE SHEET

Published Date	02.01.2020/1815 hrs.
Bid Document Download / Sale Start Date	02.01.2020/1815hrs.
Clarification Start Date	02.01.2020/1830hrs.
Bid Submission Start Date	02.01.2020/1830hrs.
Clarification End Date & Time	13.01.2020/1100hrs.
Bid Document Download / Sale End Date & Time	15.01.2020/1400hrs.
Bid Submission End Date & Time	15.01.2020/1600hrs.
Bid Opening Date (Envelope- I)	16.01.2020/1700hrs.
Bid Opening Date (Envelope- I)	Tentative date of opening 23.01.2020.In case of any change in date, same shall be intimated in CPP portal
Minimum Validity of tender offer	180 days from the date of opening(Envelope -I)

SECTION – I : NOTICE INVITING E-TENDER

E- Tender Id : 2020_AAI_39335_1

Name of the Work : “Job Contract for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport For 02 Years-390022(Gujarat)”.

Ref. No. : AAI/BO/AS/E-TENDER/2019-20/01

Dated 31.12.2019

1. Item rate tenders are invited through the e-tendering portal by **Jt. Gen. Manager (CNS)**, Airports Authority of India, Civil Aerodrome, Vadodara -390022, on behalf of Chairman, A.A.I from the eligible contractors for the work of “Job Contract for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport - 390022(Gujarat)” at an estimated cost of **Rs. 12,92,526/-** (Rupees Twelve Lakhs ninety two Thousand five hundred twenty six only), <Including minimum wages, Bonus, NH Compensation, Supervisory Charges, Uniform > & excluding GST,PF,ESIC. With period of completion **24(Twenty hour) Months**.

The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app> Aspiring bidders may go through the tender document by logging in the CPP Portal.

Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at “Instructions for Online Bid Submission” register themselves at CPP 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/eprocure/app>. 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.

For any technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers between 08:00 Hrs to 19:00 Hrs- 011-24626632, 011-24632950, Ext-3512, 011-24632950 Ext-3505 011-24647596, Mobile numbers : 08510096161, 08510096262, 08510096363.

Email address:-

e-sap1@aai.aero, etendersupport@aai.aero, aniruddhasharma@aai.aero, gmit@aai.aero

. **Tender Fee: Rs 1120.00 (Inclusive of GST), Non-refundable (Rupees One thousand one hundred twenty only)** will be required to be paid **on line only through CPP portal**. In case, the agency is claiming MSME/NSIC exemption, the relevant proof should be uploaded in e- portal.

The following procedure is adopted for the bidders registered with NSIC/MSME.

- a. Bidders shall download the tender form from CPP portal free of cost.
- b. Bidders shall upload valid NSIC/MSME registration Certificate online. Tender fee and EMD exemption shall be granted to the NSIC/MSME registered firm. In case NSIC /MSME registration certificate is found invalid during evaluation the bid of such bidder shall be rejected.

. EARNEST MONEY DEPOSIT (EMD)

The Earnest Money Deposit [EMD] of Rs. 25,851/- (Twenty five thousand Eight Hundred fifty one Indian Rupee only) shall be accepted **ON LINE only through CPP Portal**. In case, the agency is claiming MSME/NSIC exemption, the **relevant proof should be uploaded in e- portal**.

- a. Tenders not accompanied by the requisite EMD and Tender Fee shall be summarily rejected. **Scanned Copy of report generated by bank towards NEFT/RTGS of tender Fee and EMD payment should be uploaded in CPP Portal (Envelope-1)**. The bid of the bidder, who fails to submit the scanned copy of online paid Tender Fee & EMD before the stipulated time, shall be rejected out-rightly.
- b. No interest or any other expenses, whatsoever, shall be payable by AAI on the EMD in any manner.
- c. AAI is liable to return EMD amount subject to terms and conditions of the Tender
- d. All bank charges shall be borne by bidder.
- e. Bidders shall provide to AAI requisite Bank Account details for return of EMD.
- f. The EMD of the unsuccessful bidder shall be returned subject to terms and conditions of the Tender, **on Award of Contract to successful bidder** and EMD of bidder who are not qualified in initial eligibility requirement or Technical qualification, EMD shall be refunded **after Pre-qualification/Technical evaluation**.
- g. If any successful shortlisted bidder, due any unsatisfactory reason in view of AAI, does not want to further participate in the tender then EMD in any form of such bidders shall be **en-cashed and forfeited**.
- h. If due some reason AAI cancels this tender then EMD of all bidders without any interest shall be returned.

