

AIRPORTS AUTHORITY OF INDIA
CHENNAI INTERNATIONAL AIRPORT, CHENNAI - 600 016
DEPARTMENT OF OPERATIONS

NOTICE INVITING E-TENDER (3 Envelope Open Tender)

1. Item rate(s) Tenders are invited through the e-tendering portal by Asst. General Manager (E-E) - Ops, Airports Authority of India, Chennai Airport, Chennai – 600016 on behalf of the Chairman, Airports Authority of India from the BCAS Security Cleared Authorised Ground Handling agencies who are working / worked at International Airports for the work of “Job contract for baggage tub retrieval services at Domestic and International Terminals at Chennai Airport.” for an Estimated Cost of **Rs. 53,18,403.00** (Rupees Fifty three lakhs eighteen thousand four hundred three only) inclusive of GST with a **Completion Period of 12 Months Extendable for further period of 12months based on requirement of AAI & subject to satisfactory performance.**
2. The tendering process is online at E-Portal URL address <http://etenders.gov.in/eprocure/app>. Aspiring bidders may go through the tender document by Login CPP Portal.
3. Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at “Instruction for online bid submission” (Refer **Annexure –C** of Tender Document), register themselves at NIC e-tender portal, obtain ‘User ID’ & ‘Password’ and go through the ‘Self Help files’ available in the Home Page after log in to the portal <http://etenders.gov.in>. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process of obtaining digital signature normally takes 03 day time. The tenderer may also take guidance from AAI Help Desk Support (contact details mentioned in tender document)
4. **Tender document may be downloaded from CPP portal: <https://eprocure.gov.in/eprocure/app> and Airports Authority of India web site www.aai.aero (for reference only) as per the schedule as given in CRITICAL DATE SHEET as under.**

Critical Dates:

Sl. No.	Description	Date	Time
1	Upload Date in e-portal	15.02.2018	At 1300 hrs
2	Bid Document Download Start Date & Time	15.02.2018	At 1300 hrs
3	Clarification Start Date & Time	15.02.2018	At 1300 hrs
4	Bid Submission Start Date & Time (Online)	15.02.2018	At 1300 hrs
5	Clarification End Date & Time	21.02.2018	At 1730 hrs
6	Bid Document Download End Date & Time	26.02.2018	At 1730 hrs
7	Bid Submission End Date & Time (Online)	26.02.2018	At 1730 hrs
8	Last date for offline submission of original documents of tender fee, EMD and unconditional acceptance letter in the office O/o Bid Manager. (No postal delay will be accepted)	01.03.2018	At 1400 hrs

9	Bid Opening of physical documents (Fee Cover - Original) - Offline	01.03.2018	At 1500 hrs
10	Date of Opening Tender fee/EMD Bid -I	01.03.2018	At 1530 hrs
11	Date of Opening Tech/PQQ Bid - II	Shall be intimated through CPP Portal	
12	Date of Opening Financial Bid - III	Shall be intimated through CPP Portal	

NOTE: AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tender portal.

Tender fee of **Rs. 560.00** (Non- Refundable) shall be paid off line in the form of Demand Draft drawn in favor of Airports Authority of India, payable at Chennai.

5. Bid Submission:

Bidders are advised to visit website regularly to keep themselves updated as any change / modification in the tender will be intimated through this web site only.

Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>. Tenderer/ Contractor are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided in the **Annexure “D” for online submission of bids**.

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

The Following 3 Envelopes shall be submitted through online CPP - portal by the bidders. Last date and time of submission of bids (Envelope 1, 2, 3) is as specified in critical dates table.

