



भारतीय विमानपत्तन प्राधिकरण/ AIRPORTS AUTHORITY OF INDIA

विशाखपट्टणम हवाईअड्डा / VISAKHAPATNAM AIRPORT

विशाखपट्टणम /VISAKHAPATNAM

ISO 9001:2015 & ISO 14001:2015 Certified



# AIRPORTS AUTHORITY OF INDIA

## DEPARTMENT OF CNS VISAKHAPATNAM

**Name of Work** Job Contract for Providing Services of Cleaning & Dusting etc. for CNS Equipments and Environment up keeping at Visakhapatnam Airport for the year 2018-19.

### E-tender DOCUMENT

**TENDERNO.AAI/VZ/CNS/STORES/ JOB CONTRACT**

**ESTIMATED COST: Rs. 11,99,843/-inclusive of GST**

**COST OF TENDER DOCUMENT: Rs.1,120/-**

**EMD VALUE : Rs.23,997/-**

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NOTE: THIS DOCUMENT CONTAINS 1-24 PAGES INCLUDING THIS PAGE.

**Critical Dates:**

Publishing Date & Time	10.08.2018 1300 Hrs
Bid Document Sale Start Date & Time	10.08.2018 1500 Hrs
Bid Submission Start Date & Time	11.08.2018 From 1000hrs
Bid Submission End Date & Time	18.08.2018 Upto 1800hrs
Bid opening Date : Envelope – I (Tech Bid) ) - Online	20.08.2018 at 1000hrs
Bid opening Date : Envelope – II (Price Bid) ) - Online	To be intimated later



## **NOTICE INVITING TENDER**

**REF. NO : JOB CONTRACT/VZ/CNS /18-19**

**Date 09.08.2018**

1. e-tenders are invited through the NIC CPP e-tendering portal by Airport Director, Airports Authority of India, Visakhapatnam Airport, Visakhapatnam-530009, on behalf of Chairman.
2. **Name of the work:** “ Job Contract for Providing Services of Cleaning & Dusting etc. for CNS Equipments and Environment up keeping” at Visakhapatnam Airport. S.H.: CNS installations at NITB, ILS at airport premises , MSSR, EDVOR on Yarada Hill &” at an Estimated cost of **Rs. 11,99,843/- Including GST** for the period of **12 (Twelve) Months**. The scope of the work includes cleaning & dusting etc., of CNS equipments/installations at various units such as MSSR &EDVOR sites on Yarada hills, ILS & Airport Systems at Airport premises. The scope of the work also includes environment up keeping of floors , toilets , in and around premises of MSSR ,EDVOR at Yarada hill .

The tendering process is online at NIC CPP e-portal URL address <http://etenders.gov.in/eprocure/app>. Aspiring bidders may go through the tender document by Login CPP Portal.

Prospective Tenderers are advised to get themselves acquainted for e-tendering participation requirements at “Guidelines for Bidders”, register themselves at NIC e-tendering 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 normally takes 03 day time. The tenderer may also take guidance from AAI Help Desk Support (contact details mentioned in tender document)

Tender Cost of **Rs.1120/-** and **EMD amount of Rs. 23,997/-** shall be paid **off line** in the form of **Demand Draft drawn** in favour of **Airports Authority of India, payable at Visakhapatnam**.

Following 2 envelopes shall be submitted through online e-portal by the bidders. Last date and time of submission of bids (cover 1,2) is **18.08.2018 upto 1800 hrs.**

### **COVER 1 Shall contain the scanned copies of :**

1. The e-Technical bid which will be opened first, shall contain the following documents specified as below (Bidders shall upload scanned copies of following documents)
  - a. Self-attested copy of valid PAN card.
  - b. Self-attested copy of valid GST registration.
  - c. Self-attested copy of valid firm / company registration certificate;  
Self-attested copies of Memorandum and Articles of Association in case of Companies; Partnership Deed in case of partnership firms or



Approved by laws in case of co-operative societies.

