



NOTICE INVITING E-TENDER

Tender ID No. 2020_AAI_57286_1

1. PURPOSE AND SCOPE OF TENDER DOCUMENT:

On behalf of Chairman, Airports Authority of India, **Sr. Manager (Technical), AAI, Vadodara Airport, Vadodara-390022 (Bid Manager)** invites Man power rate e-tenders in two bid system, i.e. Pre-qualification cum Technical & Financial, for the work of **“TENDER FOR PROVIDING MANPOWER – 06 NOS. DRIVERS FOR JOB WORK OF DRIVING VARIOUS TYPES OF VEHICLES OF AIRPORTS AUTHORITY OF INDIA AT C A VADODARA AIRPORT, VADODARA FOR 01 YEAR.”** for an estimated cost of **Rs. 1521096/- (Inclusive Minimum Wages, Service charge, Uniform, AEP-ADP Charges & Exclusive of GST, EPF, ESIC, Bonus)** with period of completion as **12 months** under given below details:-

- (a) 06 Nos. Drivers (Skilled) for operating/driving of AAI vehicles at C A Vadodara Airport, Vadodara for 6 days in a week.

Note: -

- 1. Manpower Quantity may be changed as per Technicle Office Requirement.**
- 2. The contract period shall be for Twelve months with the provision of further extension of another one Year.**

The tendering process is online at NIC CPP e-portal URL address <http://etenders.gov.in/e procure/app>. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements of the NIC CPP e- tendering portal <http://etender.gov.in/e procure/app>.

For any Technical assistance with regard to functioning of E-tender portal the bidder may contact to the following AAI help desk numbers between 09:00 hrs. to 18:00 hrs. on all working days:- 011-24632950 Ext: 3512 (six lines), 011-24632950 Ext-3505 E-mail Address: eprochelp@aai.aero

2. Following 2 covers / Envelopes shall be submitted through online at CPP e-portal by the bidder. Last date and time of submission of bids (Cover I, II) is 01/10/2020 Upto 18:00 Hrs. Clarifications needed (if any) shall be sent through “seek clarification” tap of e- tendering CPP portal only up to 1500 Hrs. on 25/09/2020 Up to 15:00Hrs.

Cover-I (Fees & PreQual/Technical): Containing scanned copy of tender fee, EMD and Unconditional Acceptance of AAI’s Tender Conditions & Containing qualifying requirements of Contractors / Firms.

3. EMD & FEES :

The tenderer shall submit scanned copy of tender fee of value of Rs. 1120/- (i/c. GST) (non refundable) in the form of Demand Draft, Earnest Money Deposit (EMD) of value of Rs. 30422/- (Refundable) in form of Demand Draft of Nationalized or scheduled bank (but not from cooperative or Gramin Bank) drawn in favour of “Airports Authority of India” payable at “Vadodara” in envelop-1 of NIC CPP e-tendering portal along with Unconditional Letter of Acceptance (Annexure-I of Tender Document). If tender fee is not paid, then valid exemption certificate shall be submitted as per NIT criteria.

4. REFUND OF EMD:

EMD of Unsuccessful bidders who fail to qualify the Cover-I (Fee/Pre Qual /Technical) stage will be initiated within 10 days of their rejection and their EMD will be returned thereof.

5. Original Tender Fee, Original EMD, OR Exemption certificate if applicable and hard copy of signed Unconditional Letter of Acceptance is to be sent to the Office of “Airport Director, Airports Authority of India, Civil Aerodrome Vadodara, Vadodara-390022” and should reach before 09/10/2020 upto 15:00 Hrs. Tender of the tenderer whose tender fee, EMD and Unconditional Letter of Acceptance are not received by the time mentioned above, their tenders will liable to be rejected. Any postal delay will not be entertained.

6. Concessions to Indian Micro & Small Enterprises (MSEs) Units :

Procurement Policy for MSEs order 2012, MSEs (Micro & Small Enterprises) registered with DIC/NSIC/KVIC/ etc. following concessions shall be applicable and extended to the MSEs i.e.

- Tender Document Fee & Earnest Money Deposit Exemption: The agency registered with MSEs is eligible for exemption of Tender Document Fee and Earnest Money Deposit & required to submit documentary proof (viz. requisite clearance/ license/permit from statutory Authority) in Envelope – I for exemption of the same.
- The agency should post Original Demand Draft Only against {1) Tender Fee and 2) EMD }, Or Self-Attested paper related to MSEs for MSEs Bidders for exemption in Tender Fee & EMD /Envelope-I(Fee) qualification documents. The same has to be uploaded in envelope-I (Online in CPP portal).

No any other documents are required for Envelope-I(Fee) qualification.

7. PRE QUALIFICATION/TECHNICAL

The tender shall submit their application by downloading the qualifying requirements of Contractors / Firms 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 in the “Envelop No-1” in the CPP portal. 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. Shall have valid registration on the date of issue of tender in appropriate class of /State/ PWD/PSU/Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata (OR Agency specialized in the similar nature of work for Providing Motor transport Vehicles on hire basis and Registered with Registrar of Companies/ Shops & Establishment Department/ Firms / Central Govt. /State Govt.).

- II. Shall have Permanent Account Number (PAN).
- III. Shall have satisfactorily completed **three works, each of Rs. 6.08 Lacs or Two works each of Rs. 7.61 Lacs or One work of Rs. 12.17 Lacs in a single contract** of similar nature of work during last 07(Seven) years ending on last date (extended date) of submission of bids in India. Client certificate for experience should be submitted along with Work order, Schedule of Quantities (BOQ) showing the nature of work done and corresponding completion certificate should show the nature of work done, the value of work, date of start, date of completion and satisfactory completion of work. Firms showing work experience certificate from non- government/non-PSU organizations should submit copy of tax deduction at sources certificate in support of their claim for having experience of stipulated value of work.

OR

Shall have annualized average annual **financial turnover of Rs. 4.56 Lac** against works executed during last three year ending on 31st March 2020. As a proof, copy of Abridged Balance Sheet along with Profit and Loss Account statement of the firm Shall be submitted along with the Pre-Qualification and Technical Bid. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

- IV. The Duly digitally signed Tender Document, **Checklist as per Proforma** at (duly filled & signed) and Scanned copy of Power of Attorney /Authorization letter (if applicable) for signing tender document/bidding on e-Tender Portal (if applicable) shall be submitted.
- V. Shall possess valid GST Registration certificate.
- VI. Shall possess valid copy of EPF and ESIC Registration certificate. (If not available then provision of Undertaking as Performa (Annexure - IV)

8. Cover-II (Finance): The Financial e-Bid shall be submitted in e-tendering CPP portal

Bidders are required to note that they Shall necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard BOQ template in e-tendering CPP portal, the same is to be downloaded and filled by all bidders. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and 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 file name. If the BOQ file is found modified by the bidder, the bid will be rejected.

9. BID OPENING PROCESS IS AS BELOW:

Cover (Fee) / Envelope-I: - Containing tender fee, EMD and Unconditional Letter of Acceptance (Uploaded by the contractors / firms), Pre-qualification documents shall be opened on **02/10/2020 at 16:00 Hrs.** along with Original requisite documents submitted offline. The intimation regarding acceptance / rejection of their bid will be intimated to the contractors / firms through e- tendering CPP portal.

Cover (Finance) / Envelope-II: - The opening of cover / envelope-II shall be opened on 13/10/2020 at 11:30 Hrs through e-tendering CPP portal. (Depending on pre- qualification, changes in the dates, if any shall be intimated through e-tender CPP portal). If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, they will be asked to provide it through e-tendering CPP portal. The bidder shall upload the requisite clarification/ documents within time specified by AAI, failing which tender will be liable for rejection.

- 10.** AAI is not responsible for any postal delay or delay due to link failure /internet problem etc. in respect of submission /receipt of any documents or in submission of e-Bid. Bidders who are intending to submit responsive e-Bids are requested to submit the same well in advance before the due date & time. It is the responsibility of the Bidder to make sure that the required documents /eBid is submitted in time.

11. 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 any stage without assigning any reason.
12. AAI reserves the right to disallow issue of tender documents to working agencies whose performance at ongoing project(s) is below par and usually poor 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 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:
 - Forfeit the entire amount of EMD submitted by the firm.
 - The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual / legal action
13. Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
14. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
15. 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.

Sr. Manager (Technical)
Airports Authority of India
Civil Aerodrome Vadodara, Vadodara