The details of Bank Account to pay tender fee & EMD is as follows for NEFT/RTGS:-

1. NAME OF THE PARTY: AAI VADODARA REVENUE COLLECTION ACCOUNT

2. ADDRESS OF THE PARTY: CIVIL AERODROME, HARNI ROAD, VADODARA

3. E -mail ID: shkaswankar@aai.aero

4. CONTACT PERSON : Mr. S H Kaswankar, DGM (Finance)

5. TELEPHONE NUMBER: 0265-2486880 / 9167704647

6. PERMANENT ACCOUNT NUMBER: AAACA6412D

7. BANK NAME: STATE BANK OF INDIA

8. BRANCH NAME / CODE: AIRPORT CIRCLE, VADODARA 60332

9. BRANCH ADDRESS: MANGALAYA HALL, NEAR AIRPORT, HARNI ROAD, VADODARA

10. MICR CODE NO: 390002067

11. ACCOUNT TYPE: CURRENT ACCOUNT

12. ACCOUNT NUMBER: 33814709100

13. IFSC CODE OF THE Bank/Branch: SBIN0060332

1. Bid Submission:

Bids shall be submitted online only at CPPP website:<http://etenders.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2. Not more than one tender shall be submitted by one contactor or contractors 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. Concessions to Indian Micro & Small Enterprises (MSME) Units :

As per the provisions (para-10) of public Procurement Policy for MSME order 2012, MSME (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc. following concessions shall be applicable and extended to the MSME i.e.

i) Tender Document Fee & Earnest Money Deposit Exemption: The agency registered with MSME eligible for exemption of tender Document Fee and Earnest Money Deposit required to submit documentary proof (viz. requisite clearance/ license/permit from statutory Authority) in **Envelope - I**.

4. 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 tempered/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.
5. Following **2 envelopes** shall be submitted through **online** at **CPP portal** by the bidder. Last date & time of Submission of bids (Envelope – I & II) is.....

Envelope – I (Technical Bid):

a) Containing Signed scanned copy of Unconditional Acceptance of AAI's Tender Conditions (**Performa given in Annexure - 1, of Tender Document**)

b) Authorization letter/power of attorney, Scanned copy of Demand Draft / FDR against

c) EMD, Scanned Copy of report generated by bank towards NEFT/RTGS of EMD

Payment should be uploaded in CPP Portal

d) Tender fee, Scanned Copy of report generated by bank towards NEFT/RTGS of tender Fee should be uploaded in CPP Portal.

e) Self- attested copy related to MSME for MSME Bidders registered with MSME Units (DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc.) as documentary proof (viz requisite clearance / license / permit from Statutory Authority).

7. The tenderer shall submit their application by downloading the "PQ Performa" (**Annexure – A**) from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio-data in support of their meeting each criteria mentioned below. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Qualifying requirements of contractors / firms.

- i) Should have valid Registration on the Date of issue of Tender in appropriate class of CPWD/MES/P&T/Railways/State PWD/PSU/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata or Agency specialized in the similar nature of work and having **Permanent Account Number (PAN)**.
- ii) **Work Experience:** The bidders will be qualified only, if they have satisfactorily completed (#Phase/Part completion of the scope of work in a contract shall not be considered. However, predetermined phasing of the work may be accepted) **three works**, each of **Rs. 5.17 Lakhs** or **two works**, each of **Rs. 6.46 Lakhs** or **one work** of **Rs. 10.34 Lakhs** in single contract of similar nature i.e. engagement /providing of manpower etc. During last seven financial years ending in India.

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 organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.**

- iii) Should have annualized average financial turnover of **Rs. 3.87 Lakhs** against works executed during **last three financial years ending 31st March** of the previous financial year.
As a proof, copy of Abridged Balance Sheet and 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.**
- iv) The checklist as per **Performa at 'Annexure-A' (dully filled & signed)** shall be submitted by tenderers.
- v) **Certificate of Incorporation, Articles of Memorandum of Association or Partnership Deed or self-declaration of proprietorship to be uploaded**
- vi) **GST Registration ,**
- vii) **All Certificates as mentioned in Section – III,**
- vii) **ESIC Registration,**
- viii) **PF Registration,**
- ix) **Labour License or self-Undertaking ,**
- x) **Bank Account Number with Core Banking Facility etc.,**
- xi) Any other documents as supporting document.

Refund of EMD:

Bidders who fail to qualify the eligibility/technical criteria, their EMD shall be refunded within seven working days from their rejection. For all bidders who qualify and their financial bids are opened, the EMD of all those bidders except L-1 shall be refunded within seven working days from the date of opening of the financial bid.

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 bidders. Bidders 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 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.

Bidder shall be pay Latest Minimum wages, Bonus, NH Compensation & Uniform.

6. Bids Opening Process is as below:-

Envelope – I: Containing Document (uploaded by the contractors / firms) shall be opened on The intimation regarding acceptance / rejection of their bids will be intimated to the contractors/firms through CPP portal.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope- I, he will be asked to provide it through the CPP portal. The bidder shall upload the requisite clarification /documents within time specified by AAI, failing which tender will be liable for rejection.

Envelope – II: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened and date of opening shall be intimated via CPP Portal.

(Depending on Envelope-I Evaluation, any changes in the date shall be intimated through “CPP portal” section).

- 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 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.**
- 10.** Consortium/JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
- 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. If the entity participating in any of the tenders 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 AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI Tenders.

Sd/-

Jt. Gen. Manager (CNS)
AAI, VADODARA AIRPORT

Section-II: General Information and Guidelines.

