

आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटेनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांटेक्ट

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
सिविल एयर टर्मिनल
Civil air Terminal
आगरा/ Agra -282008

निविदा दस्तावेज TENDER DOCUMENT

विषय: “आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटेनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांटेक्ट”

Title: Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 years.

निविदा दस्तावेज का मूल्य / Cost of Tender document: Rs. 1180/- (Including GST)

निविदा सं./Tender No: **AAI/AGRA/CNS-105/e Tender /2021-22/01**

सीपीपी पोर्टल निविदा आईडी/ CPP Portal Tender Id: **2021_AAI_90329**

आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटेनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट

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निविदा सं./ *Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01*

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आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटिनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट

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Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01

भाग - 1 /SECTION-I

निविदा आमंत्रण सूचना (2 लिफाफे खुली निविदा)

NOTICE INVITING TENDER (2 ENVELOPE OPEN TENDER)

निविदा संदर्भ संख्या /Tender Ref No: AAI/AGRA/CNS-105/Tender/2021-22/01

निविदा आईडी/Tender ID: 2021_AAI_90329

अध्यक्ष, भारतीय विमानपत्तन प्राधिकरण की ओर से, विमानपत्तन निदेशक, भारतीय विमानपत्तन प्राधिकरण, सिविल एयर टर्मिनल आगरा - 282008 द्वारा, ई-टेन्डरिंग पोर्टल के माध्यम से, योग्य बोली दाताओं से, निम्नलिखित कार्य हेतु निविदाएँ आमंत्रित की जाती हैं।

Airport Director, AAI, Civil Air Terminal, Agra 282008, on behalf of Chairman AAI from the eligible bidders for the works as detailed below, invite tenders through E-Tendering portal.

1. कार्य का विवरण: "आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेसी तथा मेंटिनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट"

Details of works: "Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years"

2. अनुमानित मूल्य (रु)/ Estimated Cost (Rs.) :-

Rs 12,22,697/- (Rupees Twelve Lakh Twenty Two Thousand Six Hundred Ninety seven only)

Estimated cost of the purchase / work & the EMD are as given below:

क्र सं S. no.	कार्य का नाम /Name of the Work	अनुमानित लागत/ Estimated Cost in Rs. (Excluding GST,PF,ESI, Bonus etc)	ईएमडी/ EMD in Rs.	निविदा जमा करने की अंतिम तिथि/Tender Submission last Date	निविदा दस्तावेज की कीमत/ Cost of tender document in Rs. (Inclusive of Taxes)
01.	आगरा एअरपोर्ट पर 02 वर्ष के लिए ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेसी कार्य तथा मेंटिनेंस सपोर्ट के लिए जॉब कांट्रैक्ट Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years	12,22,697/-	Nil	19.10.2021	1180/-

2.1 निविदा के संबंध में महत्वपूर्ण तारीखें इस प्रकार हैं/ The critical dates for this tender are as given below.

महत्वपूर्ण तिथियाँ/CRITICAL DATE SHEET	दिनांक एवं समय/Date & Time
Published Date & Time	05.10.2021 (15:00 Hrs.)
Bid Document Download/Sale Start Date & Time	05.10.2021 (15:30 Hrs.)
Clarification Start Date & Time	05.10.2021 (15:30 Hrs.)
Clarification End Date & Time	11.10.2021 (17:00 Hrs.)
AAI Response to Bidder Queries	12.10.2021 (12:00 Hrs.)
Bid submission Start Date & Time	05.10.2021 (15:30 Hrs.)
Bid Submission End Date & Time	19.10.2021 (15:00 Hrs.)
Technical Bid Envelope I Opening Date & Time	20.10.2021 (15:30 Hrs.)
Financial Bid Envelope II Opening Date (Tentative)	26.10.2021 (15:30 Hrs.) (Change in opening date, if any will be intimated through CPP portal only)

3. **अनुबंध का कार्यकाल:** सामान्यतः यह अनुबंध कार्य प्रारंभ करने की तिथि से दो वर्ष के लिए होगी परन्तु भाविप्रा की आवश्यकतानुसार इसे आपसी सहमति से सामान नियम एवं शर्तों पर अधिकतम 12 महीने तक बढ़ाया जा सकता है |

Period of Contract: Initially the contract will be for 02 (Two) years from the date of commencement of work but if required by AAI it can be extended further for a maximum period of 12 months on mutually agreed same terms and conditions.

4. Eligibility Criteria: -

- 4.1. बोली लगाने वाली फर्म अथवा उसकी उप ईकाई अथवा उसकी मुख्य फर्म द्वारा वैकल्पिक बोलियाँ लगाने की स्वीकृति नहीं दी जाएगी। यदि इस प्रकार की बोलियाँ लगाई जाती हैं, तो उन्हें नियमानुसार निरस्त कर दिया जाएगा।

No bidder firm or its subsidiary firm or its parent firm shall be allowed to submit alternate bids. Such bids shall be summarily rejected.

- 4.2. बोली लगाने वाली फर्म के पास, निविदा के अनुसार कार्य को पूरा करने के लिए, सभी आवश्यक मानवशक्ति आदि उपलब्ध होनी चाहिए। बोली लगाने वाली फर्म द्वारा इस आशय का आश्वासन दिया जाएगा कि निविदा में दिए गए कार्य अथवा उसके किसी भी भाग को किसी भी अन्य पार्टी से नहीं करवाया जाएगा।

The bidder firm shall possess the required manpower, etc. required for execution of the subject scope of work in the tender. Bidder firm shall submit an undertaking stating that no part of the scope of work shall be sublet or outsourced to any third party.

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4.3. यदि किसी भी ठेकेदार का कोई भी नजदीकी रिश्तेदार (जो अनुबंध की प्रक्रिया या कार्यदेश देने के कार्य से जुड़ा हो) भाविप्रा में, कार्यपालक या गैर-कार्यपालक (दोनों शामिल हैं) स्तर के अधिकारी के रूप में कार्यरत है, तो ऐसे ठेकेदार को इस कार्य के लिए निविदा जमा करवाने की अनुमति नहीं दी जाएगी। उन्हें उन सभी कर्मचारियों, चाहे वे किसी भी स्तर पर और किसी भी काम से जुड़े हों या उन्हें एवजी अथवा अस्थाई तौर पर रखा गया हो, के नाम देने होंगे, जिनके नजदीकी रिश्तेदार भाविप्रा में अधिकारी के रूप में कार्यरत हैं। इन शर्तों में से किसी भी शर्त के भंग होने पर संबंधित ठेकेदार को प्राधिकरण के कार्यों हेतु ठेकेदारों की अनुमोदित सूची से हटा दिया जाएगा।

The Contractor shall not be permitted to tender for works in AAI, (responsible for award and execution of contracts) in which his near relative is posted as officer in any capacity between the grades of Executives and Non Executives (both inclusive). 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.

टिप्पणी: नजदीकी रिश्तेदार का आशय पत्नी, पति और माता-पिता, दादा-दादी, बच्चे, नाती-पोते, भाई और बहनें, चाचा-चाची, और चचेरे भाई-बहनों एव उनके संबंधित ससुराल पक्ष से है ।

Note: By the term near relative is meant wife, husband and parents, grandparents, children and grandchildren, brothers and sisters, uncle, aunt and cousin and their corresponding in laws.

5. वार्षिक औसत वित्तीय कारोबार/ Annualized average financial turnover:

विवरण/ Details	राशि/Amount (Rs)	अवधि /Duration
निविदाकर्ता का कम से कम वार्षिक औसत वित्तीय कारोबार Bidder should have annualized average financial turnover of at least	3,66,809/-	31 मार्च 2021 को समाप्त होने वाले पिछले तीन वर्षों/या पिछले वित्त वर्ष में During last 3 years ending 31 st March 2021/or previous financial year.

निविदाकर्ता द्वारा वित्तीय कारोबार के प्रमाण हेतु लाभ व हानि के लेखा सहित संक्षिप्त बैलेंस शीट प्रस्तुत करनी होगी । पिछले तीन वर्षों में बैलेंस शीट में लगातार हानि दिखाने वाली फर्मों को सरसरी तौर पर निरस्त कर दिया जाएगा ।

As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for last three years should be submitted. Firms showing continuous losses during last three years in the balance sheet shall be summarily rejected.

6. अनुभव /Experience :-

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बोलीकर्ता द्वारा गत 07 वर्षों में किसी भी सरकारी/ सार्वजनिक/ प्राइवेट सेक्टर में सामान कार्यों से सम्बंधित निम्न लिखित में से कोई भी एक कार्य आदेश सफलतापूर्वक पूरे किए गए हों

The bidder should have successfully executed the work order similar in nature like maintenance/ up keeping of electronics/electrical/networking systems and should meet/executed any one of the following during last seven years.