- d. Valid proof for successful completion of works (copies of the Work Orders of similar nature of work) . Three separate works each for a value equal to or greater than 40% of estimated cost equal to **Rs 4,79,937/-** or two separate works each for a value equal to or greater than 50% of estimated cost equal to **Rs 5,99,922/-** or one work for a value equal to or greater than 80% of estimated cost equal to **Rs 9,59,874/-** during the last 7 years for Government Departments or Public Sector Undertakings or reputed Private Sectors (within India).
- e. Copies of valid performance / experience certificate and their work completion certificate issued by the company to which the work was carried out, in respect of the works claimed as above.
- f. Signed and stamped unconditional acceptance as per **Annexure-I** in NIT .
- g. Self-declaration of debarment and bribe as per **Annexure-II**.
- h. **Annexure-III** Proforma for Bank Guarantee (for security deposit).
- i. Bank account details of the bidding agencies such as account Number, Name and address of the Bank and branch with IFSC code etc. as per Annexure-IV.
- j. Proof of EMD payment for Rs. Rs. 23,997/- and proof of tender document cost for Rs.1,120/-. **In case of exemption for EMD, valid proof must be uploaded as a NSIC/MSME Registered firm**, which shall be applicable to present nature of work.
- k. Digitally Signed tender document.
- l. Check list for Documents.

**Note:** The bids of the bidders who fail to upload the documents as mentioned above shall be rejected out rightly.

Bidders must fill the required information only on pages of NIT which were down loaded from AAI web site (<https://www.aai.aero>) or NIC portal or from the pdf document sent by AAI on request through e-mail. NIT Document matter typed on bidder's letter head is not valid

**Check list for Documents to be uploaded**

Sl.	Name of the Documents	Envelope	Uploaded
01.	Self-attested copy of valid PAN card.	Technical	Yes / No
02.	Self-attested copy of valid GST registration.	Technical	Yes / No
03.	Self-attested copy of valid firm / company registration certificate; Self-attested copies of Memorandum and Articles of Association in case of Companies; Partnership Deed in case of partnership firms Approved by laws in case of co-operative societies.	Technical	Yes / No
04.	Work Experience Certificate	Technical	Yes / No
05.	Work Completion Certificate	Technical	Yes/No
06.	Signed and stamped unconditional acceptance as per Annexure-I in NIT document	Technical	Yes / No
07.	Self-declaration of debarment and bribe as per Annexure-II.	Technical	Yes / No
08.	Proforma for Bank Guarantee as per Annexure-III in NIT	Technical	Yes / No
10.	Bank account details of the bidding agencies such as account Number, Name of the Bank and branch with IFSC code etc. as per Annexure-IV.	Technical	Yes / No
11.	Proof of EMD payment. In case of exemption for EMD, or valid proof must be uploaded as a NSIC/MSME Registered firm, which shall be applicable to present nature of work.	Technical	Yes / No
12.	Digitally Signed tender document.	Technical	Yes / No



## 2. e- Financial Bid

The financial e-bid should be in the prescribed format available at AAI e- tendering portal as per the schedule of quantity as given in Schedule-A.

3. Any changes in the date of technical bid shall be intimated through e-portal/e-mail.
4. If at any stage, any information/ documents submitted by the bidder/firm are found to be false,
  - Bid will be rejected or order will be cancelled even if work awarded.
  - The agency shall be liable for debarment from tendering in AAI.
  - Apart from the above, any other appropriate/ legal action.
5. AAI reserves the right to accept or reject any or all bids without assigning any reason. AAI reserves the right to reject the tender document of working agencies whose performance at ongoing project below par and unusually poor
6. AAI reserves 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 reserves the right to verify the credential submitted by the agency at any stage (before or after the award 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.
7. **Public procurement policy for Micro, small and medium enterprises registered under MSME shall be followed as per the directives of Government of India prevailing at the date of acceptance.**
8. **If the entity participating in any of the tenders is a private or public accompaniment, 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.**



ANNEXURE – I

UNCONDITIONAL ACCEPTANCE LETTER

To  
The Airport Director,  
Airports authority of India,  
Visakhapatnam Airport,  
Visakhapatnam-530009.