1. General:

Award of Contract by Airports Authority of India (abbreviated as AAI) to Bidder against this E-Tender will result in a single contract through open E-Tender competition amongst all willing BIDDER FIRMS participating in this tender No. **AAI/BO/AS/E-TENDER/2019-20/01** for “**Job Contract for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport – 390022(Gujarat)**”.

a) The instructions given in the tender bid document are binding on all the participating bidder firms and submission of the bidder response shall imply unconditional acceptance of all the conditions set out in this tender bid document only, by the bidder firm.

b) Submission of a bid response by a bidder implies that he has read this tender notice, all other sections, sample contract documents and has made himself aware of the scope and specifications of the works to be done, local conditions and other factors bearing on the execution of the works/services mentioned in the tender on award of contract by AAI.

c) If any bidder firm sets certain terms & conditions of its own on the tender the same shall be construed by AAI to be withdrawn otherwise bid is liable to be rejected by AAI.

d) A deviation against any contents of this tender bid document by any participating bidder firm is not permitted on any account of any registration/ certification/ earlier evaluation or in use by AAI.

e) As part of Technical Evaluation of the tenders, the compliance of the offered items by bidder firms to the specifications, as contained in this tender bid document, shall be verified by AAI from the technical Bid declaration/undertaking.

f) Notification of Award of Contract will be issued in writing to the Successful Bidder by the Accepting Authority. The Contract will be awarded to the Qualified and Responsive Bidder offering lowest price bid, however the Accepting Authority has right to reject or not bind himself to accept the lowest of Tender or not bind to give any reason for his decision.

g) Airports Authority of India does not bind itself to accept the lowest of any Tender and reserve to itself the right of accepting the whole or any part of the Tender or portion of the quantity offered and the bidder shall perform the same at the Rates quoted.

h) The Authority will not be responsible for any injury sustained by the workers during their performance of their duties and also for any compensation of damages due to any dispute between firm and their workers. To comply with all liabilities out of any provision of Labour Act/enactments either in force, enacted from time to time during the execution of this contract shall be the responsibility of the Agency. Any expenditure incurred by the Authority to face the situation arising out from his workers, will be deducted from his Bill / Security Deposit. Furthermore the agency shall be responsible for the payment of compensation, Insurance, etc., if any, in respect of his Employees.

i) The Agency will carry out the jobs as per specification of the Authority. In case of any complaints either as regards to the nature of service or as regard to the personnel providing the service, the Authority shall intimate the Agency, who shall attend the complaints promptly.

j) AAI will not , entertain any claim from either Firm or their Employee for regular employment /absorption in AAI.

k) The Firm/Contractor shall arrange and submit the **Back Ground Verification** Certificate of their workers as and when asked by the Competent Authority. Verification of the Character and Antecedents of the worker will be carried out by the Competent Authority. The Firm/Contractor shall arrange and submit **SECURITY CLEARANCE** and **SECURITY PROGRAMME** of the firm as mandated by BCAS for issuance of Airport Entry Passes.

l) If the AAI is not satisfied with the conduct, behavior, etc. of any of the Staff of the Contractor, the Contractor shall replace the person concerned, as per the advice of the AAI, immediately.

m) Pro-rata deduction, against the Absentees, shall be effected from the Contract Amount, for the days of absence of Contractor's Employees.

n) **ARBITRATOR** : All disputes or differences whatsoever arising between the firm and their workers or relating to the operation or effect of Contract or breach thereof shall be settled by arbitration, for which Arbitrator will be appointed by AAI.

(2) TERMINATION OF CONTRACT:

2.1. Without prejudice to the right of termination or without prejudice to any other remedy available to the Contract in this behalf, the AAI may terminate the Contract at any time on giving the Contractor not less than one month's notice in writing, if, AAI finds the quality or efficiency of the work performed by the Contractor, to be unsatisfactory.

2.2. Upon termination, under and with reference to this clause, the Contractor shall be entitled for the work actually performed/services provided up to the date of termination, in accordance with the provisions of the Contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the Contractor, in or for any equipment, material, services or for any loss in the profit/supervisory charges.

2.3. If at any stage during the period of execution of the Contract, any case involving Moral Turpitude is instituted in Court of Law against the Contractor or his Employees, AAI reserves the exclusive and special right to the outright termination Of the Contract and he Contractor shall not be entitled to any compensation, Whatsoever.

3. PERFORMANCE BANK GUARANTEE

- a) The bidder, who's tender is accepted, shall within 30 calendar days of the issue of work order of the bid, submit unqualified performance guarantee of 10% of the total price to AAI in the form of an irrevocable and unconditional bank guarantee from a Nationalized/Scheduled Bank, as per Performa attached.
- b) In case successful bidder fails to submit the PBG within stipulated period, 10% of bill amount shall be retained by AAI towards security deposit from the running bill submitted and the same shall be released after 03 months beyond the contract period.
- c) **The Performance Bank Guarantee shall be valid for 03 months beyond the completion period of the work i.e. 24 months (Total 27 months) from date of completion of work and same shall be extended, if required.**
- d) Successful Bidder firm shall not change/alter the language contents of PBG; if any successful bidding firm PBG is found not confirming to the language then AAI may ask to resubmit the same within the stipulated period or else AAI may at its discretion foreclose or rescind or cancel the purchase/works order without giving reasons and forfeit the EMD.
- e) The PBG amount shall be payable to AAI without any condition what so ever and the guarantee shall be irrevocable by the bidder firm.
- f) The Performance Bank Guarantee shall be deemed to govern the following guarantees from the successful bidder firm, in addition to the other provisions of the guarantee.
 - 1. The successful and satisfactory operation of the supplies/works/services supplied in accordance with the specifications and other relevant documents.
 - 2. The supplies/works/services supplied shall be free from all defects of design, material and workmanship and upon written notice from AAI, the successful bidder firm shall fully remedy, free of expenses to AAI, all such defects as developed under the normal use of the said equipment within the period of guarantee/warranty.
 - 3. The performance guarantee is intended to secure the performance of the entire supplies/works/services. However, it is not to be construed as limiting the damages stipulated in any other clause.

