

AIRPORTS AUTHORITY OF INDIA

Department of Air Traffic Management

CCSI Airport Lucknow

e-Notice Inviting Tender

TENDER ID NO. : 2020_AAI_65312_1

AAI/LKO/ATM/NIT/2020-21/

DATE- 22.12.2020

1. Job rate E-tenders are invited through the e-tendering portal by **The Airport Director, Airports Authority of India, CCSI Airport Lucknow** on behalf of Chairman, AAI, from the eligible firms/contractors for the work of "Job contract for Providing 01(One) Data Entry Operator In RNFC-Section OF ATM Department at Lucknow Airport for one year" at an estimated cost of **Rs.2,78,787/- in words Rs. Two Lac Seventy Eight Thousand Seven Hundred Eighty Seven only (Excluding GST, EPF, ESIC and bonus) with completion period of 12 (Twelve) months with a provision for further extension of one year subject to satisfactory performance of 1st year.**

The tendering process is on line at e-portal URL address <https://www.etenders.gov.in/eprocure/app>. or www.aai.aero. Aspiring bidders may download and go through the tender document.

Prospective Tenderers are advised to get themselves registered 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://www.etenders.gov.in/eprocure/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/helpdesk/support).

- (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 e-mailing 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 20:00 Hrs (Mon-Sat),
011-24632950, Ext-3512 (Six Lines), E-mail: eprochelp@aai.aero
- (iii) 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
- (iv) 09:30 Hrs to 18:00 Hrs (Mon- Fri), 011-24657900 E-mail: gmitichq@aai.aero

In case of technical support regarding e-tender portal, if AAI help-desk is non-responsive, the bid manager can be contacted on all working days from 0930-1800 hrs.

2. Details of Work

Name Of Work	Job contract for Providing 01(One) Data Entry Operator In RNFC-Section OF ATM Department, AAI, CCSI Airport Lucknow for one year.
Estimated Cost	Rs. 2,78,787/- In Words- Rs. Two Lac Seventy Eight Thousand Seven Hundred Eighty Seven only(Excluding GST, EPF, ESIC and Bonus)* <i>*To be paid as per actual on reimbursement basis</i>
EMD	Rs. 5576/- (In Words- Rs. Five Thousands Five Hundred Seventy Six Only) <i>To be paid online through CPP Portal Payment Gateway only</i>
Contract Period	12 Months
Tender Fee	Rs.1180/-
Last Date OF Bid Submission	12.01.2021

3. Scope of Work:

- 3.1 Data entry of all Schedule Arrival and Departures in Navayuga-AIMS on daily basis.
- 3.2 Data entry of all Non-Schedule Arrival and Departures in Navayuga-AIMS on daily basis.
- 3.3 Data entry of all Non-billable overflying movements in Navayuga-AIMS on daily basis.
- 3.4 Scrutiny and verification of Navayuga-AIMS data for raising of bills.
- 3.5 Timely preparation of various reports required by RHQ/CHQ fortnightly or monthly.
- 3.6 Any other clerical or data entry related work assigned by ATS In-Charge on daily basis.
- 3.7 a. Working Days: Six days per week excluding National and Gazetted Holidays.
b. Weekly Off: One weekly off per week on day as per ATM-office requirement.
c. All other kind of leaves viz. Casual leave, Earned Leave, Medical or Restricted holidays etc. shall be under the obligation of Vendor/Contractor only.
- 3.8 All the expenses related to issue of entry passes and other consumables (viz. uniform etc.) shall be under the obligation of Vendor/Contractor only.

4. Tender Processing Fee of **Rs. 1180/-(including GST) non-refundable** required to be paid online through CPP Portal Payment Gateway only. The scan copy of payment details to be uploaded along with the bid documents.

5. CRITICAL DATA SHEET

Publishing Date	29.12.2020 at 1600 hrs.
Bid Document Download / Sale Start Date	29.12.2020 at 1600 hrs.
Clarification Start Date	29.12.2020 at 1600 hrs.
Clarification End Date	05.01.2021 upto 18:00 hrs.
Bid Submission Start Date	29.12.2020 at 1600 hrs.
Bid Submission End Date	12.01.2021 upto 18:00 hrs.
Bid Opening Date (Envelope- I)/ Technical Bid.	14.01.2021 at 11:30 hrs.
Bid Opening Date (Envelope-II) /Financial Bid	To be intimated on CPP Portal

6. **Envelope I (Technical Bid):** - Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions, Tender fee and EMD. The tenderer shall submit their application only at CPP portal <https://www.etenders.gov.in/e procure/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 of tender fees and EMD payment.

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

Pre-qualification requirements for contractors/firms for Technical Bid:-

- i) Agency should have Permanent Account Number (PAN) and GSTIN No (As a proof, agency/firm will have to submit self attested copy of PAN Card and GST Registration etc.)
AND
- ii) Agency should have valid Registration in appropriate category "similar nature of work" on the Date of issue of Tender in appropriate class (financial limit of the registration should cover the proportionate value of one year as per estimated cost of the work) of CPWD/MES/P&T/Railways/State PWD/PSU/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata.

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 value not less than **Rs. 1.11 Lacs/-** or **two works** each of value not less than **Rs.1.39 Lacs** or **one work** of value not less than **Rs.2.23 Lacs** in single contract of similar nature of work during last seven years ending on last date (extended date, if any) of submission of bids 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.**
AND

- iii) Should have annualized average financial turnover of **Rs.83636/-** against works executed during the last three years ending on 31st March 2020. 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.**
AND
- iv) Should have valid registration of EPF and ESI (As a proof, agency/firm will have to submit self attested copy of EPF and ESI registration certificate)

AND

- v) Affidavit / Undertaking as per Performa given in Annexure 1 to 5 of tender document **AND**
- vi) The PQQ Performa / checklist as per 'Annexure-A' (duly filled and signed) shall be submitted by the tenderers.

7. 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 bidders. Bidders are required to download the BOQ file, open it and

Complete the 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.

8. Bids Opening Process is as below:-

Envelope-I: - Envelope-I opening date shall be as mentioned in **CRITICAL DATA SHEET**. (Envelope-I shall contain scanned copy of payment receipt of Tender Fees & EMD, Unconditional Acceptance of AAI tender conditions along with the other qualifying documents required).

The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal. Envelope-I shall contain scanned copy of Pre-qualification documents, Scanned copy of duly notarized affidavit on Non-Judicial stamp paper of Rs 100 regarding compliance of minimum wages, scanned copy of duly notarized declaration on non-judicial stamp paper of Rs 100 regarding black listing/debarring of firm, scanned copy of undertaking on GST and digitally signed Tender Document).

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope-I, 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.

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

9. 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.

10. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project(s) is below par and usually poor OR 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.
11. Consortium/ JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
 12. Purchase preference to Central Public Sector undertaking and to the firms registered under MSME Act shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
 13. Concessions to Indian Micro & Small Enterprises (MSEs) units will be given as per the provisions (para-10) of public procurement policy for MSE's order 2012. MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/KVIB/ Directorate of Handicraft and handloom etc.

Encl.: Annexure-A (Check List)
Annexure-B (INSTRUCTIONS FOR ONLINE BID SUBMISSION)

Airport Director
Airports Authority of India
CCSI Airport Lucknow
For & on behalf of Chairman, AAI