(To be submitted in Technical bid)

Subject: Acceptance of Terms and Conditions of Tender

Name of the work: **Job Contract for Providing Services of Cleaning & Dusting etc. for CNS Equipments and Environment up keeping at Visakhapatnam Airport for the year 2018-19.**

Sir,

The tender document for the above mentioned work has been sold to me by AAI and I hereby certify that I have read and understood the entire terms & conditions and work description of the tender made available to me in the office of the Airport Director, AAI, Visakhapatnam which shall form part of the contract agreement and I shall abide by the conditions/clauses contained therein.

I hereby unconditionally accept the tender conditions of AAI's tender document in its entirety for the above works.

It is certified that after unconditionally accepting the tender document in its entirety, it is not permissible to put any remarks/conditions in the tender uploaded to e-portal and the same has been followed in the present case. In case any provisions of the tender are found violated after opening tenders, I agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

I have not paid /will not pay any bribe to any official of AAI for awarding this contract at any stage during the execution or at the time of payment of bills and further if any official asks for any bribe/gratification, I will report it to the appropriate authority in AAI.

Date:

Yours faithfully,

(Signature with stamp)



**ANNEXURE – II**

**“Undertaking for Not Black-Listed”**

**“To be submitted with e-Envelope I –Technical Bid”**

To,  
Airport Director,  
Airports Authority of India,  
Visakhapatnam Airport,  
Visakhapatnam-AP - 530009.

**Job Contract for Providing Services of Cleaning & Dusting etc. for CNS Equipments and Environment up keeping at Visakhapatnam Airport for the year 2018-19.**

1. It is certified that I/We have not been Debarred/black listed by CBI or AAI or any Public Sector Undertaking/Departments like Railways, Defense or any other department of Govt. of India or State Govt.
2. It is also certified that neither I/ We nor our firm or its partner or its Directors have been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/World Health Organization etc. or any Indian State/Central Government Departments or Public Sector undertaking.

Signature of Bidder with seal

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax: \_\_\_\_\_

E Mail: \_\_\_\_\_



Annexure-III

PROFORMA FOR BANK GUARANTEE – (FOR SECURITY DEPOSIT)

(On Non-judicial stamp paper of Rs.100.00)

To

The Chairman,  
Airports Authority of India(AAI),  
CHQ, Rajiv Gandhi Bhavan,  
Safdarjung Airport,  
New Delhi – 110 003,  
INDIA

Dear Sir,

In consideration of the Chairman, AAI (hereinafter called "AAI") having offered to accept the terms and conditions of the proposed agreement between AAI and .....(hereinafter called the said Contractor(s)) for the work "**Job Contract for Providing Services of Cleaning & Dusting etc. for CNS Equipments and Environment up keeping at Visakhapatnam Airport for the year 2018-19.**" (hereafter called 'the said agreement') having agreed to production of irrevocable Bank Guarantee for Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_ ) .....amount of 10% (Ten percent) of entire contract amount..... as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We .....(indicate the name of the Bank) (hereinafter referred to as 'the Bank') hereby undertake to pay to the Chairman, AAI an amount not exceeding .....amount..... on demand by AAI.

2. We .....(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding .....amount.....

3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.



We.....(indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken

for the performance of the said agreement and that it shall continue to be enforceable till all the dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of AAI certified that the terms and conditions of the contractor(s) and accordingly discharges this guarantee.

4. We .....(indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s). We ..... (indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing. This guarantee shall be valid up to ..... unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted Rs..... (Rupees.....) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the \_\_\_\_ day of \_\_\_\_ for \_\_\_\_ (indicate the name of bank).

