



Ref. No. AAI/GONDIA/NIATAM/VEHICLE/E-NIT-02/2022-23/

Date: 19.12.2022

Notice Inviting Tender
(GeM Tender ID No.:- **GEM/2022/B/2878008**)

1. Item rate e-tenders are invited through the GeM portal by In-Charge, NIATAM through Asstt. General Manager (Engg-Elect)/In-Charge (Civil Section), AAI, Birsai Airport, Gondia (Bid Manager) on behalf of Chairman, A.A.I. from eligible contractors for the work of **“Providing and Operating Vehicles on monthly hire basis at NIATAM, Gondia for a period of two year (2022-24)”** at an estimated cost of **Rs. 14,87,366/- (Including GST)** with completion period of **24 (Twenty-Four) Months**.

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

Aspiring bidders may go through the tender document by login the GeM portal. The tenders will not be accepted in any other form.

Any amendment or corrigendum to the tender document will be posted on GeM Portal only. As the tendering process is online on GeM, it is bidder's responsibility to check for any amendments/corrigendum before submitting bid in GeM Portal.

The bidders are advised to get themselves acquainted with the tendering process on GeM portal which requires registration in GeM Portal obtain 'Login ID' and 'Password' and go through the instructions available in the Home Page after log in to the GeM-portal <https://gem.gov.in>. Bidders shall submit their bids as per scheduled date and time through GeM- portal at <https://gem.gov.in> only.

GeM portal system shall not allow bidders to submit their tender, after the scheduled date and time. Bidders shall submit tender before the schedule deadline specified in GeM bid document or the extended deadline notified by issue of corrigendum, as the case may be.

Tender Processing fee of Rs. 1,180/- (i/c GST) non-refundable will be required to be paid online as per Bank details given below.

Earnest Money Deposit (EMD) of **Rs. 29,747/-** will be required to be paid offline in form of Demand Draft / Bankers cheque / Insurance Surety Bonds/ Bank Guarantee (BG) from Nationalized or scheduled bank (but not from co- operative or Gramin bank).

AAI Bank & Account Details for preparation of Demand Draft / Bankers cheque / Insurance Surety Bonds/Bank Guarantee are as follows: -

Bank Name : [State Bank of India](#)

A/c. No.: [34005404687](#)

IFSC Code :- [SBIN0021465](#)

Branch Detail – Agrasen Gate Gondia (Maharashtra) (Br. Code - 21465)

The original document against EMD (if applicable) should be **Speed Post** to the concerned officials as specified in the tender document. The details of original document physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.



2. Following are critical data/schedule for processing bid online at GeM portal by the bidders: -

CRITICAL DATA SHEET

Publishing Date	21.12.2022
Bid Document Download/ Sale Start Date	As per GeM
Clarification Start Date	As per GeM
Clarification End Date	As per GeM
Bid Submission Start Date	As per GeM
Bid Submission End Date	10.01.2023 up to 1500 Hrs
Last date and time of submission of original document against EMD	13.01.2023 up to 1800 Hrs.
Opening of Technical Bid on the GeM Portal	10.01.2023 at 1530 Hrs.
Opening of Financial Bid on the GeM Portal	To be intimated by GeM.

Technical Bid & Prequalification: -

The Bidder shall submit their Bid/tender on GeM portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio-data in support of meeting each criteria mentioned below. Hard copy of Bid/tender shall not be entertained.

A. Technical Bid & Prequalification containing following:

- i. Scanned copy of screenshot/PDF Copy of Tender Fee payment details and EMD or Scanned copy of valid NSIC/MSME Registration Certificate of relevant category (if applicable).
- ii. Scanned copy of Tender Acceptance Letter on Bidder's Letter Head (as per proforma at pg. PR-1).
- iii. Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iv. Valid Registration on the Date of issue of Tender with appropriate government authorities related to work of providing motor transport vehicles on hire basis.
- v. Scanned copy of 'Undertaking' regarding Blacklisting / Debarment on Bidder's Letter Head (as per proforma at pg. PR-2).
- vi. Scanned copy of GST Undertaking on Bidder's Letter Head (as per proforma at pg. PR-3).
- vii. Scanned copy of EPF & ESI Registration.
- viii. A duly notarized affidavit executed on Rs. 100/- non-judicial stamp paper for compliance of minimum wages (as per proforma given at PR-4).
- ix. Scanned copy of **Form-A** details of similar works completed during last seven years with completion certificate issued by client (as per proforma given at PR-5).
- x. Scanned copy of Financial turnover (Balance sheets and Profit & Loss account) of last 3 years.
- xi. Bidders other than proprietary 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.
- xii. PQ Performa duly filled.

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

- i. 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. 5.95 Lakhs (including GST)** or two works each of **Rs. 3.72 Lakhs (including GST)** or one work of **Rs. 2.97 Lakhs (including GST)** in a single contract of similar nature of **"Providing and operating of vehicles on hire basis"** during last seven years ending on last day of month previous to the one in which tenders are invited.

The details of similar works completed during last seven years in the given format **"Form-A"** with supporting documents issued by client.



Note: -

1. The Experience Certificates of works completed pre-GST era, Completion amount will be divided by 1.12 (to exclude pre-GST taxes) to make it at par with experience certificates of post GST era but excluding GST.
2. Experience gained by executing work on back-to-back contract/Sub-contract basis is acceptable in the following conditions:
 - (a) Work should be actually executed by the second agency (sub-contractor) with due concurrence of the owner as tripartite agreement/ written approval. It should be backed by valid agreement and experience certificate.
 - (b) Payments received by second agency should be reflected in TDS certificates.
3. Experience gained in composite works for the specialized nature of works were executed by main contractor either by in-house expertise & experience or by engaging the specialized agencies with the approval of main client as per contract conditions. In such cases, main contractor as well as specialized agency both get the experience certificate for the same work from their respective client(s) i.e. main contractor for composite work along with specialized works from owner and specialized agency for specialized work(s) from the main contractor.

