

JOB CONTRACT FOR DATA PROCESSING IN HR DEPARTMENT AT
GAYA AIRPORT, GAYA

Ref. No. AAI/GY/HR/2018/

Dated:-27.07.2018

Tender Fee:-1120/- (Inc. GST)



Section-I

NOTICE INVITING TENDER

Sealed Item rate E-tenders are invited by the Airport Director, Airports Authority of India, Gaya Airport on behalf of Chairman, AAI for the work of "**Job Contract For Data Processing In The HR Department At Gaya Airport, Gaya**" at an estimated cost Rs. **2,43,235/- (Rupees Two Lakh Forty Three Thousand Two Hundred Thirty Five only) inclusive of GST@18%, EPF, ESI and bonus etc for One (01) persons. The time period of work will be 12 months (Twelve months)** from start date of work.

1.1 Scope of Tender

Sr. No.	Name of the Work	Estimated Cost (in rupees)	EMD (in Rupees)	Tender Submission Date	COST OF TENDER fee (in Rupees)
1	Job Contract For Data Processing In The HR Department At Gaya Airport, Gaya	2,43,235/- Inclusive of GST@18%, EPF, ESI and Bonus etc.	4865/-	11.08.2018 upto 15:00 hrs	1120/- (Rs.1000/- plus 12% GST)

- 1.2** The tendering process is online at e-portal URL address www.etenders.gov.in. Aspiring bidders may go through the tender document by login the CPP Portal.
- 1.3** Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at "instruction for Online Bid Submission", register themselves at CPP portal, obtain 'User ID' & 'Password' and go through the 'self-help files' available in the home page after login to the CPP portal www.etenders.gov.in. They should also obtain Digital Signature Certificate (DSC) which is essentially required for submission of their application.
- 1.4** Tender fee of **Rs. 1120.00 non-refundable** will required to be paid offline in the form of Demand Draft drawn in favor of Airports Authority of India payable at Gaya. Demand Draft against Tender fee should be posted/couriered/given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Last date and time of the sale of the tender document is 09.08.2018 up to 18:00Hrs.

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- 1.5. EMD of the Value of **Rs. 4865/- (Four Thousand Eight Hundred Sixty Five Only)** shall be accepted offline only in the form of Demand Draft Drawn in favor of **"Airports Authority of India payable at Gaya"** from a nationalized or any scheduled bank (but not from co-operative or Gramin bank).

The original Demand Draft against Tender Fee, EMD & duly stamped and signed hard copy of AAI's Unconditional Acceptance letter shall reach the O/o- AGM (HR)/I/c (HR) Gaya Airport, Gaya-823004, Bihar on or before 13.08.2018 up to 15:00Hrs.

The bidder who fails to submit the original DD towards Tender Fee, EMD and letter of unconditional acceptance before the stipulated time then their tender shall be rejected out-rightly.

2. The Bids shall be submitted online only at CPPP website: www.etenders.gov.in. Last date & time of Submission of bids (Technical & Financial) is 11.08.2018 up to 15:00 hrs.

2.1. Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Further it may be noted that tenders which are duly submitted on CPP Portal (CPPP) shall only be final.

Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.2. Not more than one tender shall be submitted by one contractor or contractors 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.

2.3. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://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 tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

2.4. The tender submitted through CPP portal is containing two cover 1) Technical cover 2) Financial cover.

Cover- I: - Technical Bid cover

The tenderer shall submit the following required documents in "Technical Bid cover/Folder" in Technical bid/Attachment section of CPP portal-

1. **Signed scanned copy of Unconditional Acceptance of AAI's Tender Conditions.** Unconditional Acceptance of AAI's Tender Conditions (Performa given as **Annexure-II in Page-27 of Tender Document**) to be submitted in "Tender Bid Folder" in technical bid/Attachment section of CPP portal.
2. **Scanned signed copy of tender fee and EMD amount demand draft.**
3. Scanned signed copy of GST registration.
4. Agency specialized in the similar nature of work (Similar nature of work means, providing services for data processing, allied service and assistant nature of job registered with Registrar of Companies/Firms/ Central Govt. /State Govt. as the case may be.