Very truly yours,

\_\_\_\_\_  
(Authorized Signatory of the Bank)



**ANNEXURE-IV**

**BANK DETAILS**

FOR PAYMENT & REFUND OF EMD, FOLLOWING IS REQUIRED FROM THE PARTICIPATING AGENCIES / BIDDERS

<b>S. No</b>	<b>Particulars</b>	<b>Information Required</b>
1	Nam e of the Account Holder i.e. Bidder	
2	Mobile number / land line number of the vendor	
3	PAN / TAN No. of the Party i.e. Bidder	
4	Nam e of the Bank	
5	Bank Account No.	
6	Bank MICR Cod e	
7	IFSC Code of the Bank	
8	Type of the Bank Account	
9	Address of the Bank	

**Note: In addition of the above scanned copy of cancelled cheque may please be provided.**

**(Beneficiary's i.e. Bidder's Name & Address)**

Place:

Date:

**ANNEXURE-V****FINANCIAL BID**

Sl. NO	Description	Qty	Unit	Rate	Amount Exclusive of GST
1	Job Contract for providing services for Cleaning & Dusting etc ( 4 Numbers. un- skilled labours ) of CNS Equipments at ILS, Airport Systems, DVOR and MSSR units as directed by the Unit In-Charges at Visakhapatnam Airport.	12	Month		
2.	One Un-skilled labour for Environmental Support Service(Up-keeping of floors & toilets , in and around premises) of MSSR and DVOR sites at Yarada hill.	12	Month		
The price quoted shall be firm exclusive of GST , (excluding GST , employer contribution towards PF & ESI) for the contract period.				<b>Total</b>	
Total in words:					

**NOTE : SAMPLE ONLY . DO NOT FILL IN TECHNICAL BID. ONLY FILL BOQ IN FINANCIAL BID**

Date :

(SIGNATURE OF TENDERER WITH SEAL)



## **GENERAL CONDITIONS OF CONTRACT**

1. It shall be the sole liability of the contractor (including the Contracting firm/Company) to obtain and to abide by all necessary licenses/ permissions from the authorities concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour ( R & A) Act 1970.
2. The Contractor shall discharge obligations as provided under various applicable statutory enactments including EPF and miscellaneous provision act 1952, ESI Act 1948, the Employees state Insurance (ESI) Act 1948, the contract labour (R & A) Act 1970, the Inter State migrant workmen (Regulation of employment and conditions of service) act 1979, the Minimum Wages Act 1948, the payment of wages act 1936, the workmen's compensation act 1923 and other relevant act, rules and regulations, instructions etc. issued / enforced from time to time.
3. On commencement of the contract, the contractor shall continue to have valid ESI, PF code number till conclusion of the contract. AAI reserves the right to withhold any payment, if ESI and PF contribution are not paid by the contractor and proof to that effect have not been produced regularly by the contractor. Non production of PF and ESI challans of monthly subscription before its due date but not later than 21<sup>st</sup> of every month by the contractor, shall be liable for action against the contractor and also suitable penalty shall be levied by the Execution Department as deemed fit.
4. Difference in minimum wages based on actual payment made to workers plus difference of mandatory contribution by the contractor towards PF & ESIC due to increase in minimum wages will be reimbursed to the contractor on revision of minimum wages by office of Regional Labour Commissioner (Central/State) and on submission of proof of payments made.
5. The contractor shall regularly submit all relevant records / documents to AAI representative for verification and upon such satisfaction only, AAI will allow reimbursement of the amounts paid.
6. The contractor shall ensure regular and effective supervision and controls of the personnel deployed by him and give suitable direction for undertaking the contractual obligations.

The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7<sup>th</sup> of the subsequent month. The monthly wages payment due to the worker should be remitted directly in the



workers bank account and not to be paid in any other mode. The contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him. **The contractor has to make regular monthly payments to the workers as per minimum wages as applicable from time to time irrespective of the receipt of payment from AAI.**