क्र. सं. S. No.	विवरण/ Details	राशि (₹) Amount (in Rs.)
1.	इसी प्रकार का एक कार्य (एक पीओ), जिसकी लागत सामने दी गई राशि से कम न हो One similar work of not less than of the value (One PO)	9,78,158/-
2.	इसी प्रकार के दो कार्य (दो पीओ), जिनकी लागत सामने दी गई राशि से कम न हो Two similar works of not less than of the value (Two POs)	6,11,349/-
3.	इसी प्रकार के तीन कार्य (तीन पीओ), जिनकी लागत सामने दी गई राशि से कम न हो Three similar works of not less than of the value (Three POs)	4,89,079/-

6.1 कार्यों को पूरा करने संबंधी निष्पादन प्रमाणपत्र/Completion/Performance Certificate:

6.1.1 पैरा 6 के तहत उल्लिखित अनुभव के लिए बोलीकर्ता को कार्य को पूर्ण करने संबंधी/ निष्पादन प्रमाणपत्र प्रस्तुत करना होगा। यह प्रमाणपत्र उपयोगकर्ता द्वारा जारी किए जाने चाहिए जिनके लिए कार्य किए गए हैं। प्रमाणपत्र बोलीदाता द्वारा पृष्ठांकित किया जाएगा। इस तरह के निष्पादन / अनुभव प्रमाणपत्रों में स्पष्टरूप से निम्नलिखित बातें उल्लिखित होनी चाहिए:

Bidder must submit Completion /Performance certificate in respect of the works claimed against experience as mentioned under Para 5. These certificates should be issued by the end user for whom the works have been carried out. Certificate shall be endorsed by the bidder. Such performance/experience certificates should clearly indicate the following:

- i. आदेश या अनुबंध का मूल्य / Value of order or contract
- ii. आदेश का कार्यक्षेत्र/ Scope of order or contract
- iii. आदेश या संविदा संख्या, प्रदान की तारीख/ Order or Contract No., Award date
- iv. आदेश या अनुबंध पूर्ण होने की तारीख/ Order or Contract Completion date.
- v. ठेकेदार का प्रदर्शन संतोषजनक था/ That the contactor performance was satisfactorily.

6.1.2 उपर्युक्त पैरा 5 के संदर्भ में किए गए कार्य के दावे के संबंध में प्रमाण के लिए, निविदा के प्रासंगिक हिस्से जैसे उपयुक्त दस्तावेज प्रस्तुत किये जाने चाहिए।

The scope of works in respect of works claimed against Para 6 above, should be substantiated by submission of appropriate documentation such as relevant portion of the contract.

7. बोली लगाने वाले के पास वैध पीएएन/जीएसटी पंजीकरण होना चाहिए।

The bidder must have valid PAN & GST Registration.

7.1 बोली लगाने वाली फर्म अथवा उसकी सहायक फर्म अथवा उसकी मुख्य फर्म द्वारा वैकल्पिक बोलियों लगाने की स्वीकृति नहीं दी जाएगी। ऐसी बोलियों को सरसरी तौर पर निरस्त कर दिया जाएगा।

No bidder firm or its subsidiary firm or its parent firm shall not be allowed to submit alternate bids. Such bids shall be summarily rejected.

7.2 भारत सरकार के निदेशों के अनुसार एनएसआईसी/एमएसएमई श्रेणी में पंजीकृत बोलीकर्ताओं को रियायत मिलेगी।

Concessions to the bidders registered with NSIC/MSME, shall be applicable as per the directives of Govt. of India.

7.3 केन्द्रीय सार्वजनिक क्षेत्र के उपक्रमों को बोली स्वीकार करने की तिथि तक भारत सरकार द्वारा लागू निदेशों के अनुसार खरीद में वरीयता दी जाएगी।

Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance.

7.4 **निविदा फीस:** निविदा फीस का भुगतान भाग-1 के पैरा 2 के अनुसार किया जाएगा। निविदा फीस अप्रतिदेय है तथा केवल ऑफ लाईन माध्यम से किसी राष्ट्रीयकृत या अनुसूचित बैंक द्वारा भाविप्रा, आगरा को देय डिमांड ड्राफ्ट द्वारा स्वीकार की जाएगी। सहकारी या ग्रामीण बैंक द्वारा जारी डिमांड ड्राफ्ट स्वीकार्य नहीं होगा।

Tender fee : The tender fee should be paid as mentioned in **Para 2 of Section-1**. The tender fee is non-refundable and shall be accepted **offline only** in the form of Demand Draft Drawn in favour of "Airports Authority of India, Agra from a nationalized or any scheduled bank (but not from co-operative or Garmin bank).

7.5 **अर्नेस्ट मनी डिपोजिट:** बोलीदाता को अर्नेस्ट मनी डिक्लेरेशन के लिए अंडरटेकिंग दिए गए प्रोफार्मा के अनुसार जमा करना होगा। (अनुलग्नक:X)

Earnest Money Deposit: Bidder has to submit undertaking in the given proforma for Earnest Money Declaration (Annexure-X).

7.6 एनएसआईसी पंजीकृत बोलीकर्ताओं को छोड़कर निविदा के साथ निविदा फीस राशि एवं ईएमडी अंडरटेकिंग न होने पर निविदाएं सरसरी तौर पर निरस्त कर दी जाएंगी।

Tenders not accompanied by the requisite EMD undertaking and Tender Fee Except to NSIC Registered bidders shall be summarily rejected.

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8. निविदा प्रक्रिया एनआईसी सीपीपी पोर्टल यूआरएल पते www.etenders.gov.in पर ऑनलाइन है। इच्छुक बोलीदाता सीपीपी पोर्टल पर लॉग इन करके निविदा दस्तावेज देख सकते हैं। निविदाएं किसी अन्य रूप में स्वीकार नहीं की जाएंगी। इसके अलावा, यह ध्यान दिया जा सकता है कि ई-निविदा पोर्टल पर विधिवत जमा की गई निविदाएं केवल मूल्यांकन के लिए उपलब्ध होंगी और बिना जमा किए सहेजी गई निविदाएं मूल्यांकन के लिए उपलब्ध नहीं होंगी।

The tendering process is online at NIC CPP Portal URL address www.etenders.gov.in Aspiring bidders may go through the tender document by login the CPP portal. The tenders will not be accepted in any other form. Further, it may be noted that tenders, which are duly submitted on e-tendering portal, shall only be available for evaluation and tenders just saved without submission will not be available for evaluation.

9. निविदा दस्तावेज में परिवर्तन या संशोधन सीपीपी पोर्टल पर डाले जाएंगे। निविदा दस्तावेज डाउनलोड करने के बाद बोली लगाने वालों की यह जिम्मेदारी है कि वे बोली प्रस्तुत करने से पहले भाविप्रा की वेबसाइट या सीपीपी पोर्टल पर किसी परिवर्तन/ संशोधन की जाँच करें।

Any amendment or corrigendum to the tender document will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is bidders' responsibility to check for any amendment/corrigendum on the AAI website or check for the same CPP Portal before submitting their duly completed bids.

10. बोली दाताओं को सलाह दी जाती है कि वे ई-निविदा प्रक्रिया में भाग लेने हेतु आवश्यकताओं की जानकारी के लिए ऑनलाईन बोली लगाने के लिए निर्देशों को देखें। वे अपने आपको सीपीपी पोर्टल पर पंजीकृत करवाएँ, यूजर आईडी और पासवर्ड प्राप्त करें तथा सैल्फ हैल्प फाइलों को देखें। ये फाइलें सीपीपी पोर्टल के होम पेज www.etenders.gov.in पर लॉगइन करने पर उपलब्ध होंगी। सी.पी.पी. पोर्टल www.etenders.gov.in पर लॉगिन करने के बाद होमपेज पर उन्हें समानांतर में डिजिटल सिग्नेचर सर्टिफिकेट (डीएससी) भी प्राप्त करना चाहिए जो उनके आवेदन जमा करने के लिए अनिवार्य रूप से आवश्यक है। प्रक्रिया में आमतौर पर 03 दिनों का समय लगता है। निविदाकर्ता एएआई हेल्पडेस्क सपोर्ट से भी सहायता प्राप्त कर सकते हैं।

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.

11. निविदा फीस के लिए ₹ 1180/- का भुगतान ऑफ लाईन माध्यम से किसी राष्ट्रीयकृत या अनुसूचित बैंक द्वारा भारतीय विमानपत्तन प्राधिकरण, आगरा को देय डिमांड ड्राफ्ट द्वारा

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किया जाएगा। सहकारी या ग्रामीण बैंक द्वारा जारी डिमांड ड्राफ्ट स्वीकार्य नहीं होगा। निविदा फीस के लिए मूल डिमांड ड्राफ्ट निविदा दस्तावेज में दी गई निर्धारित तिथि तक इस कार्यालय में व्यक्तिगत रूप से या स्पीडपोस्ट (नोट केवल स्पीड पोस्ट) के माध्यम से निविदा दस्तावेज में निर्दिष्ट नवीनतम के रूप में प्रस्तुत किया जाना चाहिए। भौतिक रूप से भेजे गए डिमांड ड्राफ्ट का विवरण डीडी की स्कैन की गई प्रति में उपलब्ध विवरण और बोली जमा करने के समय दर्ज किए गए डेटा से मेल खाना चाहिए। टेंडर फीस डीडी की स्कैन कॉपी फीस फोल्डर(लिफाफा-1) में अपलोड की जानी चाहिए।

Tender fee of **Rs.1180/-** will required to be paid offline in the form of Demand Draft drawn in favour of Airports Authority of India payable at Agra from Nationalized or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender fee should be submitted to this office by hand or through speed post (note only speed post) latest as specified in the Tender Document. The details of Demand Draft, physically sent, should tally with the details available in the scanned copy of DD and the data entered during bid submission time. Scanned copy of Tender fee DD should be uploaded in fee folder (Envelope-1).

12. अर्नेस्ट मनी डिपोजिट हेतु बोलीदाता को अर्नेस्ट मनी डिक्लेरेशन के लिए अंडरटेकिंग दिए गए प्रोफार्मा (अनुलग्नक:X) के अनुसार जमा करना होगा। अर्नेस्ट मनी डिक्लेरेशन के लिए दी जाने वाली अंडरटेकिंग की स्कैन कॉपी फीस फोल्डर (लिफाफा-1) में अपलोड की जानी चाहिए। बोलीदाता की बोली, जो निर्धारित समय से पहले निविदा शुल्क की मूल डीडी और ईएमडी अंडरटेकिंग की मूल कापी जमा करने में विफल रहती है, को सीधे तौर पर खारिज कर दिया जाएगा। किसी भी डाक विलंब पर विचार नहीं किया जाएगा।

For Earnest Money Deposit, the bidder has to submit Undertaking for Earnest Money Declaration as per the given proforma (Annexure: X). Scanned copy of undertaking to be given for Earnest Money Declaration should be uploaded in Fee Folder (Envelope-1). The bid of the bidder, who fails to submit the original DD of the tender fee and EMD undertaking before the stipulated time, will outright be rejected. Any postal delay will not be considered.

