



AIRPORTS AUTHORITY OF INDIA
ENGINEERING WING (ELECTRICAL)
RHQ, ER, NSCBI AIRPORT
KOLKATA 700052

Tender ID: - 2018_AAI_8484_1

NOTICE INVITING e- TENDER (3 BOT-3 Envelope Open Tender)

1. Item rate tenders are invited through the CPP portal by **Senior Manager (E-E) RHQ (ER) (Bid Manager)** on behalf Of Chairman, AAI from the eligible contractors for the work of **Annual operation and maintenance of E & M installations for non-operational area of Kolkata airport. (2018-19 & 2019-20.**” at an estimated cost of **Rs 2,24,33,807.00**with period of completion of **24 months.** including(e)..... Month(s) considered for rain of(f).....monsoon season(s)-

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

Prospective Tenderers are advised to get themselves registered at CPP-Portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home Page after log in to the CPP- portal address <https://etenders.gov.in/e procure/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 desk support).

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below:-
[Tel:0120-4200462](tel:0120-4200462), 0120-4001002, Mobile: 918826246593,
E - mail: support-eproc@nic.in

Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while e-mailing any issue along with the contact details.

For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between

- (ii) 08:00 hrs to 20:00 hrs (Mon – Sat) -
011 - 24632950, Ext-3512(Six Lines), E-Mail:- eprochelp@aai.aero
- (iii) 09:30 hrs to 18:00 hrs (Mon – Fri) -
011-24632950, Ext-3523, E-Mail:- etendersupport@aai.aero,
Sanieevkumar@aai.aero and snita@aai.aero
- (iv) 09: 30 hrs to 18:00 hrs (Mon – Fri) –
011-24657900, E-Mail:- gmitchq@aai.aero

Tender Processing Fee of **Rs1120.00** Non - refundable will be required to be paid offline in the form of Demand Draft in favour of **Airports Authority of India** payable at Kolkata from Nationalized or any Scheduled Bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should reach by post/courier/given to the concerned officials, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft/ any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

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

CRITICAL DATA SHEET

Publishing Date	02.03.2018 0900 hrs
Bid Document download / Sale Start date	03.03.2018 from 0900 hrs
Clarification Start Date	03.03.2018 from 0900 hrs
Clarification End Date	09.03.2018 upto 1800 hrs
Bid Submission start date	03.03.2018 from 0900 hrs
Bid Submission end date	12.03.2018 upto 1200 hrs
Last date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	15.03.2018 upto 1800 hrs
Bid Opening Date (Envelope – I)	16.03.2018 at 1000 hrs
Bid Opening Date (Envelope – II)	To be intimated later on through CPP portal
Bid Opening Date (Envelope – III)	To be intimated later on through CPP portal
Tender Fee	Rs. 1120/- (i/c GST) Non refundable
EMD	Rs.4,48,676.00 in the form of Demand Draft

Envelope-I: -

Scanned copy of earnest money deposit (EMD) of value **Rs. 4,48,676.00** in the form of Demand Draft /FDR/Bank Guarantee (MSE certificate for exemption as applicable) as stipulated in the notice inviting tender may be submitted in "Tech Bid Folder" in Technical Bid/ Attachments section of e-tendering portal along with Unconditional Acceptance of AAI's Tender Conditions (Performa given as Annexure-A), digitally signed Tender document and Affidavit regarding payment of Minimum Wages (Performa given as Annexure-B), GST Undertaking ((Performa given as Annexure-C).

Envelope - II: -

Containing qualifying requirements of Contractor / Firm: -

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderer / Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for Tender Fee (MSE certificate for exemption as applicable). 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.

Qualifying requirements of contractors / firms.

- (i) Agency should have valid permanent Account Number (PAN), GST Registration and Electrical Contractor License, ESI & PF registration.

- (ii) Agency 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 Authority 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 entire work will be accepted) three works, each of **Rs 44,86,761.00** or two works, each of **Rs 56,08,452.00** or one work of **Rs.89,73,523.00** in similar nature of work during last seven years ending on 31.01.2018 in India.

