



Ref. No.: AAI/BPL/OPS/NIT-04/2021-22

DATE: 08.07.2021

NOTICE INVITING e- TENDER (2 BOT – 2 Envelope Open Tender)
(Tender I.D. No. 2021_AAI_81673)

1. Item rate e-tenders are invited through the e-tendering CPP portal by AGM(E-E)/In-Charge (TM), Airports Authority of India, Raja Bhoj Airport, Bhopal – 462036 (MP) Ph: 0755-2646570 and mobile no. 9712983315 (Bid Manager) on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Job contract for Hiring of Manpower (Highly skilled- 01 No, Skilled-03 Nos. & Unskilled-46 Nos.) for Up-keeping / Cleaning work of New Integrated Terminal Building at Bhopal Airport.”** for an estimated cost of **Rs. 30,26,496.00 (Excluding GST, EPF, ESIC & Bonus)** with period of completion **03 (Three)** months.

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/e procure/app> or www.aai.aero. Prospective Tenderers may be download and go through the tender document.

Prospective Tenderers are advised to get themselves register at CPP-portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home Page after log in to the CPP-Portal <https://etenders.gov.in/e procure/app> or www.aai.aero. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The tenderer may also take guidance from AAI Help Desk Support through path aai.aero/tender/e-portal/help desk support.

For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as follow: -

Tel: 0120-4200462,0120-4001002, Mobile: 91-8826246593,

E-mail: support-eproc@nic.in

Tenderers 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 further technical assistance with regard to functioning of CPP portal the tenderer may contact to the following AAI help desk numbers on all working days only between

- (i) 08.00 hrs to 20.00 hrs (Mon-Sat)-
011-24632950, Ext – 3512 (Six Lines), E-Mail: - eprochelp@aai.aero
- (ii) 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24632950, Ext – 3523, E-Mail: - etendersupport@aai.aero
sanjeevkumar@aai.aero and snita@aai.aero.
- (iii) 09.30 hrs to 18.00 hrs (Mon-Fri)-
011-24657900, E-Mail:- gmitchg@aai.aero.

Tender processing fee of **Rs. 1120/- (i/c GST) Non – refundable** will be required to be paid online, through Payment Gateway on CPP Portal before the date & time as specified in **CRITICAL DATA SHEET** of tender document. The Settlement of Tender Processing Fee, ~~Forfeiture / refund of EMD~~ as per the case, will be executed through online mode.

2. Following 2 Envelopes shall be submitted through online at CPP-portal by the tenderer as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	08.07.2021
Bid Document Download / Sale Start Date	09.07.2021 from 0930 hrs.
Clarification Start Date	09.07.2021 from 0930 hrs.
Clarification End Date	14.07.2021 upto 1800 hrs.
Bid Submission Start Date	09.07.2021 from 0930 hrs.
Bid Submission End Date	17.07.2021 upto 1800 hrs.
Bid Opening Date (Envelope – I)	19.07.2021 at 1100 hrs.
Bid Opening Date (Envelope – II)	26.07.2021 at 1100 hrs.
Tender Processing Fee (Non-refundable)	Rs.1120/- (i/c GST) of Online Transaction on CPP Portal.
Earnest Money Deposit (EMD)	NIL

Envelope – I (Tender Processing Fee, EMD, Technical Bid and Pre-qualification): -

Bid containing following:

A. Tender processing fee, EMD:

- i) Tender processing fee of **Rs. 1120/- (i/c GST) Non – refundable** will be required to be paid online, through Payment Gateway on CPP Portal.
- ii) Scanned copy of Earnest Money Declaration. **(Performa given on Page No. PR-5 of Tender document)**

B. Technical Bid containing the following: -

- i) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions. **(Performa given on Page No. PR-1 of Tender document)**
- ii) Scanned copy of Permanent Account Number (PAN)
- iii) Scanned copy of GST Registration.
- iv) Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs. 100 regarding compliance of minimum wages **(Performa given on Page No. PR-2 of Tender document)**
- v) Scanned copy of Undertaking regarding black listing / debarment on company letter head. **(Performa given on Page No. PR-3 of Tender document)**
- vi) Companies other than propriety firm shall submit, scanned copy of Authorization letter / Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & copy of Board Resolution regarding Authority to assign Power of Attorney.