13. बोलीकर्ता को सीपीपी पोर्टल पर पहले ही निविदा अपलोड कर लेनी चाहिए जिससे अंतिम क्षण की परेशानियों से बचा जा सके।

Bidder shall upload tender on CPP e-Portal well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject after last date of downloading tender document.

14. भाविप्रा बिना कोई कारण बताए किसी भी या सभी निविदाओं को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित रखता है। भाविप्रा बिना कोई कारण बताए किसी भी स्तर पर निविदा प्रक्रिया को बंद करने का भी अधिकार रखता है।

AAI reserves the right to accept or reject any or all tender(s) without assigning any Reasons. AAI reserves the right to call off tender process at any stage without assigning any reasons.

15. भारत सरकार के दिशानिर्देशों के अनुसार लघु उद्योग (एसएसआई) इकाइयों और केंद्रीय सार्वजनिक क्षेत्र उद्यमों (CPSEs) को रियायतें लागू होंगी।

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

16. एनआईसी सीपीपी पोर्टल पर निम्नई-लिफाफेऑनलाइन माध्यम से प्रस्तुत करने होंगे।

Following e-envelopes shall be submitted through online submission at NIC CPP Portal by the bidder.

लिफाफा-I तकनीकी बोली: Envelope I (Technical Bid)

(i) ई-टेंडरिंग के लिए निविदा शुल्क और ईएमडी अंडर टेकिंग / **MSME** या **NSIC** बोलीकर्ता के मामले में एमएसई पंजीकरण प्रमाणपत्र लिफाफा-I में संलग्न की जानी है ।

Tender fee and EMD undertaking for on line e-Tendering/ Scanned copy of NSIC or MSME registration certificate in case of MSME or NSIC bidder should be submitted in envelope I.

(ii) ठेकेदारों/फर्मों की योग्यता संबंधी आवश्यकताओं के द्रष्टिगत निम्नलिखित दस्तावेजों की हस्ताक्षरित प्रतियाँ स्कैनिंग कर (सॉफ्ट कॉपी) में लिफाफा-I में संलग्न की जानी है । आवेदन की हार्डकॉपी पर विचार नहीं किया जाएगा। :

In view of the eligibility requirements of the contractors/firms, scanned copies of following duly signed documents should be submitted in envelope I , Hard copy of application shall not be entertained :

क्र.सं. S No.	बोली हेतु पात्रता- ई-दस्तावेज (पीडीएफ) Eligibility Bid e-Documents (PDF)	ई-फाईल: के रूप में नामित e-File : Named As
A	पीएएन/जीएसटी PAN /GST	फर्म/कंपनी का विवरण Firm/Company Details
B	कार्य करने के अनुभव के साक्ष्य (ग्राहक द्वारा जारी की गई संबंधित पीओ/कार्य-आदेश के पृष्ठों की प्रतियाँ) Proof of Experience of Works claimed. (copies of relevant PO / Work Order issued by the end user as per clause 5)	एक क्र आ. / दो क्र आ. /तीन क्र आ. One PO/Two PO/Three PO
C	कार्य पूर्ण करने के साक्ष्य (ग्राहक द्वारा जारी किया गया कार्य पूर्ण होने का प्रमाणपत्र) तथा साथ में कार्य करने का पूरा ब्यौरा । Proof of completion/performance certificate (Completion Certificate issued by the end user as per clause 6) with complete details of works claimed	एक सीसी/दो सीसी/तीन सीसी One CC, Two CC or, Three CC

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D	A letter of bidder having details of customer of works claimed for experience including postal address, official Phone Number, Email Address and URL (if any).	पी ओ- ग्राहक के विवरण PO-Customer –Details
E	एनआईटी भाग -1, के पैरा -5 के अनुसार वित्तीय कारोबार के प्रमाण हेतु 31 मार्च 2021 को समाप्त पिछले तीन वर्षों के लाभ और हानि लेखा सहित संक्षिप्त बैलेंसशीट की प्रति (ABS) की प्रतिलिपि। As per Section-1, Para-4 of NIT. As a proof of financial turnover, copy of abridged Balance Sheet(ABS) along with Profit and Loss account of the firm (bidder) for last three years ending 31 st March 2021.	एबीएस & पी&एल /ABS & P&L-2018-19; एबीएस & पी&एल /ABS & P&L-2019-20; एबीएस & पी&एल /ABS & P&L-2020-21;
F	अनुलग्नक III के अनुसार निविदा के निबंधन एवं शर्तों को मानने का स्वीकृती पत्र Letter for Un-conditional Acceptance of terms & conditions of tender as per as Annexure-III	स्वीकृती पत्र Acceptance Letter
G	मुख्तारनामा (यदि हस्ताक्षरकर्ता कंपनी का निदेशक/मालिक/भागीदार न हो) Power of Attorney (In case of Signatory is other than Director of a Company or Proprietor / Partner of the Firm)	पीओए POA
H	कंपनी की ईएसआईसी पंजीकरण संख्या ESIC Reg. No. of Company	ईएसआईसी पंजीकरण ESIC Reg.
I	कंपनी की ईपीएफओ पंजीकरण संख्या EPFO Reg. No. of Company	ईपीएफओ पंजीकरण EPFO Reg.
J	वैन्डर फर्म/कंपनी के विवरण Details of the Vendor Firm/ Company	टेंडर दस्तावेज के परिशिष्ट- IV पर प्रारूप संलग्न है। Format enclosed as Annexure-IV of the tender document
K	ठेकेदार / निविदाकर्ता द्वारा घोषणा - 1, घोषणा - 2, घोषणा -3 Declaration-1, Declaration-2, Declaration-3, By The Contractor/ Tenderer	टेंडर दस्तावेज के अनुलग्नक V,VI एवं VII के अनुसार घोषणा-1, घोषणा-2, घोषणा-3 Declaration-1, Declaration-2,

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		Declaration-3 as per Annexure V, VI & VII of Tender document
L	निविदा दस्तावेज के अनुसार कोई पात्रता संबंधित अन्य दस्तावेज । Any other eligibility related documents as per tender document.	Other Docs
M	लेबर लाइसेंस की छाया प्रति यदि लागू हो Copy of Labour licenses if applicable	
N	अर्नेस्ट मनी डिपोजिट हेतु घोषणा Undertaking for declaration of Earnest Money Deposit	टेंडर दस्तावेज के परिशिष्ट- X पर प्रारूप संलग्न है। Format enclosed as Annexure-X of the tender document
O	शुद्धि पत्र सहित हस्ताक्षरित संविदा दस्तावेज।(यदि कोई हो) Signed Tender Document including Corrigendum (If any).	संविदा दस्तावेज Tender Doc

तकनीकी बोली खोलने की तिथि 20.10.2021 व समय 15:30 बजे है।

Technical Bid opening date is **20.10.2021** & time is **15:30 Hrs.**

बोलीदाता द्वारा लिफाफा-I में अपलोड किये गए दस्तावेज में कमी के बारे में यदि बोलीदाता से किसी स्पष्टीकरण की आवश्यकता है, तो केवल सीपीपी पोर्टल के माध्यम से बोलीदाता को कमी वाले दस्तावेज प्रदान करने के लिए कहा जाएगा । बोलीदाता एएआई द्वारा निर्दिष्ट समय के भीतर ही अपेक्षित स्पष्टीकरण/दस्तावेज अपलोड करेगा, ऐसा नहीं करने पर निविदा को अस्वीकार कर दिया जाएगा। उनकी बोलियों की स्वीकृति/अस्वीकृति के संबंध में सूचना सीपीपी पोर्टल के माध्यम से दी जाएगी ।

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I, the bidder will be asked to provide shortfall documents through CPP PORTAL only. The bidder shall upload the requisite clarification / documents within specified time by AAI, failing which the tender will be liable to be rejected. The Intimation Regarding Acceptance/Rejection of Their Bids Will Be Intimated through CPP portal.

17. लिफाफा- II वित्तीय बोली: Envelope II (Financial Bid)

वित्तीय ई-बोली को ई-निविदा सीपीपी पोर्टल पर मूल्य बोली फोल्डर में .xls फ़ाइल में प्रस्तुत किया जाएगा।बोलीकर्ता मूल्य बोली फ़ोल्डर से .xls फ़ाइल डाउनलोड करने के बाद .xlsफ़ाइल में उल्लिखित जगहों में दरें भरेगा। बोलीकर्ता को शब्दों और अंकों में .xls फ़ाइल में अंतिम मूल्य भरा जाना सुनिश्चित करना होगा। मूल्य बोली भरने के बाद, बोलीकर्ता डिजिटलरूपमें .xls फ़ाइल पर हस्ताक्षर करेगा और मूल्यबोली लिफाफे में दस्तावेज अपलोड करेगा।बिना शर्त छूटयानी 'हेडरछूट' (%) यदि कोई हो तो उसे .xls फ़ाइल के उल्लिखित भाग में डाला जाएगा।

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The Financial e-Bid shall be submitted in .xls file uploaded in price bid folder of e-Tender CPP Portal. The bidder shall download .xls file from Price bid folder, will fill rates in the mentioned shells in .xls file. Bidder should ensure the final price in .xls file in Word and figures. After filling of price bid, bidder will digitally sign the .xls file and upload the document in price bid envelope. Unconditional rebate i.e. **header discount (%)** if any is to be put in mentioned section of .xls file only.