“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 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 33,65,071.00** against works executed during last three years ending **31st March 2017**, of the previous financial year. As a proof, copy of Abridged Balance Sheet along with 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) Should possess documentary proof of owning and processing required machinery and T & P shall also be submitted along with the application. Ownership can be either freehold or lease hold. In case agency do not have their own or process required plant and machinery an undertaking to this effect that the same shall be provided either by purchase or lease hold basis if work is awarded to them, to be submitted along with the application and development shall be as per requirement at site decided by the Engineering-In-Charge.

Envelope-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 Blue 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 file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

3. Original EMD (MSE certificate for exemption as applicable), hard copy of signed unconditional Acceptance of AAI's Tender Conditions to be sent to the office of **Senior Manager (E-E) RHQ ER, 1st floor AAI new operational complex, NSCBI Airport, Kolkata 70052** and should reach to Bid Manager before the date & time mentioned in CRITICAL DATA SHEET. Tender of the tenderer whose EMD and unconditional acceptance of AAI's tender conditions are not received by the time of the opening of Envelope-I / pre-qualification of tender then their tenders will be summarily rejected. Any postal delay will not be entertained.

4. Bids Opening Process is as below: -

Envelope-I: Technical bid opening date shall be as mentioned in CRITICAL DATA SHEET. (Depending on pre-qualification, any changes in the date shall be intimated through CPP portal).

Envelope-II: Containing Documents for pre-qualification bid (uploaded by the contractors / 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.

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

Envelope-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 of 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 and 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.
10. ADDRESS FOR CORRESPONDENCE
All completed tender documents and enquiries regarding clarification/interpretation in connection with this tender by authorized signatory shall be addressed to:
**Senior Manager (Engg.- Elect.), O/o The General Manager (Engg.), ER
Airports Authority of India, New AAI Operational Office, 1st floor
RHQ, ER, NSCBI Airport,
Kolkata - 700052
Landline no . – 033-2511-5012
E-mail: ukrakshit@aai.aero**

-----Sd/-----

CHECK LIST (TENDER ID:2018_AAI_8484_1)
(To be submitted by applicant along with Tender Application)

Name of work: Annual operation and maintenance of E & M installations for non-operational area of Kolkata airport. (2018-19 & 2019-20)

Ref. No.	Qualifying Criterion	Particulars	Enclosure
1	2	3	4
A.	<u>ENVELOPE-II shall contain</u>		
1.	Name and address of the Firm / Email Address & Telephone No.		
2.	<u>Details of Registration</u> Valid Registration in appropriate class of CPWD/ MES/ P&T/ Railways/StatePWD/PSU's/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai & Kolkata or Specialised Agencies.		Registration copy enclosed : Yes / No
3.	Scanned copy of Tender Fee in form of Demand Draft (DD)	Rs.1120.00	Scanned copy to be uploaded in portal
4.	MSE Registration seeking Tender Fee and EMD Exemption		Scanned copy to be uploaded in portal
5.	Permanent Account No. (PAN)		(Copy Attached) Yes / No
6.	Goods & Services Tax (GST) Registration No.		(Copy Attached) Yes / No
7.	PF Registration No.		(Copy Attached) Yes / No
8.	ESI Registration No.		(Copy Attached) Yes / No
9.	Electrical Contractor License No.		(Copy Attached) Yes / No
10.	Certificate from clients of having satisfactorily completed (i) Three works of each of Rs. 44,86,761.00 of estimated cost OR	Details of the three / two / one work(s) as applicable	Copy of certificate enclosed : Yes / No
	(ii) Two work of each of Rs.56,08,452.00 of estimated cost OR		
	(iii) One work of Rs. 89,73,523.00 of estimated cost In single contract of similar nature of work during last seven years ending on 31.01.2018 in India.		

Important Note: Bidders are advised to that all the columns must be filled with desired details. Filling column, "As attached or Yes" shall be strictly avoided.

