



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6232565  
Dated/दिनांक : 15-05-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	04-06-2025 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	04-06-2025 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (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	Rhq - Er
Office Name/कार्यालय का नाम	Airports Authority Of India, Eastern Region
क्रेता ईमेल/Buyer Email	buycon6.aai.kolkata@gembuyer.in
Item Category/मद केटेगरी	Repair, Maintenance, and Installation of Plant/ Systems/Equipments (Version 2) - Office Space; Furniture; Service Provider
Contract Period/अनुबंध अवधि	1 Month(s)
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
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days

<b>Bid Details/बिड विवरण</b>	
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	42275.47
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**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. 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.

2. 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.

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

Buyer to mention scope of work:[1747291154.pdf](#)

Terms and Conditions/ Deductions etc to be mentioned by Buyer as per their requirement:[1747291173.pdf](#)

Any other details to be mentioned by buyer for repair work:[1747291195.pdf](#)

Any other details to be mentioned by buyer for repair work:[1747291197.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
23-05-2025 15:00:00	O/o Deputy General Manager (ATM), ATS complex, NSCBI Airport, Kolkata-700052

**Repair, Maintenance, And Installation Of Plant/ Systems/Equipments (Version 2) - Office Space; Furniture; Service Provider ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Type of Premise	Office Space
Type of Item/Product/System to be repaired or Installed	Furniture
Consumables to be provided by	Service Provider
Spare parts to be provided by	Service Provider
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Estimated number of visits as per last year records	0

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Project based requirement (quantity to be kept as 1)	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Project based requirement (quantity to be kept as 1)	Additional Requirement/अतिरिक्त आवश्यकता
1	Binit Kumar Toppo	700052,ATS Complex NSCBI Airport	1	<ul style="list-style-type: none"> <li>Estimated Cost of Spare/Consumables/Items on Reimbursement basis in Rs (please input 0 if not applicable) : 51639.55</li> </ul>

## 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

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 3. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

### 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 Scope Of Work(SOW)

Text Clause(s)

Following actions has to be taken by the bidder on commencement of the work for one month or till the time of completion of the work -

#### 1. GENERAL INSTRUCTIONS

- 1.1 The Contractor shall provide repair and maintenance (details with furniture tag number, the spares to be used and the work to be done are attached in **Annexure 11**) of furniture at the ATS Complex, NSCBI Airport

in the manner and as per the instructions of the Client. All the furniture items shall be of the same manufacturer and the spares shall be of the same manufacturer.

- 1.2 To undertake maintenance and repair work of furniture items/articles, renovation/replacement of parts of chairs etc. works as per requirement, trained repair personnel should be engaged by the Contractor. The Contractor shall also provide the training certificates of the maintenance personnel as well as their background checks by the appropriate authorities.
- 1.3 The Contractor should use spares for repair works of chairs only recommended by **GODREJ & BOYCE MFG.CO.LTD**. The spares should be pre-approved by the Client. The Contractor should use consumables of good quality pre-approved by the Client.
- 1.4 The Contractor shall attend the complaints received from the concerned officials during the execution of the work.
- 1.5 The work is to be carried out in the premises of the Client's Office. Only such work as cannot be done in the Client's premises would be allowed to be done outside and no extra charges to be paid by the Client.
- 1.6 The Contractor shall ensure that all personnel are fully conversant with the Client's premises and with the Client's business activities.

## **2. SUPERVISION**

- 2.1 The Contractor shall provide a supervisor who shall ensure that all the repair and maintenance works are done by the repair personnel properly, failing which it shall invite penalties as prescribed by GeM portal.
- 2.2 The Supervisor shall be the first line of contact for Client, who shall report to the officer-in-charge for all requirements.
- 2.3 The Contractor shall exercise adequate supervision to ensure proper performance of maintenance in accordance with the requirements without interrupting the Client's day to day work.

## **3. DEPLOYMENT OF MAINTENANCE PERSONNEL AND SUPERVISOR**

3.1 The maintenance personnel and supervisor shall be deployed by the Officer In-Charge of AAI for the work of maintenance and repair.