G) The Performance Bank Guarantee shall be returned by AAI to the bidder firm at the end of the period of supplies/works/services contract defect liability period or on submission of renewed PBG, without interest.

(4) **SUBLETTING OF CONTRACT:** The scope of work **cannot** be sublet / assigned directly or indirectly to other agencies.

(5) **AGREEMENT:** The Scope of work, Specification, General/special Conditions of Contract and General Terms and Conditions as specified above will form part of the agreement to be made with the AAI or will form part of the Terms & Conditions of the work order placed by AAI.

5.1. In the event of any dispute, the decision of AAI shall be final and binding on The Firm/Contractor.

(6) **PAYMENT OF WAGES:**

6.1. In case of non-payment of wages or any other dues of any workmen engaged by the Contractor, AAI reserves the right to make payment and to recover the amount of such payment from the Bill of the Contractor or from any amount payable to him under any Contract or as debt payable by Contractor.

6.2. Release of payment to the Contractor for each month shall be subject to the Contractor satisfying the AAI that the Contractor has paid the prescribed minimum wages to his workers during the previous month.

6.3. The contractor shall ensure that the Semi-skilled & Un-skilled labours receive latest wages (minimum wage, NH compensation, bonus, P.F, ESIC) in accordance with prevailing rates as announced by Central/Regional Labour Commissioner time to time. AAI shall reimburse the payment towards revised wages to deployed manpower, towards rate revision /increase in wages if, any from the Ministry of Labour and Employment on production of proof of payment.

(7) **RECORDS:**

7.1. The Contractor shall keep and maintain all records, which are to be maintained by the Contractor under the act, Contract Labour (Regulation and Abolition) Act 1970, the Factories Act, the Payment of Wages Act or any other applicable laws, rules or regulations and shall furnish to the concerned Officers/Authorities in this behalf of any and all information, reports and returns as are required to be furnished by the Contractor under any such Laws, Rules or Regulations.

(PERFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN
AIRPORTS AUTHORITY OF INDIA

I S/O

Sh.....

..... R/o.....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in Airports Authority of India, as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, AAI shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

2. Members of a Hindu Undivided family;

- i) They are husband and wife.
- ii) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter- in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal

CERTIFICATE

(FOR DOWNLOADING OF TENDER DOCUMENT FROM WEB SITE)

“I (Authorized signatory) hereby declare that the tender document submitted has been downloaded from the website “<http://etenders.gov.in/eprocure/app> “and no addition / deletion / correction has been made in the Performa downloaded. I also declare that I have uploaded Scanned Copy of report generated by bank towards NEFT/RTGS of tender Fee and EMD payment.

Place: Signature of tenderer/Authorized Signatory

Date: Name of the Tenderer

Seal of the Tenderer

CERTIFICATE

(FOR EPF & Misc. provisions Act 1952)

I / We /Proprietor/ Partner(s)/ Director(s) of M/s _____, hereby declare compliance towards conditions of the **EPF and Misc. provisions Act 1952** and authorize **AAI** to recover any payment that arises due to failure to comply with any of the Labour legislations and statutory conditions viz., Labour, EPF, ESIC etc., or any other acts dealing with the same and all other acts mentioned in the tender document.

Place: Signature of tenderer/Authorized Signatory

Date: Name of the Tenderer

Seal of the Tenderer

CERTIFICATE

DECLARATION FOR NON TEMPERING OF TENDER DOCUMENT

I / We /Proprietor/ Partner(s)/ Director(s) of M/s _____, hereby
Declare that I /We have not tampered the tender document issued vide TENDER
No. AAI/BO/AS/E-TENDER/2019-20/01 which is downloaded from the website
“<http://etenders.gov.in/eprocure/app> “.

Signature _____

Name _____

Name & address of the firm: _____

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors.

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING

I / We Proprietor / Partner (s) / Director (s) of M/s hereby declare that the firm/company namely M/s Has not been blacklisted or debarred in the past by **AAI** or any other Government organization/PSU from taking part in Government/PSU tenders.

Or

I / We Proprietor / Partner (s) / Director (s) of M/s hereby declare that the firm/company namely M/s..... Was blacklisted or debarred by **AAI**, or any other Government organization/PSU from taking part in Government/PSU tenders for a period of Years w.e.f. The period is over on..... And now the firm/company is entitled to take part in Government/PSU tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by O/o The Airport Director, AAI, Vadodara Airport and EMD/SD shall be forfeited.

In addition to the above O/o The Airport Director, AAI, Vadodara Airport will not be responsible to pay the bills for any completed/ partially completed work.

Signature.....

Name.....

Name & address of the firm:

Dated: _____

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors.

Scope of Work (Job specification & Job Description)

NAME OF WORK : “ Job Contract for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport – 390022(Gujarat)”.