7. If the continuance of any of the persons deployed by the contractor is found not satisfactory, the contractor shall replace him forthwith, upon receipt of information to that effect from AAI.
8. AAI shall have the right to terminate the contract if the service provided by the contractor is not found satisfactory after giving 30 days' notice.
9. Similarly the case of foreclosing/ abandoning the contract a written notice of 30 days shall be served by Registered Post or by hand at the respective address notwithstanding the above the contractor shall however continue to provide the services as required in the contract for further 90 days or till new tender is awarded whichever is earlier.
10. The contractor shall have no claim to any payment of compensation or otherwise whatsoever on account of any profit or advantage which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole.
11. The contractor shall be responsible for settling any claim/ compensation against all damages and accidents caused due to negligence on the part of his/her employees and keep AAI indemnified from any compensation/liability.
12. AAI will not be responsible for any injury sustained by contractor's workers during the performance of their duties and also any damages or compensation due to any dispute between him/her and his/her workers. All the persons employed shall be insured. The contractor shall comply with all provisions of Labour Acts/Enactments hitherto in force or enacted from time to time during execution of this contract and contractor shall be responsible for all liabilities arising out of these provisions. Furthermore, the contractor shall be responsible for payment of compensation, insurance etc. if any, in respect of his/her employees.
13. The contractor shall furnish all the details of the persons to be employed like Names, address, photo, age, specimen signature; police clearance etc. and authority shall have the liberty to reject any person.



14. In case it is noticed by the Authority that the work carried out by the contractor is not up to the required standards, written notice will be given to him warning him/her of the bad state of work and asking him/her to improve upon the standards within the period specified by the In-Charge. In the event of the authority finding that there is no improvement and the work is not being carried as per instructions, the authority will have the right to terminate the contract forthwith.
15. The contractor shall carry out the job as per specifications of the Authority and to their entire satisfaction. In case of complaints either as regards the nature of service or the personnel doing the same, the Authority will intimate to the contractor who shall attend to and sort out the complaints promptly.
16. The contractor's representatives and employees of the contractor shall abide by the Rules and Regulations of the Unit Incharges while performing their job .
17. The bills submitted by the contractor shall be verified and certified by the In-Charge or designated officer for the purpose. Proportionate deduction from quarterly bills will be made for short supply of manpower.
18. The wages to the employees shall be disbursed through bank transfer on individual account of the worker and confirmation thereof should be produced to the responsible officer of the Authority to be deputed by the Airport Director.
19. Quarterly running payments will be made in the following month after deducting any or all recoveries, penalties, etc. which the contractor might have rendered himself liable. The contractor has to submit his bills quarterly with all supporting documents as required.
20. Submission of valid Bank Guarantee for 10% of contract value towards Security deposit. In case BG is not submitted , then 10% of gross value of the bill will be deducted from the quarterly bills and the same will be refunded to the contractor after three months from the certified date of completion of the contract.
21. Period of contract shall be **Twelve months** from the date of commencement of work.
22. The successful tenderer or contractor on acceptance of his tender by AAI, shall sign the contract agreement within 30 days from the date of award of the work. The contract agreement shall be executed on a non-judicial stamp paper of value of Rs. 100/- and the cost of the same shall be borne by the contractor.



23. Workers who is engaged at operational area i.e for ILS and Airport Systems shall follow the BCAS guide lines as issued by the CSO Visakhapatnam Airport for entry pass.

## **SCOPE OF WORK**

**Name of Work: Job Contract for providing services for Cleaning & Dusting etc. of CNS Equipments and Environment support services at Visakhapatnam Airport.**

### **1. Scope of work:**

The scope of work covers providing manpower for cleaning & dusting of all CNS Equipments & security Equipments and to assist in carrying out taking Field Readings for ILS , to maintain UPS batteries, carrying the units and to assist the CNS executives in attending the breakdowns and any other work assigned by the in-charge.