18. **बोली खोले जाने की कार्यवाही इस प्रकार होगी -:**

लिफाफा 1 (तकनीकी बोली): निविदा दस्तावेज में उल्लिखित तिथि और समय के अनुसार निविदा शुल्क फ़ोल्डर खोला जाएगा। इसमें निविदा शुल्क डीडी और ईएमडी अंडरटेकिंग की स्कैन कॉपी होनी चाहिए। निविदा दस्तावेज में उल्लिखित तिथि और समय से पहले ईएमडी अंडरटेकिंग और निविदा शुल्क डीडी को मूल रूप में प्राप्त हो जाना चाहिए। NSIC/MSME बोलीदाता के मामले में, निविदा शुल्क और EMD शुल्क में छूट के लिए अर्हता प्राप्त करने हेतु बोलीकर्ता को शुल्क फ़ोल्डर में NSIC या MSME प्रमाणपत्र की स्कैन की गई प्रतिलिपि अपलोड करनी होगी। NSIC बोलीकर्ताओं के मामले में, NSIC प्रमाणपत्र की प्रतिलिपि को प्रत्यक्ष रूप में भेजने की आवश्यकता नहीं है। परंतु NSIC / MSME प्रमाणपत्र अपलोड करना आवश्यक है।

लिफाफा II केवल उन बोलीदाताओं के लिए खोला जाएगा, जिन्होंने ईएमडी अंडरटेकिंग और टेंडर फीस डीडी की स्कैन कॉपी फीस फ़ोल्डर में जमा कर दी है और साथ ही ईएमडी अंडरटेकिंग की हार्ड कॉपी और भौतिक प्रारूप में प्राप्त टेंडर फीस डीडी के साथ मेल खाना चाहिए। इसके अतिरिक्त ईएमडी अंडरटेकिंग व संविदा फीस का डीडी मूल रूप से भेजे गए डीडी से मिलना चाहिए। ठेकेदारों/फर्मों को उनकी बोलियों की स्वीकृति/अस्वीकृति के बारे में निविदा पोर्टल के माध्यम से सूचित किया जाएगा। यदि बोलीकर्ता को अपलोड किए गए दस्तावेजों में किसी कमी के बारे में स्पष्टीकरण की आवश्यकता होने पर बोलीकर्ता "शॉर्टफॉल डॉक्यूमेंट्स" में घोषित समय सीमा में अपेक्षित स्पष्टीकरण / दस्तावेज अपलोड करने होंगे, यदि बोलीकर्ता ऐसा करने में विफल रहता है तो वह अपनी निविदा की अस्वीकृति के लिए उत्तरदायी होगा।

Envelope I (Technical Bid): - Fee folder will be opened as per date and time mentioned in Tender document. It should comprise of scanned copy of tender fee DD and EMD undertaking. Tender fee DD & EMD undertaking should be received in physical format before date and time mentioned in tender document. In case of NSIC/MSME bidder, scanned copy of valid NSIC or MSME certificate to be uploaded in fee folder to qualify for exemption of Tender fee and EMD undertaking. In case of NSIC bidders, copy of NSIC certificate need not to be sends in physical format. But uploading of NSIC/MSME certificate is must.

Envelope II will be opened only of those bidders, who have submitted scanned copy of EMD Undertaking and Tender fee DD in fee folder as well as both DD should matched with hard copy of EMD Undertaking and Tender fee DD received in physical format. The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e - tendering portal. If any clarification is needed from the bidder about the deficiency in his uploaded documents, The bidder shall upload the requisite clarification / documents within time in "Short fall documents", failing which tender will be liable of rejection.

B. लिफाफा II (वित्तीय बोली):

बोलीकर्ता कृपया नोट करे कि मूल्यबोली फ़ोल्डर में प्रत्येक आइटम का मूल्य भरने के लिए .xls फ़ाइल है। बोलीकर्ता को .xls फ़ाइल डाउनलोड करनी होगी तथा .xls फ़ाइल में पूछे गए विवरणों के अनुसार उसे भरना होगा। दरों को भरने के बाद बोलीकर्ता को शब्दों व संख्या दोनों में अंतिम राशि की जाँच करनी होगी। पूर्ण रूप से भरी हुई .xls फ़ाइल को बोली कर्ता द्वारा डिजिटल हस्ताक्षरों के बाद CPP पोर्टल पर

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निर्धारित फ़ोल्डर में अपलोड किया जाना है। लिफाफा-II में कहीं भी कीमतों की सूचना नहीं होनी चाहिए। योग्यता संबंधी आवश्यकताओं और तकनीकी मानदंडों को पूरा करने वाले ठेकेदारों / फर्मों की वित्तीय बोलियां खोली जाएंगी। भाविप्रा के पास बिना कोई कारण बताए किसी भी स्तर पर निविदा प्रक्रिया बंद करने संबंधी व ठेकेदारों की छंटनी करने का अधिकार है।

Envelope II (Financial Bid) Bidders are requested to note that the Price bid folder will contain .xls file to fill price of each items. Bidder has to download .xls file and fill the .xls file as per the description asked in the .xls file. After filling of rates bidder has to check and confirm final amount in letters and words both. Filled .xls file is to be digitally signed by bidder and then uploaded in prescribed folder on CPP portal. Prices should not to be indicated anywhere in Envelope – II. The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be open. AAI also reserves the right to call off process or short-listing of contractors at any stage without assigning any reasons.

19. बोलीकर्ताओं को दरें जीएसटी छोड़कर देनी होंगी। भाविप्रा द्वारा जीएसटी की प्रतिपूर्ति (नियमानुसार) की जाएगी। Bidders shall quote prices exclusive of GST. AAI shall reimburse the GST (as per Rules)
20. पत्राचार के लिए पता: आवेदनपत्र देने और पूर्व योग्यता सूचना संबंधी स्पष्टता/व्याख्या व पूछताछ के लिए निम्नलिखित पते पर पत्राचार किया जा सकता है।

प्रभारी - सी.एन.एस.

कृते -विमानपत्तन निदेशक

भारतीय विमानपत्तन प्राधिकरण,

सिविल एयर टर्मिनल

आगरा, उत्तर प्रदेश

पिन कोड -282008, फ़ैक्स: 0562-2400563, Email: cnsicviag@aai.aero

Address for Correspondence: Applications and enquiries regarding clarification/interpretation in connection with this pre-qualification notice should be addressed to:

CNS In-charge

For Airport Director

Airports Authority of India,

Civil Air Terminal

Agra, U.P. Pin 282008

Fax: 0562-2400563, Email: cnsicviag@aai.aero

21. भाविप्रा बिना कोई कारण बताए किसी भी या सभी आवेदनों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है। भाविप्रा बिना कोई कारण बताए किसी भी स्तर पर निविदा प्रक्रिया बंद करने का अधिकार रखता है।

AAI reserve the right to accept or reject any or all application without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.

हस्ता/- Sd/-

सी.एन.एस प्रभारी / CNS In-Charge

कृते विमान पत्तन निदेशक , भारतीय विमानपत्तन प्राधिकरण

For Airport Director, Airports Authority of India,

सिविल एयर टर्मिनल, आगरा-282008

Civil Air Terminal, Agra -282008

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Section-II

Guidelines to Bidders

1. The tender document consists of four Sections and Thirteen Annexure. The bidder should go through all these sections (Section-I :- Notice Inviting Tender; Section-II :- Guidelines To Bidders; Section-III:- General Information And Guidelines, Section-IV :- Terms & Conditions, and Annexure-I to Annexure-IX) of the tender document and must comply with each clause of all the four sections and All Annexure.
2. Bidders willing to participate may download the digitally signed tender document on-line from NIC CPP portal at <http://etenders.gov.in/eprocure/app> and submit digitally counter signed tender document on-line at the same portal.
3. The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

3.1. Schedule of Important Activities mentioned in Para 2.1 of Section-1.

3.2. Bidder shall upload tender on NIC CPP Portal well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject after last date of downloading tender document.

3.3. Date of acceptance and opening of tender can be extended on sole discretion of CNS In-charge.

4. Amendment to Tender document

4.1. At any time, prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum/corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum/corrigendum will be notified through NIC CPP portal at <http://etenders.gov.in/eprocure/app>

4.2. At any time, prior to the date of submission of bids, AAI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.

5. Clarifications of Bid Documents

5.1. Bidder, requiring any clarification of the tender Document, may submit their clarifications, if any, through provision of NIC CPP Portal at <http://etenders.gov.in/eprocure/app>

5.2. Request for clarifications received from bidders shall be responded by AAI till the schedule indicated in para.2.1 above or as extended thereto by AAI.

Replies to Clarifications by AAI will be uploaded through NIC CPP Portal. The bidders are advised to visit NIC CPP portal at <http://etenders.gov.in/eprocure/app> regularly. Request for clarifications received through E-mail/Fax or letter shall not be considered.

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- Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.
- 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.
- **Bidders shall upload their bid well in advance to avoid any last minute problem, however bidders can modify their bid till the last date and time of bid submission date and time as mentioned in Para 2.1 of section 1 above.**

6. On-line E-Tendering: For all AAI tenders hosted on CPPP's NIC CPP site, the Financial Bid, PQQ bid and Technical Bids shall be submitted on-line only.

CPPP under GePNIC, Help Desk Services

1. For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462,0120-4001002. Mobile: 91 8826246593 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.