The AAI has defined the work procedures on Conservancy & Up- keeping of Airport System facilities/Equipment's cleaning /dusting related work. The Contractor shall be responsible for the implementation of these work schedules as per pre-defined periodicity & procedures.

The details of work carrying out for the Airport System Equipment's at New Integrated Terminal Building, Airports Authority of India, Vadodara Airport is defined below:

1. SCCTV system:-There are One Hundred sixteen (107) number of Cameras (O/D PTZ, O/D Fixed, I/D PTZ, I/D Fixed) and one (01) integrated video wall and other displays along with their servers and other accessories installed in NITB, which needs regular maintenance .The data cable and power cable of the SCCTV system are spread over the entire NITB area and due to security point of view, these cable are to be maintained regularly. The servers & cameras to be cleaned regularly for smooth operation of the system and clarity of vision.

In addition to above, one New SCCTV System is having Nine (09) numbers of cameras and servers are also installed in NITB and other areas which needs daily maintenance.

2. Flight information and display system (FIDS):- The FIDS system is having Four (04) numbers of servers, Six (06) data entry terminal points, Twenty seven (27) display monitor and One (01) LED Board. The data cable and power cables are spread over the entire NITB area and these cables are to be maintained regularly for smooth operation and continuous display of Flight data.

3. Security Equipment's: - In NITB following equipment's are also installed apart from SCCTV and FIDS.

a. X-BIS (Registered Baggage)

b. X-BIS (Hand Baggage)

c. DFMD

d. ETD

e. HHMDs

f. PA System

g. EPABX

4. Proposed project at NITB likely to be install this financial year

a) Body scanner

b) In line X-Bis machine

C) BDDS Equipment

d) Bomb shoot

All such vital electronic Equipment's needs to be cleaned and make dust free regularly to avoid any breakdown or malfunctioning of facilities due to dust.

PARTICULARS / SPECIFICATIONS:

1. **The contract will be only for TWO year (Twenty four months) and nobody can claim for permanent work in AAI by any means.**
2. Care will be taken by the Contract persons/workers to protect all materials belonging to AAI, including the installations and buildings.
3. Original Installations shall not be disturbed by the contract persons/workers.
4. The Timings of duties will be **during operational hours of Airport** and may be amended as and when required by AAI from time to time.
(Duration of duties will be of 08 hours)
5. The Contractor shall carry out the work mentioned above as per the specification and schedule of work to the satisfaction of the Authority, failing which AAI shall be empowered to carry-out the same (after serving notices in this regard) through any other agency at the risk and cost of the Contractor. The decision of the Authority shall be final and binding on the Contractor in this regard.
6. The Firm/Contractor shall be responsible to ensure the availability of **Two Semi-skilled persons & One Un-skilled person (6 days in week).**
7. **The manpower deployed will be as per the Existing Rule/Rate structure laid by Central/State Labour and Employment Department(Ministry of Labour & Employment).**
7. The Contractor shall be responsible for meeting the requirement of labour Regulations / Registration, Local Laws / Bye-Laws, making insurance for the Employees deployed by him.
8. The contractor/bidder/tenderer **has to produce PF & ESIC certificate every month** along with bill to the effect that PF & ESIC has been deposited with appropriate Authority in respect of personnel engaged by him. All the payment is to be made by A/C payee cheque/RTGS **only subject to production of bill by the contractor/bidder/tenderer**
10. The Contractor has to issue company Identity card to their employee.
11. **The contractor has to provide uniforms to worker deployed for this work .The uniform shall be clean and ironed.**
12. **The Contractor shall give leave/holidays to his workmen as per the provisions of labour laws applicable.**
13. **The Contractor would comply with all applicable laws and maintain all such necessary records as necessitated under such enactments.**
14. **The Semi-skilled Manpower** should be at least **12th pass** from a recognized Institute.
15. **The Unskilled Manpower** should be able for cleaning and dusting related work of Equipment's as mentioned in scope of work.

SPECIAL CONDITIONS OF CONTRACT:

