

**AIRPORTS AUTHORITY OF INDIA**  
**KOLHAPUR AIRPORT, KOLHAPUR – 416004**

AAI/Kolhapur/AGM(E-C)/Job Contract/2021-22

Date: 18.11.2021

**NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)**

**Tender Id: 2021\_AAI\_95309\_1**

1. **Percentage Rate** e-tenders are invited through the e-tendering CPP portal by **AGM (Engg-Civil)** (Bid Manager), Airports Authority of India, Kolhapur Airport, Kolhapur - 416004 on behalf of Chairman, from the eligible contractors for the work of **“NAME OF WORK CONSTRUCTION OF NEW DOMESTIC TERMINAL BUILDING, ATC TOWER CUM TECHNICAL BLOCK CUM FIRE STATION AND ASSOCIATED WORKS AT KOLHAPUR AIRPORT.SH: JOB CONTRACT FOR DEPLOYING WORKMEN FOR DAY TO DAY WORKS..”** at an estimated cost of **Rs. 9.49 Lakhs (Excluding GST)** with completion period of **10 (Ten) months**.

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or [www.aai.aero](http://www.aai.aero). Prospective tenderers may download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after login to the CPP-portal <https://etenders.gov.in/eprocure/app> or [www.aai.aero](http://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](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, 0120-4001002, Mobile: 91 8826246593,  
E-mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)

Tenderers are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.

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

- (ii) 08.00 hrs to 20.00 hrs (Mon-Sat)-  
011-24632950, Ext-3512(Six Lines), E-Mail:- [eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-  
011-24632950, Ext-3523, E-Mail:- [etendersupport@aai.aero](mailto:etendersupport@aai.aero),  
[sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [sunita@aai.aero](mailto:sunita@aai.aero)
- (iv) 09.30 hrs to 18.00 hrs (Mon-Fri)-

011-24657900, E-Mail:- [gmitc@aaai.aero](mailto:gmitc@aaai.aero)

Tender processing fee of **Rs. 1,180/- (i/c GST) Non-refundable** will be required to be paid online in CPP-portal through the SBI payment gate way integrated/mapped with CPP portal for this purpose.

2. Following 2 envelopes shall be submitted through on line at CPP-Portal by the tenderer as per the following schedule.

### CRITICAL DATA SHEET

Publishing Date	18-11-2021 (1800 hrs.)
Bid Documents Download/ Sale Start Date	18-11-2021 (1830 hrs.)
Clarifications Start Date	18-11-2021 (1855 hrs.)
Clarifications End Date	25-11-2021 upto 1100 hrs.
Bid Submission Start Date	18-11-2021 (1855 hrs.)
Bid Submission End Date	29-11-2021 upto 1500 hrs.
Bid Opening Date: (Envelope-I)	30-11-2021 at 1530 hrs.
Bid Opening Date: (Envelope-II)	02-12-2021 at 1800 hrs.
Tender Fee	Rs. 1180/- (including GST) Non-refundable

### Envelope-I (Tender processing fee, Declaration regarding EMD, Technical Bid and Pre-qualification): -

Bid containing following:

#### A. Tender processing fee and EMD declaration: -

- (i) Scanned Copy of Tender fees online transaction receipt
- (ii) Scanned copy of declaration regarding Earnest Money Deposit as per Annexure-3 Page A-11.

#### B. Technical Bid containing the following: -

- (i) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions (Proforma given as per Annexure-2 on page no. A-10)
- ~~(ii) Scanned copy of signed Integrity Pact as per Appendix XVIII of GCC.~~
- (iii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- (iv) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment on Company's Letter Head (As per Annexure-6 page no. A-14)
- ~~(v) Tenderer should deploy sufficient plant and machinery as per the requirement of work in consultation with the Engineer-In-Charge (EIC) to achieve the~~

~~milestones/targets and overall completion within the time period. Tenderer shall submit scanned copy of Undertaking' on Company's Letter Head.~~

- (vi) Companies other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company and Copy of Board Resolution regarding Authority to assign Power of Attorney.

Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

- (vii) PQ Performa duly filled (Proforma given in Annexure 1 on page A-07 to A-09).