2. For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance. E-Mail: **cppp-doe@nic.in**

3. For any Issues / Clarifications relating to the publishing and submission of AAI tender(s).

(a) 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)

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

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

Sl. no.	Timings Between (08:00-19:00Hrs)		Help Desk Number	Escalation Matrix	E-mail address
	#	From			
1.	08:00 Hrs	19:00 Hrs	011-24626632 011-24632950 Ext-3512, 08510096161 08510096262 08510096363		e-sap1@aai.aero
2.	Mr. Sanjiv Kumar JE(IT)		011-24632950, Ext-3505	After 4 hours of issue	etendersupport@aai.aero
3.	Mr A. K. Sharma Joint General Manager (IT)		011-24647596	After 12 hours	aniruddhasharma@aai.aero
4.	General Manager (IT)		011-24657900	After 24 hours	gmit@aai.aero

The above 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. For queries related to the tenders published on the portal, bidders are advised to contact concerned Bid Manager of AAI.

7. E- Tendering Participation Requirements: Prospective bidders are required to carry out the following activities.

7.1 Registration: The tendering process is online at NIC CPP Portal URL address www.etender.gov.in Aspiring bidders may go through the tender document by

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login the CPP portal. Prospective Tenderer 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.

- 7.2 Login ID :** Bidder shall click ‘Apply for Access Authentication’ and fill in details. On saving the details, a password for the registered bidder shall be generated by the system and the password shall be sent to the bidder’s e-mail ID which was filled in during registration. On receipt of e-mail, the login ID is ready with the bidder to proceed further.
- 7.3 General Guidelines for Bidders :** General guidelines for bidders to proceed further in the tender process are available in NIC CPP portal under Self Help Files Tab. Bidders shall go through the guidelines before submitting their bids on-line.
- 7.4 Digital Certificates:** Bidder shall have a legally valid class III digital certificate as per Indian IT Act, 2000 from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (CAI), Controller of Certifying Authorities of India (CCA). Please see www.cca.gov.in for licensed CA’s in India.
- 7.5 On-Line E-Tendering:** For all AAI tenders hosted on NIC CPP site, all the documents excluding tender fee and EMD undertaking shall be submitted off line only. Tender fee DD and EMD undertaking is to be submitted offline; however scanned copy of EMD undertaking and Tender fee DD is to be uploaded in designated fee folder.
- 7.6 Bidder’s Training Support System :** On – Line Training and Technical assistance for interested bidders shall be available as follows.
- 7.6.1** Detailed information in this regard have been provided to the bidders at NIC CPP portal under the Self Help Tab. Training support system for registered bidders is given inside the portal and visible to the registered bidders only. Bidders may also take the telephonic assistance from Help Desk.

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Section-III

GENERAL INFORMATION AND GUIDELINES

1. Purpose and Scope of contract

The AAI has defined the work procedures for maintenance of EPABX/Non BSNL telephone lines and maintenance support work related to operation and maintenance of all the CNS and AS equipments installed at Agra airport. The Contractor shall be responsible for the implementation of these work schedules as per pre-defined periodicity & procedures. The list of CNS/AS equipments installed at Agra airport is given on **Annexure-I**.

The scope of work defined below is for carrying out the repairing and maintenance of EPABX lines, remote lines and to provide maintenance support /conservancy work (multitasking) related to operation and maintenance of CNS equipments which is installed and maintained by AAI at Agra airport.

1. Repairing and maintenance of all Non-BSNL/EPABX lines provided in premises of Civil Air terminal including AAI residential colony.
2. Repairing and maintenance of wiring of PA system speakers installed in premises of Civil Air terminal.
3. Laying of new EPABX lines for provision of new EPABX extension/shifting of existing extension.
4. Testing of UPS and batteries of CNS facilities installed in terminal building.
5. Testing of all the earthings of CNS facilities.
6. Daily dusting and cleaning of all the CNS equipments and its ancillaries installed in terminal building
7. Daily dusting and cleaning of all telephone sets.
8. Daily dusting and cleaning of UPS and its batteries.
9. To provide maintenance support (Multitasking) to CNS (AAI) personnel/ATSEPs such as carrying carrying/shifting of tools/equipments/material) as and when required.
10. To provide support for shifting of store items as and when required during CNS store management.
11. To provide support for all the works related to operation and maintenance of CNS Facilities installed at Agra airport.
12. Other maintenance support work (Multi-tasking) of CNS facilities as and when required.

2. Specifications and Requirements:

- I. The Contractor shall be responsible to ensure availability of **03 (Three) nos. of persons (01 Semiskilled and 02 unskilled persons) for six days in a week i.e. 26 days in month & 8 hrs/day** for the execution of work as lists in scope of work detailed in this tender documents. The labour provided must be fit in all aspects to do all the multitasking jobs/maintenance support works related to telephone/EPABX lines and all other works related to operation and maintenance of CNS systems/facilities installed at Agra airport including work at heights also, like on the poles/antenna systems etc. **The manpower deployed by contractor at this site will be governed by the contractor as per the existing rule laid by state labour and employment department.**
- II. The Timings of duties will be decided by AAI from time to time as per operational requirements and will be any 8 Hrs shift in a day including night shift (if required).
- III. **The Material and tools required for maintenance and cleaning of CNS equipments will be provided by AAI.**
- IV. The contract will be only for two years from the date of commencement which may Be extended for a further period of not more than 12 months on mutually agreed same terms and conditions.
- V. Nobody can claim for permanent employment/job in AAI by any means.

आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटिनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट

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- VI. Care will be taken by the contract persons to protect all materials belonging to AAI, including the installations and buildings.
- VII. Original Installations shall not be disturbed by the contract persons.
- VIII. The Contractor shall carry out the work mentioned above as per the specification and schedule of work to the satisfaction of the AAI, failing which AAI shall be empowered to carry out the same (after serving notices in this regard) through any other agency at the risk and cost of the contractor. The decision of the AAI shall be final and binding on the Contractor in this regard.
- IX. The Contractor shall be responsible for meeting the requirement of labour Regulations/ Registration, Local Laws /Bye-Laws, making insurance for the Employees deployed by him.
- X. All contractual staff shall behave in an orderly manner and shall not indulge in any activity beyond the scope of the contract. Any staff violating the clauses/Airport security rules & discipline shall be removed by the contractor immediately under intimation to this office.
- XI. Any damage to AAI property shall be recovered from the bills of the contractor and hence utmost precaution should be taken during maintenance of the system.
- XII. The contractor shall be fully responsible for any accident that may occur to his workmen during the course of his duty at the airport. All medical expenses for his workmen shall be borne by the contractor.
- XIII. **Rates:** The rate to be paid to Un-skilled/semiskilled/skilled person will be as per the existing rate laid down by central labour and employment department and as per time to time rule framed by Ministry of Labour and Employment, Govt. of India. **ESI, EPF & GST amount paid to the statutory authorities by contractor shall be reimbursed by AAI on actual basis on the submission of documentary evidence.**
- IX. **Airport Entry Passes:** Issuance of AEP is the responsibility of the AAI. The same will depend upon the Back Ground Verification Certificate produce by the Contractor after verification of the antecedents of the individual by the competent authority. Contractor shall **pay the fees** required for Airport Entry Pass issued by BCAS. Contractor has to follow the guidelines of BCAS during the contract period for obtaining necessary approvals for AEPs. However, a temporary Pass fora Period not exceeding 15 days will be issued to facilitate entry to the work spot. The Contractor shall be responsible for the above process and also the misuse, if any, of the Passes issued. This AEP must be submitted back to this office at the time of expiry/termination of contract or removal of labour from duties at Agra airport.
- X. **Penalty:** Pro-rata deduction, against the Absentees, shall be effected from the Contract Amount, for the days of absence of Contractor's Employees.
- XI. **Precedence of Conditions of Contract:** These conditions of the Contract shall be read in conjunction with the "General Conditions of Contract Document" issued together with the amendments, corrections, enclosures, etc., along with the Tender Document and the provision of these conditions shall take precedence over the general conditions.
- XII. **Safety Measures and Responsibilities:** It shall be the responsibility of the Contractor That all necessary safety measures and precautions are invariably ensured while performing the Contract Work and AAI shall not be responsible for any injuries / accidents suffered by Contact Labourers.
- XIII. **Payments Terms:** The payment will be made quarterly basis to the Contractor. The Contractor has to submit his bill immediately on completion of the quarter, citing the Work Award Number and the split details of the amount Claimed.
- XIV. **Performance Bank Guarantee (PBG)/Security Deposit:** Security Deposit amounting to **3%** of the Awarded Cost shall be deposited in the form of Performance Bank Guarantee (PBG).
- XV. **Compliance of the provisions of statutory requirements:** The Contractor shall comply with all necessary Central/State Government related Rules and Regulations of the Contract and the Contractor shall be responsible to maintain all requisite Documents for

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reference to Statutory Authorities and AAI as and when asked for. Any expenditure in compliance with the statutory requirements related to the Contract shall be borne by the Contractor.

3. Payment of wages

- a) The contractor shall be bind to follow all the labour rules/acts and guidelines issued by the government of India/state govt.
- b) In case of non-payment of wages or any other dues of any workmen engaged by the Contractor, AAI reserves the right to make payment and to recover the amount of such payment from the Bill of the Contractor or from any amount payable to him under any Contract or as debt payable by Contractor.
- c) Release of payment to the Contractor each quarter shall be subject to the Contractor satisfying the AAI, that the performance of contractor was satisfactory during the said quarter as well as contractor has paid the prescribed minimum wages regularly to his workers during the previous quarter.
- d) The payment to the workers to be paid online through RTGS/NEFT/IMPS only and necessary document of payments of wages, pay slip, P.F, E.S.I.C must be submitted to this office time to time. Firm will also submit the required documents for EPF & ESIC.
- e) The payment to the workers 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) ESI, EPF & GST amount paid to the statutory authorities by contractor shall be reimbursed on actual basis on the submission of documentary evidence.
- g) **Payment of Bonus:** Payment of Bonus @ 8.33% of Wage payment is to be made to deployed manpower by the Contractor. Payment towards bonus shall be reimbursed by AAI on submitting proof of payment such as copy of bank statements of the employees. Pay Slips issued to the employees must reflect all these payments.