1. **Rates** : The rate to be paid to Semi -skilled & Un-skilled labourers will be as per the existing rate laid down by Central/State labour and Employment Department i.e. **Rs. 569.00** to Semi -skilled labour & **Rs. 503.00** to Un-skilled labour (As per Latest Circular of O/o the Chief Labour Commissioner (Central), New Delhi vide their **circular no. F.No. 1/36(3)/2019-LS-II dated 23/09/2019**) for - Area B with **P.F** contribution of daily wages ,**E.S.I.C** contribution of daily wages, National holiday compensation will be Extra one day minimum wage (06 days(15th august,26 January & 02 October) for 02 years) and **Bonus @ 8.33% per annum** of daily minimum wages and as per time to time rule framed and revision made by Ministry of Labour and Employment.
 - Further the payment shall also be made by the Authority to the agency/contractor for Supervision Charges & also to pay revised wages to deployed manpower, towards rate revision /increase in wages if, any from the Ministry of Labour and Employment..
 - However PF, ESIC & GST invoice which will be reimbursed when producing payment proof in original by contractor. Percentage of Contractor profit/ Supervision Charges will remain same throughout the contract period and which will be calculated from price quoted by contractor in price bid (BoQ) of E-Tender (Envelope – II).
2. **Completion Period** : The completion period of the Contract is 24 Months(02 year) and which may be extended further for not more than Three months (on same Terms and Conditions), if required by AAI, on the satisfaction of the work carried out during actual contract period.
3. **Airport Entry Passes**: Issuance of AEP is the responsibility of the AAI. The same will depend upon the Back Ground Verification Certificate produce by the Contractor after verification of the antecedents of the individual by the competent authority. The contractor has to produce Security program and Security clearance of the farm as mandated by BCAS from time to time for issuance of Airport Entry passes to its employees. However a Temporary Pass for a Period not exceeding 15 days or as per AAI guidelines will be issued to facilitate entry to the work place. The Contractor shall be **responsible** for the above process and also the misuse, if any, of the passes issued and shall borne all the expenses towards the security passes of the employees.
4. **Compliance of the provisions of statutory requirements**: The Contractor shall comply with all necessary Central / State Government / labour related Rules and Regulations of the Contract and the Contractor shall be responsible to maintain all requisite Documents for reference to Statutory Authorities and AAI as and when asked for. Any expenditure in compliance with the statutory requirements related to the Contract shall be borne by the Contractor.
5. **Precedence of Conditions of Contract** : These conditions of the Contract shall be read in conjunction with tender document issued together i.e. the amendments, corrections, enclosures, etc., along with the Tender Document and the provision of these conditions shall take precedence over the general conditions.
6. **Safety Measures and Responsibilities**: It shall be the responsibility of the Contractor that all necessary safety measures and precautions are invariably ensured while performing the Contract Work and AAI shall not be responsible for any injuries / accidents suffered by Contact Labourers.

7. Payments Terms: The payment will be made by 15th of each month to the Contractor. The Contractor has to submit his bill immediately on completion of the month, citing the Work Award Number and the split details of the Salary Claimed.

8. Whenever any claim, against the Contractor for the payment of a sum or money arises out of or under the contract, Competent Authority shall be entitled to recover such sum by appropriating in part or whole, the Security Deposit of the Contractor. In the event of the security being insufficient the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other contract with **AAI**. if this sum be not sufficient to recover the full amount , the Contractor shall pay to Competent Authority on instruction the remaining balance .

9. LABOUR WELFARE MEASURES AND WORKMAN:

The contractor shall obtain a valid labour license or submit supporting document as per requirement under the contract labour(R & A) Act 1970 and the contract labour (Regulation and Abolition) Central Rules 1971 before commencement of the work. The contractor shall also abide by the provisions of the Child labour (prohibition and regulation) Act 1986. Any failure to fulfil this requirement shall attract the penal provisions of this contact arising out of the resultant non-execution of work.

COMMERCIAL SPECIFICATION

1. The works awarded by these specifications shall be treated as individual job Works Contract.
2. The price quoted shall be firm and including of current Minimum wages, Amount for Uniform, Bonus, NH Compensation ,Supervisory Charges or Service Charges and excluding of Goods & Services Tax(GST) ,PF,ESIC for the Contract periods.
 - It is mandatory that the contractor should pay to the labourers the revised wages, as notified by the Regional Labour Commissioner (Central) time to time [the Labour wages are revised twice in a year by the Regional Labour Commissioner (Central)].
 - No additional amount (other than PF, ESIC, GST) will be paid to contractor as the reimbursement. **However in case of revision of minimum wages, the difference of minimum wages, N/H compensation and Bonus along with difference in PF,ESIC shall be paid separately subject to production of proof of payment.**
3. No advance payment shall be made to the Contractor. However, monthly payment shall be made by AAI. Security Deposit shall be released after Three months from the date of expiry of the Contract without any interest.
3. The Contractor shall be responsible for the following points during the Contract Period:
 - a). The Contractor will be bound by the Labour Laws, Industrial Rules and the Contract Labour (Regulations and Abolition) Act 1970 with up to date amendments.
 - b). The contractor will be bound by the minimum wage act 1948 with time to time amendment.
 - c). The contractor will be bound by ESIC Act 1948 and time to time amendments.
 - d). The minimum rates of the wages for the contractor's workers shall be payable as per the notification of the Regional Labour Commissioner (Central) time to time.
 - e). Maintaining of all the Records of the Workers deployed for the works as per Contract Labour (Regulation and Abolition) Act 1970.
 - f). The payment to the Workmen engaged by the Contractor has to be paid on or before **7th of every month** in the bank account workman engaged.
 - g). The Contractor has to maintain the Wage Register for his Employees/Workers and has to be produced for verification to the Principal Employer (AAI) as and when required.
 - h) The contractor will be bound by EPF and MP Act 1952 and time to time amendments.

Sd/-
Jt... Gen. Manager (CNS)
AAI, VADODARA AIRPORT

PQ PERFORMA

Name of work :“ Job Contract for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport - 390022(Gujarat)”.