Proprietary firm shall submit scanned copy of Authorization Letter / Power of Attorney only if the tender is processed by a person other than proprietor.
- vii) Scanned copy of valid EPF Registration.
- viii) Scanned copy of valid ESIC Registration.
- ix) PQ Performa duly filled.
- x) Duly digitally signed tender document.

C. **Qualifying requirements of contractors/tenderers** containing the following: -

- i) Agency 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 **Rs. 12.11 Lakh** or two works, each of **Rs. 15.13 Lakh** or one work of **Rs. 24.21 Lakh** in single contract of similar nature of work (**i.e Supply of Manpower in Housekeeping works**) during last seven years ending on **30.06.2021**.

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid i.e. by 17.07.2021”.

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. **Tenderers showing work experience certificate from non-government/ non- PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) alongwith a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.**

- ii) Should have annualized average financial turnover of **Rs. 9.08 Lakh** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account Statement of the tenderer should be submitted along with the application. tenderer showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- iii) The tenderer should have minimum net worth of **Rs. 4.54 Lakh** issued by certified Chartered Accountant. **(Performa given on Page No. PR-4 of Tender document)**

Scanned copy of all Documents of Envelope-I mentioned above shall be submitted on the CPP Portal on or before date & time mentioned in **CRITICAL DATA SHEET**.

~~EMD of the value of Rs. NIL shall be accepted only through online Payment Gateway on CPP Portal.~~

The agency has to submit Proforma for Earnest Money Declaration as per page no. PR-5 of PERFORMA-V of tender document on CPP portal. It has to be submitted duly signed & stamped on contractor's letter head in Envelope-I.

Refund of EMD

~~The refund of EMD to tenderers who fail to qualify in the eligibility / technical criteria, shall be initiated online. For all tenderers who qualify and their financial bids are opened, their EMD of all such tenderers, except L 1, shall be refunded to their source account.~~

Envelope – II :- The Financial e-Bid 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 same is to be downloaded and to be filled by all the tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderers 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. **Bid Submission:-**

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents as per para 2. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

4. Not more than one tender shall be submitted by one tenderer or tenderers 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 tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Tenderers who has downloaded the tender form Central Public Procurement Portal (CPPP) website <http://etenders/gov.in/eprocure/app>, shall not tamper/modify the tender from including downloaded price bid template in any manner. Incase 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.

6. **Bids Opening Process is as below:-**

Envelope-I (Tender processing fee, EMD, Technical bid and pre-qualification):

Envelope-I containing documents as per Para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regards shall be entertained.

If clarification is needed from the tenderer about the deficiency in his uploaded documents in Envelope-I, he will be asked to provide though CPP portal. The tenderer shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through CPP portal.

(Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in **CRITICAL DATA SHEET. (In case the date & time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP portal).**

7. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
8. AAI reserves the right to disallow the working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain/ Temporary or Permanent debarment/black listing by any department of AAI or Central/State Govt. Depts./PUSs/World Bank/ADB etc. **AAI reserve the right to verify the credential submitted by the tenderer 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 tenderer then AAI shall take the following action:**
 - a. ~~Forfeit the entire amount of EMD submitted by the tenderer.~~
 - b. **The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/ legal action.**
9. Consortium/JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

Note: If there is any discrepancy is observed in and English version, then English version will be considered.

-SD-
Airport Director
AAI, Raja Bhoj Airport, Bhopal

CHECK LIST

Annexure -A

(To be uploaded by applicants along with tender application in Envelope 'I')

Name of Work: “Job contract for Hiring of Manpower (Highly skilled - 01 No, Skilled-03 Nos. & Unskilled-46 Nos.) for Up-keeping / Cleaning work of New Integrated Terminal Building at Bhopal Airport.”