Ref. No.	Qualifying Criterion	Particulars	Enclosure
1	2	3	4
11.	Whether experience from Govt. organization or private clients?	Firms showing work experience certificate shall submit (TDS) Tax Deduction at Source certificate in support of their claim for having experience of stipulated value	TDS certificate enclosed: Yes / No
12.	<u>WORK COMPLETION</u>		
(A)	<u>Work Order No. 1</u>		Copy of certificate enclosed :
(a)	Name of Client		Yes / No
(b)	Name of Work		Yes / No
(c)	Stipulated Date of Completion		Yes / No
(d)	Actual Date of Completion		Yes / No
(e)	Completion Cost		Yes / No
(f)	Work Order/ Agreement No		Yes / No
(g)	Copy of Work Order with BOQ		Yes / No
(h)	TDS Amount (if applicable)		Yes / No
(i)	TDS Certificate		Yes / No
(B)	<u>Work Order No. 2</u>		Copy of certificate enclosed :
(a)	Name of Client		Yes / No
(b)	Name of Work		Yes / No
(c)	Stipulated Date of Completion		Yes / No
(d)	Actual Date of Completion		Yes / No
(e)	Completion Cost		Yes / No
(f)	Work Order/ Agreement No		Yes / No
(g)	Copy of Work Order with BOQ		Yes / No
(h)	TDS Amount (if applicable)		Yes / No
(i)	TDS Certificate		Yes / No
(C)	<u>Work Order No. 3</u>		Copy of certificate enclosed :
(a)	Name of Client		Yes / No
(b)	Name of Work		Yes / No
(c)	Stipulated Date of Completion		Yes / No
(d)	Actual Date of Completion		Yes / No
(e)	Completion Cost		Yes / No
(f)	Work Order/Agreement No		Yes / No
(g)	Copy of Work Order with BOQ		Yes / No
(h)	TDS Amount (if applicable)		Yes / No
(i)	TDS Certificate		Yes / No
11.	TURNOVER :	Year : INR (in Lacs)	Proof of turnover enclosed (Abridged Balance Sheet & Profit & Loss A/c) : Yes / No
	(Annualized average financial turnover equivalent to Rs 33,65,071.00 during the last three years.	2014-15 2015-16 2016-17	
		Average :	

Important Note: Bidders are advised to that all the columns must be filled with desired details. Filling column, "As attached or Yes" shall be strictly avoided.

Ref. No.	Qualifying Criterion	Particulars	Enclosure
1	2	3	4
B.	ENVELOPE-I shall contain		
1.	Scanned copy of EMD in form of Demand Draft (DD)	Rs.4,48,676.00	Scanned copy to be uploaded in portal
2.	MSE Registration seeking EMD Exemption		Scanned copy to be uploaded in portal
3.	Unconditional Acceptance of AAI's Tender Conditions Letter	As per Annexure <u> A </u>	Scanned copy to be uploaded in portal
4.	Undertaking regarding GST	As per Annexure <u> C </u>	Scanned copy to be uploaded in portal
5.	Affidavit regarding payment of Minimum Wages	As per Annexure <u> B </u>	Scanned copy to be uploaded in portal
6.	Digitally Signed Tender Document		Scanned copy to be uploaded in portal
7.	Authorization Letter / Power of Attorney (if any)	On a Non-judicial Stamp Paper of value `100/-	Scanned copy to be uploaded in portal
C.	Envelope-III shall contain		
1.	Financial Bid	To be quoted online through CPP portal https://etenders.gov.in/eprocure/app	
D.	Details of any other information		

Date:

Place:

Signature with stamp
Authorised 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 and action as deemed fit by AAI can be taken against me.