1	2	3	4
Sr. No.	Qualifying criterion/parameter/ supportive document	Supporting Document must have the following salient information which AAI would like to note	Reference to the documents submitted in support of Column 3
1.	General		
1.1	Name and address of the firm /contractor		Duly filled YES/NO
	Telephone, Fax, Email		
1.2	Authorized Signatory (name & designation)		
2.	Envelope - I shall contain scanned copy of		
		Ref. to Performa with tender documents	
2.1	Details of tender fee	Scanned Copy of report generated by bank towards NEFT/RTGS of tender Fee payment	Copy enclosed : YES/NO
2.2	Details of EMD	Scanned Copy of report generated by bank towards NEFT/RTGS of EMD payment	Copy enclosed : YES/NO
2.3	Unconditional acceptance letter	Annexure -1/ page-34	Copy enclosed : YES/NO
2.4	Authorization letter/ power of attorney	Document to be enclosed in case of firm	Copy enclosed : YES/NO
2.5	copy of MSME documents.		Copy enclosed : YES/NO

2.6(a)	Registration Details Registered with: Category & Limit: Valid Upto:	Copy of enlistment to be submitted.	Registration copy enclosed : YES/NO
2.6(b)	Certificate of Incorporation/undertaking of proprietorship/ partnership deed.		Copy enclosed : YES/NO
2.6(b)	Copy of Permanent Account No.(PAN)		Copy Enclosed : Yes / No.
2.6 (c)	Copy of GST Registration No.		Copy Enclosed : Yes / No.
2.7	Experience details		
(a)	Should have satisfactorily completed the works during last seven financial years.	Certificate of completion of the Three/Two/ One work(s) as applicable	
	i) Three separate works each costing not less than Rs. 5.17 Lakhs.	Work No. 1 - Name of work : - Work Order/Agreement No. & Dt. : - Contract Cost : - Stipulated Date of completion as per contract agreement : - Actual Date of Completion : - Actual Completion Cost : - EOT granted (if any) up to With/ without levy of Compensation. - Completion certificate Issuing authority name and Designation	Copy of certificates enclosed : YES/NO Details of EOT case as per column-3

		<p>Work No. 2</p> <ul style="list-style-type: none"> - Name of work : - Work Order/Agreement No. & Dt.: - Contract Cost : - Stipulated Date of completion as per contract agreement : - Actual Date of Completion : - Actual Completion Cost : - EOT granted (if any) up to With/without levy of Compensation. - Completion certificate Issuing authority name and Designation 	<p>Copy of certificates enclosed : YES/NO</p> <p>Details of EOT case as per column-3</p>
		<p>Work No. 3</p> <ul style="list-style-type: none"> - Name of work : - Work Order/Agreement No. & Dt.: - Contract Cost : - Stipulated Date of completion as per contract agreement : - Actual Date of Completion : - Actual Completion Cost : - EOT granted (if any) up to With/without levy of Compensation. - Completion certificate Issuing authority name and Designation 	<p>Copy of certificates enclosed :YES/NO</p> <p>Details of EOT case as per column-3</p>
	<p>ii) Two separate works each costing not less than Rs. 6.46 Lakhs</p>	<p>Work No. 1</p> <ul style="list-style-type: none"> - Name of work : - Work Order/Agreement No. & Dt.: - Contract Cost : - Stipulated Date of completion as per contract agreement : - Actual Date of Completion : - Actual Completion Cost : - EOT granted (if any) up to With/without levy of Compensation. - Completion certificate Issuing authority name and Designation 	<p>Copy of certificates enclosed : YES/NO</p> <p>Details of EOT case as per column-3</p>

		Work No. 2 - Name of work : - Work Order/Agreement No. & Dt.: - Contract Cost : - Stipulated Date of completion as per contract agreement : - Actual Date of Completion : - Actual Completion Cost : - EOT granted (if any) up to With/without levy of Compensation. - Completion certificate Issuing authority name and Designation		Copy of certificates enclosed : YES/NO Details of EOT case as per column-3
	iii) One works each costing not less than Rs. 10.34 Lakhs.	Work No. 1 - Name of work : - Work Order/Agreement No. & Dt.: - Contract Cost : - Stipulated Date of completion as per contract agreement : - Actual Date of Completion : - Actual Completion Cost : - EOT granted (if any) up to With/without levy of Compensation. - Completion certificate Issuing authority name and Designation.		Copy of certificates enclosed : YES/NO Details of EOT case as per column-3
(b)	Whether experience from Govt. Organizations or private clients?	Govt. Organization / Private Clients. (Tick whichever is applicable). In case of experience from Private firm , in support of experience, TDS certificate from clients to be enclosed)		TDS certificate enclosed : YES/NO
2.8	TURNOVER: Annualized average financial turnover of not less than Rs. 3.87 Lakhs against works executed during last three financial years. As a proof, copy of Abridged Balance Sheet of the firm with profit and loss account shall be submitted along with the application.	Financial Year	Turnover in Lakhs	Proof of turn over enclosed (Abridged balance sheet & profit & loss A/C) Copy enclosed :YES/NO
2016 - 17				
2017 - 18				
2018- 19				
		Average :		

2.9	Copy of PF Registration	Enclose documentary proof in Support.	Copy enclosed : YES/NO
2.10	All Certificates of Section -III	Enclose documentary proof in Support.	Copy enclosed : YES/NO
2.11	Copy of E.S.I.C. Registration	Enclose documentary proof in Support.	Copy enclosed : YES/NO
2.12	Copy of Labour License or Self-Undertaking.	Enclose documentary proof in Support.	Copy enclosed : YES/NO
2.13	Copy of Bank Account Number with Core Banking Facility	Enclose documentary proof in Support.	Copy enclosed : YES/NO
2.14	Any other documents as supporting document	Enclose documentary proof in Support.	Copy enclosed : YES/NO

Place:

Date:

Signature

Authorized Signatory of the contractor/ Firm

DECLARATION

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 & action as deemed fit by AAI can be taken against me.