**C. Qualifying requirements of contractors/tenderers containing the following:**

- (i) Should have satisfactorily completed (# Phase/Part completion of the scope of work in a contract shall not be considered, **however pre-determined phasing of the work will be accepted**) three works, each of **Rs. 3.80 Lakhs** (without GST) or two works, each of **Rs. 4.74 Lakhs** (without GST) or one work of **Rs. 7.59 Lakhs** (without GST) in single contract of similar nature of work (General Civil Works) during last seven years ending on **31/10/2021**.

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.

**The experience certificates of works completed pre-GST era, completion amount will be divided by 1.12 (to exclude pre-GST tax of VAT 12%) to make it at par with experience certificates of post GST era but excluding GST.**

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. **Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- (ii) Should have annualized average financial turnover of **Rs. 2.85 Lakhs** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- (iii) The tenderer should have a minimum net worth of **Rs. 1.42 Lakhs** issued by certified Chartered Accountants as per Annexure-7 Page – A-15.

Scanned copy of all the documents of Envelope-I mentioned above shall be submitted on the CCP Portal on or before date and time mentioned in CRITICAL DATA SHEET.

**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 tenderers. Tenderers are required to download the BOQ file, open it and complete the blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed, once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

**3. Bid Submission: -**

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per Para 2. 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.

4. Not more than one tender shall be submitted by one tenderer or tenderers 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.
5. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <https://etenders.gov.in/eprocure/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 tampered/modified in any manner, tender will be completely rejected and action shall be taken as per Annexure-2 Page A-10 and tenderer is liable to be banned from doing business with AAI.

**6. Bids Opening Process is as below: -****Envelope-I (Tender processing fee, Declaration regarding EMD, Technical bid and Pre-qualification): -**

Envelope-I containing documents as per Para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the tenderer/bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide it through CPP portal or email if required. The tenderer shall upload the requisite clarification/documents within time



specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

**Envelope-II (Financial Bid): -**

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

7. 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.
8. AAI reserves the right to disallow the working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAI or Central /State Govt. Depts./PSUs/World Bank/ADB etc. **AAI reserves the right to verify the credential submitted by the tenderer 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 tenderer then AAI shall take the following action:**
  - a) **Action shall be taken as per declaration of earnest money as per Annexure-3 Page-A-11.**
  - b) **The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.**
9. Consortium/JV companies shall not be permitted.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

Sd/-

Asst. Gen. Manager [Engg-C]  
O/o HOD [Civil], Engineering Wing,  
AAI, Kolhapur Airport, Kolhapur  
(For and on Behalf of Chairman, AAI)

**Annexure- 1****PQ PROFORMA TO BE SUBMITTED BY APPLICANTS**

(FORMAT TO BE SUBMITTED BY APPLICANTS IN ENVELOPE-I)

**Name of Work: - Name of Work Construction of New Domestic Terminal Building, ATC Tower cum Technical Block cum Fire Station and Associated works at Kolhapur Airport. SH: Job Contract for deploying workmen for day to day works..**

**Envelope-I (Tender Fee, EMD declaration, Unconditional Acceptance, Pre-qualification and Technical bid) shall contain digitally signed scanned documents of:**

1.1	Name & Address of the applicant firm/ Organization Telephone/Fax No. Authorized signatory (Name & Designation) E-mail address of Bidder	
1.2	Undertaking for Unconditional Acceptance of AAI's Tender Condition, Annexure-2 <b>(page A-10)</b>	Scanned copy of duly signed and stamped unconditional acceptance letter uploaded (Yes/No)
1.3	Tender processing fee for an amount of <b>Rs. 1,180/-</b> paid through online CPP portal as per NIT clause-3(A)(i)	Copy enclosed (Yes/No)
1.4	Earnest Money declaration as per Annexure-3 Page-A-11	Copy enclosed (Yes/No)
1.5	PAN No of the firm.	Copy enclosed (Yes/No)
1.6	Certificate from clients of having satisfactory details (three works, each of <b>Rs. 3.80 Lakhs</b> or two works each of <b>Rs. 4.74 Lakhs</b> or one work of <b>Rs. 7.59 Lakhs</b> in single contract of similar nature of work during last seven years ending on <b>31/10/2021</b>	Copy enclosed (Yes/No)
1.6.1	<b>Work No. 1</b>	
	Name of work/ similar nature of work-	
	Value of work	
	Date of Start	
	Date of Completion (Stipulated)	
	Date of Completion (Actual)	
	Completion cost	
	TDS Amount, if applicable ( <b>Copy to be attached along with C. A Certificate</b> )	