Date:

Place:

Signature with stamp
Authorised Signatory of the Contractor/Firm

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

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” 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 / eMudhra 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 Reference No., 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. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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 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 DD/any other accepted instrument, physically sent, should tally with the details available in 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 field 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. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 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 (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.
- 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 tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

AIRPORTS AUTHORITY OF INDIA
NOTICE INVITING TENDER

1. Item rate e-tender is invited on behalf of the Airports Authority of India for the work as mentioned in **Schedule 'F' of GCC**. The estimated cost of the work is mentioned at **Schedule 'F' of GCC**. This estimate, however, is given merely as rough guide.
2. *The tender shall be in the prescribed form.*
3. The works is required to be completed within the period as mentioned in **Clause 5 at in Schedule F of GCC**.
4. Contractors whose names are borne on the approved list of contractors of CPWD/MES/P&T/Railways / State PWD/PSU's /Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai & Kolkata/Specialized Agency and within whose financial category the estimated amount falls will be permitted to tender. Not more than one tender shall be submitted by a contractor or by a firm of contractors. No two or more concerns in which an individual is interested, as proprietor and/or partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to be rejected.
5. The Accepting Authority as mentioned in **Schedule F of GCC** shall be the Accepting Officer hereinafter, referred to as such for the purpose of this contract.
6. **Tender documents may be downloaded from CPP portal: <https://etenders.gov.in/eprocure/app>**. To participate in the tender/to submit the tender document, the bidders must pay stipulated tender fee in the form of Demand Draft drawn in favour of Airports Authority of India payable at Kolkata.
7. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Tenders as to the nature of the ground and sub soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require, working conditions including space for stacking of materials, installation of T&P, rates of various materials to be incorporated in works, conditions affecting accommodation and movement of labours etc. and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
8. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the works to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by Airports Authority of India, local conditions, local material rates and other factors bearing on the execution of the works.
9. All rates shall be quoted in Indian Rupees "INR" in the CPP portal: <https://etenders.gov.in/eprocure/app>.
10. In the case of item rate tender only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected.
11. Tender shall be uploaded by the bidder upto the date and time as mentioned in **"CRITICAL DATA SHEET" in Notice Inviting e-Tender** and shall be opened on the date and time as mentioned therein.
12. Earnest Money (EMD) of amount as mentioned in **Schedule-F of GCC** in the form of Demand Draft in favour of Airports Authority of India payable at Kolkata

13. Notification of Award of Contract will be made in writing to the successful bidder by the Accepting Authority or his representative. The contract will normally be awarded to the qualified and responsive bidder offering lowest evaluated bid in conformity with the requirements of the specifications and contract document and the accepting authority shall be the sole judge in this regard. The Accepting Authority does not bind himself to accept the lowest or, any tender or to give any reason for his decision.

13.1 A responsive bidder is one who submits priced tender and accepts all terms and conditions of the tender documents.

13.2 A major modification is one which affects in any way the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidder or any right of AAI, as required in the specifications and contract documents. Any modification in the terms and conditions of the Tender which are not acceptable to AAI shall also be treated as a major modification.

13.3 The tenderer shall submit a responsive bid, failing which his tender will be liable to be rejected.

13.4 The accepting authority reserves to himself the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at his quoted rates.

13.5 A tender is determined as not responsive, if tender is submitted incomplete, Annexure's not filled-up, Unconditional Acceptance Letter, Power of Attorney etc. are not found in proper form, such tenders are liable to be rejected by AAI.

13.6 Once the tenderer has given Unconditional acceptance to AAI's tender conditions in its entirety, he is not permitted to put any remark(s)/condition(s) except unconditional rebate on quoted rates, if any in/along with tender enclosed in Financial Bid. All rates shall be quoted in the price bid section (Envelope-III).

13.7 In case the condition 13.6 mentioned above is found violated after opening Technical Bid, the tender shall be summarily rejected and AAI shall, without prejudice to any other remedy, be at liberty to forfeit the 10% of said earnest money.

13.8 Only those tenderers who are meeting the eligibility criterion spelt out in Notice Inviting e-tender and their Envelope-I is accepted by AAI their (Envelope-II & III) shall be opened. The Pre-qualification documents will be examined and their techno-commercial bid shall be evaluated to determine whether they are complete, meets tender requirements, free from computational errors, whether the data have been properly filled up, and whether the requisite documents as detailed have been submitted in conformity to the tender specifications, drawings and conditions.

