

AIRPORTS AUTHORITY OF INDIA

A.C.S. ALIGARH -202001

Notice Inviting E-Tender (e-NIT)

Tender ID- 2020_AAI_62282_1

1. Item rates e-tenders are invited through the e-tendering portal by The Officer in charge- AAI, A.C.S., Aligarh-202001 on behalf of The Chairman, AAI from eligible contractors for the work of **“Tender for Providing Manpower - 01no.for job work of Driving Operational Vehicles of Airports Authority of India at Aeronautical communication station, Aligarh-202001 (for one year) .”**at an estimated cost of **Rs.389361**with period of completion **12 (Twelve) Months**.

The tendering process is online at e-portal URL address www.etenders.gov.in, Aspiring bidders may go through the tender document by login the CPP Portal.

Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at “instruction for Online Bid Submission”, register themselves at CPP portal, obtain ‘User ID’ & ‘Password’ and go through the ‘self-help files’ available in the home page after login to the CPP portal www.etenders.gov.in. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days’ time. The tenderer may also take guidance from AAI Help Desk Support.

Tender fee of **Rs. 590.00** will required to be paid offline in the form of Demand Draft drawn in favour of **Airports Authority of India** payable at **New Delhi** from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should be posted given in person to the concerned officials latest as specified in the Tender Document. The details of Demand Draft/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

EMD of the Value of Rs. 7787.00/- (Rupees seven thousand seven hundred eighty seven only) shall be accepted offline only in the form of Demand Draft Drawn in favour of Airports Authority of India payable at New Delhi from a nationalized or any scheduled bank (but not from co-operative or Gramin bank).

The original Demand Draft against Tender Fee, EMD & duly stamped and signed hard copy of AAI’s Unconditional Acceptance letter shall reach the office of Bid Manager (**OFFICER IN CHARGE, AIRPORTS AUTHORITY OF INDIA, AERONAUTICAL COMMUNICATION STATION, RAMGHAT ROAD, QWARSI, Aligarh-202001**) on or before **27.11.2020 up to 11:00Hrs.** The bidder who fails to submit the original DD towards Tender Fee & EMD before the stipulated time then their tender shall be rejected out-rightly. Any postal delay will not be entertained.

2. Following 2 envelopes shall be submitted through online at CPP portal by the bidder.

Envelope I: - Containing scanned copy of DDs against EMD & Tender Fee, Scanned copy of Unconditional Acceptance of AAI 's Tender Conditions and qualifying requirements of Contractor/ Firms.

Scanned Copy of duly signed & stamped Unconditional Acceptance of AAI's Tender Condition (Annexure-I at Page 38 and 39 of Tender Document). The scanned Copy of power of Attorney/authorization (If Applicable) letter for tender document/bidding on CPP portal, Scanned copy of DD against EMD & Tender Fee shall be submitted in Envelope-I on the CPP Portal.

Envelope I shall also Contain the following:

The tenderer shall submit their application by downloading the 'PQ Performa' from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm's bio data in support of their meeting each criterion mentioned below. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

Qualifying requirements of Contractors/ Firms

- i. Copy of Permanent Account Number (PAN) of the tenderer/firm.
- ii. Letter indicating the capacity and authority of individual signing the Tender.
- iii. **Documentary proof of having successfully completed three works, each of Rs 1.56 Lakhs or two works, each of Rs 1.95 Lakhs or one work of Rs 3.11 Lakhs** of similar nature in the field of **"providing manpower to Govt. or private institutions"** during last seven years ending on last date (extended date) of submission of e-Bid in India. **Firms showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.**
- iv. Satisfactory Performance Certificate from any one of user agency.
- v. Should have annualized average financial turnover of **Rs. 1.17 lakhs** against work executed during last three years ending 31st march of the previous financial year. As a proof, Photo copy of duly audited by Chartered Accountant Annual Reports / Balance Sheets / Profit & Loss Accounts of the firm should be submitted along with the application.
- vi. Photocopy of registration of firm for GST issued by appropriate government authority.
- vii. Photocopy of registration certificate of PF and ESI issued by appropriate government authority.

viii. **Declaration by the Contractor/ Tenderer:**

The following Declaration will be submitted by the Contractor/ Tenderer along with his Pre Qualification cum Technical Bid and on his letter head:

“I/We hereby declare that none of the members or my/our relatives is relative of any employee of AAI and I/We also further declare that no Director/Employee of Airports Authority of India is/are a Director/Partner of my/Our firm/Company/Partnership/) Proprietor.”

- ix. The checklist as per Performa at ‘Annexure-A’ (dully filled & signed) shall be submitted by tenderers. **Envelope-II: - The Financial e-bid through CPP Portal.**

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (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.

3. If EMD and unconditional acceptance letter of any bidders are not meeting the AAI’s tender conditions then their e-bid response will be summarily rejected.
4. Above 2 envelopes shall be submitted through online at CPP portal by the bidder as per the following schedule: -

CRITICAL DATES SHEET

Tender Published Date	16.11.2020 (0900 Hrs.)
Bid Document Download/Sale Start Date	16.11.2020 (0900 Hrs.)
Clarification Start Date	16.11.2020 (0900 Hrs.)
Clarification End Date	21.11.2020 (1100 Hrs.)
Bid Document Download/ Sale End Date	23.11.2020 (1500 Hrs.)
Bid submission Start Date	16.11.2020 (0900 Hrs.)
Bid Submission End Date	23.11.2020 (1800 Hrs.)
Bid Opening Date (Envelope-I)	27.11.2020 (1600 Hrs.)
Last date and time of submission of original Demand Draft against EMD and Tender Fee, Signed hard copy of AAI Unconditional Acceptance Letter.	27.11.2020 (1100 Hrs.)

5. **Bid Submission:**

Bids shall be submitted online only at CPPP website: www.etenders.gov.in

Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in the **Annexure "B"** for online submission of bids.

Further it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/ director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
7. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) website <http://etenders.gov.in/eprocure/app>, shall not tamper/ modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.
8. **Benefits to micro & small enterprises (MSEs)**

(i) **Exemption from paying tender fee & earnest money deposit**

Micro and small enterprises (MSEs) – registered with district industries centers or khadi and village industries commission or khadi and village industries board or coir board or national small industries corporation or directorate of handicraft and handloom or any other body specified by the ministry of micro, small and medium enterprises as MSMED Act,2006 for goods produced and services rendered-shall be issued tender documents free of cost and shall be exempted from paying earnest money deposit (EMD).

(ii) **Price preference**

Further in tender participating MSEs quoting price within the price band of L1 + 15 Percent, shall also be allowed to supply a portion of requirement by bringing down their prices to L1 price, in a situation where L1 price is from someone other than a Micro and small enterprises. Such micro and small enterprises shall be allowed to supply up to 20 percent of total tendered value. In case of more than one such MSEs, the supply will be shared proportionately (to tendered quantity). Further out of 20%, 4% (20% of 20%) shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to MSEs in non - availability of MSEs owned by SC/ ST entrepreneurs.

In case of tender item is non-split able or no-dividable, etc. MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE.

Note:

- a) The benefit as above to MSEs shall be available only for goods / services produced and provided by MSEs for which they are registered.
- b) **MSEs seeking exemption and benefits shall enclose an attested/ self-certified copy of valid registration certificate, giving details of such validity, stores/ services etc. in Envelope -I, failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.**

9. **Bids Opening Process is as below: -**

Envelope-I: - Containing documents (uploaded by the contractors/firms) shall be opened **on 27.11.2020 at 1600 Hrs.** The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through CPP portal. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope -I, he will be asked to provide it through CPP Portal. The bidder shall upload the requisite clarification/ documents within time specified by AAI, failing which tender will be liable for rejection.

Envelope-II: - The financial bids opening date of the contractors/ firms found to be meeting the qualifying requirements **shall be intimated through CPP portal).**

- 10. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call of tender process at any stage without assigning any reason.
- 11. AAI reserves the right to disallow issue of tender documents to working agencies whose performances at ongoing project(s) is below par and usually poor and has been issued letter or restrain/ temporary/ permanent debar by any department of AAI. **AAI reserves the right to verify the credentials submitted by the agency at any stage (before or after the award of work). If 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.**
- 12. Consortium / JV Companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

13. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
14. If the entity participating in any of the tenders is a private or public limited company, partnership firm or proprietary firm and any of the Directors/ Partners/ Proprietor of such company is also a director of any other company or partner of a concern or a sole Proprietor having established business with AAI and has outstanding dues payable to the Authority, then the said entity shall not be allowed to participate in AAI tenders.

SD/-

OFFICER INCHARGE

AAI, A.C.S.,ALIGARH -202001

Encl.: Annexure-A (Check List)

Annexure-B (INSTRUCTIONS FOR ONLINE BID SUBMISSION)