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5. **Experience**-Bidders/firms 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 value 40 % of estimated cost or two works, each of value 50% of estimated cost or one work of value 80% of estimated cost in single contract of similar nature of work during last seven years ending on **last date (extended date)** of submission of bids in India. In Bidders/firms 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 satisfactorily completion of work. **Firms showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.**
6. **Financial turnover**:-Firm (Bidder) shall have annualized average turnover of at least (30% of estimated cost either in INR or equivalent financial currency) in any of the last three financial years, ending 31st March or 31st Dec of previous year as per the practice prevailing in the country of the firm. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit and Loss account of the firm (bidder) for last three years shall be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
7. A self attested scanned copy of the following documents are mandatory and duly attached with tender-
- A) Permanent Account Number (PAN) no of the company/firm (As applicable)-self attested copy to be attached.
 - B) EPF registration number of the company/Firm (as applicable)-self attested copy to be attached.
 - C) Should have ESI registration number of the company/Firm (as applicable)-self attested copy to be attached.
 - D) Article of Memorandum of Association/Partnership/Proprietorship (as the case may be)-self attested copy to be attached.
 - E) Power of attorney (as the case may be)-self attested copy to be attached.
8. All the agencies willing to participate in this Tender are required to give declaration on Non-Judicial stamp paper of Rs. 100/- duly attested by Notary Public indicating.
- a) Liability of payment of disputed / undisputed dues to AAI.
 - b) Bidder firm(s) shall submit an undertaking stating its firm or its partners or its director have not been black listed or any case is pending against the firm or any complaint regarding irregularities is pending against the firm by any central governments departments or public sector undertaking of India. Bidder firm(s) not meeting this criterion may not apply.
 - c) That they are not facing action under PPE act with AAI.

Cover- II: - Financial Bid-

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Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard BOQ format in CPP portal; the same is to be downloaded and filled by all 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 file name. If the BOQ file is found modified by the bidder, the bid will be rejected. **The rates shall be in whole numbers. The rates shall be written in both figures as well as in words.**

The following shall be the guidelines for online submission of financial bid:

- a) The Financial bid shall be submitted on-line at e-Procurement portal.
- b) It shall be clearly understood and noted that Financial Bid of the tender document is for pricing only. No condition, whatsoever, shall be stipulated in this part.
- c) The prices quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account, except statutory Indian Govt. taxes and levies.
- d) Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and **forfeit the Earnest Money Deposit/Security Deposit.**

AAI reserves the right to reject any or all tenders without assigning any reason. AAI also reserves the right to call off tender process at any stage without assigning any reason.

The Financial bids of the bidders who do not qualify in Technical bid evaluation shall not be opened. AAI also reserves the right at its sole discretion not to award any order under the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by tenderers shall not be returned.

3. Bids Opening Process is as below: -

- 3.1 Technical Bid:** - Containing documents (uploaded by the contractors/firms) shall be opened on **13.08.2018 at 15:30 Hrs.** The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through CPP portal only.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Technical Bid, the bidder will be asked to provide it through CPP Portal. The bidder shall upload the requisite clarification/ documents within time specified by AAI, failing which tender will be liable for rejection.

- 3.2 Financial Bid:** - The financial bids of the contractors/ firms found to be meeting the qualifying requirements shall be opened on date mentioned later depending on Technical Bid Evaluation shall be intimated 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

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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.

- 3.3** If EMD and unconditional acceptance letter of any bidders are not meeting the AAI's tender Conditions then their e-bid response will be summarily rejected.
- 3.4** AAI reserves the right to disallow issue of tender documents to working agencies whose performances at ongoing project(s) is below par and usually poor and has been issued letter or restrain/ temporary/ permanent debar by any department of AAI. AAI reserves the right to verify the credentials submitted by the agency at any stage (before or after the award of 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.
- 3.5** Consortium / JV Companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
- 3.6** 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.

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4. The critical dates for this tender are as given below.

Sr. No.	Activity	Date		Time in IST
		From	To	
i.	Download of Tender Document from CPP portal/sale of tender document	27.07.2018	09.08.2018	1800 Hours
ii.	Submission of clarifications by bidders through CPP portal	27.07.2018	08.08.2018	1500 Hours
iii.	Date of upload of response	-	09.08.2018	1700 Hours
iv.	Start and last date of submission of tender	27.07.2018	11.08.2018	1500 Hours
v.	Opening of Technical Bids	-	13.08.2018	1530 Hours
vi.	Opening of Financial Bid	-	To be Intimated later through CPP Portal	

Contact details:

1) I/c (HR)

E-mail: shridhar@aai.aero

Phone no.: 0631-2210244, 0631-2210501, Extension No.-2109

Fax no. 0631-2210244

(S.N.Sharma)

A.M.(HR)

AAI, Gaya Airport, Gaya

For and on behalf of Chairman, AAI

Distribution

1) As per list.