1.6.2	<b>WorkNo.2</b>	
	Name of work/ similar nature of work-	
	Value of work	
	Date of Start	
	Date of Completion (stipulated)	
	Date of Completion (Actual)	
	Completion Cost	
	TDS Amount, if applicable ( <b>Copy to be attached along with C. A Certificate</b> )	
1.6.3	<b>WorkNo.3</b>	
	Name of work/similar nature of work–	
	Value of work	
	Date of Start	
	Date of Completion (stipulated)	
	Date of Completion (Actual)	
	Completion Cost	
	TDS Amount, if applicable ( <b>Copy to be attached along with C. A. Certificate</b> )	
1.7	Whether experience from Non-Govt. / Non-PSU organizations?	Yes/No
	If yes	TDS Certificate enclosed (Yes/No)
1.8	Annualized average financial turnover of <b>Rs. 2.85 Lakhs</b> against works executed during last three years ending 31st March of the previous financial year.	Abridged balance sheet & profit & loss A/c statement enclosed (Yes/No)
	Year 2018-19	
	Year 2019-20	
	Year 2020-21	
	<b>Average</b>	
1.9	Undertaking regarding Debarred/Blacklisted	Copy enclosed (Yes/No)
1.10 (a)	<del>Documentary proof of owning and possessing required machinery and T&amp;P.</del>	<del>Copy enclosed (Yes/No)</del>
(b)	<del>If No, an undertaking on their letter pad that required machinery and T&amp;P shall be provided either by purchase or lease hold basis, if work is awarded to them.</del>	<del>Copy enclosed (Yes/No)</del>
1.11	GST registration no.	Copy enclosed (Yes/No)

1.12	Undertaking for “Registered under GST and compliant of GST provision” as per the proforma at Annexure 4 & 5, Page A-12 & A-13.	Copy enclosed (Yes/No)
1.13	Certificate of Net Worth Form Chartered Accountant Performa-I, as per Annexure-7 on Pg. No. A-15. (Issued by certified Chartered Accounts)	Copy enclosed (Yes/No)
1.14	AFFIDAVIT FOR PAYMENT MINIMUM WAGES as per Annexure-8 on Pg. No. A-16.	Copy enclosed (Yes/No)
1.15	Authorization letter / power of attorney, (Document to be enclosed in case of firm)	Copy enclosed (Yes/No)
1.16	<del>Digitally signed tender document (Confirm Uploaded complete tender documents)</del>	<del>Copy enclosed (Yes/No)</del>
1.17	Dully filled PQ Proforma	PQ Proforma Uploaded (Yes/No)
1.18	Employee Provident Fund (EPF) & Employee State Insurance Corporation (ESIC) Registration Registration	Copy enclosed (Yes/No)
<b>Envelop-II (Financial Bid) shall contain: -</b>		
2.1	Financial bid through e-portal (not to put in Envelop I), Uploaded on CPP e- tendering portal only.	Yes/No
<b>Any other information</b>		

Place: -

Date: -

**SIGNATURE WITH STAMP**  
Authorized signatory of the Firm

**Annexure-2**

**UNDERTAKING TO BE PUT IN ENVELOPE 'I'  
FOR UNCONDITIONAL ACCEPTANCE**

Date:

To,  
Asst. General Manager (Engg. - Civil)  
Airports Authority of India,  
Kolhapur Airport, Kolhapur  
Maharashtra - 416004