In this situation, the experience certificate of either specialized agency or main agency having in-house expertise & experience, who has actually executed the specialized work(s), shall be considered for Technical/Pre-qualifying criteria in similar specialized nature of work(s).

“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 previous day of last day of submission of bids”.

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) along with 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 Average Annual Financial Turnover of **Rs. 2.23 Lakhs (including GST)** against works executed during last three years ending 31st March of the previous financial year. Tenderers shall be submitted Balance sheet and Profit & Loss account statement. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

EMD :-

Original document against EMD (if applicable) to be sent to **Asstt. General Manager (Engg-E)/IC Civil Section, Airports Authority of India, Birsi Airport, Gondia, Maharashtra-441601** on or before the date and time as specified in **CRITICAL DATA SHEET** of tender document. **Tender of the tenderers whose EMD (if applicable) is not received by the time as specified in the tender document, then their tenders will be summarily rejected. Any postal delay will not be entertained.**



Refund of EMD

EMD of unsuccessful bidders received shall be refunded to agency's registered address through speed post within 7 days of their rejection. For all bidders whose financial bids are opened the refund of EMD except for L1 bidder shall be refunded to agency's registered address through speed post within 7 days.

Financial Bid through GeM portal.

- (i) In Financial Bid, the bidder has to quote the total amount for carrying out the work of all BOQ items i.e. **Price is to be quoted for entire scope of work for Two Years.**
- (ii) **Bidders are required to upload "Item wise Price Breakup of quoted amount" on GeM portal as per the format which is available for download as pdf (BOQ) and also upload Price Breakup in Excel file** available in GeM portal failing which, the bid will be rejected. Bidders has to check and confirm the final amount both in figures and words before submitting the bid which shall mandatorily match with total amount on GeM Portal Financial Bid. Bidders to note that this price breakup shall not be a part of L1 evaluation. However, the price breakup document uploaded by the bidder will be considered as part of the contract.
- (iii) If the total quoted amount (sum of Item-wise Price Breakup) of the bidder is different from their quoted amount on GeM portal, then bidder shall be disqualified.
- (iv) If there is a discrepancy between words and figures, the amount in words shall prevail.

Bid once uploaded shall be final and no amendment there shall be permitted thereof. One bidder shall submit only one Bid.

3. Bid submission: -

The tenderer shall submit their bid only at GeM Portal: <https://gem.gov.in>. Tenderer/Bidders are advised to follow the instructions 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 to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. Tenderer who has downloaded the tender from GeM Portal website <https://gem.gov.in> shall not tamper/modify the tender form in any manner. In case if the same is found to be tampered/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 :-

Technical bid and Pre-qualification:

- a. Documents as per Para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened online through GeM Portal on date & time mentioned in CRITICAL DATA SHEET or as per intimation of Bid Opening Date and time to the bidders.
- b. All the uploaded statements, documents, certificates, etc. uploaded on the GeM Portal by the bidders shall be verified for PQQ/ Technical Evaluation.
- c. PQQ/ Technical Bids of the bidders shall be scrutinized by AAI, Gondia to ensure that the same



are in conformity with the requirements of the tender documents.

- d. If the bidder has any query related to the Bid Document of the work, they should use 'Seek Clarification' on GeM Portal to seek clarifications. No other means of communication in this regard shall be entertained.
- e. If any clarification is needed from the tenderer about the deficiency in his uploaded documents in Technical Bid, he will be asked to provide it through GeM portal, if required. 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.
- f. The intimation regarding acceptance/rejection of their bids will be intimated to the tenderers through GeM portal.

Financial Bid:

Financial bid of the tenderers found to be meeting the PQQ/Technical criteria and qualifying requirements shall be opened electronically at GeM Portal. **The date and time for opening of Financial bid shall be intimated through GeM 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 performance at ongoing project(s) is below par and usually poor and has been issued letter of Restrain / Temporary/ Permanent debarment/ black listing by any department of AAI or Central/ State Govt. Depts./PSUs/World Bank/ADB etc. **AAI reserves the right to verify the credentials submitted by the tenderer 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 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. No contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by the AAI/MoCA/DoE (Debarment applicable for all Ministries/ Departments). Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract. Even in the cases of risk purchase, no contract should be placed on such debarred firms.

If case, any debar firms has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.

Contracts concluded before the issue of the debarment order shall not be affected by the debarment Orders.

The terms "banning of firm", 'suspension', 'Black-Listing' etc. convey the same meaning as of "Debarment".

10. Consortium / JV Companies shall not be permitted.
11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.



12. Concession to Indian, Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., to be given as per the provision of Public Procurement Policy for MSEs order 2012 with upto date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work.
13. **Tenderers have to submit UDIN generated documents like Balance Sheet/Turnover certificate, Tax Deduction at Source (TDS) Certificates for Non- Govt. works etc. as per NIT conditions duly certified by CA and having UDIN. The documents submitted by bidders without UDIN shall not be entertained.**

Sd/-

AGM (Engg.-E) / In-Charge (Civil Section),
AAI, Birsi Airport, Gondia
For and on behalf of the Chairman
Airports Authority of India