



Notice inviting e-tender

Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.

Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020



**भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
कोल्हापूर हवाईअड्डा, कोल्हापूर – 416004
KOLHAPUR AIRPORT, KOLHAPUR - 416004**

**सूचना आमंत्रित ई - निविदा
Notice Inviting E-Tender**

“Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.”.

Tender ID: 2020_AAI_60575_1

Tender Ref. No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

ई-निविदा शुल्क : रु 1120/-(Inclusive of GST @ 12%)

E-TENDER FEE: Rs. 1120/-(Inclusive of GST @ 12%)

Name of Bidder:

Address of Bidder:

**CNS In-Charge,
For Airport Director,
Airports Authority of India,
Kolhapur Airport
KOLHAPUR - 416004
Telephone:0231-2677704
Email: cnsicvakp@AAI.AERO**



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NOTICE INVITING E-TENDER

[2 (Two) covers open bid]

1. E-tenders in the prescribed form are invited through the e-tendering portal by **The Airport Director, Airports Authority of India, Kolhapur Airport, Kolhapur - 416004**, on behalf of Chairman AAI from the "**Reputed Contractors/Agencies**" for the work of "Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport." at an estimated cost of **INR 2,25,920/- (Rupees Two Lakhs Twenty Five Thousand Nine hundred and Twenty only) excluding applicable GST and Statutory charges (EPF, ESI, Bonus, etc.)** with the period of completion of **Six months from the date of agreement of the contract (i.e.) service commencing date.**
2. The tendering process is available online at e-portal URL Address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Aspiring bidders can download and go through the tender document.
3. 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://etenders.gov.in/eprocure/app> or www.aai.aero. They should also obtain digital signature certificate in parallel which is essentially required for submission of their application. The process normally takes 03 days' time.
 - a. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 Mobile: 918826246593
E-Mail: support-eproc@nic.in
Note- 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 issues/clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.
 - b. In order to facilitate the Vendors / Bidders as well as internal users from AAI, Help desk services have been launched between 0800-2000 hours for the CPPP under GePNIC <http://etenders.gov.in>. The help desk services shall be available on all working days (Except Sunday and Gazetted Holiday) between 0800-2000 hours and shall assist users on issues related to the use of Central Public Procurement Portal (CPPP).
 - i. Before submitting queries, bidders are requested to follow the instructions given in "Guidelines to Bidders" and get their computer system configured according to the recommended settings as specified in the portal at "System Settings for CPPP".



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ii. In case of any issues faced, the escalation matrix is as mentioned below:

#	Support persons	Escalation Matrix	Email address	Contact numbers	Timings*
1	Help desk team	Instant Support	eprochelp@aai.aero	011-24632950, Ext-3512	0800-2000Hrs (Mon-Sat)
2	Sanjeev Kumar, Mgr.(IT)	After 4 Hrs. of Issue	etendersupport@aai.aero sanjeevkumar@aai.aero	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
3	Prabhakar Bajpai Jt.GM(IT)	After 12 Hrs	prabhakar@aai.aero	011-24629344	0930-1800 Hrs. (MON-FRI)
4	General Manager(IT)	After 03 Days	gmitchg@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

*The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.

The mentioned help desk numbers are intended only for queries related to the issues on e-procurement portal and help needed on the operation of the portal.

- 4. Tender fee of INR 1,120/- (Rupees One Thousand One Hundred and Twenty Only) including GST Non-refundable and EMD of INR Rs. 4,518/- (Refundable) will be required to be paid by way of online payment through SBI gateway provided at the CPP Portal itself. The tenderer who fails to deposit the tender processing fee before the stipulated time shall be rejected outright. (Detailed SOP for online payment of EMD & Tender Fee provided in Annexure – X)**
- 5. Following 2(Two) covers mentioned in para 6 & 7 shall be submitted through online at CPP-portal by the bidder as per the following schedule.**

CRITICAL DATA SHEET

Publishing date	Date: 22.10.2020
Bid document download / sale start date	Date: 23.10.2020 From 0930 Hrs
Seek Clarification start date	Date: 23.10.2020 From 0930 Hrs
Seek Clarification end date	Date: 29.10.2020 Upto 1700 Hrs
Bid submission start date	Date:23.10.2020 From 0930 Hrs
Bid submission end date	Date:04.11.2020 Upto 1730 Hrs
Last date for the bidders to visit CNS Dept., Kolhapur Airport if required. (Please see para 10 of Section-A of the tender document for the timings for the visit.)	Date:01.11.2020 Upto 1700 Hrs



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Bid opening - Envelope –I(Technical Bid)	Date: 06.11.2020 At 1500Hrs
Bid opening – Envelope –II (Financial Bid)	Date: 12.11.2020 At 1500Hrs
Tender Fee	INR 1120/- (Rupees One thousand One Hundred and Twenty Only) including GST “Non-refundable” to be paid by way of online payment through SBI gateway provided at the CPP Portal itself).
EMD	INR 4518/- (Rupees Four Thousand Five Hundred and Eighteen Only) to be paid by way of online payment through SBI gateway provided at the CPP Portal itself). – Refundable.

AAI shall not entertain any queries on such subject after the “seek clarification end date”. All bidders are advised to upload the tender well in advance to avoid last minute issues.

6. Cover – I (Technical Bid): -

Containing qualifying requirements of contractor /firm

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.

Once the bidder has submitted the digitally signed file of tender document along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/conditions(s) in/along with the Tender Document.

They are required to upload the digitally signed file of scanned documents **along with scanned copy online payment receipt of tender fee of Rs.1120/- and EMD of Rs. 4518/-**. 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.

a. Qualifying requirements of contractors /firms:

- i. The bidder should be "**Reputed Contractors/Agencies**".
- ii. Scanned copy of Unconditional Acceptance of AAI’s Tender Conditions. (as per ANNEXURE-I)
- iii. Bidder firm shall submit an undertaking as per Annexure-III stating its firm or its partners or its Directors have not been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund/ World health Organization etc., or any Indian State/Central Governments Departments or Public Sector Undertaking of India.
- iv. Agency should have PAN and GST registration number.
- v. Unconditional Acceptance of AAI tender conditions as per **Annexure – I of tender documents**.
- vi. **Valid PSU/SSI registered with NSIC certificate.**



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The bidders seeking EMD exemption as applicable to PSU /SSI or registered with NSIC/MSME shall pay the tender fee only. Supporting Document to be uploaded in Cover I- (Prequal /Technical). During Technical bid evaluation, the EMD Exemption will be granted to PSU/SSI or NSIC/MSME registered firm. In case the PSU/SSI or NSIC/MSME documents found to be invalid during evaluation, the bid of such bidder shall be rejected.

- vii. The bidder should have successfully completed Job contract for conservancy work in the **last 2 years**, to Government Departments or Public Undertakings or Private sectors (within India), meeting any one of the following criteria:
1. Three orders each of value more than or equivalent to **INR 90,368/- (Rupees Ninety Thousand Three Hundred & Sixty Eight Only)** or
 2. Two orders each of value more than or equivalent to **INR 1,12,960/- (Rupees One Lakh Twelve Thousand Nine Hundred & Sixty Only)** or
 3. One order of value more than or equivalent to **INR 1,80,736/- (Rupees One Lakh Eighty Thousand Seven Hundred & Thirty Six Only)**
- viii. Bidder should have annualized average financial turnover of at least **INR 67,776/- (Rupees Sixty Seven Thousand Seven Hundred and Seventy Six Only)** against works executed during the last **two financial years ending 31st March of the previous financial year**. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for **last two years** should be submitted along with the application. **Firms showing continuous losses during the last two years in the balance sheet shall be summarily rejected.**
- ix. Duly self-attested Copy of valid Registration for working manpower.
- x. Duly self-attested Copy of EPFO Registration.
- xi. Duly self-attested Copy of ESIC Registration.

EMD of the value of Rs. **4518/-** shall be paid by way of online payment through SBI gateway provided at the CPP Portal itself. The tenderer who fails to submit the EMD before the stipulated time shall be rejected outright. Bidder shall ensure himself the online transaction regarding EMD submission shall be completed successfully before due date.

Refund of EMD: EMD to unsuccessful tenderers received thorough bank transfer mode (RTGS/NEFT) shall be refunded online through the same mode only and it shall be refunded in the Bank Account whose details are provided on the portal at the time of submission of the tender. The refund of EMD to bidder who fail to qualify the eligibility / technical stage shall be initiated automatically within 7 days of their rejection. For all bidders who qualify and their financial bids are opened the refund of EMD of all vendors except L-1 shall be processed within 7 days of opening of the financial bid.

All other requirements as mentioned in the tender document need to be submitted in the cover – I (Technical envelope).

7. **Cover II – (Financial):** All rates shall be quoted in the item rate BOQ format provided. 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 “blue” 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. All terms and conditions mentioned in the tender in this regard need to be



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complied.

8. Government e-Procurement system shall not allow bidders to upload their e-tender, after the scheduled date & time. Bidders shall upload e-tender before the deadline specified in this e-tender document. The Technical bids and the Price bids will be opened online by AAI at the time and date as scheduled for the same. All the Statements, documents, certificates etc, uploaded by the bidders shall be downloaded and verified for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in CPP Portal. The result of Technical bid & Price bid evaluations shall be displayed on CPP Portal URL address www.etenders.gov.in and shall be visible to all the bidders who participated in this-Tender.
9. Online E-Tendering General Guidelines:
 - a. System shall not permit upload of bids after the scheduled time of uploading.
 - b. The bidder may correct, modify or withdraw his bid after up loading but prior to scheduled last date & time of up loading of Technical and Price bids.
 - c. Subject to Clause above, no bid shall be modified subsequent to the schedule time of uploading of bids.
 - d. To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in CPP E-Tendering portal.
 - e. No post bid clarification / confirmation of compliance at the initiative of the bidder shall be entertained.
 - f. The bid uploaded on CPP E-Tender portal will only be considered for evaluation.
 - g. No hard copy of the bid shall be entertained.
1. Bids Opening Process is as below
 - a. **Cover – I: (Technical Bid):** Cover-I of only those bidders who meet the requirements mentioned in the (NIT) para 4 and (Sec-C) 20 will be opened. Documents uploaded by the contractors / firms shall be opened as per **CRITICAL DATA SHEET**. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover - I, bidders may be asked to provide the same through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.
 - b. **Cover – II (Financial):** The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall only be opened as per CRITICAL DATA SHEET. (Depending on evaluation of previous covers, any changes in the date shall be intimated through CPP portal).
2. 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.
3. AAI reserve 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



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verify the credential submitted by the agency at any stage (before or after the award of 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.
4. No single firm shall be permitted to submit two separate applications.
5. Concessions to Indian **Micro, Small & Medium Enterprises (MSMEs)** units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and handloom etc will be given as per the provisions (para-10) of public procurement policy for MSEs Order 2012, **MSMEs [Micro, Small & Medium Enterprises]** registered with DIC/NSIC/KVIC/KVIB/Directorate of handicraft and handloom etc.
- Note: - MSEs seeking exemption and benefits should enclose an attested / self certified copy of valid registration certificate, giving details of such validity stores / services etc. in Cover –I (Technical Bid), failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSME/NSIC/MSEs.
6. Amendment to Tender document: At any time, prior to scheduled date of Uploading of bids, AAI if it seems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this e-tender, it may issue addendum / corrigendum to this e-tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this e-tender and binding on the bidders. Addendum / corrigendum will be notified through NIC CPP Portal URL address www.etenders.gov.in. It is bidder's responsibility to check for any amendment/corrigendum on the AAI website URL Address www.aai.aero or check for the same CPP Portal before submitting their duly completed bids.
7. **Clarifications of Bid Documents:**
- a. Bidder, requiring any clarification of the e- tender Document, may upload their queries, if any, through NIC CPP Portal URL address www.etenders.gov.in
 - b. Request for clarifications received from bidders shall be responded by AAI till the schedule indicated in **CRITICAL DATA SHEET** in this NIT document or as extended thereto by AAI.
 - c. Replies to clarifications by AAI will be uploaded through NIC CPP Portal URL address www.etenders.gov.in The bidders are advised to visit portal regularly.
 - d. Clarifications and other documents, if and when issued by AAI, shall be in relation to the e-tender and hence shall be treated as their extension.
 - e. AAI makes no representation or warranty as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
 - f. In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, AAI may, at its discretion, extend the deadline for the Up



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loading of bids suitably.

8. **e-Tendering Procedure System Requirements:** Bidders may go through NIC CPP Portal URL address www.etenders.gov.in →Downloads →Resource Required.
9. Updated help desk information and other NIC portal guidelines: Bidders may go through NIC CPP Portal URL address www.etenders.gov.in →Contact us for latest helpdesk numbers and advised to go through NIC CPP Portal URL address www.etenders.gov.in →Downloads for all other guidelines and procedures.
10. **In-line with (NIT) para 4 , (Sec-A) para 3.5 and (sec-C)para 20,. Only those bids meeting this requirement will be considered for Cover-I opening and evaluation. Bids of those who have not submitted the above within the deadline will not be opened.**

***CNS In-Charge,
For Airport Director,
Airports Authority of India,
Kolhapur Airport, Kolhapur,
Maharashtra – 416004.***



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SECTION A

GENERAL INFORMATION AND GUIDELINES:

1. Purpose and Scope of Tender Document:

- 1.1** This tender sets out the terms and conditions to be met for “Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.”.
- 1.2** AAI reserves the right to vary the number of manpower requirements to the extent of 50%.
- 1.3** The tender must be valid for a minimum of 180 days from the date following the date of opening of the Cover – I (Technical Bid).

2. Tender Document:

- 2.1** The tender document consists of three Sections, ie. **Section-A** - General Information and Guidelines; **Section-B** - Terms & Conditions and **Section-C** – Special conditions of the contract and related annexure. The bidder should go through all these sections of the tender document and must comply with each clause of all the three sections.
- 2.2** The instructions given in the tender document are binding on the bidder and submission of the tender will imply unconditional acceptance of all the terms & conditions by the bidder.
- 2.3** All documents that are readable, should be submitted in pdf format properly arranged in sequence as mentioned in the tender document.