Sir,

**ACCEPTANCE OF AAI'S TENDER CONDITIONS**

1. The tender documents for the work "**Name of Work Construction of New Domestic Terminal Building, ATC Tower cum Technical Block cum Fire Station and Associated works at Kolhapur Airport. SH: Job Contract for deploying workmen for day to day works.**" have been sold to me/us by Airports Authority of India and I/we here by certify that I/we have inspected the sites and read the entire terms and conditions of the tender documents made available to me/us on CPP portal which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.
2. I/We here by unconditionally accept the tender conditions of AAI's tender documents in its entirety for the above work.
3. The contents of Notice Inviting Tender of the Tender Document have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks/conditions in the tender uploaded in Envelope-I, & II. In case, any condition(s) are found in Envelope-I i.e. Technical Bid then Envelope-II i.e. Financial Bid shall not be opened, or if any condition found in Envelope-II i.e. Financial Bid the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to take action as per Annexure-3 Page-A-11.
4. I/ We declare that I/We have not paid and will 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/We will immediately report it to the appropriate authority in AAI.
5. The required declaration regarding Earnest Money as per Annexure-3 Page A-11 on Company's Letterhead for this work has also been submitted.
6. I/We agree that "If at any stage, any information/ documents submitted by us are found to be false; we shall be liable for debarment from tendering in AAI, apart from any other appropriate /legal action".

Thanking you.

Yours faithfully,

Date:

(Signature of the tenderer)



(With rubber stamp)

**Annexure-3**

**Proforma for Earnest Money Declaration  
(To be submitted on contractor's letter head)**

Whereas, I/We ..... (name of agency) ..... have submitted bid for  
..... (name of work) .....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents.  
Or
- (2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

Signature of the contractor(s)



**(To be submitted by bidders in Envelope-I on their letter head)**

**Undertaking for Registered under GST and compliance of GST provision**

I/We \_\_\_\_\_ (Name of Company/Firm) \_\_\_\_\_ hereby undertakes that we are registered under GST and complying the GST provision. In case of non-compliance of GST provisions and blockage of any input credit, we (the bidder) shall be held responsible for indemnifying AAI.

**Name & Signature of contractor / Firm**

**(With official rubber stamp)**

**Date:** \_\_\_\_\_

**(To be submitted by bidder on his letter head)**

**Undertaking for Input Tax Credit have been passed on to AAI**

I/We \_\_\_\_\_ (Name of company/Firm) \_\_\_\_\_ hereby undertake that all the Input Tax Credit (ITC) related to the Invoices raised by us for this work has been passed on to AAI. In case of non-compliance of GST provisions and blockage of any Input Tax Credit, we will be held responsible for indemnifying AAI.

**Name & Signature of contractor / Firm**

**(With official rubber stamp)**

**Date:** \_\_\_\_\_



**Undertaking for Black listing /debaring**

**(To be submitted in Envelope-II)**

**(To be submitted by bidder in Envelope-I – On company's letter head)**

I/We ..... on behalf of M/s  
..... do here by solemnly affirm and state as follows:-

Our firm is not debarred / blacklisted by AAI Central/State Govt. Depts. /PSUs/World Bank/ADB etc. and the debarment is not in force as on last date of submission of this E-bid. Our firm understand that in case above is discovered at later stage, our firm shall be liable for restraintment from bidding in AAI apart from any other appropriate contractual action including debarment/blacklisting, termination of the contract.

**Date:**

**Place:**

**Signature and name of the authorized  
Signatory of the firm**



**Annexure-7**

**AIRPORTS AUTHORITY OF INDIA**

**Certificate of Net Worth from Chartered Accountant**

“It is to certify that as per the audited balance sheet and profit & loss account during the financial year ....., the Net Worth of M/s ..... (Name & registered Address of Individual/Firm/Company), as on ..... (the relevant date) is Rs. .... after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30% in the last three years ending on \_\_\_\_\_ (the relevant date).”

Signature of Chartered Accountant

.....

Name of Chartered Accountant

.....

Membership No. of ICAI

.....

Date and Seal



**Annexure-8**

**AFFIDAVIT FOR PAYMENT MINIMUM WAGES**

**(TO BE SUBMITTED IN ENVELOPE-II)**

I..... (Name), aged ..... years, S/o  
..... (Name), Proprietor / Managing Partner / Managing Director of M/s.  
..... (Name of the Agency) do hereby solemnly affirm and state as follows.

I am competent to swear this affidavit on behalf of ..... (Name of Agency). I state that, in the event of work is awarded to our agency, the wages to be paid to the workers engaged shall not be less than the minimum wages determined by appropriate Govt. Authorities from time to time.

Dated this, the ..... day of ..... month ..... Year

Place:

Date:

DEPONENT

***Note: This affidavit is to be attested by a First Class Magistrate / Notary Public on non-judicial stamp paper of Rs. 100/-.***

## **AIRPORTS AUTHORITY OF INDIA**

### **INSTRUCTION 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://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.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 should make the payment.
- 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 colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 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. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 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.

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.

**CPPP under GePNIC, Help Desk Services**

1. **For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002**

**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.

**Tel:** 0120-4200462, 0120-4001002.

**Mobile:** 91 8826246593

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

2. **For any Policy related matter/Clarifications Please contact Dept of Expenditure, Ministry of Finance. E-Mail: cPPP-doe@nic.in**

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

- a. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <https://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**”.

4. **In case of any issues faced, the escalation matrix is as mentioned below:**

Sl. No.	Support Persons	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.	Sanjeev Kumar	After 4 Hours Of Issue	sanjeevkumar@aai.aero	011-24632950, Ext-3505	0930-1800 Hrs (MON-FRI)
3.	S. Nita 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	ykkaushik@aai.aero	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.**

5. 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.**

**AIRPORTS AUTHORITY OF INDIA****NOTICE INVITING e-TENDER**

1. Percentage rate e-tenders are invited on behalf of the Airports Authority of India for the work as mentioned **Schedule-E**. The estimated cost of the work is mentioned in **Schedule-E**. The estimate, however, is given merely as a rough guide.
2. The e-tenders shall be in the prescribed form.
3. The works are required to be completed within the period as mentioned in **Schedule-F**. This period shall be reckoned as per date of written orders to commence the work, in accordance with phasing, if any, indicated by AAI in the Tender document.
4. The Accepting Authority as mentioned in **Schedule-F** shall be the Accepting Officer, hereinafter, referred to as such, for the purpose of this contract.
5. Tender documents consisting of Plans, Specifications, Schedule(s) of Quantities of the various classes of work to be done, the conditions of contract and other necessary documents will be available on CPP portal. Tender document can be downloaded from CPP portal <https://etenders.gov.in/eprocure/app>. However, to participate in the tender to submit the tender document, the tenderer must pay tender fee of **Rs. 1,180.00** (Non-refundable) to be paid online in CPP-portal through the SBI payment gateway integrated /mapped with CPP portal.
6. Tenderers are advised to inspect and examine the site and surroundings and satisfy themselves before submitting the tenders as to the nature of ground and subsoil [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 condition including space for stacking of materials, installation T & P, rates of various materials to be incorporated in work and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their Tender. A Tenderer shall be deemed to have full knowledge whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
7. Submission of e-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.
8. All rates [excluding GST] shall be quoted in the CPP portal.
9. ~~In the case of item rate tenders only rate quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected.~~
10. Earnest Money Deposit [EMD] declaration as per annexure to be submitted in lieu of Earnest Money Deposit [EMD] online in CPP-portal.
11. 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 documents 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.

A responsive bidder is one who submits priced Tender and accepts all terms and conditions of the specifications and contract documents.

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.

A Tenderer shall submit a responsive bid, failing which his Tender will be liable to be rejected.

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.

- ~~12. On acceptance of Tender, earnest money will be treated as part of the security deposit.~~
- ~~13. Airports Authority of India will return the earnest money, where applicable, to every unsuccessful Tenderer except as provided in the Tender documents.~~
14. Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the Tenderers who resort to canvassing will be liable to be rejected.
15. The Tender works shall remain open for acceptance for a period of 90 (Ninety) Days from the date of opening of Envelop II [Financial Bid]. 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 liability to actions as per EMD declaration.
16. On acceptance of the tender, the name of the accredited representatives of the contractor who would be responsible for taking instructions from the engineering-in-charge shall be communicated to the engineer in charge.
17. 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 credentials submitted by the firm are found to be incorrect or have some discrepancy which disqualifies the firm, then the AAI shall take the following action:
  - a. Action will be taken as per EMD declaration
  - b. Debar the firm for minimum three years to tender for AAI in any name/ style.
18. All tendered rate shall be inclusive of all taxes except GST. However, in case of GST, the same shall be paid to bidder for any taxable supply/service against a valid tax invoice. 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.

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

19. Site of work is readily available. No time extension for handing over of site/documents in phases will be granted.
20. All rates / ~~Percentage~~ shall be quoted in the standard BOQ format uploaded in the portal.
21. As this tender is an item rate Tender, item rates for all items quoted shall only be considered.
22. 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 (Finance & Accounts) 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.
23. The contractors shall give a list of AAI employees related to him.
24. 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 after 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 the Tender or engagement in the contractor's service.

**25. MODE OF SUBMISSION OF TENDERS:**

Tenders shall be submitted online through CPP portal under two bid system as detailed below.

**Envelope-I A**

Envelope – I shall contain scanned copy of receipt for online payment of Tender Processing Fee and EMD declaration as per check list (Annexure-A). The intimation regarding acceptance /rejection of their bid will be intimated to the contractors/firms through CPP-tendering portal only.

Envelope-I shall be opened on refer critical data sheet pg No A-3 of all those bidders who have made online payment in CPP portal for tender processing fee and submission of Earnest Money Deposit [EMD] declaration.

**Envelope-I B**

Envelope– I shall also contain scanned copy of “**Unconditional Acceptance of AAI's Tender Conditions**”, Scanned copy of Permanent Account Number (PAN) & GST Registration Number, Scanned copy of Undertaking regarding Blacklisting/Debarment & Minimum wages affidavit on Company Letter Head, scanned copy of Certificate of Net

Worth from Chartered Accountant, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company, scanned copy of PQ Performa duly filled, signed integrity pact and Digitally Signed unconditional acceptance of the AAI's tender conditions. The intimation regarding eligibility/non-eligibility for participation in the tendering will be intimated to the agencies through CPP portal only.

### Envelope II (Financial Bid):-

The Financial bids will be opened only for those vendors found to be meeting the eligibility and technical criteria on refer critical data sheet pg No A-3

1. ~~Tenderer should download the "Tender Document" file from the CPP e-tendering portal and upload the digitally signed file of the same along with unconditional acceptance in the "Envelope-I".~~
2. Percentage rate / Item rates to be quoted in the "**BOQ**" Section (Excel Sheet) only.
3. At the stipulated time of opening, Envelope- I shall be opened first. The offer from those contractors, whose digitally signed unconditional acceptance of the AAI's conditions are not found in "respective Envelope/Attachment" Section and/or failed to submit requisite EMD declaration and tender processing fee (online) will not be considered and will stand rejected and Envelope-II/financial bid of such contractors shall not be opened.
4. Once the contractor has uploaded the digitally signed file of unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/condition(s) in/along with the Tender document (Except unconditional rebate on quoted rates i.e. header discount (%) if any in "Bid Invitation information price component" section only.
5. In case, the conditions above is found violated, the tender shall be rejected and AAI shall without prejudice to any other remedy be at liberty to take action as per EMD declaration

### 2. Queries, Replies and Clarifications

1. 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 regard shall be entertained.
2. If any clarification is needed by AAI from the bidder about the deficiency in his uploaded documents in Envelope –I and Envelope-II, they will be asked to provide it though 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.

Issues faced/ queries of the bidders pertaining to technical support on e-portal for submission of tender documents should normally be addressed to AAI Help Desk Support (details also mentioned in the wen NIT) as below:

011-24626632

011-24632950, Extn – 3512, 011- 24632950 Extn – 3505

011-24647596

Mobile Numbers: 08510096161, 08510096262, 08510096363

Email address: esap1@aai.aero, etendersupport@aai.aero,

aniruddhasharma@aai.aero, [gmit@aai.aero](mailto:gmit@aai.aero)

In case of technical support regarding E-Tender portal, if the AAI Help Desk is non-responsive, the **Asst. Gen. Manager [Engg-C] O/o HOD [Civil], Engineering Wing, AAI, Kolhapur Airport-416004** may be contacted at +91 9957055603. Kindly refer **ANEXURE-1** for online payment of tender processing fee and EMD declaration. In case of payment failure, immediately contact the e-procurement help desk for resolution before tender closing time.