5.1 Envelope – I: - Containing Tender fee, EMD, Unconditional acceptance letter of Contractor / Firm:

- i. Scanned copy of Tender fee of value Rs.560.00 in the form of Demand Draft on AAI payable at Chennai as stipulated in Notice Inviting Tender.
- ii. Scanned copy of earnest money deposit (EMD) of value as specified in Schedule B in the form of Demand Draft (as applicable) on AAI payable at Chennai as stipulated in Notice Inviting Tender.
- iii. Scanned copy of duly signed Unconditional Acceptance letter of AAI’s Tender Conditions (Annexure-A),

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

- i. Authorization Letter/Power of Attorney / Undertaking if the Agency is a Proprietary concern.
- ii. PQ Performa and Checklist (**Annexure-B**)
- iii. Scanned Copy of PAN, GST, EPF, ESI registration details.
- iv. Scanned copy of proof of Authorised Ground handling agency
- v. Scanned copy of work order as proof of working/worked at Indian Airports.
- vi. Copies of Turnover Certificate, along with abridged Balance Sheet showing Profit & Loss for the last three years ending 31.03.2017.

Hard copy of application shall not be entertained.

Qualifying Requirements of Contractors / Firms

- Agencies should have Permanent Account Number (PAN), GST registration, PF and ESI Registration.
- Should be valid BCAS Security Cleared Authorised Ground Handling agency working / worked at any Indian Airports..
- Should have annualized average financial turnover of **Rs. 15, 95,521.00** 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 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.

5.3 Envelope - III:

- a) The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls

Bidders may please note, the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and be filled in the editable (un protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

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 (un-protected) 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. MODE OF SUBMISSION OF ORIGINAL TENDER COST AND EMD AMOUNT:

Original DD towards Tender fee, Original DD towards EMD, hard copy of signed Unconditional Acceptance of AAI's Tender conditions to be sent to the Office of Asst. General Manager (E – E)-Ops, AAI, Chennai International Airport, Chennai- 600 016 and should reach before the date & time as specified in critical dates. Tender of the tenderer whose Tender fee, EMD, Unconditional acceptance of AAI's Tender conditions are not received on or before date and time mentioned in critical dates then their tenders will be summarily rejected. Any postal delay will not be entertained.

The details of the Tender Cost, Earnest Money Deposit (EMD Unconditional acceptance of AAI's Tender conditions and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

7. Bid Opening Process is as below:-

- 7.1 Opening of Physical Documents (Original DD towards Tender fee (b) Original DD towards EMD, (c) hard copy of signed Unconditional Acceptance of AAI's Tender conditions shall be as per critical dates.
- 7.2 **Envelope - I:** Opening of Scanned Documents of DD towards Tender fee, DD towards EMD and Unconditional Acceptance of AAI's Tender conditions shall be as per critical dates.
- 7.3 **Envelope - II:** Pre-Qualification /Technical opening date shall be intimated through CP Portal. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through Short fall documents folder in e-tendering portal. The bidder shall

upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

- 7.4 **Envelope - III:** The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be opened and opening date shall be intimated through CP Portal. (Depending on Cover-II evaluation any changes in the date shall be intimated through e-tendering portal).
8. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
9. AAI reserve the right to disallow issue of tender document to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/ Temporary/ Permanent debar by any department of AAI. AAI reserve the right to verify the credential submitted by the agency at any stage (before or after the award of 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.
 - c) Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
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.
12. If the entity participating in any of the tenders is a private or public limited company, partnership firm or proprietary firm and any of the Directors/Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.

**Asst. General Manager (E-E)-Ops,
Airports Authority of India,
Chennai Airport, Chennai 600 016**

**ACCEPTANCE LETTER
(TO BE SUBMITTED IN ‘ENVELOPE- I’)**

To

Asst. Gen. Manager (E – E)-Ops,
Airports Authority of India,
Chennai International Airport,
Chennai – 600 027
Tamil Nadu

Sir,

ACCEPTANCE OF AAI’S TENDER CONDITIONS – Reg.