Place:

Date:

Signature

Authorized Signatory of the contractor/ Firm

ACCEPTANCE LETTER

To,
The Airport Director
Airports Authority of India,
Civil Aerodrome, Vadodara
Gujarat – 390022.

Sub: Acceptance of Terms & Conditions of Tender

Name of Work : “ Job Contract for Conservancy & Upkeep work of Airport System Facilities at New Integrated Terminal Building of Vadodara Airport - 390022(Gujarat)”.

Tender No. : AAI/BO/AS/E-TENDER/2019-20/01

Dated-

E- Tender Id: 2020_AAI_39335_1.

Dear Sir,

1. The tender document for the work mentioned in subject has been provided to me/us by Airports Authority of India and I/We hereby certify that I/we have read and understood the entire terms and conditions of the tender documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/clauses contained therein.
2. I / We hereby unconditionally accept the all E-Tender conditions of AAI's tender document in its entirety for the above works.
3. It is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions in the tender uploaded and the same has been followed in the present case. In case any provisions of this tender are found violated after opening the tenders. I / we agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said EMD absolutely.
4. That, I/We declare that I/we have not paid and shall not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I shall immediately report it to the Appropriate Authority in AAI.

Yours faithfully,

Date:

Signature of bidder firm / Authorized Signatory
Name:
Telephone/Fax:
E-mail:
Firms Stamp:

PROFORMA BANK GUARANTEE FOR CONTRACT PERFORMANCE

(To be stamped in accordance with Stamp act)

(The non-judicial stamp paper should be in the name of issuing Bank)

Ref:

Bank Guarantee:

Date:

To,

The Airport Director
Airports Authority of India
Civil Aerodrome .Vadodara Airport
Vadodara -390022

**Name of Work: "Job Contract for Conservancy & Upkeep work of Airport System
Facilities at New Integrated Terminal Building of Vadodara Airport
- 390022(Gujarat)".**

Dear Sirs,

1. In consideration of the Chairman, Airports Authority of India [hereinafter called "AAI"] having offered to accept the terms and conditions of the proposed agreement between and..... [here-in-after called "the said Contractor(s)"] for the works..... [here-in-after called "the said agreement"] vide Order no. Dated, having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees only) as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.
2. We..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupeesonly).
3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) i n any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We..... (indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Projection- charge on behalf of AAI certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.
5. We..... (indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect so relieving us. This guarantee shall not be discharged due to the change in the constitution of the Bank or the contractor(s).
6. We..... (Indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.
7. This guarantee shall be valid upto unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharge

WITNESS

Dated this ----- day of ----- 2018 at -----

Signature -----

Name -----

(Bank's Rubber Stamp)

Official address -----

Designation with Bank

Stamp

Attorney as per

Power of Attorney No. _____

Date. _____

(Price Bid/BoQ)

Important : (Sample of Price Bid – Actual to be filled in e-tender portal (.xls sheet only)).

Tender No. : AAI/BO/AS/E-TENDER/2019-20/01

Dated :

E- Tender Id : 2020_AAI_39335_1.

Name of the Work : “ Job Contract for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport – 390022(Gujarat)”

Sr. No.	Description of Services (Same Basic Rate must be quoted for item 1 & item 2).	Quantity	Units	BASIC RATE In Figures to be entered by bidder in RUPEES must be including of i) Latest minimum Wages, ii) NH compensation,iii) uniform iv)bonus & v) Supervisory Charges and must be excluding of PF,ESIC &GST (Per month per manpower).	TOTAL AMOUNT in Rupees (Per month per manpower X 24Months)	TOTAL AMOUNT In Words
01	Semiskilled Services per manpower for Twenty four Months.	24.000	Month			
02	Semiskilled Services per manpower for Twenty four Months.	24.000	Month			
03	Unskilled Services per manpower for Twenty four Months.	24.000	Month			
04	Total	24.00	Month			

Note : 1. quoted rates shall include the following.

- i) **Minimum Wages, ii) Bonus iii)NH compensation iv) Uniform v) Supervisory Charges.**

Note : 2. quoted rates shall be excluding of the following.

- i) **PF, ii) ESIC, iii) Goods & Service Tax (GST).**

- **P.F., ESIC & GST invoice will be reimbursed on producing proof of payment.**

Note : 43 The contractor shall be responsible for providing all statutory benefit to the personnel employed by him like EPF, ESIC etc, as applicable. During the contract period, ESIC, EPF (employer contribution, as applicable, if any) and **GST** invoice will be reimbursed as per actual along with the monthly bill on producing the original receipts.

Certificate:

1. Certified that I have carefully quoted the rates in numerical/figures.
2. Certified that I agree to all the terms and conditions of the tender document.
3. The rates quoted for Contractor Administration / Supervision Charges or % calculated for Supervision Charges **will remain fixed for the entire period of the contract.**

Yours faithfully

Signature of bidder firm / Authorized Signatory

Name:

On behalf of:

Telephone/Fax:

E-mail:

Firms Stamp with Date: