

NOTICE INVITING E-TENDER

(Tender Id : 2018_AAI_7956_1)

File No.: AAI/BGM/Engg-E/2017-18/

Date: 19.02.2018

Item rate tenders are invited through the e-tendering portal by Asst. General Manager (Engg. – Elect)- Planning, EIC-Belagavi Airport, Airports Authority of India, RHQ, SR, Chennai Airport, Chennai – 600027, on behalf of Chairman, A.A.I from the eligible contractors for the work of **“Job Contract for 02 nos. Data Entry Operators for EMD and APD Office at Belagavi Airport”**. for an Estimated Cost of **Rs. 5,02,170/-** (Including GST) with period of completion **01 (One Year)** The scope of work includes **“Job Contract for 02 nos. Data Entry Operator for EMD and APD Office”**.

1. The tendering process is online at NIC e-Portal URL address <http://etenders.gov.in/eprocure/app.or> www.aai.aero. Aspiring bidders may download and go through the tender document by login CPP Portal.
2. Prospective Tenderers are advised to get themselves register at CPP Portal, obtain ‘User ID’ & ‘Password’ and go through the instructions available in the Home Page after log into 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-tender/help desk support](http://aai.aero/tender/e-tender/help%20desk%20support).

i) For any technical related queries please call the helpdesk. The 24x7 help desk details are as below:-

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

e-Mail: support-eproc@nic.in

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

ii. 08.00 hrs to 200hrs (Mon-Sat) 011 – 24632950, Ext-3512(Six lines), e-Mail : eprochelp@aai.aero

iii. 09.30 hrs to 1800 hrs (Mon – Fri) 011-24632950 Ext-3523, e-Mail: snita@aai.aero

iv. 09.30hrs to 1800 hrs (Mon- Fri) 011-24657900, e-Mail: gmitichq@aai.aero

Tender fee of **Rs. 1180/-** (i/c GST) Non- Refundable will be required to be paid offline in the form of Demand draft from Nationalized or any Scheduled Bank (but not from Co-operative or Gramin Bank). The original Demand Draft against Tender fee and EMD should reach by post/ courier/ given in person to the concerned officials, within 3 days of the last date of bid submission or as specified in the Tender Document. The details of Demand Draft / any other accepted instruments, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

3. The Following 3 covers shall be submitted through online at CPP-portal by the bidder as per the following schedule:

CRITICAL DATA SHEET

1. Publishing Date	20.02.2018 From 16:00 hrs
2. Bid Document Download/ Sale Start Date	21.02.2018 From 09.30 hrs
3. Clarification Start Date	21.02.2018 From 09.30 hrs
4. Clarification End Date	28.02.2018 Upto 18:00 hrs
5. Bid Submission start Date	21.02.2018 From 09.30 hrs
7. Bid Submission End Date	28.02.2018 Upto 18:00 hrs
8. Last Date for Offline submission of original EMD, Unconditional acceptance letter, tender fee and other offline supporting documents as per NIT.	06.03.2018 Upto 18:00 hrs
9. Bid Opening Date: Cover - I	07.03.2018 at 11:00 hrs
10. Bid Opening Date : Cover - II	To be intimated later on through CPP Portal
11. Bid Opening Date : Cover - III	To be intimated later on through CPP Portal
12. Tender Fee	Rs. 1180/- (i/c. GST) Non refundable
13. EMD	Rs 10,043/- (i/c GST) In the form of Demand Draft/FDR/ (as applicable)

Cover I: - containing following documents required

- (a) Scanned copy of earnest money deposit (EMD) of value **Rs. 10,043.00** in the form of Demand Draft. (For EMD exemption, refer para 11 of special condition).
- (b) Scanned copy of Tender fee of value **Rs. 1180.00** in the form of Demand Draft.
- (c) Scanned copy of duly signed Unconditional Acceptance of AAI's Tender Conditions as per Annexure-III.
- (d) Scanned copy of Valid EMD Exemption letter along with letter of undertaking from the depositor to Bank if applicable./ Valid Registration certificate of MSE's which are registered under MSME act if applicable (For EMD exemption, refer para 11 of special condition) & declaration form given in Annexure "MSME-A" duly attested by Notary Public.
- (e) Authorization Letter/Power of Attorney/Undertaking if the Agency is a Proprietary concern.

Cover - II: - Containing qualifying requirements of Contractor / Firm: -

The tenderer shall submit their application only at CPP portal <https://etender.gov.in/procure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents along with scanned copy of demand draft for tender fee. 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.

Qualifying requirements of contractors / firms

- i. Agency should have Permanent Account Number (PAN).
- ii. GST registration certificate.
- iii. Agency May also submit EPF & ESIC registration, which will be essential before processing the bill.
- iv. GST Undertaking (as given in Annexure B)
- v. Valid registration certificate of MSE's which are registered under MSME act if applicable.
- vi. Should have valid Registration on the Date of Submission of bid through e-portal in appropriate class of CPWD/ MES/ P&T/ Railways/ State PWD/ PSU/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata / Agency Specialized in the similar nature of work

OR

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. 2,008,68.00** or two works, each of **Rs. 2,51,085.00** or one work of **Rs. 4,01,736.00** in single contract of similar nature of work (i.e. "Providing data entry operator/skilled man power)". **during last seven years ending on submitted or extended date of submission in India.**

"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".

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. **Firms showing work experience certificate from non- government / non-PSU organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.**

- vii. Should have Annual average financial turnover of **Rs. 1,50,651.00** 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 firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- viii. Should possess documentary proof of owning and possessing required machinery and T&P shall also be submitted along with the application. Ownership can be either freehold or lease hold. In case agency do not have their own or possess required plant and machinery, an undertaking to this effect that the same shall be provided either by purchase or lease hold basis if work is awarded to them, to be submitted along with the application and deployment shall be as per requirement at site decided by the Engineer In-Charge.
- ix. Digitally signed complete tender document.
- x. E – Payment details as per 'Annexure – II'.
- xi. Minimum wages affidavit as per 'Annexure – IV'.

Cover - III: 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 bidders. Bidders are required to download the BOQ file, open it and complete the grey 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.

1. MODE OF SUBMISSION OF ORIGINAL EMD, TENDER FEES AND HARD COPY OF UNCONDITIONAL ACCEPTANCE LETTER:

Original EMD, tender fees and hard copy of signed Unconditional Acceptance of AAI's Tender conditions to be sent to the Office of Asst. General Manager (Engg. – Electrical)-Planning, Airports Authority of India, RHQ, SR, Chennai Airport, Chennai – 600027, and should reach to Bid Manager before the date & time mentioned in CRITICAL DATA SHEET. Tender of the tenderer whose EMD and unconditional acceptance of AAI's tender conditions are not received before the date & time mentioned in CRITICAL DATA SHEET, then their tenders will be summarily rejected. Any postal delay will not be entertained.

The details of the Earnest Money Deposit (EMD) and Unconditional Acceptance letter document submitted physically to the Bid manager and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

2. Bid Opening Process is as below:-

Cover-I: Containing Documents as per Cover 1 (uploaded by the contractors / firms) shall be opened as per CRITICAL DATA SHEET. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal.

Cover-II: Technical bid opening date shall be as mentioned in CRITICAL DATA SHEET. (Depending on pre-qualification, any changes in the date shall be intimated through CPP portal). If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover - I and Cover - II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

Cover-III: The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be opened as per CRITICAL DATA SHEET. (Depending on Cover II evaluation the date shall be intimated through CPP Portal).

3. 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.
4. 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 reserve 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:
 - (i) Forfeit the entire amount of EMD submitted by the firm.
 - (ii) The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual /legal action.

5. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
6. Purchase preference to Central Public Sector undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
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 limited company. Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.

Asst. General Manager (Engg. – Elect)-Planning,
Airports Authority of India,
RHQ, SR, Chennai Airport,
Chennai – 600027,

-Sd/-

Asst. G.M. (Engg-E)-Plg
RHQ, SR, AAI, Chennai Airport

PQ-PROFORMA AND FIRMS BIO-DATA

(For Single Firm only)

Refer 6.2 of E-NIT

Name of Work “ Job Contract for 02 nos. Data Entry Operator for EMD and APD Office at Belagavi Airport ”		
1.0	Name, Address, Organization ID, Tel./Fax No. & e-mail address of Bidder	
2.0	Cover-I shall contain scanned copy of	
2.1	Unconditional Acceptance Letter	Copy enclosed YES/NO
2.2	Authorization letter/Power of attorney (if applicable).	Copy enclosed YES/NO
2.3	Scanned copy of EMD	
2.4	Scanned copy of Tender fees	
2.5	Declaration of MSME as per Annexure “MSME A”	
2.6	Competency certificate if applicable	
3.0	Cover-II	
3.1	Registration details of the firm	
3.2	PAN No. of the firm	
3.3	Experience certificate details	
3.4	GST Reg No.	
3.5	Work No. 1	
3.5.1	Name of Work Similar nature of work Job Contract for 02 nos. Data Entry Operator for EMD and APD Office during last seven years ending on the date of E-Bid submission/Extended date of submission (client’s satisfactory completion certificate to be attached)	
3.5.2	Date of Start	
3.5.3	Date of Completion (Stipulated)	
3.5.4	Date of Completion (Actual)	
3.5.5	Completion Cost	
3.5.6	TDS Amount, if applicable.(Copy to be attached)	

3.6	Work No. 2	
3.6.1	Name of Work Similar nature of work Job Contract for 02 nos. Data Entry Operator for EMD and APD Office during last seven years ending on the date of E-Bid submission/Extended date of submission (client's satisfactory completion certificate to be attached)	
3.6.2	Date of Start	
3.6.3	Date of Completion (Stipulated)	
3.6.4	Date of Completion (Actual)	
3.6.5	Completion Cost	
3.6.6	TDS Amount, if applicable. (Copy to be attached)	
3.7	Work No. 3	
3.7.1	Name of Work Similar nature of work Job Contract for 02 nos. Data Entry Operator for EMD and APD Office during last seven years ending on the date of E-Bid submission/Extended date of submission (client's satisfactory completion certificate to be attached)	
3.7.2	Date of Start	
3.7.3	Date of Completion (Stipulated)	
3.7.4	Date of Completion (Actual)	
3.7.5	Completion Cost	
3.7.6	TDS Amount, if applicable. (Copy to be attached)	
3.8	Annual Financial Turnover (Copy to be attached)	
3.8.1	Year 2014-15	
3.8.2	Year 2015-16	
3.8.3	Year 2016-17	
3.8.4	Average	
4.0	Cover-III financial bid through E-tendering portal	To be filled in e-tendering portal item rate section only. No copy should be given
4.1	Details of any other information	

Place:

Date:

Signature
Authorized Signatory of the Contractor/Firm

DECLARATION

I, (_____) hereby declare that the documents submitted/enclosed 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.

Place:

Date:

Signature:

Authorized Signatory of the Contractor/Firm