~~13.9 In case tenderer submits manufacturer's technical catalogue in the Technical Bid the same will be considered only for reference. Hence tenderer shall fill up the technical data with due care.~~

14. On acceptance of tender Earnest Money will be treated as part of the Security Deposit.

15. Airports Authority of India will return the earnest money where applicable to every

unsuccessful tenderer except as provided in the tender documents.

16. Canvassing in connection with tender is strictly prohibited and the tender submitted by the tenderer who resort to canvassing will be liable to rejection.
17. The tenderer shall not be permitted to tender for works in Airports Authority of India Engineering Department, responsible for award and execution of contracts, in which his near relative is posted as Manager (F&A) or Sr. Officer or as an Engineer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in Airports Authority of India. Any breach of this condition by the contractor would render him liable to be debarred from Tendering for next 2 years.
18. The contractors shall give a list of AAI employees related to him.
19. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of Airports Authority of India/Govt. of India is allowed to work as a contractor for a period of two years of his retirement from Airports Authority of India/ Government service, without the previous permission of Airports of India/Govt. of India. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Airports Authority of India/Govt. of India as aforesaid before submission of Tender or engagement in contractor's service.
20. The tender for works shall remain open for acceptance for a period of **Ninety (90) Days** from the date of opening of financial bid of tender. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Department, then Airports Authority of India shall without prejudice to any other right or remedy, be at liberty to forfeit the full said earnest money absolutely.
21. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated to the Engineer-in-Charge.
22. A tenderer shall submit the tender which satisfies each and every condition laid down in this notice failing which the tender will be liable to be rejected. Also if the credential submitted by the firm found to be incorrect or have some discrepancy which disqualifies the firm then the AAI shall take the following action:
 - a) Forfeit the entire amount of EMD submitted the firm.
 - b) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/legal action.
23.
 - a) All tendered rates shall be inclusive of all taxes and levies payable under respective statutes except GST. However, pursuant to the Constitution (46th Amendment Act. 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes / levies, the contractor shall be reimbursed the amount so paid, provided such payments, if any, is not, in the opinion of the Engineer-In-Charge (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor.
 - b) The contractor shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by

a duly authorized representative of Airports Authority of India and / or Engineer-In-Charge and further shall furnish such other information/document as the Engineer-In-Charge may require from time to time.

The contractor shall, within a period of 30 days of the imposition of any such further tax or levy, pursuant to the Constitution (46th amendment) Act 1982, give a written notice thereof to the Engineer-In-Charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

24. The tender for composite works includes in addition to building work all other works such as sanitary and water supply installations, electrical work, horticulture work, roads and paths etc. The Tenderer apart from being a registered contractor of appropriate class, must associate himself with agencies of appropriate class which are eligible to tender for sanitary and water supply, drainage, electrical work and horticulture works in a composite Tender.
25. The site for the work shall be made available to the contractor/agency.
26. **MODE OF SUBMISSION OF TENDERS:**
- 26.1 Following 03 Envelopes shall be submitted through online at CPP portal by the bidder.

Last date and time of submission of bids (Envelop-I, II & III) as mentioned in **CRITICAL DATA SHEET**.

Envelope-I:- Technical Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions & EMD.

Scanned copy of earnest money deposit (EMD) of value **Rs. 4,48,676.00** in the form of Demand Draft /FDR/Bank Guarantee (MSE certificate for exemption as applicable) as stipulated in the notice inviting tender may be submitted in "Tech Bid Folder" in Technical Bid/ Attachments section of e-tendering portal along with Unconditional Acceptance of AAI's Tender Conditions (Performa given as Annexure-A), digitally signed Tender document and Affidavit regarding payment of Minimum Wages on non-judicial stamp paper value of `100/- duly attested by First Class Magistrate / Notary Public) (Performa given as Annexure-B), GST Undertaking ((Performa given as Annexure-C).

