



Bid Number: GEM/2023/B/2940657

Dated: 03-01-2023

Bid Document

Bid Details	
Bid End Date/Time	17-01-2023 19:00:00
Bid Opening Date/Time	17-01-2023 19:30:00
Bid Offer Validity (From End Date)	180 (Days)
Ministry/State Name	Ministry Of Civil Aviation
Department Name	Airports Authority Of India (aai)
Organisation Name	Airports Authority Of India
Office Name	North East Region
Item Category	Manpower Outsourcing Services - Minimum wage - Semi-skilled; Non-IT Technical; Office support Asst
Contract Period	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	17 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	2 Days
Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value	4864132

Bid Details

Payment Timelines	Payments shall be made to the Seller within 90 days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	ICICI
EMD Amount	107892

ePBG Detail

Advisory Bank	ICICI
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	26

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Coordination Incharge, AAI
ATS Complex, Airports Authority of India (AAI), LGBI Airport, Guwahati - 781015
(Airports Authority Of India)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
-------------------------	-----

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Geographic Presence: Office registration certificate: Assam state preferably Guwahati city or Kamrup metropolitan distt.

Scope of work & Job description: [1672751296.pdf](#)

Buyer to upload undertaking that Minimum Wages indicated by him during Bid Creation are as per applicable Minimum Wages Act: [1672751400.pdf](#)

Manpower Outsourcing Services - Minimum Wage - Semi-skilled; Non-IT Technical; Office Support Asst (8)

Technical Specifications

Specification	Values
Core	
Skill Category	Semi-skilled
Type of Function	Non-IT Technical
List of Profiles	Office support Asst
Educational Qualification	High School
Specialization	Not Required
Post Graduation	Not Required
Specialization for PG	Not Applicable
Experience	0 to 3 Years
State	NA
Zipcode	NA
District	NA

Specification	Values
Addon(s)	
Additional Details	
Designation	Support Staff
Title for Optional Allowances 1	Overhead and Profit 10%

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Resources to be hired	Additional Requirement
1	Ashish Bhatnagar	781015,Office of the Airport Director Airports Authority of India LGBI Airport Guwahati 781015	8	<ul style="list-style-type: none"> • EDLI (INR per day) : 0 • Bonus (INR per day) : 55.9 • EPF Admin Charge (INR per day) : 6.71 • Optional Allowances 1 (INR per day) : 73.33 • Optional Allowances 2 (INR per day) : 0 • Optional Allowances 3 (INR per day) : 0 • Minimum daily wage (INR) exclusive of GST : 671 • Number of working days in a month : 26 • ESI (INR per day) : 21.8 • Provident Fund (INR per day) : 80.52 • Tenure/ Duration of Employment (in months) : 24

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of Airports Authority of India payable at guwahati.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

5. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

1. "Job Contract for Assisting Up-Keep & Maintenance of CNS Facilities at LGBI Airport, GUWAHATI -781015"

Contract Period: Two years from date of award of work and may be extendable for upto another one term, subject to requirement and satisfied performance of the Contractor.

i. Required Man power: Semi Skilled:-Eight (08)

2. Scope of work:

- i) **"Job Contract for Assisting Up-Keep & Maintenance of CNS Facilities at LGBI Airport, GUWAHATI-781015 (2023-25)"**
- ii) The person has to be present in all working days including holidays if required. The **ESI, PF** amount paid to the statutory authority by the contractor shall be reimbursed on actual basis on submission of documentary evidence. The **ESI, PF and Bonus** have to be paid by the agency as per the prevailing rules. Agency has to **quote the rate excluding of ESI, PF, Bonus and GST**. (The agency has to quote the rate in conformity with Technical specification of the item)
- iii) **Measurement :** The measurement will be made on per person per month basis.

3. Rate :

The rate payable is for 01 person (Semi-Skilled) per month basis as per daily wages basis

4. Qualification:

The person should be atleast class Xth passed with technical experience for battery maintenance, electrical and electronics work, etc.

5. Bidder must be in possession of BCAS clearance certificate on the date of receipt of work award.

6. Bidder must be either having his office in the Assam state, or submit an undertaking to open and start his office within 15 days of receipt of award letter, and submit the proof.

---(o)---

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

SUBMISSION OF BANK GUARANTEE

At the time of issuance of BG, the agency should provide complete details of following AAI Bank (ICICI Bank) account where proceeds of the BG are required to be submitted.

CORPORATE NAME :	AIRPORTS AUTHORITY OF INDIA
BANK NAME :	ICICI BANK
IFSC CODE :	ICIC0000007
BG ADVISING MESSAGE : (BG AMENDMENT)	IFN760COV (BG ISSUE) IFN767COV
UNIQUE IDENTIFIER CODE :	Specific Code for each unit as per Annexure-7 to be mentioned in field 7037 of the BG advising message code. Code is AAIRHQNER.

BG should be routed by Applicant's BG issuing Bank to AAI Nodal / Beneficiary Bank through **Structured Financial Messaging System** who in turn advise AAI of the same to ensure authenticity of the BG.

7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.

11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---