3.2 The Contractor shall ensure that all the furniture as mentioned in the Annexure undergo proper maintenance and repair as per the Scope of the work.

#### **4. SCOPE OF WORK-CONTRACTOR**

4.1 Contractor must provide photo identity card to its employees / supervisors for the issue of Airport Entry Pass on a temporary basis. The same shall be coordinated prior to entry of the personnel so that the work can be completed on time.

4.2 The Contractor must provide a checklist of furniture (floor wise), parts replaced and work done as mentioned in the Annexure to the Supervisor as well as the Officer-In-Charge for verification of the same.

4.3 Employment of child labour shall lead to the termination of the contract at the risk of own cost of the Contractor. Contractor shall deal with and settle the matters related with repair and maintenance works. It shall totally indemnify Client in this regard.

4.4 Contractor should at all times indemnify Client against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Client will not own any responsibility in this regard.

4.5 Contractor's personnel shall always be disciplined and the personnel deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out a wide variety of repair work. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify Client in all respects under this contract.

4.6 Be it private or public areas, the Contractor's personnel shall be liable to be frisked/ checked by the security personnel at Client premises or on duty at any time during performance of their duties.

4.7 Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person.

4.8 Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any person or persons / property at the premises on account of acts of omission and commission by the staff deployed by him.

4.9 All the consumables and spares parts to be provided by the service provider.

4.10 The repair jobs carried out by the firm are to be given 01 year guarantee / warranty from the date of completion of job. If the item becomes defective during the guarantee / warranty period, the same will have to be repaired / replaced by the Contractor free of cost at his own expenses. Failure to do so, the amount as deemed fit by the Client will lead to penalty and further to arbitration.

#### **1. SCOPE OF WORK - FOR SERVICES**

Following Works to be executed by the Contractor:

- 1.1 Maintenance personnel shall follow the instructions of Supervisor in coordination with the Officer In-Charge of the Client.
- 1.2 Maintenance personnel shall make sure that the chairs to ATS units and office are available at placed at the same positions after the repair and maintenance from where it was initially taken for maintenance.
- 1.3 Any damage of what so ever, Contractor will have to bear the cost of repair or replacement. If damage cannot be repaired or replaced, contract will have to pay the compensation to AAI as decided by AAI. Decision of AAI will be final in this regard.

## **6. CODE OF CONDUCT**

The Contractor shall strictly observe that its personnel:

- ü Are always smartly turned out and vigilant.
- ü Take charges of their duties properly and thoroughly.
- ü Perform their duties with honesty and sincerity.
- ü Extend respect to all Officers and staff of the office of the Client.
- ü Shall not drink on duty, or come drunk and report for duty.
- ü Will not gossip or chit chat while on duty.
- ü Will never sleep while on duty post.
- ü Will not read newspaper or magazine while on duty.
- ü Will immediately report if any untoward incident / misconduct or misbehaviour occurs, to Vendor Control and the Client.
- ü When in doubt, approach concerned person immediately.
- ü Get themselves checked by security personnel whenever they go out.
- ü Shall not smoke in the office premises.

## **CONFIDENTIALITY**

- ü The phone number and movement plan of the client shall not be given to anyone.
- ü The following information about the client shall not be given to anyone.
- ü Car make, colour and number of any officer(s)/official(s).
- ü Telephone no./ any other information.
- ü Location and movement plans.
- ü Meetings and conference schedules.
- ü Site plan of the premises.
- ü Travel details of the clients.
- ü Assets of the office.

## **TELEPHONE HANDLING**

- ü The Contractor's employees shall be instructed by the Contractor strictly not to misuse the telephones in the facility of the Client.

## **PATROLLING PROCEDURES**

- ü The Supervisor will keep taking round of the building/premises and keep a watch over the deployed staff.
- ü The Supervisor will keep a watch on the activities of the deployed staff.

ü If he finds anything unusual / untoward, a written report must be given to the officer-in-charge.

**6. Buyer Added Bid Specific Scope Of Work(SOW)**

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

**7. 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.

**8. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

please refer AAI Bid document.

**9. Buyer Added Bid Specific ATC**

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

**10. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

**11. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## **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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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---