

AIRPORTS AUTHORITY OF INDIA
Jaipur International Airport Jaipur

**NOTICE INVITING
QUOTATION(NIQ)**

**Name of work:- Job contract for providing Manpower
for financial accounting and data processing
at Self Accounting Unit, Jaipur Airport**

AIRPORTS AUTHORITY OF INDIA
Jaipur International Airport

Ref:- AAI/JPR/F&A/21-22

Dated : 02.07.2021

NOTICE INVITING QUOTATION

1. Item rate quotation are invited by **Asst. General Manager (F&A), Airports Authority of India, Jaipur International Airport, Jaipur** on behalf of Chairman, AAI from the eligible contractors for the work of **“Job contract for providing 2 nos. Manpower for financial accounting and data processing work at Self Accounting Unit, Jaipur Airport”** at an estimated cost of **Rs. 3,19,153/-**(including PF/ESI/Bonus and contractor profit but exclusive of applicable GST) for a period of **6 (Six) months**. The contract may be extended further by six months on the same terms and conditions on satisfactory performance of the contract. The scope of work broadly includes Providing Data Entry Operators/ Data Processing Services.
 2. Following two Bids shall be submitted offline by the bidder in the office of **Asst. GM (F&A), Jaipur Airport Terminal-1, Sanganer 302029**. Last date and time of submission of bids containing (Envelop I & II & III) is **08.07.2021 up to 15 30 Hrs**. Envelope I should contain technical bid and Envelope II should contains financial bid. Then Envelope I & II should be packed in Envelope III (Master Envelope).
- 2.1.1 Technical Bid**:- Tenderers to submit necessary documents duly signed & stamped in support of following qualifying requirements in envelope I Technical Bid:-
- (a) **Proof of Experience:** A certificate from the client stating the nature of work carried out and certifying that the work has been satisfactorily performed must be submitted as proof of experience. The agency must possess 2 years experience in providing manpower for Data processing /Data Entry in Central Govt./State Govt./Public Sector Undertakings during the last 5 years.
 - (b) Self-attested copy of the Registration certificate issued by the Regional Provident Fund Commissioner. In case the agencies/firms do not have EPFO/ESI Registration Nos., they should submit undertaking to obtain the same within two months of issue of work award letter.
 - (c) Self-attested copy of the Registration certificate issued by Employees State Insurance Corporation.
 - (d) Self-attested copy of Goods and Service Tax. In case GST is not applicable to the firms/ agencies, a declaration to that effect may be submitted.
 - (e) Self-attested copy of the Permanent Account Number issued by the Income Tax authorities.
 - (f) **Unconditional Acceptance of AAI's Tender conditions**: - Signed copy of Unconditional Acceptance of AAI's Tender Conditions as per Annexure -I be submitted along with technical bid in Envelope I.
 - (g) **Affidavit for payment of Minimum wages** :- Scanned copy of minimum wages affidavit in the prescribed format (Annexure-II) be submitted along with

Technical bid in Envelope I.

(h) Mobile no and email id of authorized person/proprietor/partner/director.

2.2 Financial Bid:- The Financial bid should be submitted in “Financial bid in Envelope II.”

3. Earnest money deposit (EMD) of value **Rs.6,383/-** shall be submitted by bidder through Demand Draft in favor of “Airports Authority of India” payable at Jaipur.

3.1 Refund of EMD to Unsuccessful Bidders: EMD to unsuccessful bidders will be refunded after completion of tendering process.

4. Bids Opening Process is as below:-

Technical Bid (Envelope I): Containing Document for qualifying requirements for the quotation (Submitted by the contractors / firms) shall **be opened first on 08.07.2021 at 1600 hours.**

Financial Bid (Envelope II): The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria **shall be opened on 09.07.2021 at 1530 hrs. (Depending on Technical Bid evaluation any changes in the date shall be intimated through email).**

5. 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.

6. AAI reserves the right to disallow issue of tender document to working agencies whose performance at ongoing work (s) is below par and usually poor and has been issued letter of restrain/Temporary/Permanent debar by any department of AAI.

7. 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.

8. Consortium/JV companies shall not be permitted and no single firm shall be permitted to submit two separate bids for the tender.

K C Meena
Astt. GM(F&A)
Airports Authority of India

GENERAL TERMS AND CONDITIONS

1. Security Deposit

Successful Tenderer is required to submit Security Deposit equivalent to 10% of contract amount in form of Demand Draft/Pay Order /Bank Guarantee from Nationalized / Scheduled Bank in favor of "Airports Authority of India", Jaipur within 10 days of award of work. Otherwise, security deposit shall be recovered/adjusted from the running bills @ 10% of Gross bill amount.

This Security Deposit deducted from running bills shall be refunded after 3 months of successful completion of the contract.

2. Payment of bills:

The contractor shall submit to AAI monthly bills on or before 7th day of the following months along with ECR challans, bank receipts in support of deposit of EPF & ESI and other supporting documents as required. The payment of the bills will be released by way of e- payment (Direct Bank transfer/RTGS). Income tax or any other tax liable to be deducted at source under any law for the time being in force shall be deducted from bills of the contractor. Pro-forma for release of e-payment may be obtained from O/o AGM(F&A), AAI, Jaipur Airport after award of work.

3. Unconditional acceptance

The contractor has to give unconditional acceptance to AAI's tender condition. They are not permitted to put any remarks/conditions (except unconditional rebate on quoted rates), if any, in /along with tender.

4. General Guidelines

- (a) Tender papers are not transferable.
- (b) No party can submit more than one bid in its name.
- (c) Any party giving more than one bid in its name will be summarily rejected and none of its bid will be opened.
- (d) The right of acceptance of the tender will rest with the Competent Authority; AAI does not bind itself to accept any tender and reserves the right to reject all or any of the tenders received or part thereof without assigning any reason.

5. Important Notes

- (a) Financial bid of only those agencies/firms would be opened who qualify in the Technical bid.
- (b) The financial bid of technically qualified bidder will be rejected outright if the rates quoted is below the minimum wages. The minimum wages applicable to AAI is of central government PSU. The rate to be taken as of 01.04.2021
- (c) In case there is more than one L1 bidder (i.e. the lowest rate quoted is same by multiple bidder), In such a scenario the bid will be awarded through lottery system conducted in the O/o Asst. General Manager (F&A) in presence of all technically qualified bidder/Representative and committee formed by Airport Director
- (d) AAI may call for additional documents/information from tenderer etc., if required, for determining technical eligibility of agencies/firms for participation in the Tender.

- (e) Tenders shall be **opened in the O/o Asst. General Manager (F&A)**, at Airports Authority of India, Jaipur International Airport, Jaipur as stipulated in the NIQ.
- (f) Jaipur Airport is under PPP mode and operation of the Airport will soon be taken over by Adani Group. In such a case the contract may be terminated by giving short notice of 7 days.
6. The agency shall provide 02 nos. skilled data entry operators on all working days (including Saturday & holidays, if required) from 0930 hrs to 1800 hrs.
 7. The period of contract shall be 6 months, reckoned from start date indicated in the Work Award letter to be issued to agency or privatization of the Jaipur Airport under PPP mode whichever is earlier.
 8. Right to accept / reject the offer – The right to accept the offer in full or in part rest with AAI. However, AAI does not bind itself to accept the lowest offer and reserve to itself the right to reject any or all the offers received without assigning any reason.
 9. One representative of the agency shall be allowed at the time of opening of tender.
 10. AAI reserves the right to terminate the contract any time by giving one month's notice.
 11. The computer operators to be provided should be a graduate and should have an experience of computer data entry/processing preferably in LAN/WAN/Internet/SAP-ERP/MS office environment.
 12. Increase in minimum wages notified by the Govt. authorities during contract period shall be reimbursed to the agency/contractor on submission of proof of disbursement of the same to Contract Workers engaged by the agency for this Job Contract.
 13. The Contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & miscellaneous provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act,1970, the Inter-State Migrant Workman (Regulation of employment & 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, instruction etc. issued / enforced from time to time.
 14. Public procurement policy for Micro, small and medium enterprises registered under MSME Act 2006 shall be followed as per the directives of Government of India prevailing at the date of acceptance.
 15. It is liability of contractor to pass on input of GST charged in any Invoice if a contractor fails to do so then he will be responsible for any loss occur to Airports authority of India. Airports authority on discretion of officer in charge can forfeit GST amount and any other financial loss due to not passing GST input.

Asst. GM (F&A)
Airports Authority of India
Jaipur Airport

UN-CONDITIONAL ACCEPTANCE LETTER

Asst. General Manager(F&A),
Airports Authority of India,
Jaipur International Airport,
Jaipur.

Name of work : Job contract for providing Manpower for financial accounting and data processing work at Self Accounting Unit, Jaipur Airport

ACCEPTANCE OF AAI'S TENDER CONDITIONS

Sir,

1. The tender documents for the above work have been sold to me/us by Airports Authority of India and I/We hereby certify that I/We have inspected and read the entire terms and conditions of the tender documents made available to me/us in the AAI e-portal/ Office of Jt.GM(F&A), Airports Authority of India, Jaipur International Airport which shall form part of the contract agreement and I/We shall abide by the conditions/clauses contained therein.

2. I/We hereby unconditionally accept the tender conditions of AAI's tender documents in its entirety for the above work.

3. The contents of Notice Inviting Tender of the Tender Documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to upload any additional file or put any remarks(s)/condition(s) (except unconditional rebate on quoted rates, if any) in/along with the Tender Document and the same has been followed in the present case. In case, this provision of the tender is found violated after opening of tender, I/We 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.

4. **'That I/We declare that I/We have not paid and will not pay any bribe to any Officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority in AAI'.**

5. The required earnest money as specified in clause no. 3 at page no. – E-NIT -3 for this work has already been submitted and the scanned copy of EMD is attached herewith.

Yours faithfully,

**(Signature of the Tenderer)
With Rubber Stamp**

Date:

**Format For Affidavit towards Payments of minimum wages.
(To be submitted by Tenderer)**

I..... (Name), aged years, s/o (Name),
Proprietor/ Managing Partner/ Managing Director of (Name of the
Agency) do hereby solemnly affirm and state as follows:

I am competent to swear this affidavit on behalf of (Name of
agency). I state that, in the event of work is awarded to our agency, the wages to be paid
to the workers engaged shall not be less than the minimum wages determined by appropriate
Central Govt. Authorities from time to time.

Dated this, the day of month Year.

DEPONENT

Place:

Date:

Note: This affidavit is to be attested by a First Class Magistrate / Notary Public on non-
judicial stamp paper of Rs. 100/-.

FINANCIAL / PRICE BID

**Name of Work: - Job contract for providing Manpower for financial accounting
and data processing work at Self Accounting Unit, Jaipur Airport**

S. No.	Description of Items.	Qty .	Unit	Rate per person per Day (Rs in figure)	Rate per person per Day (Rs in Words)
1.	Providing 02 Nos skilled computer operators for data entry / data processing work on all working days and as per	312 days (2 operator*6 months*26 days)	Per day per person.		

Note: 1) The rate quoted shall ONLY INCLUDE MINIMUM WAGES OF SKILLED MANPOWER (APPLICABLE TO CENTRAL GOVERNMENT PSU) PLUS CONTRACTORS PROFIT ON PER DAY BASIS

2. PF, ESI, Bonus and all taxes including GST will be paid on actual basis.

3) The financial bid of technically qualified bidder will be rejected outright if the rates quoted is below the minimum wages. The minimum wages applicable to AAI is of central government PSU. The rate to be taken as of 01.04.2021

4) The Rate to be quoted should be rounded to nearest one Rupee. **The decimal figure will be ignored while doing evaluation.**

Signature of the Tenderer. Name & Address. Stamp/Seal