Ref No.	Qualifying criterion	Particulars	Enclosure Check list
1	2	3	4
1	Agency's/Firm's Name: Address: Contact No.: E-mail:		Enclosed/Not Enclosed
2	Authorized Signatory (Name & Designation & Contact No.		
3	Tender processing fee of Rs. 1120/- (i/c GST) Non – refundable will be required to be paid online, through Payment Gateway on CPP Portal.		Enclosed/Not Enclosed
4	EMD – NIL Scanned copy of Earnest Money declaration with duly signed and stamped (Performa given on page no. PR-5 of tender document.		Enclosed/Not Enclosed
5	Scanned copy of Unconditional Acceptance Letter of AAI's Tender Conditions (Performa given on page no. PR-1 of tender document.		Enclosed/Not Enclosed
6	Valid Permanent Account Number (PAN) from Income Tax Department.		Enclosed/Not Enclosed
7	Valid GST Registration Certificate		Enclosed/Not Enclosed
8	Scanned copy of duly notarized affidavit on Non-Judicial Stamp paper of Rs. 100/- regarding compliance of minimum wages (Performa given on page no. PR-2 of tender document.		Enclosed/Not Enclosed
9	Scanned copy of Undertaking regarding black listing / debarring of firm (Performa given on page no. PR-3 of tender document.		Enclosed/Not Enclosed
10	Power of Attorney/Authorization letter as per point no. B(vii) of clause no. 2 of NIT page no. 3, if applicable		Enclosed/Not Enclosed
11	Scanned copy of Valid EPF Registration		Copy of Certificate Enclosed/Not Enclosed
12	Scanned copy of Valid ESIC Registration		Copy of Certificate Enclosed/Not Enclosed

13	PQ Proforma duly filled	As per e-NIT	Enclosed/Not Enclosed
14	Duly Digitally Signed Tender Document.	As per e-NIT	Enclosed/Not Enclosed
15	Certificate from clients of having satisfactorily completed similar works. (Copy of Completion Certificate issued by Clients, Work Order, BOQ etc. to be uploaded) a) Three Work of Rs. 12.11 Lakhs. OR b) Two Work of Rs. 15.13 Lakhs. OR c) One Work of Rs. 24.21 Lakhs. in single contract of similar nature during last 7 years ending on 30.06.2021.		
16	Details of Work Completion		Copy of Certificate enclosed
(A)	Work No. 1		
(a)	Name of Client		Yes/No
(b)	Name of Work		Yes/No
(c)	Stipulated Date of Completion		Yes/No
(d)	Actual Date of Completion		Yes/No
(e)	Completion Cost		Yes/No
(f)	Work Order/Agreement No.		Yes/No
(g)	Copy of Work Order with BOQ		Yes/No
(h)	Whether Govt. organization or Private clients		Govt. organization or Private clients
(i)	TDS Amount in case of experience from Private clients		Yes/No
(j)	TDS Certificate		Yes/No
(B)	Work No. 2		
(a)	Name of Client		Yes/No
(b)	Name of Work		Yes/No
(c)	Stipulated Date of Completion		Yes/No
(d)	Actual Date of Completion		Yes/No
(e)	Completion Cost		Yes/No
(f)	Work Order/Agreement No.		Yes/No
(g)	Copy of Work Order with BOQ		Yes/No
(h)	Whether Govt. organization or Private clients		Govt. organization or Private clients
(i)	TDS Amount in case of experience from Private clients		Yes/No
(j)	TDS Certificate		Yes/No

(C)	Work No. 3		
(a)	Name of Client		Yes/No
(b)	Name of Work		Yes/No
(c)	Stipulated Date of Completion		Yes/No
(d)	Actual Date of Completion		Yes/No
(e)	Completion Cost		Yes/No
(f)	Work Order/Agreement No.		Yes/No
(g)	Copy of Work Order with BOQ		Yes/No
(h)	Whether Govt. organization or Private clients		Govt. organization or Private clients
(i)	TDS Amount in case of experience from Private clients		Yes/No
(j)	TDS Certificate		Yes/No
17	Turnover (Annualized average financial turnover equivalent to Indian Rs. 9.08 Lakhs during last three financial years.)		Proof of turnover enclosed Abridged Balance sheet & Profit & Loss A/c) YES/NO
	Year:	INR (in Lakhs)	
	2017-18		Enclosed/Not Enclosed
	2018-19		
	2019-20		
	Average Rs.		
18	The tenderer should have minimum net worth of Rs. 4.54 Lakh issued by certified Chartered Accountant. (Performa given on page no. PR-4 of tender document.	Only through CPP Portal	Enclosed/Not Enclosed
19	Financial bid through e-portal (not to put in Envelop-I), Upload on CPP e-Tendering Portal only.	Item rate BOQ (.xls Format)	Enclosed/Not Enclosed
20	Details of any other information, if any		Enclosed/Not Enclosed

DECLARATION

I/We, (_____) hereby declare that the documents submitted / enclosed for the tender are true and correct. In case any document at any stage found fake / incorrect, my **EMD may be forfeited &** action as deemed fit by AAI can be taken against me.

Date:
Place :

Signature
Authorized Signatory of the
contractor/Firm (Signature with stamp)