### **2. General:**

- a) AAI reserves the right to carry out any part of work covered in the contract and in such cases the decision of work-in-charge will be final and binding on the firm.
- b) Security Pass: The agency / contractor has to arrange / co-ordinate for issuing necessary entry passes AEP for his staff as per prevailing BCAS / AAI rules. The necessary fee required for issuance of entry pass / AEP as per prevailing BCAS / AAI rules has to be borne by the agency / contractor.
- c) Compliance of the provisions of statutory requirements: The Contractor shall abide by all statutory rules, Labour laws and safety regulations for their staff / workers. The contractor shall comply with all necessary rules & regulations of central / local state government related to the contract and the contractor shall be responsible for maintaining all such requisite documents for reference to statutory authorities and AAI as & when asked for. Any expenditure incurred for complying such statutory requirements related with the contract shall be borne by the contractor. The firm shall maintain all such records and documents in this regard.
- d) Safety measure & responsibilities: It shall be the responsibility of the contractor that all necessary safety measures and precautions are invariably ensured during the period of contract and AAI shall not be responsible for any injuries / accidents suffered by contract labour.

### **3. Prices:**

The price quoted shall be firm exclusive GST, overhead and profit etc. (excluding GST, employer contribution towards PF & ESI) for the contract period. Minimum wages shall



be paid to the workmen by the contractor as stipulated by Central / State Govt, whichever is higher based on prevailing **minimum wages during the relevant period of contract**. On revision of minimum wages by the Office of Regional Labour Commissioner (Central) / State, the difference in minimum wages based on the actual payment (minimum wages, PF, ESI) made to the workmen will be re-imbursed to the contractor as per actual. GST shall be paid on submission of invoice as applicable. The contractor has to submit the proof for payment of wages to the labour for reimbursement of difference of wages, PF and ESI. However, no additional amount such as contractor's Premium/profit will be paid on this reimbursement. Any increase as mentioned above will not be payable if such increase has become operative after completion of the work.

#### **4. Completion Period:**

The completion period of contract is **12 Months** from the day, which shall be reckoned from the date as specified in award letter. However, at the discretion of AAI, the work shall be extended for further period of three months (maximum) at the same rates, terms and conditions of contract.

#### **5. Security Deposit:**

Submission of valid Cash/DD/Bank Guarantee for 10% of contract value towards **Security deposit**. In case BG is not submitted, then 10% of gross value of the bill will be deducted from the quarterly bills and the same will be refunded to the contractor after three months from the certified date of completion of the contract.

#### **6. Payments Terms:**

The payment will be made quarterly to the contractor. 100% payment through RTGS/NEFT shall be released by Airport Director, Visakhapatnam airport to the supplier on submission of documents as below.

- GST Bills (Invoices) in duplicate .
- Submission of BG.
- Copy of Bank Details .
- Copy of Work order .



## **PARTICULAR SPECIFICATIONS OF CONTRACT**

### **1. Scope:**

1. The scope of work essentially consists of:
  - a) Providing services for cleaning & dusting of CNS Equipments at various units such as ILS, Airport Systems at Airport premises and MSSR and DVOR on Yarada hill by deployment of four no. of Un-skilled persons
  - b) Providing Services under Environmental Support Services category (i.e up keeping floors & toilets) at MSSR and DVOR sites., by deployment of one un-skilled person.
  - c) Co-ordination with all departments of AAI and any other agency/firm to maintain the operational area at Visakhapatnam Airport as per requirement and also not to damage any AAI property
  - d) Any other work as specified and instructed by Work-in-charge.
2. The timings of operation shall be decided by Work-in-Charge from time to time depending upon operational requirement.
3. The contractor should adhere to the instructions of CISF /AAI staff. The work on day to day basis will be supervised by officials of AAI.
4. The contractor shall carryout the work strictly as per the specification and schedule of work (quality and quantity), failing which AAI shall be empowered to carry out such works (after serving notices in this regard) through any other agency at the risk & cost of the contractor. The decision of Work-in-charge shall be final and binding on the contractor in this regard.

### **2. Documents / Records to be maintained by the contractor:**

The contractor shall be responsible to maintain required documents / records for the deployment of manpower .

### **3. Minimum Manpower Requirement:**

- A. The firm has to depute sufficient manpower in general shift for the above stipulated works / services as mentioned below: Provision of weekly off to the workmen is mandatory.



Un-Skilled manpower -05 persons ( 04 for cleaning and dusting CNS equipments +01 for ESS)

**B. Qualification of Staff:**

The contractor shall depute the persons as per the qualification given below. The decision of Work-in-charge shall be final and binding to the contractor in this regard.