3. Tendering Procedure:

- 3.1** All tendering procedures and other guidelines have been given in the “Notice inviting e-tender”.
- 3.2** One bidder shall submit only one tender.
- 3.3** Clarification on terms and conditions, if any, related to Financial Bid or on any other laid down requirements of this tender shall be clarified by the bidder indicating the para no. and page no of the Tender document before uploading the financial bid.
- 3.4** Non submission of any of the documents or submission of any of the documents in a manner which is in non-conformance with the relevant clause of the tender document in Cover-I (Technical), Cover- II (Financial) may result in rejection of tenders.
- 3.5 Cover-I (Technical Bid):** The following documents must be uploaded in the Cover-I (Technical). **All the documents should be signed with seal and scanned.** Scanned documents shall be up loaded by the bidder in readable form only in PDF format.
 - 3.5.1.** Scanned copy of online payment receipt of **tender fee and EMD.**
 - 3.5.2.** Necessary certificates copies if tender fee & EMD exemptions are sought (All the bidders’ bids ,those who have not uploaded the copies of the online receipt of tender fee , EMD and necessary certificates for the exemptions claimed will be summarily rejected).
 - 3.5.3.** Duly self-attested copy of the PAN card.
 - 3.5.4.** GSTN Registration number with registration acknowledgement copy
 - 3.5.5.** Proof of the work executed in the last Two years as given in the para 6 of Notice of inviting e-tender.
 - 3.5.6.** Proof of satisfactory service for the above mentioned works from the same customer shall be attached.
 - 3.5.7.** Firms showing work experience certificate from non-government/non PSU organization should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having



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experience of stipulated value of work.

- 3.5.8.** Proof of financial turn over as mentioned in the para 6 of Notice of inviting e-tender should be supported with annual report (abridged balance sheet and profit & loss account). Firms showing continuous losses during the last two years ending 31st March of the previous financial year in the balance sheet shall be summarily rejected.
- 3.5.9.** GST undertaking as given in the Annexure – II. To be prepared in letter head of the bidder's firm, signed with seal, scanned and uploaded.
- 3.5.10** Undertaking for Not Blacklisted as per Annexure-III. To be prepared in letter head of the bidder's firm, signed with seal, scanned and uploaded.
- 3.5.11** Unconditional acceptance letter as per ANNEXURE-I. To be prepared in letter head of the bidder's firm, signed with seal, scanned and uploaded.
- 3.5.12** Copy of valid Registration for working manpower.
- 3.5.13** Copy of valid E.P.F.O Registration
- 3.5.14** Copy of valid E.S.I.C. Registration
- 3.5.15** Instructions given in the para 6 of the "Notice inviting e-tender" are to be followed for reducing size of the uploaded files. Documents in serial number 3.5.9.and 3.5.10 need to be prepared in the bidder's firm's letter head, signed with seal and the scanned copy to be uploaded. All the other documents serially numbered 3.5.1 to 3.5.8 need to be signed with seal on each page, scanned and uploaded.

3.6 Cover-II (Financial) will contain the following:

- 3.6.1.** In downloaded "Item Rate BOQ" Name and Address of the Bidder/Bidding Firm/company in Top Row, Item Rate Column only need to be filled by bidder. The same .xls file to be uploaded in **Cover-II (Financial)**.
- 3.6.2.** The offer shall be firm in Indian Rupees only. The rate quoted in the Price Schedule are exclusive of Applicable GST, ESI, EPF, Bonus etc.
- 3.6.3.** The bidder shall quote only one price for one item of same specification against the nomenclature given in BOQ.(The bidder shall quote for only one Make and Model of the item).The price schedule will be as per BOQ in terms of nomenclature of items and all details for each item should be Up loaded. Bidders need to enter the data only in permitted CELLS of the EXCEL sheet. Further bidders are instructed to see the instructions in the BOQ for filling, verifying, saving and uploading. Any schedule with change of nomenclature and added items as options will not be acceptable. Such offers will be considered non-responsive & incomplete and will not be considered for Price evaluation. **Sample item rate BOQ is given in the Annexure – IV for reference only.**
- 3.6.4.** The bidder shall up load as per price schedule given in BOQ for all the items meeting all the conditions given in Section-C.
- 3.6.5.** The prices up loaded by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account.
- 3.6.6.** Post offer discount, if any, offered by the bidders shall not be entertained. Bidders' planning to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking into account discount, free supply etc. However, such discounts from the firm declared as L1 on the basis of post bid negotiations if any shall be considered and such negotiated offer when agreed by AAI & the bidder shall form a part of the financial bid.
- 3.6.7.** The rate quoted shall be **inclusive of :**
- 3.6.7.1.** Current Minimum Wages, as stipulated by the State / Central Govt. whichever is higher.



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3.6.7.2. Cost of Uniforms if supplied by the contractor to his employee.

3.6.7.3. Profit and Overheads

3.6.7.4. Charges towards making Airport Entry Pass, Airfield Driving Permit, Police Verification Certificate, BCAS charges if any etc. for the contract period.

3.6.8. The rate quoted shall be **exclusive** of

3.6.8.1 Applicable GST as given in the item rate BOQ.

3.6.8.2 EPF

3.6.8.3 ESI

3.6.8.4 Bonus

3.6.9. EPF, ESI and bonus and other statutory taxes shall be reimbursed by AAI as per the applicable percentage of wages as stipulated by the state / central government.

3.7 Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.

3.8 Concessions to **Small Scale Industries (SSI)/MSME/NSIC** Units & Central Public Sector Enterprises (CPSEs) will be applicable as per Govt. of India guidelines.

4 Opening of Tender Documents.

4.1 AAI shall open Cover-I (Technical Bid) as per scheduled Tender Opening Date and Time mentioned in para 5 of notice inviting e-tender. Authorized representatives of AAI shall download all the up- loaded documents against each cover and evaluate bids.

4.2 AAI will inform the schedule date and time of opening of Cover-II (Financial Bid) to technically qualified bidders at CPP portal.

4.3 To shortlist technically qualified bidder, Technical Bids of eligible bidders shall be scrutinized by AAI to ensure whether the same are in conformity with the operational requirement & technical specifications.

4.4 AAI may seek clarifications on bid documents or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the evaluation will be done on the basis of the information available. It shall, therefore, be in the bidders' interest to give complete and comprehensive technical particulars, description and details while submitting the bid.

4.5 Cover – II (Financial) Bid shall be opened only for those bidders who are found technically qualified by AAI. Date and Time of opening of financial Bid shall be notified to successful bidders through CPP portal.

4.6 No correspondence shall be entertained from the bidders after opening of Cover – II (Financial) of the Tender. Date of acceptance and opening of tender can be extended on sole discretion of competent authority of AAI.

5 Comparison and Evaluation of Tenders.

5.1 The tenders received and accepted will be evaluated by AAI to ascertain the complete scope contained in the tender document. The objective of the evaluation is to select a bidder that can provide the desired service with maximum efficiency and quality and meeting the terms and conditions in Section-“C”.

5.2 In the evaluation of tenders, the overall quality and economy of the system offered will be kept in view. Such offers which necessitate, additional expenditure required to be made by AAI may have to be loaded to make the offer compatible with the tender document requirement.

5.3 Tenders meeting Technical bid criteria as specified herein shall only be considered for



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opening and evaluation of Price bid. Information regarding tenders meeting the technical bid criteria and those who are not meeting the criteria will be updated in the e-tender portal.

5.4 The tenders found technically acceptable shall be compared on the basis of price quoted by the bidders for the entire scope of proposal. The amount indicated in the Item rate BOQ will only be taken for price comparison.

6 Rejection & Return of Tender.

6.1 AAI reserves the right to reject any or part of tender without assigning any reason. AAI also reserves the right at its sole discretion not to award any order under the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it.

6.2 Tenders, in which any of the particulars and prescribed information is vague, missing or is incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the Earnest Money Deposit. AAI reserves the right to debar such bidders to participate in future Tenders of AAI.

6.3 The information contained in the tender should be comprehensive and to the point. The tenders containing information other than sought, with a motive to confuse or delay the finalization process are likely to be rejected.

6.4 Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing are liable for rejection.

6.5 Should a bidder have a relation or relations employed in the capacity of an officer of AAI, the authority inviting tender shall be informed of the fact along with the offer, failing which AAI, at its sole discretion may reject the tender or cancel the contract and forfeit the Earnest Money Deposit.

7 Award of Contract.

7.1 The acceptance of the tender will be intimated to the successful bidder by issuing letter of intent. On receipt of letter of intent, successful bidder shall send unconditional acceptance of letter of intent to **The Airport Director, Airports Authority of India, Kolhapur Airport, Kolhapur – 416004** within the time limit, which will be specified in the letter of intent, through Fax/Courier/ by authorized representative or as deemed appropriate, failing which it should be constituted that he is not interested in the offer and hence not accepted the letter of intent unconditionally.

7.2 AAI shall issue the purchase order to successful bidder on receipt of acceptance of letter of intent. Successful bidder shall return one copy of purchase order within the time limit, which will be specified along with the purchase order, as a confirmation to acceptance of terms and conditions of purchase order duly signed by him on each page of the order.

7.3 Successful bidder has to enter into an agreement with AAI on terms and conditions mentioned in the tender, its corrigendum and technical queries and responses against which purchase order has been issued.



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7.4 AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

8 It will be the responsibility of the successful bidder to complete the “**Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.**”

9 Execution of Works: The works shall be carried out according to the terms and conditions of the contract under the supervision of the respective **CNS In-Charge, Kolhapur Airport** or representative. Installation sites at **Kolhapur Airport** may be situated under security cover. All the formalities for getting the entry permission and security clearance for the men, materials and vehicle need to be coordinated and arranged by the successful bidder/Contractor. If necessary, guidance will be extended by the respective **CNS in Charge, Kolhapur Airport** or representative during week days. Bidders can visit the site if required prior to the bidding in coordination with the **CNS In-Charge, Kolhapur Airport** or representative in any of the working days during 0930AM to 0530PM till the bid submission end date as mentioned in the critical data sheet. AAI will not bear any cost involved in the site visits. AAI will not be held responsible for any delay in arranging the entry pass and any other arrangements for the site visits.

Declaration: The General Information and Guidelines given in the Tender Document are hereby accepted unconditionally and shall be complied with.

Signature of Bidder:

Name:.....

Telephone:.....

Fax:.....

E-mail :.....

Stamp :.....



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SECTION B. TERMS AND CONDITIONS

1. Right to Accept or Reject the Tenders

- 1.1** The right to accept the tender in full or in part/parts will rest with AAI. However, AAI does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever.
- 1.2** Tenders, in which any of the particulars and prescribed information is missing or is in-complete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.

2. Termination of Contract at Purchaser's Initiative

- 2.1** AAI reserves the right to terminate the contract either in part or in full due to the reasons other than specified herein. AAI shall in such an event give 15 days' notice in writing to the Supplier of their decision to do so.

3. Earnest Money Deposit (EMD)

- 3.1** Each tender must accompany the earnest money, as mentioned in the notice of inviting e-tender. Tenders not accompanied by the requisite EMD or proof of exemption from EMD shall be rejected.
- 3.2** For all bidders whose financial bids are opened the refund of EMD, except for L1, shall be processed within 7 days of opening of the financial bid.
- 3.3** The refund of EMD to bidders who fail to qualify the Cover-I (Prequal/Technical) & Cover –II (Financial) criteria shall be initiated within 7 days of their rejection.
- 3.4** The EMD of the successful bidder will be returned only after the successful bidder submit the Performance Bank Guarantee in the prescribed Proforma as required in Clause 10 in this section. For NSIC/MSME registered firm Tender fee & EMD will be processed as applicable.
- 3.5** No interest or any other expenses, whatsoever, will be payable by AAI on the EMD in any manner.

4. Performance Bank Guarantee(PBG)

- 4.1** The bidder, whose tender is accepted, shall within 30 calendar days of the issue of letter of acceptance of the bid, shall submit unqualified performance guarantee of 10% (Ten Per Cent) of the total price to AAI in the form of an irrevocable and unconditional bank guarantee on a Nationalized/Scheduled Bank, as per Proforma attached **Annexure-V**.
- 4.2** In case, the successful bidder fails to submit the PBG within stipulated period, interest @ 12% p.a. on Performance Guarantee amount would be levied (non-refundable) for delayed period of submission and shall be deducted from EMD. In case successful bidder fails to submit performance bank guarantee within 60 days, AAI reserves the right to forfeit EMD and cancel the order.
- 4.3** The Performance Guarantee shall be valid for 6 months beyond the **contract period** or shall remain valid as per provisional extension granted by AAI. If the agency fails to extend the validity of the Performance Guarantee, the same shall be en-cashed by AAI with or without notice.
- 4.4** The guarantee amount shall be payable to AAI without any condition whatsoever and the guarantee shall be irrevocable.
- 4.5** The performance guarantee shall be deemed to govern the following guarantees from the



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successful bidder, in addition to the other provisions of the guarantee.

4.6 The performance guarantee will be returned to the successful bidder at the end of the period of liability without interest.

5 Arbitration and Laws

5.1 Except where otherwise provided for in the contract, all questions and disputes arising out of or relating to the contract shall be settled within thirty (30) days (or such longer period as may be mutually agreed upon) from the date that either party notifies in writing that such dispute or disagreement exists. Provided that any dispute that remains unresolved shall be settled under the Rules of Indian Arbitration and Conciliation Act, 1996, The venue of Arbitration shall be New Delhi, India. The arbitration award shall be final and binding upon the parties and judgment may be entered thereon, upon the application of either party, by any court having jurisdiction.

5.2 Indian laws shall govern this contract.

6 Price

6.1 The bidder shall confirm that quoted prices shall be firm and fixed and subject to no escalation whatsoever till the validity period of the tender.

6.2 The rates shall be entered in figures. For the purpose of the tender, the metric system of units shall be used.

6.3 Bidder has to mention the prices strictly as per the format of the price schedule given in the item rate BOQ in the e-tender portal. Prices quoted in item rate BOQ in the e-tender portal only will be considered for price comparison.

7 Validity of Tender

7.1 The tender must remain valid for a **minimum of 180 days from the last date of submission of tender.**

8 Miscellaneous

8.1 If required bidders can visit the **CNS & Airport system installations at Kolhapur Airport**, prior to bidding to identify the installation sites situated in **Kolhapur Airport** under security cover. All the formalities for getting the entry permission and security clearance for the bidder or their representative need to be coordinated and arranged by the bidder. If necessary, guidance will be extended by the respective **CNS In-Charge of Kolhapur Airport** or representative during weekdays.

Declaration: The terms and conditions given in the Tender Document are hereby accepted unconditionally and shall be complied with.

Telephone :.....

Signature of Bidder

Name :.....

Fax :.....

E-mail :.....

Stamp :.....



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SECTION C

Special Conditions of the Contract

1. Minimum wages: - The successful contractor shall comply the provision of contract labour (Regulation and Abolition) Act of 1970 and contract labour (Regulation and Abolition) Central Rules 1971 and other legislations such as EPF & MP Act –1952, Employees state Insurance (ESI) Act-1948 and Minimum Wages Act- 1948, The payment of wages Act-1936, the workmen's compensation act-1923 & Rules / Acts / instructions enforced from time to time by the Central and State Governments. The contractor has to pay the staff engaged by him minimum wage of central or state Govt. whichever is higher. Minimum wages considered as on date for **Skilled Labour is Rs. 695/- & unskilled labour is Rs 525/- per day.**
2. Bonus considered is 8.33% per staff per annum subject to the ceiling as applicable.
3. EPF, ESI: The Successful bidder shall
 - a. Comply with EPF registration & ESI registration norms as applicable with up to date amendment and shall get registered to local labour authority of the govt.
 - b. submit proof of payment of EPF & ESI payment and the PF account code,
 - c. submit proof of ESI card/Aadhaar card of the individual personnel engaged by him within first month of the contract,
 - d. submit provident fund registration number and ESI registration number of their organization within two months period after award of work.
4. Failing to comply with the above conditions, AAI will withhold the EPF & ESI till the submission of paid receipt received.
5. **Defect liability period: shall be for a period of THREE MONTHS from the certified date of completion of the contract.** Security deposit shall be released after successful completion of defect liability period and on submission of EPF return filed copy
6. The successful bidder has to enter into an agreement as per AAI format (Annexure XII). This tender document will form part of the agreement.
7. Security Clearance: As the site of work is in the restricted area/ AAI premises the contractor has to arrange for the security clearance and obtain Airport Entry Passes (AEP) from **Security Authorities at Kolhapur Airport** for the work force deployed by him under this job contract after making necessary payment of fees and submission of documents as per the procedures in vogue. Over and above, the identity card issued by the firm to be displayed while the persons are on duty. In case of loss/renewal of AEP, the cost of making new passes shall be borne by the contractor. The contractor shall be responsible for misuse of any AEP and be liable for action by security agencies at the airport.
8. Any person under this contract, whose work or conduct is found unsatisfactory by AAI, shall be replaced at no additional cost to AAI.
9. The Contractor shall, at their sole cost and expenses, furnish and provide for rendering services covered by this contract to the entire satisfaction of Airports Authority of India.
10. The contractor shall comply with all applicable laws, Ordinances, rules & Regulations in respect of this contract and shall pay all charges in connection therewith.
11. The contractor has to submit the detailed list of staff with their skill, experience certificate, address before engaging them on work and shall inform/intimate AAI when there is change in the list.



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12. The Contractor shall be responsible for the recruitment, retainment and retrenchment of the employee of their establishment and for settlement of dispute arising out of the terms and conditions of services of the personnel.
13. The staff engaged by the contractor shall have no claim for any temporary or permanent employment in AAI.
14. Necessary safety measures shall be taken care of by the contractor for the on-duty personnel engaged by him. AAI shall not be held responsible for any such accident arising from compromising safety measures/negligence.
15. If the services rendered by the contractor are not up to the standard as detailed under scope of work, the same shall be brought to the notice of the firm with a view to improve the same in a stipulated period; else shall take necessary action as per the provisions of contract. AAI may even terminate the contract without any intimation at any time if the performance is found unsatisfactory.
16. The job entrusted under this contract is an essential service. The contractor has to ensure that the services are not disturbed either due to absenteeism or due to willful act of his staff. In case workforce deployed by the contractor resort to any kind of industrial action the contractor shall arrange to deploy alternate work force of sufficient strength.
17. The authority shall reserve the right to terminate the contract after following the conditions specified in the tender document. Even then the contractor shall continue to provide the services as per the contract till alternative arrangements are made by AAI.
18. This contract is initially for a period of **Six Months** commencing from "Service Commencing Date". The Contract may be renewed at **expiry for a further period of six months** subject to satisfactory service rendered by the Contractor during the **first phase of the Contract** with the same terms and conditions of the initial contract agreement.
19. All the workers under contract are required to perform day duty as per requirement of **AAI (8Hrs. daily) and are eligible for one weekly Off**. They are required to attend the duty in neat and clean attire. No extra payments shall be made in this regard.
20. Terms of Payment
 - a. No mobilization advance shall be paid for any activity.
 - b. All the employee to be paid daily wages as per their categories along with P.F contribution **@ of 12% of daily wages, E.S.I.C contribution @ of 4.75% of daily wages** or as per the rates amended by the Central / state Government (whichever is higher) time to time. The contractor is required to pay **bonus @8.33%** subject to the ceiling as applicable (at least) to their workmen employed failing which recovery/withholding of amounts against PF, ESIC/Accident cum Medi-claim Policy & bonus respectively from their R/A Final Bill shall be made as applicable.
 - (A) The payment to the workers to be paid through A/C payee cheque/RTGS/NEFT only and necessary document of payments of wages, pay slip, P.F, E.S.I.C and bonus must be submitted to this office time to time. Firm will also submit the annual EPF return Form 3(A) & 6 (A) and ESIC half yearly return form-V within one month period of submission the same failing which recovery of 10,000/- each will be made. PF number, ESIC number and deductions thereof has to be mentioned in employee's monthly salary slip.
 - c. The payment shall be made on **Quarterly basis** on raising the bill thereof along with satisfactory performance certificate from the concerned AAI unit in where the manpower was deployed.



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- d. The 100 % of the charges minus the recoveries if any shall be paid after the successful completion of each month.
- e. The payment to the workmen has to be made on or before 7th of every month. Firm should ensure that workers could draw the cash on or before 7th of each month.
- f. The contractor has to maintain the wage register for his employees and has to be produced for verification of the principal employer (AAI) as and when required.
- g. Bonus for total manpower @ 8.33% of basic wages per year, subject to the ceiling as applicable, for each worker should be paid at the end of 6th and 12th month (if contract extended) of the contract (6 Month part Bonus to be paid along with the wages of the 6th Month and balance 6 Month Bonus will be paid along with the wages of the last month at the end of the contract).
- h. Payment will be made to the contractor after submitting the following documents each month.
 - i. Wage Muster Copy
 - ii. EPF / ESIC / Professional Tax Challans copy along with details of PF / ESIC / Professional Tax contribution of each worker and employer along with undertaking that working employee and firm contribution is inclusive in the challans submitted.
 - iii. a) The contractor should quote the rates considering current rates of minimum wages & exclusive of all statutory requirements as per above. Quoted rates by the firm should **inclusive** the following cost components.
 1. Total manpower cost per year based on actual wages paid as per labour act by the firm per day per worker (should not be less than minimum wages rates applicable)
 2. Total Cost of uniform sets & shoes as mentioned above Para for each worker if provided by the contractor.
 3. Total Cost for provision of stationeries if any per year
 4. Profit and overhead charges

b) Price quoted by the bidder in the BOQ will be exclusive of GST, ESI, EPF and Bonus as applicable. EPF, ESI and bonus shall be reimbursed by AAI based on the applicable rates.
 - iv. Minimum wages shall be paid by the contractor as stipulated by State / Central Govt., whichever is higher based on prevailing minimum wages during the relevant period of contract.
 - v. On revision of minimum wages by the Office of Regional Labour Commissioner State / Central, the difference in minimum wages based on the actual payment made to workmen plus difference of mandatory contribution by contractor towards EPF / ESI due to increase in minimum wages will be reimbursed to the contractor.
 - vi. The contractor has to submit the proof for payment of wages to the labour for reimbursement of difference of wages, EPF, ESI, and Bonus. However, no additional amount such as contractor's premium/profit will be paid on this reimbursement.

21. Required Qualification: - Provided manpower to carryout jobs at Sr. No. 22 should be aged between 18 to 45 years, adequately literate with working knowledge of Hindi & Regional language.



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Provision of weekly off to the workers is mandatory. Please refer the schedule of jobs given in Annexure –VI.

22. Type of Jobs and Job locations are likely to be at Terminal Building and NDB site.

- i) Routine cleaning of all CNS & Airport systems facilities installed in Equipment room, ATC Tower, Terminal Building, NDB site and other sites as per requirement at Kolhapur Airport.
- ii) Cleaning/Helping in Maintenance of batteries /UPS and other ancillary equipment and cleaning of Electronic Equipment/System/Computers/Network equipment/Printers/Test Equipment etc. manually and /or using blowers installed at various locations at Kolhapur Airport.
- iii) Helping in daily/weekly/monthly/quarterly/six monthly/yearly maintenance schedule of CNS Equipment and Airport System facilities.
- iv) Assisting CNS personnel in taking field readings of Nav-aids facilities at various sites and helping during maintenance of earthing systems (cleaning of pits, measuring earth resistance and pouring water in earth pits).
- v) Assisting CNS personnel in maintenance of Computer & Accessories including Printers, Fax machines, Scanners etc.
- vi) Cleaning and maintaining the area around the CNS equipment/ Airport System facility neat and tidy.
- vii) Helping in packing of faulty Modules/PCB, dispatch and Collection/Unpacking of repaired module from/to SMUs and other stations.
- viii) Helping the CNS maintenance personnel in attending the breakdown of CNS equipment's/Airport Systems facilities, lines and LAN/EPABX related issues.
- ix) Helping the CNS personnel in maintenance work of antenna systems installed at various CNS sites
- x) Assisting in office related work like Photocopying, delivery of official letters, logbooks etc.
- xi) Cleaning & dusting of standards /manuals/files/ stock in stores, sections, departments.
- xii) Helping to move office items, material / equipment, wooden, steel furniture, packing / unpacking of materials etc.
- xiii) Helping to carry out Electronic Test Equipment/Tools/modules and other related works.
- xiv) Any other work assigned by CNS In-Charge or CNS representative.

23. The above mentioned jobs are required to be carried out in any of the CNS & Airport System units in the Kolhapur Airport and other operational units in a given day. The contracted manpower should report to the authorized personnel of AAI and perform duty as per the instructions of those authorized personnel. They should be courteous with all AAI and other user agency staff. Timings of the duty hours will be 0930Hrs to 1730Hrs six days in a week. However, the timings may be changed as per the requirements of AAI subject to the 8Hrs duties in six days a week. In case of any additional 8Hrs duties performed based on the request of AAI one compensatory OFF can be provided.

24. AAI shall reserve the rights to fix responsibility for omissions & commissions and to impose a maximum penalty of 10% of the monthly bill amount for such deficiencies in services after serving notice and giving fair opportunity to the contractor in respect of following.

- a. Poor workmanship & damage to installations of AAI.
- b. Not complying with instructions given by AAI.
- c. Not maintaining punctuality in reporting for duty and absence without permission

25. The Bidder shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority. The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle,



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- aunty and cousin and their corresponding in-laws.
26. No Gazetted officer employed in Government of India or AAI is allowed to work as contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India/AAI. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the contractor's service.
 27. The contractor shall adhere to [the instructions of CISF/State Police and security guidelines](#).
 28. In case of any damage to equipment / property of AAI caused due to negligence of the contractor it shall be made good by the Contractor at his own risk and cost, failing which the necessary cost of repair / replacement / restoration to original shall be recovered from the running bill of the contractor.
 29. AAI shall not be responsible for any injury, accident, mis-happening of any kind to the labours while performing their duties. It shall be responsibility of the contractor to meet all such expenses, as per provisions of law. The contractor shall indemnify AAI against any such claim / compensation.
 30. The contractor shall be responsible for the acts and / or accidents committed by the person employed by him [either inside or outside Kolhapur Airport](#).
 31. AAI will not be responsible for any injury sustained by contractor's workers during the performance of their duties and also any damages or compensation due to any dispute between him/her and his/her workers.
 32. Without prejudice to the contractors liabilities and indemnity clause and associated clauses of the standard and special conditions of the contract, the contractor shall at his own cost and initiative at all times up to the successful completion of the contract to take out and [maintain insurance cover from Nationalized / IRDA approved Insurance Company under the workman's compensation Act](#) and any other industrial legislation from time to time applicable in the State and /or at AAI providing for payment of compensation to workman in the event of death, injury or accident to workmen in the course of or in connection with employment such policy (i.e.) in respect of workmen compensation insurance to be of value of not less than the government prescribed minimum value per person, it being understood that such limit is specified only for the purpose of insurance, and shall not otherwise in any manner limit the contractor liability and associated clauses there under of the standard and special conditions of the contract.
 33. It shall be the sole liability of the contractor to obtain and to abide by all necessary licenses/permission from the authorities concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act 1970 in respect of Contract of AAI.
 34. The Contractor shall submit a list of his workers who will be deployed along with their Bank Account No. / e-payment details for disbursement of salary by the contractor and any other relevant details as per requirement of this contract. The EPF & ESI Account No. of the workers deployed by the contractor for this contract shall also be submitted within one month from the date of award of the contract. These are mandatory requirements for releasing payment.
 35. 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 workmen \(Regulation of employment & conditions of Service\) Act 1979, the Minimum Wages Act 1948, the Child Labour \(Prohibition and Regulation\) Act 1986, the Payment of Wages Act 1936 the Workmen's Compensation Act 1923, Employees Liability Act 1938 and other relevant Act Rules and Regulations, instructions etc. issued / enforced from time to time](#).
 36. The contractor has to produce the photocopy (self-attested) of the Challan of the EPF & ESI paid to the concerned Regulatory Bodies, Statement of minimum wages paid through cheque or e- payment details thereof, for each month to their workers at the time of submission of bills. No payment shall be made to the firm without submission of these documents for verification.



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37. The contractor shall be solely responsible for the payment of Wages, OT, Bonus, N/H and Labour Day and other dues to the personnel deployed by him latest by 7th of the subsequent month through Bank Account. The contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him for the Contract.
38. The Contractor shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the central, state or local authorities by reason of any violation by the contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the AAI arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of contractor, by third parties or by central authority or any political subdivision thereof. The contractor shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act as applicable during the entire period of contract including extension if any.
39. The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

Declaration: The entire special conditions of the contract were taken into consideration for making our offer. We are aware of the option available for visiting [the CNS & Airport System units](#) and other operational units' [site in the Kolhapur Airport](#) during week days prior to bidding.

Signature of Bidder:

Name:

Telephone:.....

Fax:.....

E-mail :.....

Stamp :.....



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Annexure-I

UNCONDITIONAL ACCEPTANCE LETTER

(On Company Letter Head)

(To be uploaded in Cover-I as mentioned in Sec-A para 3.5 of tender document)

To,

**The Airport Director,
Airports Authority of India,
Kolhapur Airport, Kolhapur,
Maharashtra - 416004.**

Sub: ACCEPTANCE OF AAI'S TERMS & TENDER CONDITIONS,

Name of the work: "Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport."

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Dear Sir,

1. The tender document for the works mentioned above have been provided to me/us by Airports Authority of India and I/we hereby certify that I/we have inspected the sites and read the entire terms and conditions of the tender documents made available to me/us, 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 works.
3. It is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the tender enclosed the same has been followed in the present case. In case any provisions of this tender are found to be violated after opening Technical & Price bids, 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. 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 /we will immediately report it to the appropriate authority in AAI.
5. I/we declare that none of our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work as given in the para 25 of Section-C of the tender.
6. **The required Tender fee & earnest money(EMD) for this work is submitted online in Cover-I.**
7. **The certificates for claiming exemption of tender fee and or EMD for this works are submitted online in Cover-I.**

Yours faithfully

Date:

(Signature of the bidder with rubberstamp)



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure-II

GST UNDERTAKING
(On Company Letter head)
(To be uploaded in Cover-I)

To
The Airport Director,
Airports Authority of India,
Kolhapur Airport, Kolhapur,
Maharashtra - 416004 .

Sub: GST Undertaking

Name of the work: “Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.”

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

We here by undertake that

1. Our firm is registered under GST and compliant of GST provision.
2. All input credits shall be passed on to AAI by our firm.
3. In case of non-compliance of GST provisions and blockage of any input credit, we shall be responsible to indemnify AAI.

Date:

Place:

Signature with name and company seal



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure – III

Undertaking for Not Blacklisted

(On Company Letter Head)

(To be uploaded in Cover-1)

To

**The Airport Director,
Airports Authority of India,
Kolhapur Airport, Kolhapur,
Maharashtra – 416004.**

Sub: Undertaking for Not Blacklisted

Name of the work: “Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.”

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Dear Sir,

We, M/s----- hereby declare and undertake that our firm or our partners or our Directors have not been black listed or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any global international body like World Bank/International Monetary Fund /World Health Organization etc. or any Indian State/Central Governments Departments or Public Sector Undertaking of India.

Yours Faithfully,

Date: _____

Tenderer)

(Signature of the



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure – IV

Sample BOQ. xls (Financial bid).

Name of the work: “Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.”

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Bidders are advised to see the actual Item rate BOQ.xls file in the e-portal where in all items are listed.

Sl.	Text #	Text #	Number #	Text #	Number #	Number #	TEXT #
No.		Item code/ make	Quantity	Unit	BASIC RATE PER MONTH EXCLUDING GST & Statutory Charges (i.e. EPF, ESI, Bonus, etc) in Figures, To be entered by the Bidder in Rs. P.	TOTAL AMOUNT EXCLUDING GST & Statutory Charges (i.e. EPF, ESI, Bonus, etc) in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8
1	<p>Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport for total 01 (One) job for 26 days each in a month (i.e. 26 jobs for One Skilled and 26 Jobs for One Un-Skilled in a month), 8hrs a day working basis.</p> <p><u>The rate quoted shall be inclusive of</u></p> <ol style="list-style-type: none"> 1.Current minimum wages as stipulated by the State/Central Govt., whichever is higher. 2. Cost of uniforms & shoes etc. if supplied by the Contractor. 3. Profit and overheads. 4. Charges towards making Airport entry passes, Airfield Driving permit, Police verification certificate, BCAS charges, log book & PIC charges if any etc. for the contract period. <p><u>The rate quoted shall be exclusive of:</u></p> <ol style="list-style-type: none"> 1) Applicable GST as given in the rate BOQ. 2) EPF 3) ESI 4) Bonus <p>EPF, ESI and bonus shall be reimbursed by AAI as per applicable percentage of wages as stipulated by the state/central govt. on the revision of minimum wages based on actual payment to the labours by the contractor will be reimbursed as per actual. However, additional amount such as contractor's premium / profit will not be paid on this reimbursement.</p>						
	A) Skilled Worker (01 No.)	Item 1	6	Month		0.00	
	B) Un-Skilled Worker (01 No.)	Item 2	6	Month		0.00	
	GRAND TOTAL					0.00	
	Quoted Rates in words					INR Zero only	

Note:2 Bidders are required to enter the details only in the cell group Name of the bidder, Basic Rate in Figures to be entered and GST Applicable in Percentage. No other cells to be modified other than the Blue Colored cells. No cells to be added. Any alteration in the BOQ other than mandatory entries will lead to the rejection of the bid. Bidders are advised to see the instructions in the BOQ of CPP portal before filling, verifying, saving and uploading the BOQ.



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure V

PROFORMA OF PERFORMANCE BANK GUARANTEE

(To be stamped in accordance with stamp Act)
(The non-judicial stamp paper should be in
the name of issuing Bank)

Name of the work: **Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.**

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Bank Guarantee No: -
Date.....

To
**Airport Director,
Airports Authority of India,
Kolhapur Airport, Kolhapur,
Maharashtra - 416004.**

In consideration of the Chairman, Airports Authority of India [hereinafter called "AAI"] having offered to accept the terms and conditions of the proposed agreement between Airports Authority of India, Safdarjung Airport, New Delhi and
[here-in-after called the said Contractor(s)] for the works [here-in-after called "the said agreement"] vide Order no.....Dated, having agreed to production of irrevocable Bank Guarantee for Rs..... (Rupees..... only) as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We..... (Indicate the name of the Bank) [herein after referred to as "the Bank"] hereby undertake to pay to the Chairman, AAI an amount not exceeding Rs..... (Rupees..... only) on demand by AAI.
2. We (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).
3. We, the said bank further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment. We (indicate the name of the bank) further agree that the guarantee Here in contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be forceable till all the



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till **CNS In-Charge on behalf of AAI** certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We (indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by AAI against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect so relieving us. This guarantee shall not be discharged due to the change in the constitution of the Bank or the contractor(s).
6. We(indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.
7. This guarantee shall be valid upto..... unless extended on demand by AAI. Not with standing Anything mentioned above, our liability against this guarantee is restricted to Rs (Rupeesonly) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the (Day)of.....(Month)(Year)

For.....(Indicate the name of bank).



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure VI

Schedule of Jobs
(On Company Letter Head)
(To be uploaded in Cover-II)

To
Airport Director,
Airports Authority of India,
Kolhapur Airport, Kolhapur,
Maharashtra - 416004

Sub: Schedule of quantity

Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Sir,

We, M/s----- hereby declare and undertake that the following schedule of quantity of jobs will be done.

Job description for Each Skilled & Un-Skilled Labour	As mentioned in the para 22 of the Section – C of the tender
Number of job specified (Persons required per day)	1
Number of jobs in each locations in a month	26
Total number of jobs in a month (1x26)	26
Total number of jobs in 6 months (1x26x6 months) for Each Skilled & Un-Skilled Labour.	156
Total number of Job for (Skilled +Un-Skilled Labour).	312

Yours Faithfully,

Date:_____

(Signature of the Tenderer)



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure – VII

LETTER FOR e-PAYMENT

To,
Airport Director,
Airports Authority of India,
Kolhapur Airport, Kolhapur,
Maharashtra – 416004.

Subject: Request for E-Payment.

Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Sir,

Following particulars are given for effecting E-payment in respect of our claim / Bill.

1	Name of Company	
2	Company Address	
3	City	
4	Postal Code	
5	Telephone No.	
6	Fax no	
7	Mobile No	
8	Email-Id	
9	GSTN registration number	
10	PAN No	
11	Date from which above PAN number is valid	
12	Company Bank A/c Number	
13	Account holder name	
14	Account holder address	
15	Name of Bank / Branch	
16	Branch Code	
17	Bank Address	
18	City	
19	Mode of Payment	
20	Swift code	
21	RTGS/NEFT details	

We also enclose herewith a cheque duly cancelled of our bank A/c.

Note: Any erroneous information may lead to harmful transaction for which either AAI or the Bank will not be liable / responsible.

Thanking You,

Yours Faithfully

(Authorized Signatory)



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure VIII

(To be executed on INR 100/--Non judicial stamp paper)

AGREEMENT

For Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.

Tender reference No: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Between

**Airports Authority of India, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110003, (India)
and**

M/s.....

THIS AGREEMENT, entered into this ---- day of -----Month -----Year) by and between M/S --

--

----- Having its office at -----

-- (herein after called the " Contractor ") and Airports Authority of India having its office at Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110003, India (hereinafter called the "AAI"), the expressions "Contractor" and "AAI" shall mean their successors, legal representatives or assigns, for "Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport".

WITNESSETH

WHEREAS, AAI invited offers for "Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport".

WHEREAS, the Contractor has offered for "Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport" with their price bid dated and AAI has accepted the offer.

NOW, therefore, in consideration and mutual covenants contained herein, the Contractor and the AAI (hereinafter referred to as the "**parties**") agree that the following document shall be part of this agreement: -



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

AAI e-tender document: **Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport.**

1. E-tender corrigendum no-----
2. Bid documents submitted by the contractor dated-----in fulfilling the contract requirements that includes the signed compliance.
3. Unconditional acceptance of AAI e-tender conditions as given by the contractor.
4. The price bid of the Contractor which was opened on ----- and accepted by AAI.
5. Reference of work order issued / acceptance of bidder.

For and on behalf of Contractor:

For and on behalf of Chairman, AAI:

Signature
Name: -
Designation: -
Date: -

Signature
Name:-
Designation:-
Date:-

Witness on behalf of Contractor:

Witness on behalf of AAI:

Signature
Name of the Executive:-
Designation: -
Date:-

Signature
Name:-
Designation:-
Date:-



Name of the work: Conservancy Job contracts for Maintaining, Up-keeping & environmental support service of CNS & Airport systems at Kolhapur Airport
Tender document No.: AAI/KOP/CNS/CONSERVANCY JOB CONTRACT/2020

Annexure – IX

Check list for submission of documents and formats

This check list is given for the bidders' self-evaluation for verifying whether all the necessary documents have been enclosed or not in respective cover in the required format. **Exact details of requirements need to be seen on the tender documents.**

Cover – I (Technical Bid)			
Sl No	Type of document	File format	Uploaded in e-portal Yes / No
1	Scanned copy of online payment receipt of Tender Processing fee & EMD paid through online CPP portal.	.pdf	
2	If registered under MSE's/NSIC/MSME, the tender fee & EMD exemption is sought, the necessary certificates from appropriate authorities.	.pdf	
3	Copy of the PAN card.	.pdf	
4	Copy of the GSTN Registration Certificate.	.pdf	
5	Proof of the work executed	.pdf	
6	Proof of satisfactory service for the work executed	.pdf	
7	TDS certificate if S.No. 5 and 6 are not related with government or PSU	.pdf	
8	Proof of financial turn over	.pdf	
9	GST undertaking (Annexure – II)	.pdf	
10	Under taking for not blacklisted (Annexure – III)	.pdf	
11	Digitally Signed tender document	.pdf	
12	Unconditional acceptance letter as given in the Annexure-I (on Firm letter head)	.pdf	
13	Schedule of quantities as given in the Annexure-VI	.pdf	
14	Copy of registration for working manpower.	pdf	
15	Copy of valid E.P.F.O registration	pdf	
16	Copy of valid E.S.I.C registration	pdf	

Cover – II (Financial)			
Sl No	Type of document	File format	Uploaded in e-portal Yes / No
1	Item rate BOQ (Annexure – IV)	xls	

Standard Operating Procedure for Online payment, of EMD and Tender Fee through CPP Portal

AAI has implemented acceptance of Tender Processing Fee and Earnest Money Deposit (EMD), if paid through online, through Payment Gateway on CPP Portal. The settlement of Tender Processing Fee, forfeiture / refund of EMD as per the case, will be executed through online mode except if EMD submitted in the form of Bank Guarantee (BG) – Paper form.

State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated / mapped with CPP Portal for the collection of Tender Processing Fee and EMD through e-procurement portal from various bidders participating in e-tendering / e-Procurement process.

Stakeholders:

1. **Tender Floating Department:** Airports Authority of India (AAI)
2. **The Technical Service Providers (TSP)** - NIC to facilitate CPP Portal with entire back end process and providing technical support to the Government Dept.
3. **Bank** - AAI has authorized State Bank of India as nodal bank provides payment gateway services and receives Tender fees and Earnest Money Deposits (EMDs) from various bidders participating in e- Tendering/ e-procurement process, holds the amount in Current/Savings Bank account till the time of finalization of tendering process. Bank will settle the Tender Fee of all bidders.
4. **The Bidders** - The bidders are organizations/corporate/individuals who apply for the tender floated by the tender floating department and participate in the tendering process. Bidders are directly involved in making the use of this e-System for making payments and getting refunds into their accounts.

Eligibility (Prerequisite for e-Tendering)

1. Tender Inviting Authorities (TIA) & the bidders should enroll on CPP Portal <https://etenders.gov.in> to carry out the procurement activities.
2. Portal login will be through two factor authentication i.e. User id & password followed by the login through DSC.
 - TIA must have Digital Signature Certificate (DSC) with Signing and Encipherment feature
 - Bidders must have DSC with Signing feature

Bank Account Details

- a. Common Pooling A/C for EMD and Tender Fee Collection
- b. Tender Fee Settlement A/c for Settlement of Non-refundable Tender Fee amounts
- c. Forfeited EMD Settlement A/c for Settlement of forfeited EMD amounts

Payment gateway for End to End Procedures:

1. Collection Process:

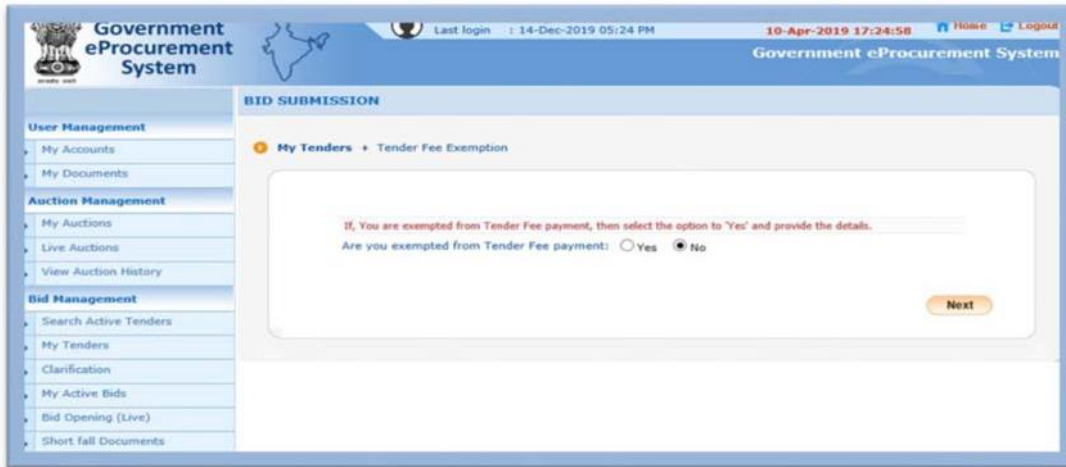
- a. **Online collection of EMD and Tender Fee:** As per current provision in the portal, TIA will allow the option of **Online Mode** for collection of EMD and Tender Fee while publishing tender, so that the bidders can deposit these fees through **Net Banking** (SBI and Other Banks) and **NEFT/RTGS**.
- b. **Collection of EMD through Bank Guarantee (BG):** During the tender creation TIA will allow the option of “**EMD through BG or EMD Exemption**” so that bidders will be able to upload the copy of BG or Exemption certificate as per tender terms and condition.

***Note:** Keeping in the view of running tender status, the portal currently has both online and offline payment options for next few days, after which the offline mode will be disabled.*

2. During the collection process the amount will be debited from the bidder account and credited to the collection pooling account of the AAI.
3. Till the tender opening all the collected amount will be residing in the collection pooling account of AAI.

Procedure for Online Collection of EMD and Tender Fee from Bidders

1. Bidder will login to the portal <https://etenders.gov.in/> with valid User ID (i.e. User ID mapped with Digital Signature Certificate) and follow the process of participation to the tender.
2. After Login search the tender in “Search Active Tender” tab with different criteria after that click on “set as favorite” to move on “My Tender”. Then click on “My tender” and view the tender details and click on proceed for Bid Submission.
3. For submission of online Tender Fee and EMD, click on Button as “Pay Online”
4. **In case of Tender Fee:** If the Bidder is exempted from the tender fee payment, then select the option to “Yes” other wise “NO” as per below screenshot:

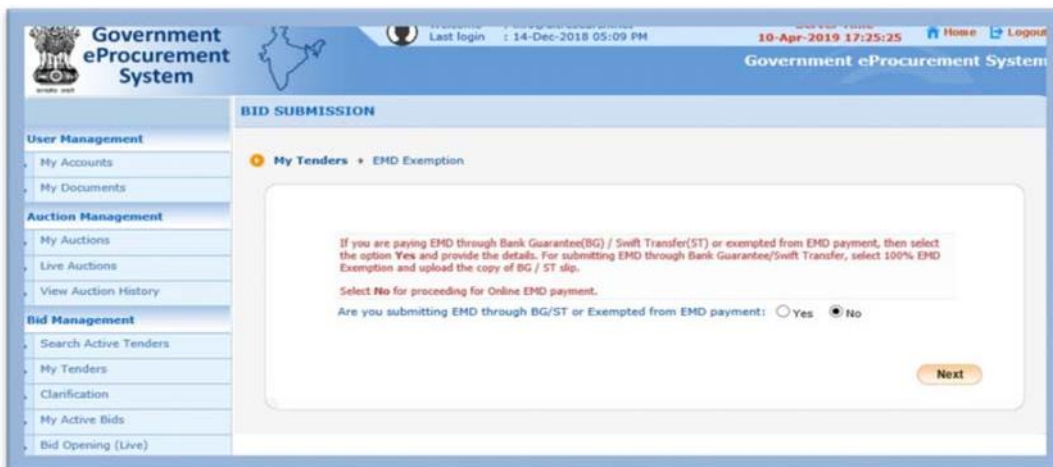


The screenshot shows the 'Government eProcurement System' interface. The top navigation bar includes the system logo, a map of India, and user information: 'Last login : 14-Dec-2019 05:24 PM' and '10-Apr-2019 17:24:58'. The main content area is titled 'BID SUBMISSION' and contains a section for 'My Tenders' with a sub-section for 'Tender Fee Exemption'. A red text box contains the instruction: 'If, You are exempted from Tender Fee payment, then select the option to 'Yes' and provide the details.' Below this, there is a question 'Are you exempted from Tender Fee payment:' followed by radio buttons for 'Yes' and 'No', with 'No' selected. A 'Next' button is located at the bottom right of the form area.

5. **In case of EMD:** If Bidder is paying EMD through any of below options, Select the option “Yes” (as per below screenshot) and provide the details and upload copy as a proof.
 - **Bank Guarantee (BG)/Swift Transfer (ST)**
 - **Exempted from EMD Payment,**

Note: For submitting “EMD through BG/ST” or “Exemption from EMD payment” bidder must select “Yes” otherwise bidders will not have the option to pay EMD through **Bank Guarantee**. Once proceeded it is not possible to revert the option.

6. Select option “NO” (as per below screenshot) for proceeding for Online EMD payment.



The screenshot shows the 'Government eProcurement System' interface. The top navigation bar includes the system logo, a map of India, and user information: 'Last login : 14-Dec-2018 05:09 PM' and '10-Apr-2019 17:25:25'. The main content area is titled 'BID SUBMISSION' and contains a section for 'My Tenders' with a sub-section for 'EMD Exemption'. A red text box contains the instruction: 'If you are paying EMD through Bank Guarantee(BG) / Swift Transfer(ST) or exempted from EMD payment, then select the option Yes and provide the details. For submitting EMD through Bank Guarantee/Swift Transfer, select 100% EMD Exemption and upload the copy of BG / ST slip. Select No for proceeding for Online EMD payment.' Below this, there is a question 'Are you submitting EMD through BG/ST or Exempted from EMD payment:' followed by radio buttons for 'Yes' and 'No', with 'No' selected. A 'Next' button is located at the bottom right of the form area.

After selecting the option, click on “Next” Button as per above screenshot. Further process to be followed as per subsequent screen.

STEPS FOR MAKING TENDER PAYMENTS IN ETENDERS SYSTEM VIA SBI BANK GATEWAY

(SBI AND NON SBI ACCOUNT HOLDERS)

Home Page.

Login as a bidder into etenders.gov.in to proceed for payment.

The screenshot displays the home page of the Central Public Procurement Portal (ePROCUREMENT). The header includes the Government of India logo and the portal name. The main content area is divided into several sections:

- Navigation Menu (Left):** Includes links for HES Reports, Tenders by Location, Tenders by Organisation, Tenders by Classification, Tenders in Archive, Tenders Status, Cancelled/Retendered, Downloads, Announcements, Awards, and Site compatibility.
- Welcome to eProcurement System:** A central message stating that the system enables bidders to download tender schedules for free and submit bids online.
- Latest Tenders Table:**

Tender Title	Reference No.	Closing Date	Bid Opening Date
22.400 to 1.21.000 Tannancherla to Jannandapally Section of NH 263 in the state of Telangana (under PUJ Khannam)	NHA/13013/547/CO/19- 28/EC/Chinthapally	28-May-2019 11:00 AM	29-May-2019 11:00 AM
9. PUR/2/18- 19/1044/SRS/ACRC- ASD	PUR/2/18-19/1044/SRS/ACRC- ASD	11-Jun-2019 03:00 PM	12-Jun-2019 03:00 PM
- Latest Corrigendums Table:**

Corrigendum Title	Reference No.	Closing Date	Bid Opening Date
1. Corrigendum-Extension of due date for submission of bid	NAL/PUR/ACD/548/18-V	30-May-2019 10:00 AM	31-May-2019 11:00 AM
2. CORRIGENDUM 3	42/RO- PATHA/NHA/2018-19	11-Jun-2019 04:00 PM	13-Jun-2019 11:00 PM
3. Corrigendum 1	AA3CLAS/PHC/FRE/E-	05-Jun-2019 03:00 PM	10-Jun-2019 03:30 PM
- User Login (Right Sidebar):** Includes a login form with fields for Login ID (bidder@nic.in) and a Captcha (CUJTD). Below the login form are links for Online Bidder Enrollment, Generate / Forget Password?, and Find My Nodal Officer.
- Tender Search (Right Sidebar):** A search box with a 'Go' button and an 'Advanced Search' link.
- Utility Links (Right Sidebar):** Includes links for Help For Contractors, Information About DSC, FAQ, Feedback, and Bidders Manual Kit.

Step 1) Click “Pay Online” when you reach below page while Online Bid Submission.

User Management

- My Accounts
- My Documents

Auction Management

- My Auctions
- Live Auctions
- View Auction History

Bid Management

- Search Active Tenders
- My Tenders
- Clarification
- My Active Bids
- Bid Opening (Live)
- Short fall Documents
- Online Payment Status
- My Bids History
- Short Fall Documents History
- Archived Clarification
- Tender Status
- My Withdrawn Bids

BID MANAGEMENT

My Tenders → 2018_LSGD_204397_1 → Transaction Message

Organization Chain : NIC||NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DYN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Bid Process List		
S.No	Bid Process	Action
1	Profile	

Bid Payment Details					
S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	2500.00 (INR)	0.00	2500.00 (INR)	0.00
2	Emd Fee	37500.00 (INR)	0.00	37500.00 (INR)	0.00

Pay Online
Encrypt&Upload

Version:1.09.06 04-Feb-2016
(c) 2008 Tenders NIC, All rights reserved.

Step 2) Click “Confirm to Pay” to proceed with the payment gateway, as below.

Note: Please ensure that you have availed Tender Fee / EMD Exemption, if eligible. Further, there would not be any provision to change back, under any circumstances.

BID MANAGEMENT

User Management

- My Accounts
- My Documents

Auction Management

- My Auctions
- Live Auctions
- View Auction History

Bid Management

- Search Active Tenders
- My Tenders
- Clarification
- My Active Bids
- Bid Opening (Live)
- Short fall Documents
- Online Payment Status
- My Bids History
- Short Fall Documents History
- Archived Clarification
- Tender Status
- My Withdrawn Bids

Offline/OnLine Payment Confirmation

Organization Chain : NIC||NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES
INTERLOCKING AND CONCRETING

Bid Payment Details				
S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid
1	Tender Fee	2128.00 (INR)	0.00	2128.00 (INR)
2	Emd Fee	23100.00 (INR)	0.00	23100.00 (INR)

Portal Alert :

- ➊ Beyond this stage, you will not be able to edit Fee or Exemption details.
- ➋ Please confirm that the exemption and amount to be paid are correct.

I hereby confirm that the above payment details are correct.

Back
Confirm to Pay

Version:1.09.06 04-Feb-2018
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Step3) Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit, as below.

Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.

BID MANAGEMENT

OnLine Payment Gateway

Organization Chain : NIC||NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Fee Type	Actual Fee	Exempted Fee	Fee To be Paid
Tender Fee	2,500	0	2,500
Emd Fee	37,500	0	37,500
Total Fee			40,000

Choose Payment Option

SBI MOPS

[Back](#) [Submit](#)

Version:1.09.06 04-Feb-2018 (c) 2008 Tenders NIC, All rights reserved.

Step 4) Check and Follow the **Terms and Conditions**, and then **Submit**, as below.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories: User Management (My Accounts, My Documents), Auction Management (My Auctions, Live Auctions, View Auction History), and Bid Management (Search Active Tenders, My Tenders, Clarification, My Active Bids, Bid Opening (Live), Short fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area is titled 'OnLine Payment Gateway' and includes a 'Payment Verification' section. It shows the following details:

- Organization Chain : NIC||NIC Contracts
- Tender Reference Number : PW3/23401/18
- Tender ID : 2018_LSGD_204397_1
- Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Below this, the 'Pay Model' is 'SBI MOPS'. A 'Terms And Conditions' section is checked, listing:

- You are being redirected to the SBI MOPS site.
- You have to complete the transaction with in the session time which is approximately 15 minutes.
- Money once transferred towards tender fee shall not be refunded at any point of time. This is applicable even in case you have not completed the tender process.
- Once payment is successfully completed, you will be automatically redirected back to e-Procurement site.
- It is the responsibility of the Individual to ensure that the payment is successfully completed and eProcurement system is not responsible for any malfunctions in the Bank payment gateway.
- please take print screen for bank acknowledgement page.

At the bottom right of the terms section are 'Back' and 'Submit' buttons. The footer of the page reads: 'Version:1.09.06 04-Feb-2018 (c) 2008 Tenders NIC, All rights reserved.'

Step 5) Bidders may choose the type of transaction and proceed for payment.

The screenshot shows the 'SBI ONLINE' payment gateway interface. At the top, it says 'STATE BANK MULTI OPTION PAYMENT SYSTEM' and 'Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)'. There are three main sections:

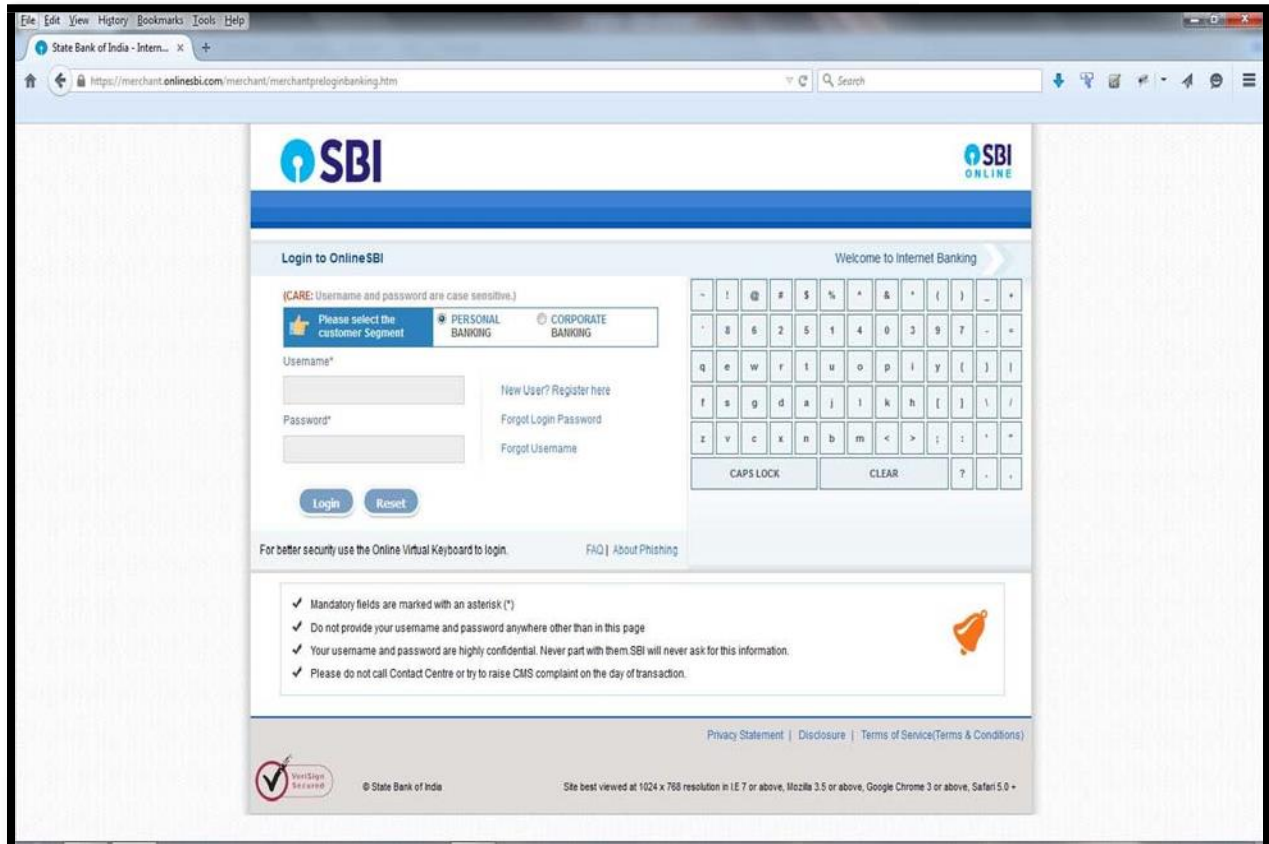
- Net Banking:**
 - SBI:** Bank Charges: 11.8, with a 'Click Here' button.
 - Other Banks:** Bank Charges: 132.5, with a 'Click Here' button.
- Card Payments:** (Section header)
- Other Payments Modes:**
 - NEFT:** NEFT/RTGS, Bank Charges: 133.0, with a 'Click Here' button.

A 'Cancel' button is located at the bottom center. The footer includes '© State Bank of India' and 'Site best viewed in I.E.10 +, Mozilla 30 +, Google Chrome 30 +'.

Step 6) Once the Payment type is selected it navigates to the respective landing page.

a) SBI

i. Bidders with SBI account may click **SBI** option to proceed to its Net Banking Page

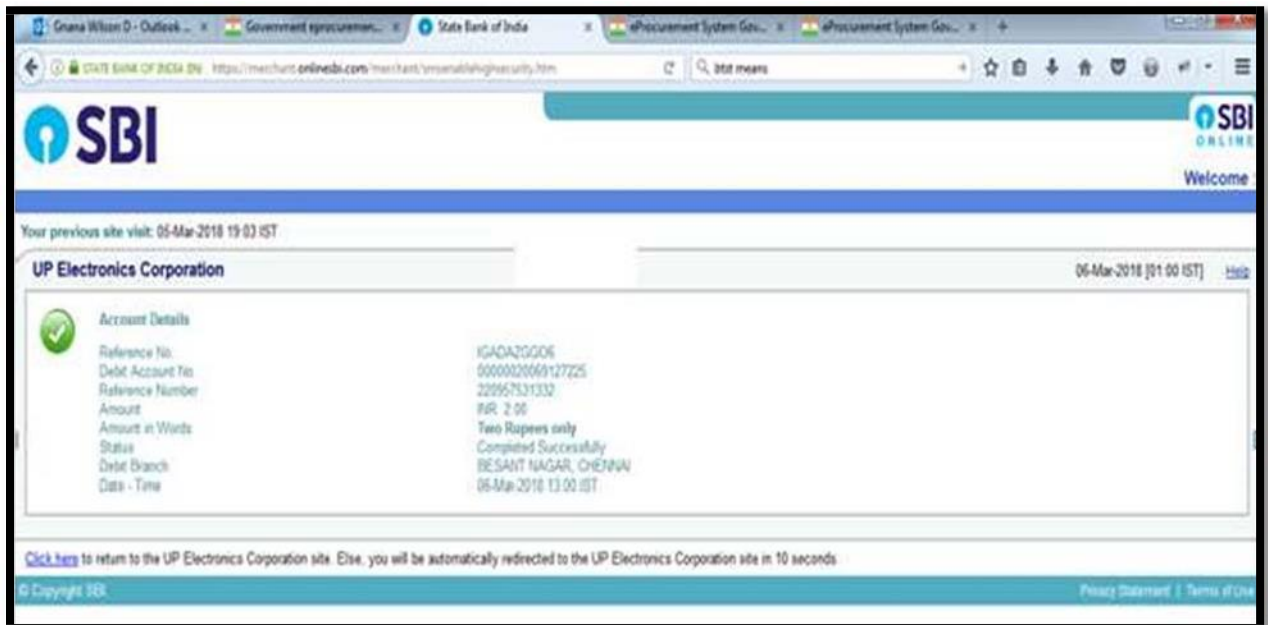
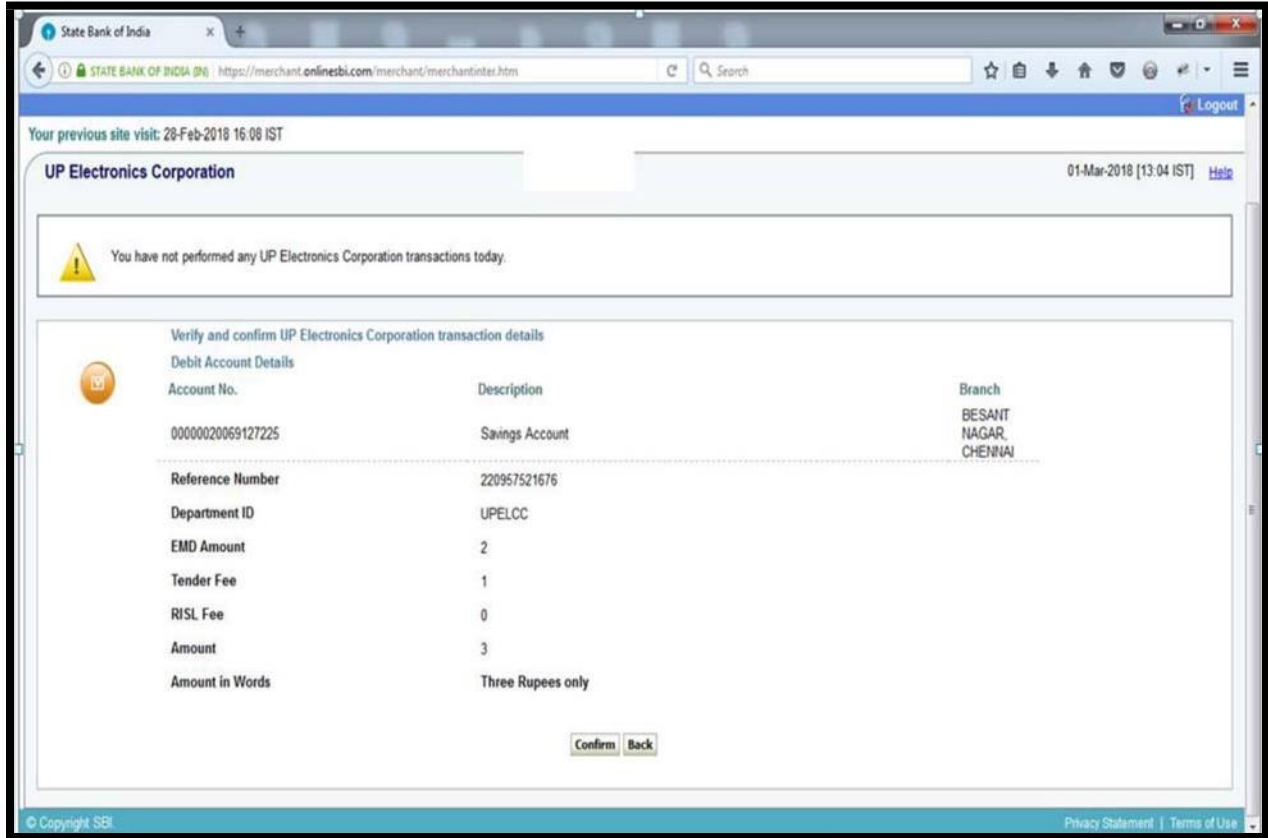


The screenshot displays the SBI Online Merchant Login Page. The browser address bar shows the URL: <https://merchant.onlinesbi.com/merchant/merchantpreloginbanking.htm>. The page features the SBI logo and the text "SBI ONLINE". Below the logo, there is a "Login to Online SBI" section with a "Welcome to Internet Banking" message. The login form includes a "Please select the customer Segment" dropdown menu with options for "PERSONAL BANKING" and "CORPORATE BANKING". The form fields are "Username*" and "Password*", both marked with an asterisk to indicate they are mandatory. There are "Login" and "Reset" buttons. To the right of the form, there are links for "New User? Register here", "Forgot Login Password", and "Forgot Username". A virtual keyboard is visible on the right side of the page. Below the login form, there is a security notice: "For better security use the Online Virtual Keyboard to login." and links for "FAQ" and "About Phishing". A list of security tips is provided, including: "Mandatory fields are marked with an asterisk (*)", "Do not provide your username and password anywhere other than in this page", "Your username and password are highly confidential. Never part with them. SBI will never ask for this information.", and "Please do not call Contact Centre or try to raise CMS complaint on the day of transaction." The footer contains links for "Privacy Statement", "Disclosure", and "Terms of Service/Terms & Conditions". The SBI logo is also present in the footer. The page is best viewed at 1024 x 768 resolution in IE 7 or above, Mozilla 3.5 or above, Google Chrome 3 or above, Safari 5.0 +.

ii. Bidders may enter SBI Net banking user ID and Password and Click on **Login** to proceed.

The screenshot displays the SBI Online banking login interface. At the top, there is a navigation bar with the SBI logo and 'SBI ONLINE' text. Below this, the main heading is 'Login to Online SBI' with a 'Welcome to Internet Banking' message. A note states '(CARE: Username and password are case sensitive.)'. The user is prompted to 'Please select the customer Segment' with radio buttons for 'PERSONAL BANKING' (selected) and 'CORPORATE BANKING'. There are input fields for 'Username*' and 'Password*', with the password field masked with dots. To the right of the password field are links for 'New User? Register here', 'Forgot Login Password', and 'Forgot Username'. Below the input fields are 'Login' and 'Reset' buttons. A virtual keyboard is visible on the right side of the page, with 'CAPS LOCK' and 'CLEAR' buttons. At the bottom, there is a security notice: 'For better security use the Online Virtual Keyboard to login.' followed by links for 'FAQ' and 'About Fishing'. A list of security tips is provided, including: 'Mandatory fields are marked with an asterisk (*)', 'Do not provide your username and password anywhere other than in this page', 'Your username and password are highly confidential. Never part with them. SBI will never ask for this information.', and 'Please do not call Contact Centre or try to raise CMS complaint on the day of transaction.' The footer contains links for 'Privacy Statement', 'Disclosure', and 'Terms of Service(Terms & Conditions)'.

iii. Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click **Confirm** button as below, to transfer payment. After account debit, MOPS gateway will automatically re-direct to the eProcurement System, with the Success transaction.



iv. As in below, you will receive bank response immediately by verifying the payment status, whether **Success** or not. In case, payment was debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click **Next** to go to Bid Preparation details, as in screenshot.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories: 'User Management' (My Accounts, My Documents), 'Auction Management' (My Auctions, Live Auctions, View Auction History), and 'Bid Management' (Search Active Tenders, My Tenders, Clarification, My Active Bids, Short fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area is titled 'BID MANAGEMENT' and contains a sub-section 'Bank Response On Payment Details'. A yellow message box with a checkmark icon states: 'Your Online transaction has been completed successfully.' Below this, the following details are listed: Organization Chain : NIC||NIC Contracts; Tender Reference Number : PW3/23401/18; Tender ID : 2018_LSGD_204397_1; Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING. A second section, also titled 'Bank Response On Payment Details', provides the following information: eProcurement Ref. Number : 220957531332; PRN Number : 220957531332; Bank / UTR Number : IGADAZGG06; Bank Name : SBI Bank; Status : Success; Status Description : Completed successfully. Below this, the fees are listed: Tender Fee in ₹ : 1; EMD Fee in ₹ : 1; Total Fee in ₹ : 2. A 'Next' button is located at the bottom right of the main content area.

v. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

BID MANAGEMENT

User Management

- My Accounts
- My Documents

Auction Management

- My Auctions
- Live Auctions
- View Auction History

Bid Management

- Search Active Tenders
- My Tenders
- Clarification
- My Active Bids
- Bid Opening (Live)
- Short fall Documents
- Online Payment Status
- My Bids History
- Short Fall Documents History
- Archived Clarification
- Tender Status
- My Withdrawn Bids

My Tenders + 2018_KSITM_203916_2 + Transaction Message

Organization Chain : NIC|NIC Contracts

Tender Reference Number : PW3/23401/18

Tender ID : 2018_LSGD_204397_1

Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Bid Process List

S.No	Bid Process	Action
1	Profile	

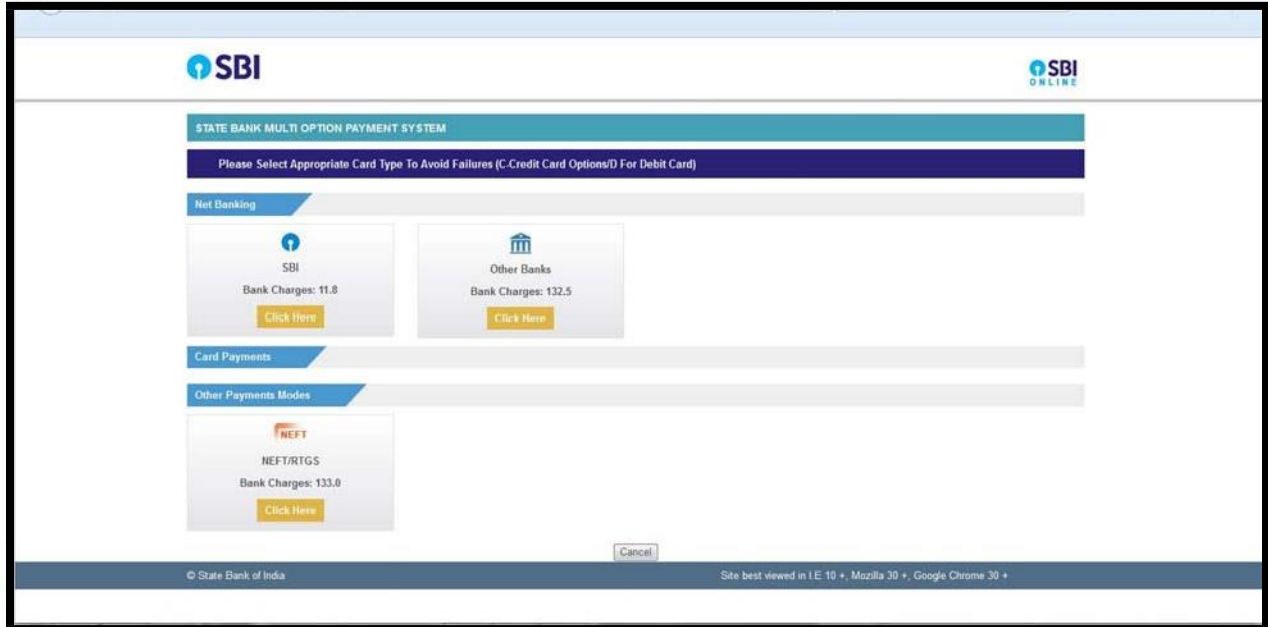
Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	1.00 (INR)	0.00	0.00	1.00 (INR)
2	Emd Fee	2.00 (INR)	0.00	0.00	2.00 (INR)

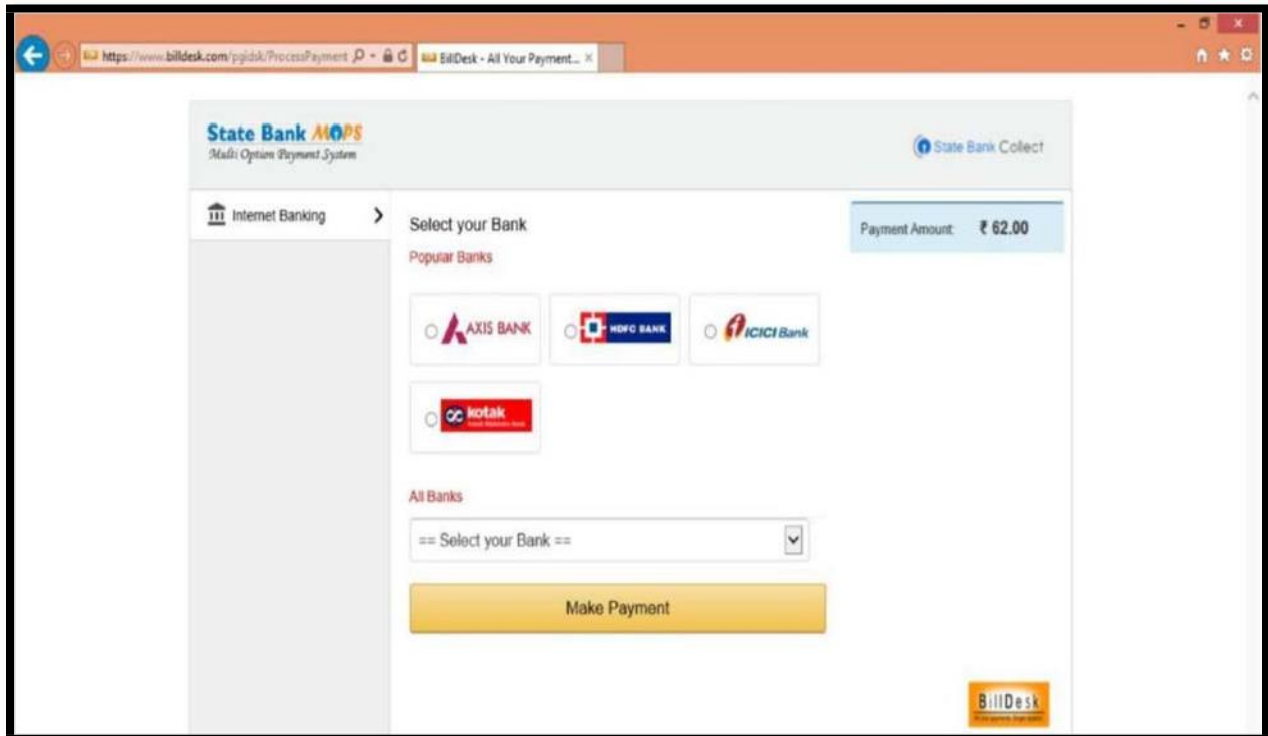
[Encrypt&Upload](#)

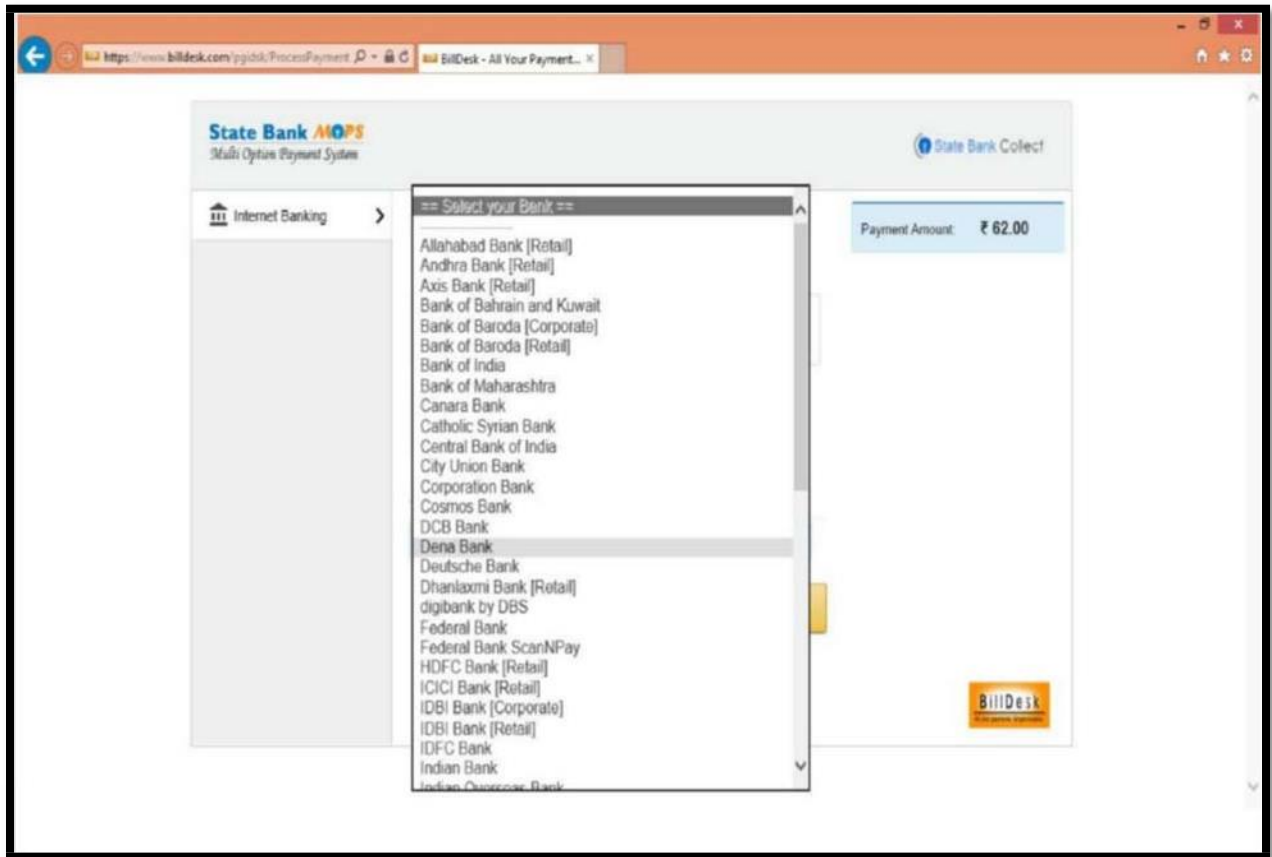
b) OTHER BANKS :

- i. Bidders with other bank account may click **Other Banks** option to proceed to SBI Net Banking Page

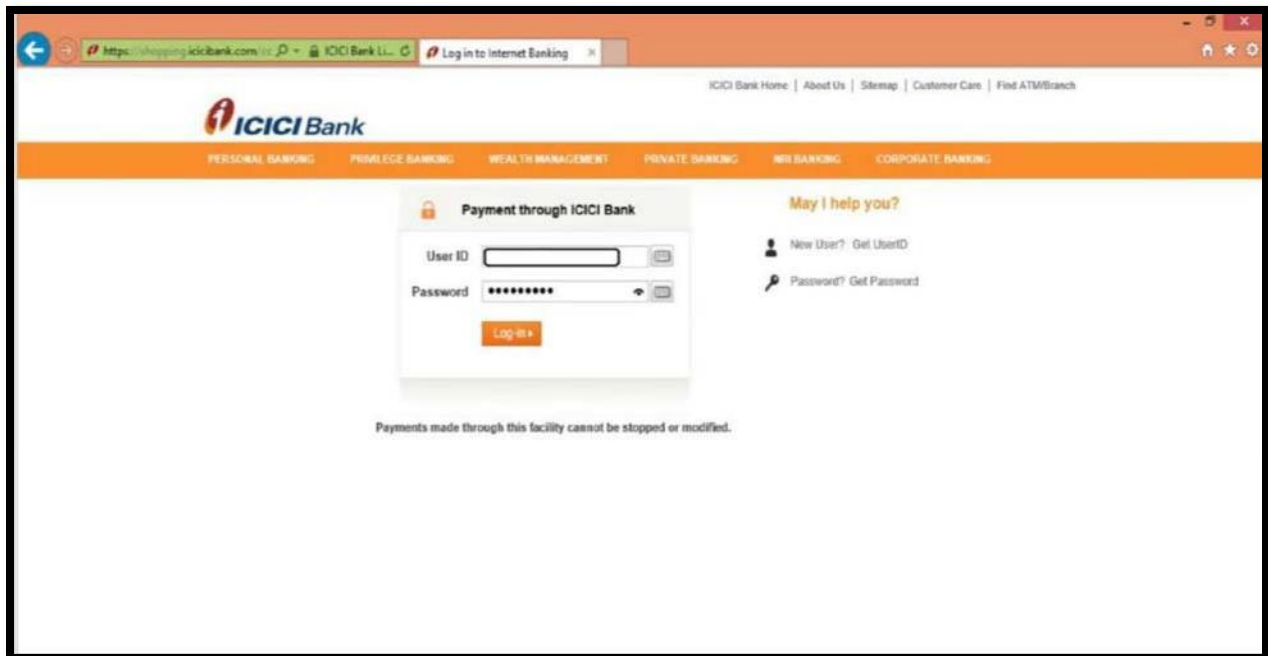
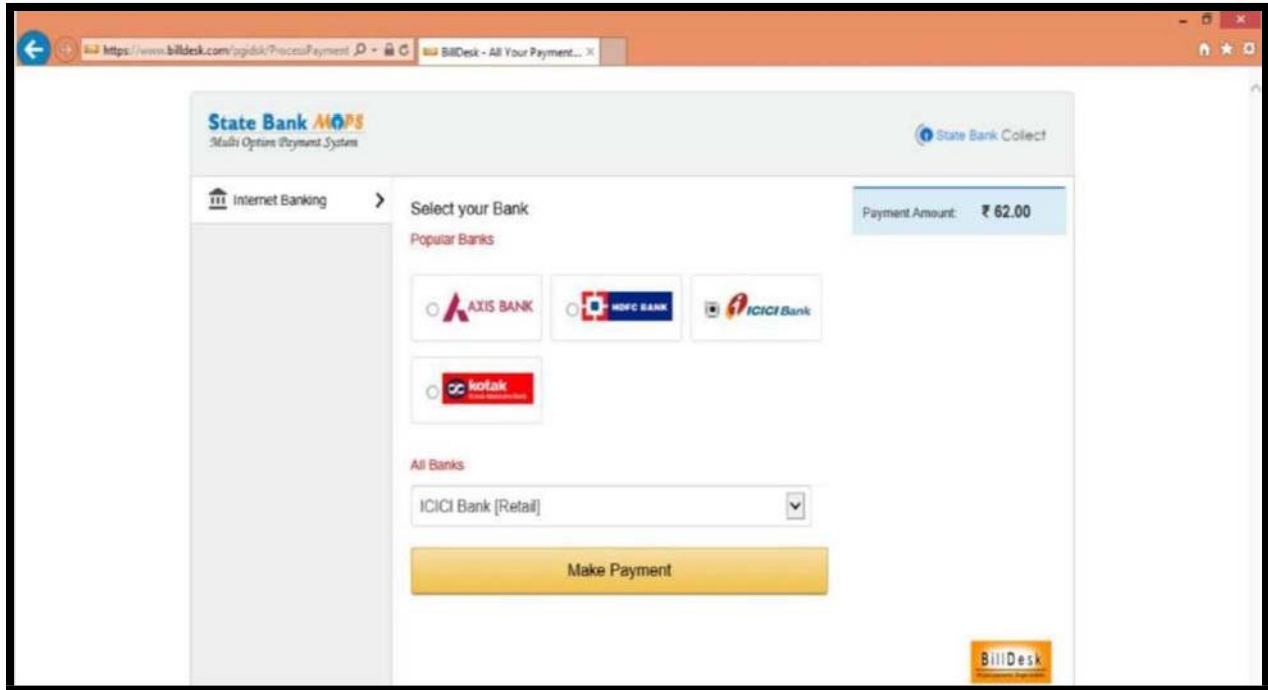


You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of **All Banks**.





- ii. After selecting ICICI Retail Banking, Click **Make Payment** Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.



PRIVILEGE BANKING **ICICI Bank** [About Us](#) | [Customer Care](#) | [Find ATM/Branch](#)

Make a Payment

You now have the option of paying from either your savings account or Pockets wallet.

Payment Details

Pay From

Pay To

Amount (INR)

Remarks

[Click here to view terms & conditions.](#)

Notes:

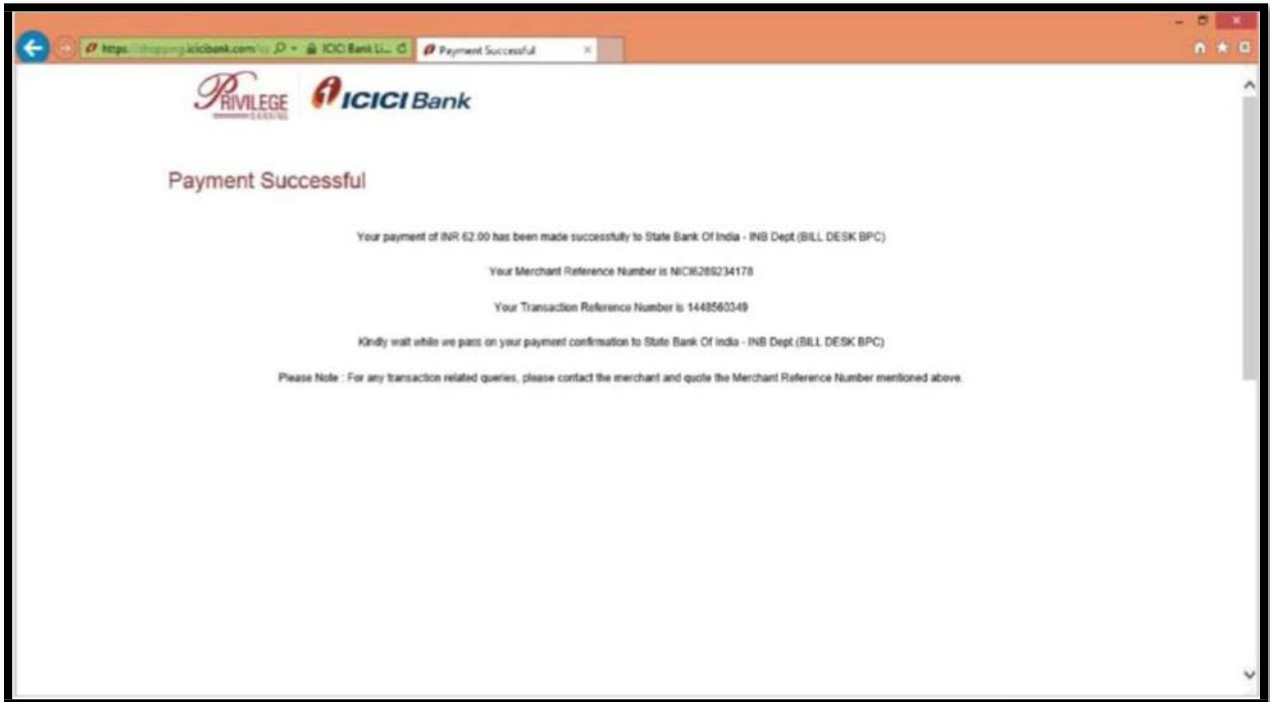
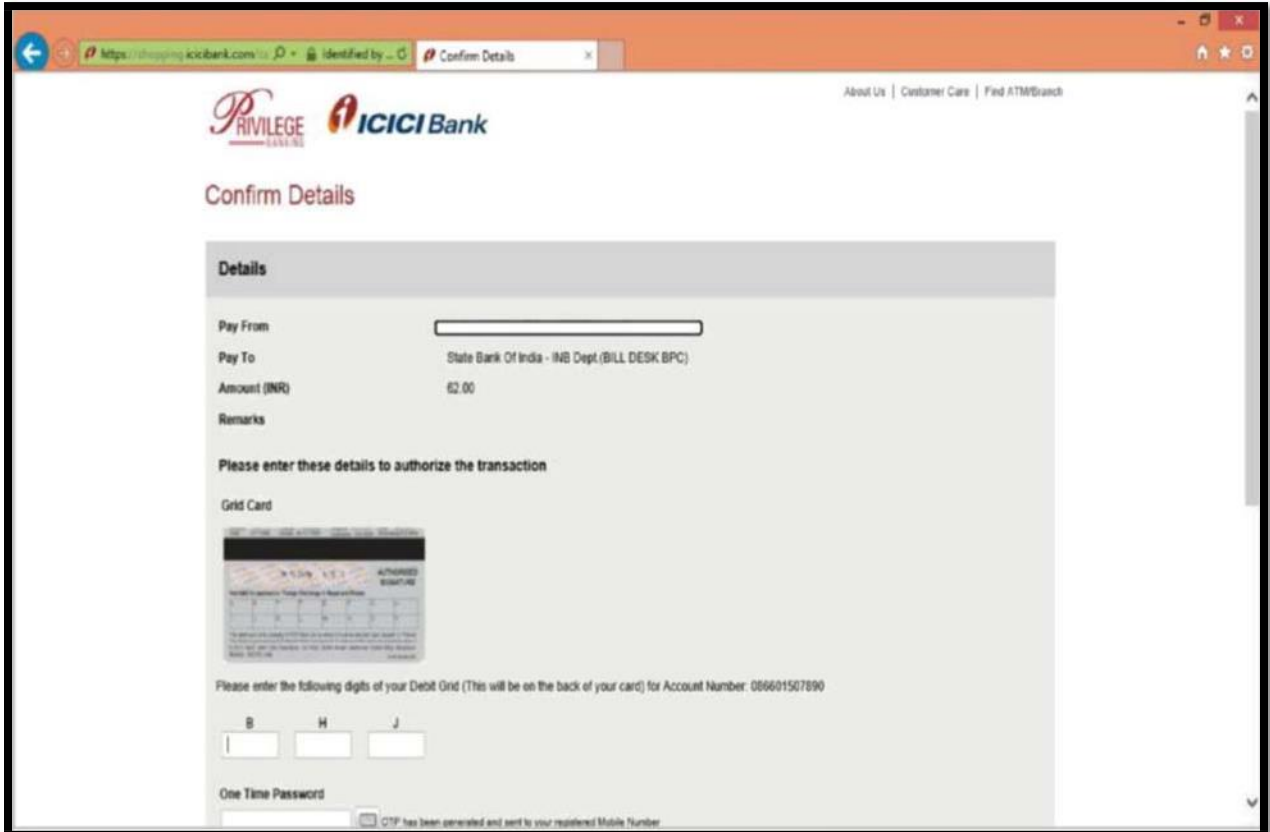
1. By clicking on the 'Pay' button, you are agreeing to the terms and conditions as given above.
2. After clicking the 'Pay' button, please wait for sometime while we pass on your payment details to the biller.
3. Please do not refresh or close the browser window.
4. Please check the status of the payment with the merchant after 7 days of transaction date. In case the merchant does not update the payment with in 7 days, please contact our [24x7 Customer Care](#) for further assistance.

Customer Service
[Customer Care Numbers](#)

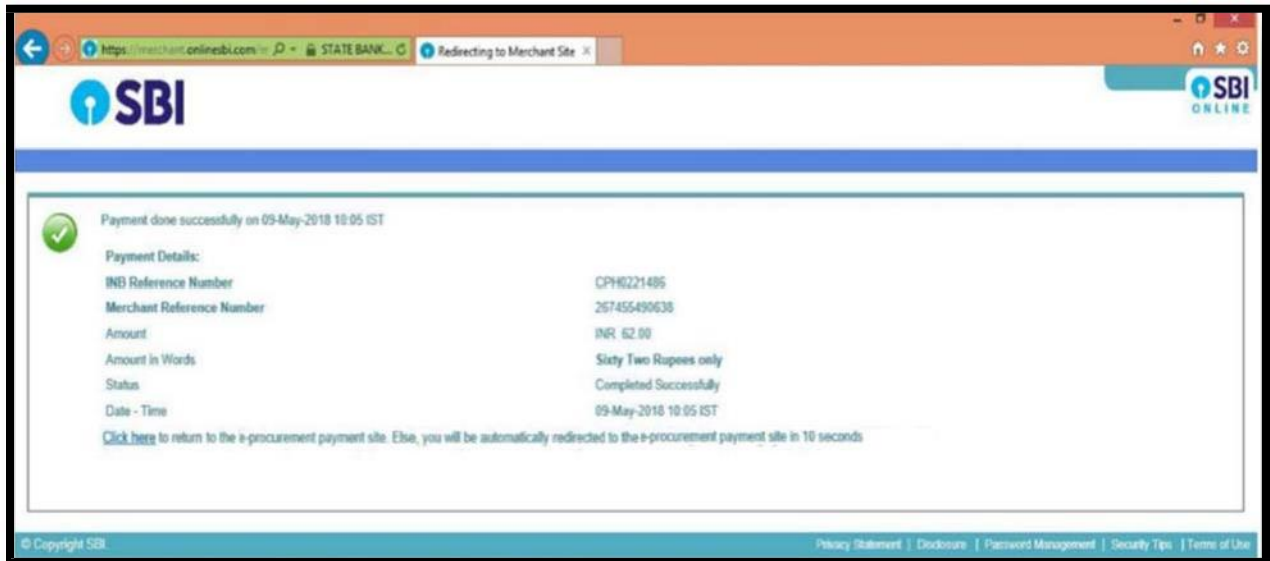
Useful Links
[Get User ID](#) | [Ways To Bank](#) | [Online Banking](#) | [Savings Account](#) | [PPF](#) | [Personal Finance Tools](#) | [Forex Center](#) | [Gold Rate Today](#) | [Media Gallery](#) | [Credit](#)

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[Sole Banking](#) | [Go Green](#)

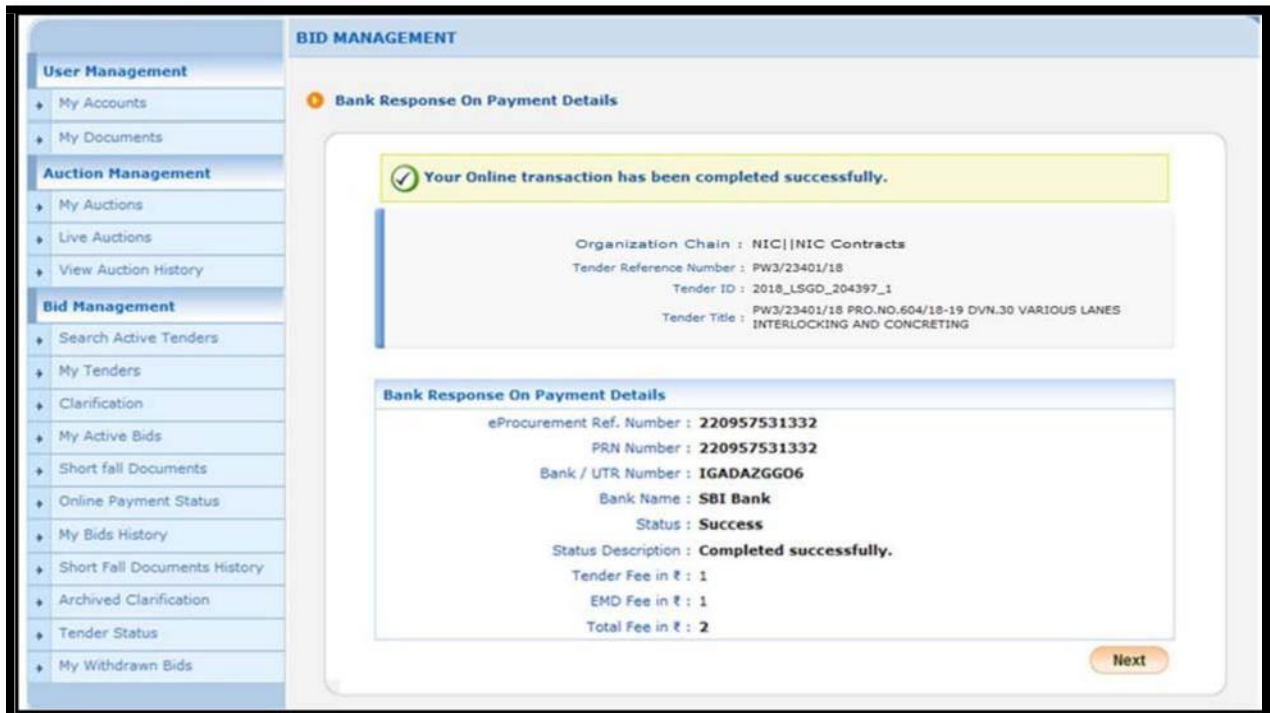


- iii. After, successful payment, system will direct you to payment confirmation page.



- iv. As in below, you will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click **Next** to go to Bid Preparation details, as in screenshot.



v. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories like 'User Management', 'Auction Management', and 'Bid Management'. The main content area shows 'My Tenders' for a specific tender (2018_KSITM_203916_2) with a transaction message. It lists the organization chain, tender reference number, ID, and title. Below this is a 'Bid Process List' table and a 'Bid Payment Details' table. An 'Encrypt&Upload' button is visible at the bottom right of the main content area.

S.No	Bid Process	Action
1	Profile	


S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	1.00 (INR)	0.00	0.00	1.00 (INR)
2	Emd Fee	2.00 (INR)	0.00	0.00	2.00 (INR)

C) NEFT/RTGS

(i) Bidders may choose the type of transaction and proceed for payment.

The screenshot shows the SBI Online payment gateway interface. It features the SBI logo and 'SBI ONLINE' text. The main heading is 'STATE BANK MULTI OPTION PAYMENT SYSTEM'. Below this, there is a message: 'Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)'. The interface is divided into sections: 'Net Banking' (with SBI and Other Banks options), 'Card Payments', and 'Other Payments Modes' (with NEFT/RTGS option). The NEFT/RTGS option shows 'Bank Charges: 0.0' and a 'Click Here' button. A 'Cancel' button is located at the bottom center. The footer includes '© State Bank of India' and 'Site best viewed in IE: 10 +, Mozilla 30 +, Google Chrome 30 +'.

(ii) Please click the check Box to proceed to the payment and click on the Confirm Button.



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I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment)

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- (iii) Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click **Confirm** button as below, to transfer payment.




Your site visit: 18-Sep-2018 [11:45 IST]

e-procurement payment

Payment details	
Reference Number	117725193159
Department ID	AAA
EMD Amount	3
Tender Fee	2
RISL Fee	0
Amount	5
Amount in words	Five Rupees only

[Click here](#) to abort this transaction and return to the e-procurement payment site

 > Mandatory fields are marked with an asterisk (*)

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- (iv) Click **Confirm** button as below, to transfer payment.

Your site visit: 18-Sep-2018 [11:46 IST]

e-procurement payment

Payment details

Reference Number	117725193159
Department ID	AAA
EMD Amount	3
Tender Fee	2
RISL Fee	0
Amount	5
Amount in words	Five Rupees only

> Mandatory fields are marked with an asterisk (*)

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- (v) The challan is generated after successful transaction.

Your site visit: 18-Sep-2018 [11:46 IST]

e-procurement payment NEFT / RTGS Form

Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	P5804CF9821347
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0021707
Name & Address	e-procurement payment
Beneficiary Reference Number	117725193159

Notes for Bidders:

- The remittance should be within the prescribed time and as per the terms and conditions specified in tender.
- Please ensure the correctness of details required while remittance through RTGS/NEFT. SBI and Govt would not be responsible for the transactions rejected due to incorrect details required.
- For RTGS/NEFT transactions, Date and time at which payment is received in SBI would be relevant for the purpose of determining the issue as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before date and time for submission of tender.
- Bid, for which payment is received after closing date time for submission of tender bid would be rejected and would not be considered for further processing. The payment would be returned back to the bank account from which the transaction was made.
- Bidders should verify/check the payment status on e-procurement portal. The transactions for which payment is received before bid tender closing date and time would be displayed as SUCCESSFUL in the portal. Otherwise bidders may contact their bank from which the transaction was made.
- Bidders should ensure that tender document fee and EMD are remitted as one single transaction and not separate.
- Bidders should ensure that amount is remitted during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in e-Procurement remittance form. Bidder should not increase this account number.
- No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance.
- Cash or Draft/cheque across the counter in SBI and Associate Banks not allowed and the payment may be treated as invalid and the respective bid is liable to be rejected.
- Please obtain CTR no. from your remitting bank for your remittance reference.
- Please note that this is only a remittance information form and not an acknowledgment of remittance.

In case the above points are not followed, the payments may be treated as invalid and the respective bid is liable to be rejected.

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[Click here to print the Remittance Form](#)
[Click here to Download in pdf](#)
[Click here to return to the Tender/e-procurement payment page.](#)

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(vi) The Downloaded challan of the e-procurement RTGS/NEFT Remittance Information

e-procurement payment RTGS/NEFT Remittance Information Form	
Beneficiary Details	
Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	PSEGACPJ8923167
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0017676
Name and Address	e-procurement payment
Beneficiary Reference No	117725193159
Instructions for remitting Bank:	
<p>a. This form is valid for remittance through non-SBI branches.</p> <p>b. Beneficiary account no. is alpha-numeric and case sensitive. It should be entered as it appears above.</p> <p>c. Amount to be remitted should not be higher or lesser and should be the same as shown above.</p>	
Note for Bidders:	
<p>a. Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in this remittance form. Bidder should not truncate or add any other detail to the above account number.</p> <p>b. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance.</p> <p>c. Account to Account transfers or Cash payments are not allowed and are invalid mode of payments. Hence, this remittance form is to be used only for RTGS or NEFT payment.</p> <p>d. Bidder should ensure that tender document fees and EMD are remitted as one single transaction and not separate. The remittance should be within the prescribed time and as per the terms and conditions specified in tender.</p> <p>e. Please ensure the correctness of details inputted while remittance through RTGS/NEFT. Please also ensure that your banker keys in the Account Number (which is case sensitive) as displayed in this form. SBI and Merchant Bankers should ensure that the account number is correctly inputted.</p> <p>f. For RTGS, the purpose of remittance should be relevant for the purpose of tender. Therefore, bidders should make the remittance before date and time for submission of tender.</p> <p>g. Bids for which Payment is received after closing date/time for submission of tender/bid would be rejected.</p>	