4. RECORDS:

- a) The Contractor shall keep and maintain all records, which are to be maintained by the Contractor under the Contract Labour (Regulation and Abolition) Act 1970, the Factories Act, the Payment of Wages Act or any other applicable laws, rules or regulations and shall furnish to the concerned Officers/Authorities in this behalf of any and all information, reports and returns as are required to be furnished by the Contractor under any such Laws, Rules or Regulations.
- b) The AAI shall be entitled at all times to carry out any check or inspection of the Contractor's Facilities, Records and Accounts to ensure that the provisions of the Labour Laws and Regulations are being observed by the Contractor and that the Workmen are not denied the rights and benefits to which they are entitled under provisions. Any violations shall without prejudice to any other right or remedies available to the AAI, constitute a ground for termination of the Contracts as though specifically set for, under clauses of GCC thereof.

1. Tender Document:

- 1.1.** The tender document consists of four Sections and 10 Annexure and schedule A. The bidder should go through all these sections (Section-I:-Notice Inviting Tender; Section-II:-Guidelines To Bidders; Section-III:-General Information And Guidelines, Section-IV: - Terms & Conditions and Annexure I to Annexure IX) of the tender document and must comply with each clause of all the four sections and Annexure.
- 1.2.** 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.

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1.3. Deviations, if any, from the laid down requirements/ specifications shall be brought out separately in the deviation sheets to be attached with relevant section of the tender. The scanned copy of deviation sheet shall be uploaded along with the technical bid documents.

1.4. Each and every page of submitted tender document including technical documentation should be serially numbered & indexed.

2. Address for Correspondence

All completed tender documents and enquiries regarding clarification/interpretation should be uploaded on AAI e-tender portal before the date prescribed in Tender. Address for Correspondence mentioned in **Para 18 of Section-1.**

3. Tendering Procedure: -

3.1 Envelope – I – Technical Bid document: Fee envelope should comprise of

following documents:

- I.** Scanned copy of Tender fee of requisite amount as mentioned in para 2 of Section-I paid off line in the form of DD, in case of non NSIC registered bidders.
- II.** Scanned copy of Earnest Money Deposit declaration as mentioned in para 2 of Section-I, in case of non NSIC registered bidders.
- III.** Copy of Valid NSIC Registration certificate in case of NSIC bidders claiming for exemption of Tender fee and EMD declaration.

3.2 Envelope – II – Financial Bid:-

- The pricing schedule document as per format is given in NIC CPP Portal.
- Applicable GST shall be payable by AAI as per the terms and conditions defined under tender. No additional price break up is permitted.
- **No condition, whatsoever, should be stipulated in this part.** Everything that the bidder has to say, regarding tender, other than pricing should be stated only in Technical Bid of the tender. If any conditions are stipulated in the Price Bid of the tender, **the tender is liable to be rejected.**
- 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.
- During bid evaluation EMD exemption shall be granted to NSIC registered bidder firm. In case NSIC registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected and tender fee shall not be refunded.

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

5. Opening of Tender Documents: -

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5.1 AAI shall open Technical bid as per scheduled Tender Opening Date and Time.

5.2 PQQ/Technical bid of the qualifier bidder will be opened as per schedule given in clause 2.1 of Section-1. Authorized representatives of AAI shall download all the up-loaded documents against "PQQ" and evaluate bids for Pre-qualification. Bidders may remain present at the venue i.e. AAI's premises during the opening of "PQQ/Technical" or Bidders can monitor the "PQQ/ Technical" opening process On-line.

5.3 To shortlist PQQ/ Technical qualified bidder, PQQ/Technical Bids of eligible bidders shall be scrutinized by AAI to ensure whether the same are in conformity with the operational requirement & technical specifications. Bidder should provide complete information to substantiate compliance of the technical specifications listed in the tender. In case of incomplete compliance statement or inadequate information, tenders shall be finalized 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.

6. AAI may seek clarifications on technical details 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. **Such queries raised on-line on NIC CPP portal shall be replied on-line positively by the bidder, within the time specified, failing which the evaluation shall be done on the basis of the information available.**

6.1. Price Bid, only for the bidders found PQQ/technically qualified by AAI shall be opened. For E-Tender, Date and Time of opening of financial bid shall be notified to successful bidders through NIC CPP Portal. Bidders may present at the venue during opening of financial bid or can monitor On-Line the bid opening process.

6.2. **No correspondence shall be entertained from the bidders after opening of Price Bid of the Tender. Date of acceptance and opening of tender can be extended on sole discretion of AAI.**

7. Comparison and Evaluation of Tenders:

7.1 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 all applicable statutory requirement as laid down by concerned authority time to time .

7.2 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.

7.3 Tenders meeting PQQ/Technical bid criteria as specified herein shall only be informed and considered for opening and evaluation of financial bid. However, tenders not meeting PQQ/Technical bid criteria shall be informed for not meeting the PQQ/ technical bid criteria

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7.4 The tenders found technically acceptable on evaluation of PQQ/Technical shall be compared on the basis of price quoted by the bidders for the entire scope of proposal. The amount indicated in the pricing schedule “**Schedule-A**” will only be taken for price comparison.

8. Rejection & Return of Tender :

Airports Authority of India (hereinafter abbreviated as AAI) reserves the right to reject any or part of tender without assigning any reason. The un-opened price bids for the bidders which do not technically qualify to participate in price bid opening shall be returned back

after finalizing the award of tender, if requested by the bidder. 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.

- 8.1. 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 tender.
- 8.2. 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.
- 8.3. 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.
- 8.4. 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.

9. Award of Contract

- 9.1. 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, Civil Air Terminal Agra -282008, U.P.** within five working days of issue of letter of intent through Email /Fax/ speed post/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.
- 9.2. AAI shall issue the work order to successful bidder on receipt of acceptance of letter of intent. Successful bidder shall return one copy of work order within three working days as a confirmation to acceptance of terms and conditions of work order duly signed by him on each page of the order.
- 9.3. 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 work order has been issued. The agreement shall be executed on a non-judicial stamp paper of `100/- (Rupees One hundred only) and the cost of stamp paper shall be borne by the contractor.

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

10. Consignee: -

प्रभारी सी.एन.एस.
भारतीय विमानपत्तन प्राधिकरण,
सिविल एयर टर्मिनल आगरा
पिनकोड 282008 , उत्तर प्रदेश

Incharge –CNS
Airports Authority of India
Civil air Terminal , Agra
PIN 282008 U.P.

11. Execution of Works

The Job contract shall be carried out under the supervision of the CNS Incharge, Agra or any ATSEP deputed by him, according to the terms and conditions of the contract.

12. 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:

Section-IV

TERMS & CONDITIONS

Note:

1. For stating Compliance: Write "C" in the third column below.
2. For stating Non-Compliance: Write "NC" in the third column below.
3. For stating Partial or Conditional Compliance: Write "PC" in the third column below.

S. No.	Requirement	Statement of Compliance & Agreement.
1	Standards & Proven Product	Not Applicable
2.	Period of Contract	
	This contract is for a period of Two Years commencing from "Service Commencing Date" as indicated in the contract document. However, contract shall be reviewed on quarterly basis during the contract period for satisfactory service rendered by the Contractor. AAI shall appoint CNS In-charge or his authorized representative for the purpose of implementation & monitoring of the contract.	
3	Penalty Clause:	
3.2	Category -2:- a) The contractor has to deposit PF & ESI as applicable to their staff regularly, failing which recovery / withheld @ 24 % & 3.5 % of wage payment against PF & ESI respectively shall be made from their Bills.	
3.3	Category -3:- The contractor is liable to make the arrangement of substitute against the absentee staff. At any time if it is found that some staff are absent and no substitute has been provided, the following amounts shall be recovered from the monthly bill of the contractor. 1)Semi-Skilled/Supervisor : Rs. 1000/- per day 2)Un-Skilled: Rs. 500/- per day	
4	Time: The Essence of Contract.	
4.1	This contract is for a period of Two years which may be extended further as per AAI requirement, on mutually agreed same terms and condition	

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5.	Deductions from Contract Price	
5.1	All costs, damage or expenses which the AAI may have paid, for which under the contract the Contractor is liable, will be deducted from the contractor's bill or from any money due or becoming due to the Contractor under the contract or may be recovered by actions of Law or otherwise, if the Contractor fails to satisfy the AAI of such claims.	
6.	Right to Accept or Reject the Tenders	
6.1	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.	
6.2	Tenders, in which any of the particulars and prescribed information is 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.	
7	Termination of Contract at Purchaser's Initiative	
7.1	The AAI reserves the right to terminate the contract either in part or in full due to the reasons other than specified herein. The AAI shall in such an event give 30 days' notice in writing to the Contractor of their decision to do so.	
7.2	The Contractor upon receipt of such notice shall discontinue the work on the date and to the extent specified in the notice, make all reasonable efforts to obtain cancellation of all orders and contracts to the extent they are related to the work terminated and terms satisfactory to the AAI, stop all further subcontracting or purchasing activity related to the work terminated, and assist the AAI in maintenance protection, and disposition of the works acquired under the contract by the AAI.	
8	Earnest Money Deposit (EMD) Undertaking	
8.1	Tenders not accompanied by the requisite EMD undertaking as per annexure X of tender document, shall be rejected.	
9	Performance Bank Guarantee (PBG)	

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9.1	The successful bidder shall within 30 calendar days of the issue of letter of acceptance of the bid, shall submit unqualified PBG of 3% (Three Percent) of the total price to AAI in the form of an irrevocable and unconditional bank guarantee on a Nationalized / Scheduled Bank, as per Performa attached as Annexure- III .	
9.2	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. . In case successful bidder fails to submit performance bank guarantee within 60 days, AAI reserves the right to cancel the order.	
9.3	The PBG 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 PBG, the same shall be enchased by AAI with or without notice.	
9.4	The PBG amount shall be payable to AAI without any condition whatsoever and the guarantee shall be irrevocable.	
9.5	The PBG shall be deemed to govern the following guarantees from the successful bidder, in addition to the other provisions of the guarantee.	
9.6	The PBG will be returned to the successful bidder at the end of the period of liability without interest.	
10	Force Majeure	
10.1.	AAI may grant an extension of time limit set for the completion of the work in case the timely completion of the work is delayed by force majeure beyond the contractor's control, subject to what is stated in the following sub paragraphs and to the procedures detailed therein being followed. Force majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un declared), hostilities, national emergencies, civil commotions and strikes (only those which exceed a duration of ten continuous days) at successful Bidders factory. The successful bidder's right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures	
	11.1.1 That within 10 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the bidder informs the AAI in writing that the Bidder considers himself entitled to an extension of the time	

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	limit.	
	11.1.2 That the Successful Bidder produces evidence of the date of occurrence and the duration of the force majeure in inadequate manner by means of documents drawn up by responsible authorities.	
	11.1.3 That the Successful Bidder proves that the said conditions have actually been interfered with the carrying out of the Contract.	
	11.1.4 That the Successful Bidder proves that the delay occurred is not due to his own action or lack of action.	
10.2	Apart from the extension of the time limit, force majeure does not entitle the successful bidder for any relaxation or to any compensation of damage or loss suffered.	
11	Arbitration and Laws	
11.1	Except where otherwise provided for in the contract, all questions and disputes relating to the meeting of the specifications, designs, drawings, and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof 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 Agra, 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.	
11.2	Indian laws shall govern this contract.	
12	Price :	
12.1	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.	

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12.2	The rates shall be entered in figures as well as in words. For the purpose of the tender, the metric system of units shall be used. In the event of any discrepancy, the unit price quoted in words will be taken as the correct basis. Follow the instructions available on NIC-CPP Portal.	
12.3	In case of item rate tender, only rates quoted shall be considered. Bidder shall quote the rates in figures as well as in words (In English language only). The rates quoted in figures shall be in International numerals and whole numbers. The amount for each item shall be worked out and the all requisite totals given. Special care shall be taken to write rates in figures as well as in words, and the amounts in figures only. The Total Amount shall be written both in figures and in words. Follow the instructions available on NIC-CPP Portal	
12.4	That if on checks there are differences between the rates given by the contractor in words and figures or in amount worked out by him, the following procedures should be followed :	
	a) When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the contractor, should be taken as correct.	
	b) When the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or inwards, then the rate quoted by the contractor in words should be taken as correct.	
	c) When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor should be taken as correct and not the amount.	
	d) In case of percentage rate tender, the contractors are required to quote their rates both in amount as well as in the percentage below/ above the rates entered in the schedule. In such cases, in the event of arithmetical error committed in working out the amount by the contractor, the tendered percentage and not the amount should be taken into account.	
	e) If agency fail to quote the rate in word & in figure and amount(both) the same shall be assume to be included in the total tendered amount.	
13	Validity of Tender :	
13.1	The tender must remain valid for a minimum of 180 days from the last date of submission of tender closing of the tender.	

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14	Payment to the Contractor shall be made in the following manner:-	
14.1	No mobilization advance shall be paid for any activity.	
14.2	The payment shall be made on quarterly basis and after the successful completion of each quarter. The certificate of satisfactory service during the quarter for which the payment has been requisitioned from the In-charge CNS Agra shall be a mandatory requirement for the release of the payment.	
14.3	The proof of EPF & ESIC deposit must be submitted along with the quarterly bill. The bill will not be processed without the current documents of EPF & ESIC.	
14.4	The 100 % of the charges minus the recoveries if any shall be paid after the successful completion of each quarter and on satisfactory performance certification from the In-charge CNS Agra	
14.5	Submitting Wage Muster Copy.	
14.6	EPF /ESIC/ Professional Tax Challan 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 challan submitted	
15	The terms and conditions given under Section III - General Information and Guidelines are hereby complied and agreed.	
16	Security Pass:	
16.1	The persons deputed for the work by the contractor shall be issued with I-card by himself and obtain Airport Entry Passes (AEP) from Security Authorities at Agra Airport. 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.	
16.2	Contractor has to bear the expenditure of Airport Entry Passes at present rate of Rs. 75/- per AEP or at the Rate revised by securities authorities during the contract.	
17	All the persons under contract are required to perform day or night duty as per requirement of maintenance in charge (8Hrs. daily) and are eligible for one weekly off.	
18	All the contract persons to be paid daily wages as per their categories like one /-(Present rate which will be revised twice in year) along with P.F contribution, E.S.I.C contribution and bonus(if applicable), failing which withheld their R/A Final Bill shall be made.	

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19	The contractor shall be responsible for the following points during period of contract:-	
19.1	Firm have to submit Affidavit on prescribed format on Non Judicial Stamp Paper of Uttar Pradesh of Rs.100/- within 30 days of commencement of work contract.	
19.2	The payment to the workers to be paid online through RTGS/NEFT/IMPS only and necessary document of payments of wages, pay slip, P.F, E.S.I.C must be submitted to this office time to time. Firm will also submit the required documents for EPF & ESIC.	
19.3	The payment to the workers 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.	
19.4	The contractor has to maintain the wage register for his employees and has to be produced for verification of the AAI as and when required.	
20	COMMERCIAL SPECIFICATIONS	
20.1	<p>Revision of Minimum Wages: -</p> <p>Current rates of minimum wages as per GOI Ministry of labour & Employment order issued by Chief labour Commissioner (C), New Delhi dated: 23/04/2021 are given below.</p> <p>Semi-Skilled : Rs. 609.00</p> <p>Un-skilled : Rs. 539.00</p> <p>The rate for manpower will be based on the rate decided by central government or state government, whichever is higher.</p> <p>The manpower wages are revised twice in a year</p> <p>The difference in minimum wages based on the actual payment of difference of wages (minimum wages difference applicable to all manpower, national holidays/Labour day applicable to the manpower deployed on those days) will be paid to the contractor on revision of minimum wages by the Office of Chief Labor Commissioner (Central). The contractor has to submit the proof for payment of difference of wages/National Holidays/ Labour day to the manpower as well as monthly contribution of EPF, ESIC, Bonus (if applicable)&GST for reimbursement. No overhead & profit shall be given to the contractor on this.</p> <p>The Contractor shall have the registration with EPFO and ESIC. The EPF and ESI contribution on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of Employer paid by the contractor shall be reimbursed by the</p>	

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**

	AAI to the contractor on actual basis. The reimbursement for the employer contribution of the PF & ESI shall be made to the agency on receipt of documentary evidence i.e. challan with detailed statement of each man power. The employer contribution of the same need to be deposited as detailed below: P.F. Contribution for total man power@ 13.16% on actual wage payment for each worker. E.S.I.C. for total man power@ 4.75% on actual wage payment for each worker.	
20.2	The contractor should quote the rates very carefully in SCHEDULE OF QUANTITIES considering the scope of work. Quoted rates by the firm should include, the following cost components:	
20.2(i)	Total manpower of the contract cost per year (313 days) based on actual wages and other dues paid as per labour act by the firm per day per worker (should not be less than minimum wages rates applicable).	
20.2(ii)	Total Cost for provision of stationeries per year (if any).	
20.2(iii)	Profit and overhead charges.	
20.2(iv)	PIC charges.	
21	It shall be the sole liability of the contractor(including the contracting firm/ company) to obtain and to abide by all necessary licenses/permissions 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.	
21 a)	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 payment of wages Act,1936 the workmen's Compensation Act,1923 and other relevant Act, Rules and Regulations, instructions etc. issued/enforced from time to time.	
21 b)	On commencement of the contract, the contractor shall continue to have valid PF and ESI Code no. till conclusion of the contract. AAI reserves the right to withhold any payment if ESI and PF contributions are not paid by the contractor and proof to that effect have not been produced regularly by the contractor. Non production of PF and ESI challan of monthly contributions before its due date	

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

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	but not later than 21st of every month by the contractor, shall be liable for action against the contractor and also suitable penalty shall be levied by the Execution Department as deemed fit.	
21 c)	The contractor shall regularly submit all relevant records/documents to AAI representative for verification and upon such satisfaction only, AAI will allow reimbursement to amounts paid.	
21 d)	The contractor shall be solely responsible for the payment of wages and other dues to personnel deployed by him latest by 7th of the subsequent month. 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.	
21 e)	The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.	
21 f)	Statutory compliance in respect of Contract labour under the provisions of EPF & MP act 1952 shall be the sole responsibility of the contractor and in case of complaint received by AAI on non-compliance of above then the arise Liability shall be paid by AAI at the cost of contractor and the same shall be deducted from the next running bill on first instance. On repeated instance the said contract may be terminated with immediate effect and security deposit available with AAI may also be forfeited and also debarring the contractor for prescribed period to compete in AAI for similar work.	
22	Safety measure & responsibilities:	
22.1	It shall be the responsibility of the contractor the all necessary safety measures and precautions are invariably ensured while performance of the contract work and AAI shall not be responsible for any injuries /accidents suffered by contract labour.	
22.2	Any incident/ mishap of contractor's staff shall be the contractor's responsibility.	
22.3	The proof of EPF & ESIC and GST deposit must be submitted along with the quarterly bill. The bill will not be processed without the current documents of EPF & ESIC and GST.	