- a) **Un-Skilled:** -Physically fit for manual work and aware of the Safety Regulations relevant to the works.
- C. If any worker engaged is found to be not suitable for the position, the contractor has to remove the person from the site immediately and has to depute his substitute.
- D. In case of leave of any staff, a substitute has to be arranged by the contractor who has got the required qualification and adequate experience. The staff shall attend the duty on all working days including holidays.

**4. Additional Conditions:**

The contractor shall be responsible for the following points during period of contract:-

- 1) The payment to the workmen engaged by the contractor has to be made on or before 7<sup>th</sup> of every month in the presence of representative of AAI. The bonus to the workmen engaged by the contractor has to be made by 11<sup>th</sup> month of the contract.
- 2) **All the payment is to be made to the workers by A/c payee Cheque / RTGS only.**
- 3) The wage register will be counter-signed by representative of AAI with the remarks "Certified that the amount shown in the column no. \_\_\_\_\_ has been paid to the workmen concerned in my presence on \_\_\_\_\_ at \_\_\_\_\_ hrs.'".
- 4) The contractor has to produce the Xerox copy of challan of the P.F. & ESI paid to the concerned regulating bodies, statement of minimum wage paid for each month to their manpower in presence of Authorized representative of AAI at the time of submission bills.
- 5) **The contractor should quote the rates very carefully in SCHEDULE OF QUANTITIES considering current rates of minimum wages & all statutory requirements as given below. Quoted rates by the firm shall include the following cost components:**

Total manpower cost per year based on actual wages to be paid as per labor act by the firm per day per worker (should not be less than minimum wages rates applicable from time to time), Profit and overhead charges, GST and duties as applicable.

Current rate of minimum wages are as given below.

**Un-Skilled: Rs. 12012/- Per Month with 4 days weekly off**



- 6) ***The contractor is required to submit provident fund registration number and ESI registration number/Card/User ID & password of their organization within one month after award of work.***
  - 7) ***The employer contribution towards PF & ESI shall be reimbursed on actual basis on submission of documentary evidence.***
  - 8) The contractor has to deposit PF & ESI as mentioned in above Para's to their staff regularly, failing which recovery / withheld @ 27 % & 9.5 % against PF & ESI respectively from their R/A Bills shall be made.
  - 9) The contractor has to comply with necessary statutory requirement on contract labour regulations and abolition act 1970. Any violation for not following the labour laws/ shall be contractors responsibility. A certificate to that effect shall be furnished by contractor.
5. AAI reserves right to terminate contract in case the maintenance is not found satisfactory or for any unforeseen circumstances arisen.

**DGM(CNS)  
(CNS In-Charge)**



## **Annexure - V**

### **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: <http://etenders.gov.in/eprocure/app>.

### **REGISTRATION**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.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 can log 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
- v) 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 BID:

- 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 colored (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 bidder's 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 (i.e 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.
  - (b) 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 BIDDER:**

- (a) 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 relevant contact person indicated in the tender.
- (b) 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.

**Annexure - VI****CPPP under GePNIC, Help Desk Services**

1. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, and 0120-6277787. International Bidders are requested to prefix 91 as country code. 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 the tender(s) published kindly contact the respective Tender Inviting Authority.  
Tel: 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787  
E-Mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)
2. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.  
E-Mail: [cppp-doe@nic.in](mailto: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 <http://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazette 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 Address	Contact Numbers	Timings*
1.	Help Desk Team.	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2.	Sanjeev Kumar, Mgr.(IT)	After 4 Hrs. of Issue	<a href="mailto:etendersupport@aai.aero">etendersupport@aai.aero</a> or <a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3.	AGM(IT)	After 12 Hrs		---	0930-1800 Hrs. (MON-FRI)
4.	General Manager(IT)	After 03 Days	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

The Helpdesk services shall remain closed on all Govt. Gazette Holidays.

5. The above mentioned help desk numbers 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 Bid Manager of AAI