1. The tender documents for the work **“Job contract for baggage tub retrieval services at Domestic and International Terminals at Chennai Airport.”** have been issued to us by Airports Authority of India and I / We hereby certify that I / we have inspected and read the entire terms and conditions of the tender document and I / We shall abide by the conditions / clauses contained therein.
2. I / We hereby unconditionally accept the tender conditions of AAI’s tender documents in its entirety for the above work.
3. The contents of clause 26.2 & 26.3 of Notice Inviting Tender of the Tender documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety. It is not permissible to put any remarks / conditions (except unconditional rebate on price if any) in the tender enclosed and the same has been followed in the present case. In case, this provisions of the tender is found violated after opening Cover- I, I / We agree that the tender shall be rejected and AAI shall without prejudice to any other remedy be at liberty to forfeit the 10% of said earnest money absolutely.
4. ‘That 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 will immediately report it to the Appropriate Authority of AAI’.
5. The required earnest money as specified in Page No.89 of under Schedule-B for this work is enclosed herewith/submitted. Details of DD for EMD. DD No. _____
Amount Rs. _____ Bank _____ Dated _____.

Yours faithfully,

SIGNATURE OF THE TENDERER
WITH COMPANY SEAL

Place:

Date:

Name of work: Job contract for baggage tub retrieval services at Domestic and International Terminals at Chennai Airport.

PQ PERFORMA / CHECKLIST FORMAT TO BE SUBMITTED BY THE BIDDER ALONG WITH APPLICATION FOR SHORT LISTING

Ref. No.	Qualifying Criteria	Particulars	Enclosure Check Lists
1	Name and Address of the firm / contractor		
2	Envelope – I shall contain scanned copy of		
i	Tender fee (Rs. 560.00 in the form of DD)		Copy Enclosed: YES / NO
ii	EMD as specified in Schedule B		Copy Enclosed: YES / NO
iii	Duly signed scanned copy of Digitally signed Unconditional Acceptance letter as per Annex-A		Copy Enclosed: YES / NO
3	Envelope – II shall contain scanned copy of		
i	Authorization Letter/Power of Attorney / Undertaking if the Agency is a Proprietary concern.		YES / NO
ii	Permanent Account No. (PAN)		Copy Enclosed: YES / NO
iii	GST Registration No.		Copy Enclosed: YES / NO
iv	PF Registration No. / Issuing authority		Copy Enclosed: YES / NO
v	ESI Registration No. / Issuing authority		Copy Enclosed: YES / NO
vi	Proof of Authorised GHA		Copy Enclosed: YES / NO
vii	Proof of working/worked at Indian Airports		Copy Enclosed: YES / NO
viii	Turn Over: Annualized average Financial Turnover equivalent to Indian Rupees Rs. 15,95,521.00 during last three financial years ending on 31.03.2017	Year INR (In Lakhs) 2014-15 2015-16 2016-17	Proof of turnover Enclosed (Abridged balance sheet & Profit & Loss A/c) YES / NO
ix	Duly filled PQ Performa and Checklist		YES / NO
4	Cover –III shall contain		
I	Financial bid through CPPP portal		YES / NO
5	Any other information		

DECLARATION

I, (_____) hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage found fake/incorrect, my EMD may be forfeited & action as deemed fit by AAI can be taken against me.

Place:

Date:

Signature

Authorised Signatory of the Contractor/Firm

Note: If any of the supporting documents is submitted in any language other than English, a self attested English Version shall be submitted with the respective document, however as mentioned all the documents duly self-attested shall be submitted.

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://eprocure.gov.in/eprocure/app>.

REGISTRATION

- (i) 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 Enrollment**” on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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

- i) 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.
- ii) 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.
- iii) 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

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) 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.

- iii) 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.
- iv) 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

- i) 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.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) 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.
- vi) 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.
- vii) 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.

- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - (a) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 1. 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

- i) 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.
- ii) 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 Numbers are
0120-4200462, 0120-4001002, Mobile: 91826246593

E-Mail: support-eproc@nic.in

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.

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://eprocure.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 Adress	Contract Numbers	Timings*
1	Help Desk Team	Instant support	eprochelp@aai.aero	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2	Jr.Exe.(IT)	After 4 Hours of Issue	sanjeevkumar@aai.aero	011-24632950, Ext-3505	0930-1800 Hrs. (MON-FRI)
3	AGM(IT)	After 12 hours	snita@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4	Jt. General Manager(IT)	After 24 hours	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.**

The above mentioned help desk number 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.**

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