

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**

**“Annual Job Contract for Semi-skilled and Un-skilled Manpower for Conservancy & Upkeep work of Airport System facilities at New Integrated Terminal Building of Vadodara Airport -390022(Gujarat)”.**

**E-Tender No. : AAI/BO/CNS/E-TENDER/2017-18/03**

**Not transferable**

**E- Tender Id. : 2017\_AAI\_1970\_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 enrol 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 **"offline"** to pay the **Tender fee / EMD** as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, **latest by the last date of bid submission** or as specified in the tender documents. The details of the DD any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) 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.
- 6) 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.
- 7) 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie 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.
- 10) 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](mailto:support-eproc@nic.in)

3) For any Policy related matter / Clarifications , please contact Dept. of Expenditure, Ministry of Finance. E-Mail: [cphp-doe@nic.in](mailto:cphp-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	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Jr. Exe.(IT)	After 4 Hours of Issue	<a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3505	0930-1800 Hrs. (MON-FRI)
3.	AGM (IT)	After 12 Hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	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	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	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/CNS/E-TENDER/2017-18/03](#) contains 31 nos. of pages.**



### Important Details

Address of the tendering officer	:	Dy.GM(CNS),O/o the Airport Director Airports Authority of India Civil Aerodrome, Vadodara Gujarat – 390022.
NIET No.	:	AAI/BO/CNS/E-TENDER/2017-18/03
E- Tender Id	:	<b>2017_AAI_1970_1</b>
Total NIET Pages	:	<b>31</b>
Name of the Work	:	“Annual Job Contract for Semi-skilled and Un- skilled Manpower 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	:	<b>Semi -Skilled – Two, Un-skilled – One</b>
Estimated Cost	:	<b>Rs. 6,62,000.00 (Including Service/Supervisory Charges &amp; Excluding GST)</b>
Earnest Money Deposit (EMD)	:	<b>Rs. 13,240.00 (Thirteen Thousand Two Hundred Forty Indian Rupee Only)</b>

- Following **3 envelopes** shall be submitted through online at CPP portal by the bidder as per the following schedule:-

### CRITICAL DATE SHEET

Published Date	03.08.2017
Bid Document Download / Sale Start Date	03.08.2017
Clarification Start Date	03.08.2017
Bid Submission Start Date	03.08.2017
Clarification End Date & Time	16.08.2017 : 1800 IST
Bid Document Download / Sale End Date & Time	25.08.2017 : 1800 IST
Bid Submission End Date & Time	25.08.2017 : 1800 IST
Bid Opening Date (Envelope- I)	28.08.2017 : 1500 IST
Minimum Validity of tender offer	90 days from the date of opening(Envelope –I)
Last date and time of submission of original Demand Draft/FDR against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter, Authorization letter and self- attested paper related to MSEs for MSEs Bidders.	28.08.2017 : 1300 IST