



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5764199  
Dated/दिनांक : 31-12-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-01-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-01-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Civil Aviation
Department Name/विभाग का नाम	Airports Authority Of India (aai)
Organisation Name/संगठन का नाम	Airports Authority Of India ,rhq Nr - Rangpuri
Office Name/कार्यालय का नाम	Aai Rhq Nr
क्रैता ईमेल/Buyer Email	buycon5.aai.aligarh@gembuyer.in
Item Category/मद केटेगरी	Facility Management Services - LumpSum Based - Airport; Housekeeping; Consumables to be provided by service provider (inclusive in contract cost)
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	11 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

<b>Bid Details/बिड विवरण</b>	
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	3 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	3726239
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है</b>	Yes
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	74525

#### **ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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(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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Airport Director

Aai Rhq Nr, Airports Authority of India (AAI), Airports Authority of India ,RHQ NR - Rangpuri, Ministry of Civil Aviation  
(Shyam Sunder Agarwal)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. 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.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Schedule of Quantities - [1735558582.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Geographic Presence in states:**ALL

**Total experience in providing facility management services to government departments, public sector companies, and government autonomous organizations::**7 yrs and above

**Details of the premise:**[1735558676.pdf](#)

**Scope of work:**[1735631549.pdf](#)

**Facility Management Services - LumpSum Based - Airport; Housekeeping; Consumables To Be Provided By Service Provider (inclusive In Contract Cost) ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Premises	Airport
Type of services required	Housekeeping
Cost for Consumables/ Materials	Consumables to be provided by service provider (inclusive in contract cost)
Service component	Cleaning & Sanitation
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Shyam Sunder Agarwal	202001,AIRPORTS AUTHORITY OF INDIA RAMGHAT ROAD NEAR QUARSI ALIGARH	1	N/A

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of

buyer.

2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.

3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 4. 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.

### 5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

## INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The bidders are required to submit soft copies of their bids electronically on the GeM Portal . The information useful or submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in>
1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidders should submit only the related documents as mentioned in this tender document . Any additional, not requested documents submitted by the bidder will not be considered for evaluation.
4. Bidder should submit the bid well in advance to avoid any unforeseen delay . AAI will not be responsible for delay due to technical reasons or any other issues.
5. Signed and stamped copy of BOQ shall be submitted by bidders in Financial BID only. Bid of the Bidder submitting financial bid documents along with the technical bid shall be treated as unresponsive BID.

### Note:-

Ø Bids from a single IP Address by multiple bidders will be rejected. Meaning if, multiple sellers submit bids using the same IP address, all those bids will be disagreed upfront.

Ø Sellers should ensure they are not using a shared IP address when submitting this bid on GeM.

Ø The bidders quoted rate in gem will be inclusive of all statutory component (wage, PF, ESI etc.) & all taxes (inc. GST)

Ø Bidders are required to upload "Item wise Price Breakup of quoted amount" on GeM portal as per the format failing which, the bid will be rejected. Bidders to note that this price breakup shall not be part of L1 evaluation. However, the price breakup document uploaded by the bidder will be considered as part of the contract.

If the total quoted amount (sum of Item-wise Price Breakup) of the bidder is different from their quoted amount on GeM portal, then bidder shall be disqualified.

Ø If bidder's total quoted cost is less than the total cost of manpower specified in the tender document

/agreed during presentation (as per minimum wages inclusive of PF, ESI etc.) plus GST@18%, then bidder shall be disqualified.

Ø Documents for Technical Evaluation (Segregated type) having separate file of each criteria including soft copy of presentation in PPT(<15slides). Should be proper slides showing how the proper cleaning of airport will be done.

**CHECK LIST FORMAT TO BE SUBMITTED BY APPLICANTS ALONG WITH TENDER**

**Name of work:** Mechanized Environmental Support Services (Up-Keeping) at Aligarh Airport, Aligarh

<b>S No</b>	<b>NIT Parameter</b>	<b>Name of PDF File to be uploaded</b>
1	Name and address of the firm/contactor.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith as an appendix -----)
2	Self-attested copy of PAN of the firm.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith as an appendix -----)
3	Contractor's registration / proof as Specialized Agencies / Contractors in Mechanized cleaning & sweeping	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith as an appendix -----)
4	Nomination of Authorized Signatory (Name, Designation, sample signature and Contact No.) on letterhead of the company.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith as an appendix -----)
5	Proof of Payment of EMD through Payment Gateway on GeM Portal.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith as an appendix -----)

6	<p>The Bidder should have experience of similar works (<i>definition of similar works as below</i>) during the last seven years ending on 31<sup>st</sup> November 2024. The bidder has to submit the relevant <b>work experience certificates</b> to the tune of 03 works each of 40% of per annum estimated value (or) 02 works each of 50% of the per annum estimated value (or) 01 work of 80% value of the per annum estimated value in last 7 years.</p> <p><b>Similar works mean - Mechanized cleaning of airport terminals, non-residential PSU / Govt. office buildings, MNC Buildings/ Cyber city, shopping malls / complex, Five Star Hotels, Multispecialty Hospitals, metro rail premises, Embassies buildings, Supreme court of India / High court buildings, Parliament/ Vidhan Sabha buildings.</b></p> <p><b><i>Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement / status of ongoing work</i></b></p>	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
7	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.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
8	TDS certificates from non-Government/Non PSU organization should be submitted for the work executed for non-Government/Non PSU organization commensurate with the amount of work completed (each work should have separate TDS index sheet on top of TDS certificates).	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
9	Documents for Technical Evaluation (Segregated type) having separate file of each criteria including soft copy of presentation in PPT(<15slides).	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
10	Should have annualized average financial turnover of Rs 11,17,880/- (30% of per annum estimated cost) against works executed during last three years ending 31st March of the previous financial year.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
11	<b>CA Attested copy</b> of Abridged Balance Sheet of the firm shall be submitted along with the application. Firm showing continuous losses for the last three years in the balance sheet shall be rejected.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
12	Should have qualified supervisor and requisite T&P. (List of manpower and T&P to be enclosed) owned/hired/leased supporting documents to be attached with application.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
13	Power of Attorney/Authorization letter as per point no. A.x) of clause no. 2 of NIT, <b>if Applicable</b>	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)

14	Scanned copy of Signed and stamped undertaking regarding blacklisting/debarment on company letter head in given format <b>(Annexure C)</b>	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
15	Copy of EPF, ESI, GST registration certificate.(Duly attested)	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
16	Signed and stamped Tender Document (each Page)	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
17	Scanned copy of duly notarized affidavit on Non Judicial Stamp paper of Rs. 100/- regarding compliance of minimum wages <b>(Annexure D)</b>	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
18	Scanned copy of signed and stamped Unconditional Acceptance of Tender Conditions on Company letter head. <b>(Annexure-E)</b>	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
19	Registration/Incorporation Certificate of agency registered with Registrar of Companies/Firms/Central Govt./State Govt.	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
20	Financial bid through e-portal. To be uploaded on GeM portal only	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
21	Scanned copy of Net Worth. The tenderer should have a minimum net worth of Rs. 5,58,936 Issued by certified Chartered Accountants. The Certificate should be submitted in the given format as <b>(Annexure-F)</b> .	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)
22	Bank account details for refund of EMD amount in case of unsuccessful bid. <b>(Annexure-H)</b>	<b>Enclosed/Not Enclosed</b> (Documents enclosed herewith at appendix -----)

#### 6. Buyer Added Bid Specific ATC

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

## 7. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Refer to attached file

## 8. Buyer Added Bid Specific Scope Of Work(SOW)

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

## Disclaimer/अस्वीकरण

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---