### 3. PRICES

This is a Item rate/ ~~Percentage rate~~ tender. The rates quoted shall be in ~~Percentage only/~~ item rates only and shall be applicable in Indian Rupees only and inclusive of all taxes **excluding GST**. Wherever Supplies/Services involve imports, the same should be identified separately. Basic custom duty will be paid by AAI by utilizing EPCG license/duty scrip under SEI scheme of Government of India. However, in case of GST, the same shall be paid to bidder for any taxable supply/service against a valid tax invoice.

### 4. IMPLEMENTATION OF INTEGRITY PACT

Signing of Integrity Pact (as per Appendix- II) is mandatory for Bidder/ contractor in this procurement/bid process. Scanned copy of the signed Integrity Pact may be submitted in the (Cover- I) in CPP tendering portal.

- 1.1. The Bidder/contractor shall commit itself to ensure and take all measures necessary to prevent corrupt practices, unfair means and malpractices during any stage of its bid or during any pre-contract or post-contract stage as specified in section 3 of the integrity pact.
- 1.2. Any breach of the aforesaid provisions by the Bidder/contractor or one employed by it or acting on its behalf (whether or not such person is authorized to act without the knowledge of the Bidder) shall entitle the authority to take any one of the actions as specified in section 6 of the integrity pact.
- 1.3. The Independent External Monitor (IEM) for this work will be:

**Shri J. K. Khanna, IPS**  
 A-102, Sector -55  
 Noida-201307(U.P)  
 E-mail: [jkkhanna@yahoo.com](mailto:jkkhanna@yahoo.com)  
 Mob.: 9810940120-  
 4322330

**Shri P. Mohan Rao, IAS**  
 Third Floor Cross  
 Street, Madhavipakkam, Chennai-

[p.mohanrao@aii.aero](mailto:p.mohanrao@aii.aero)  
 Mob.: 9443194319

- 1.4. The duties, responsibilities and powers of IEM are detailed in section 8 of the IPSA.

- 1.5. "Updates with regard to Integrity Pact may please be seen on AAI website by following the access path [www.aai.aero](http://www.aai.aero) > Vigilance > Integrity Pact or [www.aai.aero](http://www.aai.aero) > Vigilance > Vigilance Events > Integrity Pact
- 1.6. In case any violation of above conduct is established, AAI reserves right to take following actions.
- If contractor commits a violation of its commitments and obligations under the Integrity Pact Program during bid process, it shall be liable for disqualification from tender process.
  - In case of violation of the Integrity Pact after award of the contract, Authority is
  - entitled to terminate the contract and shall be entitled to demand and recover
  - from the contractor damages equal to Security Deposit or Performance Bank Guarantee, whichever is higher.
  - Authority may initiate appropriate proceedings against the contractor.
  - Contractor will be liable to pay damages as determined by the Authority.
  - Contractor again when in a position for violation of its commitments and obligations has taken earlier, again commits a violation, the Authority is entitled to debar the contractor for future tender/ contract processes for a period as determined by the Authority.
  - A violation is considered to have occurred if the Authority is fully satisfied with the available documents and evidence submitted along-with Independent External Monitoring recommendations / suggestions that no reasonable doubt exist in the matter.
29. 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 stipulated date of start of work, sign the contract consisting of Notice Inviting Tenders, conditions of contract, tender conditions as issued at the time of invitation of Tender and acceptance thereof with any correspondence leading there to. The contract agreement shall be executed on a non-judicial stamp paper of value **Rs. 100.00 (Rupees One Hundred Only)** and the cost of the stamp paper shall be borne by Contractor/Firm/Agency.
30. No single firm shall be permitted to submit two separate applications.

Asst. Gen. Manager [Engg-C]  
 O/o HOD [Civil], Engineering Wing,  
 AAI, Kolhapur Airport,  
 Airports Authority of India