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35. हालाँकि यह निविदा दस्तावेज द्विभाषी रूप से तैयार किया गया है, लेकिन किसी भी प्रकार के संदेह या विसंगति के मामले में, इस निविदा दस्तावेज का अंग्रेजी संस्करण मान्य होगा।

Although this tender document has been prepared bilingually but in case of any doubt or discrepancy ,English version of this tender document shall prevail.

Signature of Bidder with date

Name:

Telephone:

E-mail:

Stamp:

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ *Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01*

Annexure -I

List of CNS Equipments Available at Agra airport

S. No.	Name of the Equipment	Quantity	Remark
1	EPABX along with 40 Intercom connections	01	
2	Fax (MFP)	02	For operational messages
3	SCCTV system	01 System	Comprising 40 cameras, 03 Servers , 05 work stations, LED displays, and Switch racks
4	PA System	01 System	Comprising of equipment racks and different types of speakers installed in whole terminal building.
5	Flight Information Display System (FIDS)	1 System	Comprising of Servers and Displays installed in different locations of terminal building
6	X-Ray Baggage Inspection System (X-BIS)for Registered baggage	02	
7	X-Ray Baggage Inspection System (X-BIS) for Hand baggage	02	
8	Explosive Trace Detector (ETD)	02	
9	DFMD	03	
10	HHMD	14	
11	Walkie Talkie hand held sets	20	
12	Walkie Talkie Base station	08	
13	Computers sets	05	Along with peripheral devices
14	UPS	20	Different rating form 500 VA to 6KVA
15	Voltage stabilizers	03	

Number of equipments and/or quantity of equipments may be increase or decrease during the contract period as per operational requirement.

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Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**

Annexure-II

ACCEPTANCE LETTER

(TO BE SUBMITTED in Envelope II (PQQ/Technical Bid))

To

The Airport Director
Airports Authority of India
Civil Air Terminal
Agra, U.P.
PIN_ 282008

Sub: Un-conditional Acceptance of AAI's Quotation Conditions

Tender No: AAI/AGRA/ CNS-105/ e Tender/2021-22/01

Name of Work: -“Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years”

Dear Sir,

1. The tender document for the works mentioned above have been issued to us by Airports Authority of India and I/we hereby certify that I/we have read the entire terms and conditions of the tender document made available to me / us in the office of the CNS In-charge AAI, 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 document in its entirety for the above works.
3. It is clarified that after unconditionally accepting the quotation conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in the quotation enclosed in envelope “A” & “B” and the same has been followed in the present case. In case any provisions of this quotation are found violated after opening envelope “A” & “B”. I / we agree that the quotation 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. That, 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 ask for bribe /gratification, I will immediately report it to the appropriate authority of AAI.

Yours faithfully

(Signature of the Bidder with date and Rubber Stamp)

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**

Annexure - III

PROFORMA BANK GUARANTEE (PBG) FOR CONTRACT PERFORMANCE

(To be stamped in accordance with Stamp act)

(The non-judicial stamp paper should be in the name of issuing Bank)

Ref:

Bank Guarantee:

Date:

To,

The Airport Director,
Airports Authority of India,
Civil Air Terminal
Agra U.P., PIN -282008

Tender No: : AAI/AGRA/CNS-105/e Tender/2021-22/01

Name of Work: -“Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years”

Dear Sirs,

1. 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 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.
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..... (Rupeesonly).
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) i n 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 herein 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 enforceable till all the dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Projection-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.

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Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**

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. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees only) 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 discharge

Dated this ----- day of ----- 2021 at -----

Signature -----

Name ----- (Bank's Rubber Stamp)

Official address -----

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Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ *Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01*

Annexure-IV

Details of the Vendor Firm/Company

Tender No: : AAI/AGRA/CNS-105/e Tender/2021-22/01

Name of Work: -“ Job Contract for Conservancy and Maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years”

1	Name of the Bidder/Contractor	
2	Name of the bank	
3	Name of the branch	
4	Complete address of bank	
5	Account of beneficiary	
6	Type of account	
7	Core Banking Account No In full	
8	IFSC code of the bank	

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Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**

Annexure-V

Tender No: (CNS) : AAI/AGRA/CNS-105/e Tender/2021-22/01

Name of Work: -"Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years"

Declaration-1 by The Contractor/Tenderer:-

I / we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debarring actions against us for any default services rendered to Airports Authority of India

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the purchaser.

Signature of Tenderer : _____

Name : _____

Date : _____

Seal :_

E-mail address :_

आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटेनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**

Annexure-VI

Tender No: (CNS) : AAI/AGRA/CNS-105/e Tender/2021-22/01

Name of Work: -“Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years”

Declaration-2 by The Contractor/Tenderer: -

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.

Signature of Tenderer : _____
Name : _____
Date : _____
Seal :_
E-mail address :_

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Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ *Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01*

Annexure-VII

Tender No: (CNS) : AAI/AGRA/CNS-105/e Tender/2021-22/01

Name of Work: -"Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years"

Declaration-3, by The Contractor/Tenderer: -

I/We hereby declare that no part of the scope of work mentioned in tender shall be sublet or outsourced to any third party.

Signature of Tenderer: _____

Name : _____

Date : _____

Seal :_

E-mail address :_

Annexure-VIII

AGREEMENT (On INR 100/- Non Judicial Stamp Paper)

For the

“Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years”

Between

Airports Authority of India, Civil Air Terminal Agra

And

(Name of the Contractor along with address)

THIS AGREEMENT, entered into this (Date) day of (Month & Year) by and between (Name of Contractor), having its office at (Contractor’s Office Address) (hereinafter called the “Contractor”) and Airports Authority of India Agra having its office at Civil Air Terminal Kheria Agra,U.P. PIN 282008 (hereinafter called the “AAI”), the expressions “Contractor” and “AAI” shall mean their successors, legal representatives or assigns for the for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years.

WITNESSETH,

WHEREAS, AAI invited offers for the

“Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Year”

WHEREAS, the Contractor has offered **Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years** in accordance with their Price Bid dated (Date) and AAI has accepted its 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:-

1. AAI Tender Documents for the **“Job Contract for conservancy and maintenance support work for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years”**(*Tender No: : AAI/AGRA/CNS-105/e Tender/2021-22/01*).
2. Tender corrigendum no. 1, 2etc.(if any)

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Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ *Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01*

3. Tender clarifications offered by AAI subsequent to the Bidders queries by AAI (Date).
4. Bid Documents (PQQ/Technical) submitted by the Contractor dated (Date) in fulfilling the contract requirements that includes the signed compliance.
5. Unconditional acceptance of AAI Tender conditions as given by the Contractor.
6. Queries raised by AAI during technical evaluation and technical clarifications submitted by the contractor in response thereof.
7. The price bid of the Contractor which was opened on (Date) and accepted by AAI.
8. Detailed itemized cost of the spares list, training program, syllabi for (Name of Equipments), clarification on data sharing between AAI, Civil Air Terminal, Agra 282008 U.P. and offered by the Contractor vide his letter dated (Date).
9. Reference of LOI/Purchase order issued/acceptance of bidder for and on behalf of Contractor for and on behalf of Chairman, AAI.

For and on behalf of Contractor

For and on behalf of Chairman, AAI

Signature of contractor with date

Signature of AAI officer with date

Name:

Name:

Designation:

Designation:

1. Witness: (Signature, Date, Name, Designation on behalf of AAI)

2. Witness: (Signature, Date, Name, Designation on behalf of Contractor)

आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटिनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ *Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01*

Annexure-IX

AFFIDAVIT

**(To be executed in Rs 100/-
Non Judicial Stamp Paper of Uttar Pradesh duly notarized)**

I, (_____), age _____ years S/o
_____ proprietor / Managing Partner /
Managing Director of M/s _____ having
address _____ do hereby
solemnly affirm and state as follows;

I am competent to swear this affidavit on behalf of _____
(name of the agency) and hereby confirm that I am fully complying with the legal
obligations with regards to payment of minimum wages as per minimum wages Act –
1948 and deduction of Provident Fund Authorities as per EPF & MP Act – 1952 and
Contract Labour (Regulation and Abolition) Act, 1970.

Date:

**Signature of the Contractor
with rubber-stamp**

(Notary)

आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटेनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ *Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01*

Annexure-X

Proforma for Earnest Money Declaration (To be submitted on contractor's letter head)

Whereas, I/We (name of agency) have submitted bid for
..... (name of work)

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,
Or
- (2) If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.

Signature of the contractor(s)

आगरा एअरपोर्ट पर ई.पी.ए.बी.एक्स लाइन्स एवं सी.एन.एस.सुविधाओं के रखरखाव हेतु कन्जर्वेंसी तथा मेंटेनेंस सपोर्ट कार्यों के लिए दो वर्षों हेतु जॉब कांट्रैक्ट

Job Contract for conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years

निविदा सं./ **Tender No: AAI/AGRA/CNS-105/e tender/2021-22/01**

Schedule: A

Sample Price Bid

(“Financial Bid”)

Tender No: AAI/AGRA/CNS-105/e Tender/2021-22/01

Name of Work: - “Job Contract for Conservancy and maintenance support works for upkeep and maintenance of EPABX lines and CNS systems at Agra airport for 02 Years”

Sr. No.	Description of Item	Qty.	Estimated Cost	Quoted Amount (in Rs.)
1	Work as per scope of tender documents for 01 Semi Skilled and 02 Un-skilled manpower for 24 months.	1	12,22,697/-	
Total Amount (In numbers)				
Total Amount(In Words)				

* Bidders shall quote prices exclusive of taxes for the contract period. However AAI shall reimburse the GST, PF, ESIC, Bonus (if applicable) and Difference of minimum wages (as per Rules) on actual basis against the production of challan/proof towards payment. (Please Refer Section IV Para 31of NIT)

** The Tools and Material required for conservancy and maintenance support work will be provided by AAI hence same not to be considered in offered price.

**Signature of Contractor with date
and with rubber stamp**