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

The tenderer shall submit their applications only at CPP portal <https://etenders.gov.in/e procure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for Tender Fee (MSE certificate for exemption as applicable). 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.

Envelope-III: The Financial e-Bid through CPP portal:

All the rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BQQ 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) cell 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.

Original EMD, hard copy of signed Unconditional Acceptance of AAI's Tender Conditions to be sent to the **Senior Manager (Engg.-Elect.), ER, Airports Authority of India, 1st Floor, New Operational Complex, NSCBI Airport, Kolkata 700052** and should reach to **Bid Manager** before the date & time mentioned in **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD and Unconditional Acceptance of AAI's Tender Conditions are not received by the time of the opening of pre-qualification of tender then their tenders will be summarily rejected. Any postal delay will not be entertained.

26.2 Tenderers should download the "Tender Document" file from the AAI e-tendering portal and upload the digitally signed file of the same along with unconditional acceptance in the "CPP Portal" section.

26.3 Rates to be quoted in the "**BASIC RATE**" Section only.

26.4 At the stipulated time of opening, technical bids shall be opened first. The offer from those contractors whose digitally signed copy of tender document along with unconditionally acceptance of the AAI's conditions are not found in "Technical bid/Attachment" Section and/or failed to submit requisite scanned copy of EMD (online) will not be considered and will stand rejected and financial bid of such contractors shall not be opened.

26.5 Once the contractor has uploaded the digitally signed file of tender document along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the tender document (Except unconditional rebate on quoted rates).

26.6 In case, the condition 26.1 to 26.5 above is found violated, the tender shall be rejected.

27. **Clarifications:**

If the bidder has any query related to the tender document of the work they should use 'Clarification' tab in CPP-tendering portal to seek clarifications. No other means of communication in this regards shall be entertained. Last date and time for making query is as per 'Critical Dates' mentioned in WNIT at Page 3.

28. If any clarification is needed by AAI from the bidder about the deficiency in his uploaded documents in Envelope –I, Envelope-II and Envelope-III, they will be asked to provide it through CPP-tendering portal. The bidder shall upload the requisite clarification/documents within specified time of receipt of such request from AAI, failing which tender will not be considered for the subsequent stages.

29. Once the bidder has submitted the digitally signed documents as per NIT along with Unconditional Acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/conditions(s) in/along with the tender document.

30. In case condition 29 above is found violated, the tender shall be rejected.

31. **Bids Opening process is as below:-**

Envelope-I: Containing documents for Pre-qualification Bid (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 contractor / firms through e-tenderingportal.

Envelope-II: Technical Bid opening date shall be as mentioned in **CRITICAL DATA SHEET**, (Depending on pre-qualification, any changes in the date shall be intimated through CPPportal).

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

Envelope-III: The Financial Bid of the contractor/firm found to be meeting the qualifying requirement and technical criteria, shall be opened as per **CRITICAL DATE SHEET**, (Depending on Technical Bid Evaluation, the date shall be intimated through CPP portal).

32. This Notice of Tender shall form part of the contract documents. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall within 15-days from the date of award of work sign the contract consisting of Notice Inviting Tenders, General Conditions of Contract, Special/Additional Conditions, General and Particular Specifications, Tender Conditions as issued at the time of invitation of tender & acceptance thereof with any correspondence leading there to.
33. **PURCHASE PREFERENCE TO PUBLIC ENTERPRISES**
The Accepting Authority reserves to himself the right to allow to the public enterprises purchase preference facilities as admissible under the existing policy on the date of opening of tender.
34. The AAI reserves the right to ask for submission of sample in respect of material for which the tenderer has quoted his rates before the tender can be considered for acceptance. If the tenderer who is called upon to do so does not submit samples within 07 (Seven) days of written order to do so, AAI shall be at liberty to forfeit 50% of the said earnest money absolutely.

Senior Manager (Engg.-Elect.), ER
Airports Authority of India
RHQ-ER, New Operational Complex
NSCBI Airport, Kolkata 700052