



AIRPORTS AUTHORITY OF INDIA

**O/o THE ASSISTANT GENERAL MANAGER (TECH),
REGIONAL HEAD QUARTERS, SOUTHERN REGION
CHENNAI-600 016**

TENDER DOCUMENT

NAME OF THE WORK

Job Contract for providing services for operation of Various Vehicle types by deploying Manpower at Airports Authority of India, Regional Head Quarters, Southern Region, Chennai

Tender No. AAI_RHQ_SR_TECH_2021_01

Tender ID No. 2021_AAI_76749



INDEX

NAME OF WORK:

Job Contract for providing services for operation of Various Vehicle types by deploying Manpower at Airports Authority of India, Regional Head Quarters, Southern Region, Chennai.

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This tenderdocument contains a total of 62 pages(Serially numbered from 1 to 62), including the cover page and this page.

Sd/-
Asst. General Manager (Tech)
Airports Authority of India,
Regional E&M Workshop, RHQ, SR,
Chennai-600 027
Tel.: 044-22567026
044-22564176

TENDER SCHEDULE

Name of Work	Job Contract for providing services for operation of Various Vehicle types by deploying Manpower at Airports Authority of India, Regional Head Quarters, Southern Region, Chennai.
Tender No.	AAI_RHQ_SR_TECH_2021_01
Tender ID No.	2021_AAI_76749
Estimated Cost	Rs. 34.92Lakhs (for two years), Exclusive of PF, ESI, Bonus & GST
Tender Fee (Non-refundable)	Rs.1,770/- (inclusive of 18% GST)

CRITICAL DATES

01.	Tender Published Date	04.05.2021 @ 1800 Hrs.
02.	Document Download / Sale Start Date	04.05.2021 @ 1800 Hrs.
03.	Document Download / Sale End Date	15.05.2021 @ 1800 Hrs.
04.	Clarification Start Date	04.05.2021 @ 1800 Hrs.
05.	Clarification End Date	12.05.2021 @ 1700 Hrs.
06.	Bid Submission Start Date	04.05.2021 @ 1800 Hrs.
07.	Bid Submission End Date	15.05.2021 @ 1800 Hrs.
08.	Date of opening of Cover-I (PQ/Technical Bid)	17.05.2021 @ 1000 Hrs.
09.	Date of opening of Cover-II (Financial Bid) - Tentative	24.05.2021 @ 1200 Hrs.

Note: - AAI may at its discretion extend / change the schedule of any activity by intimating the Bidders through a notification on the CPP portal (<https://etenders.gov.in>).

SECTION: I

NOTICE INVITING e-TENDER

NIT REF. No.:AAI_RHQ_SR_TECH_2021_01

- 1.1 E-Tenders are invited from the reputed Firm / Agencies / Contractor through the CPP portal by the Assistant General Manager (Tech), Regional E&M Workshop, Airports Authority of India, Southern Region, Chennai-600016 (Bid Manager) on behalf of Chairman, AAI for the work - **'Job Contract for providing services for operation of Various Vehicle types by deploying Manpower at Airports Authority of India, Regional Head Quarters, Southern Region, Chennai'** for a period of 2 (two) years and further extendable by 1 (one) more year on the same rates and Terms & Conditions, subject to satisfactory performance of the Contractor at an estimated cost of **Rs.34.92 Lakhs** (for two years) exclusive of PF, ESI, Bonus & GST.
- 1.2 The above Job Contract shall be carried out as per the Scope of work given in detail at Section-VI.
- 1.3 The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring Bidders may go through the tender document by 'Guest User' login.
- 1.4 Prospective Bidders are advised to get themselves registered at CPP Portal, obtain 'Login ID' & 'password' and go through the instructions available in the Home Page after log in to the CPP Portal (<https://etenders.gov.in>). They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The Bidders may also take guidance from AAI Help Desk Support as given at Section-II of the tender.
- 1.5 **Public Procurement Policy for MSEs Bidders:** MSEs who are registered with District Industries Centers (DICs) / Khadi & Village Industries Commission (KVIC) / Khadi & Village Industries Board (KVIB) / Coir Board / NSIC/Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) are eligible for availing benefits under the Public Procurement Policy. With effect from 18/09/2015, MSEs registered under Udyog Aadhaar Memorandum (UAM) are also eligible to avail the benefits under Policy.

The benefit of MSEs shall be available only for goods produced/services rendered, for which they are registered. MSEs seeking exemptions and want to avail the benefits under Public Procurement Policy should submit self-attested copies of valid Registration Certificate issued by MSME or any other body specified by MSME clearly mentioning the details such as goods produced/services rendered & its validity, failing which they run the risk of their bids being passed over as ineligible for the benefits applicable to MSEs.

1.6 The following 2 Covers shall be submitted ONLINE by the Bidders: -

1.6.1 COVER-I (Tender Fee, EMD Declaration, Undertaking & Pre-Qualification/Technical Bid)

A. Tender Fee, EMD Declaration & Undertaking

The Bidders should make payment and upload the scanned copy of required documents online in "Cover-I", as per the following details: -

Sl. No.	Description	Documents to be uploaded in CPP Portal
(i)	Tender Fee Rs.1,770/- (Non-refundable)	To be remitted online in CPP portal. Please refer Annexure-E for detailed online payment procedure. OR Upload valid Registration Certificate of NSIC/ MSME / UAM / DICs / KVIC/KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other Body specified by Ministry of Micro, Small & Medium Enterprises for exemption from payment of Tender Fee.
(ii)	Undertaking-cum-Declaration	To be furnished on Company's Letter Head as per Annexure-A and uploaded.
(iii)	Declaration from Bidders in lieu of submitting Earnest Money Deposit (EMD).	To be furnished on Company's Letter Head as per Annexure-B and uploaded.

B. PQ/Technical Bid

The Bidders should upload the scanned copy of required documents online in "Cover-I", in support of meeting each criteria mentioned below: -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have valid PAN Registration Certificate.	Scanned copy of valid PAN Registration Certificate.
(ii)	Should have valid GST Registration.	Scanned copy of valid GST Registration Certificate.
(iii)	Should have registered with Employee's Provident Fund Organization (EPFO).	Scanned copy of Valid Employees Provident Fund Organization (EPFO) Registration Certificate or undertaking stating that registration with EPFO shall be submitted as per Section VI, clause 6.18 (V)
(iv)	Should have registered with Employees State Insurance Corporation (ESIC).	Scanned copy of Valid Employees State Insurance Corporation (ESIC) Registration Certificate or undertaking stating that registration with ESIC shall be submitted as per Section VI, clause 6.18 (V)

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(v)	<p>Should have experience in providing services of deployment of manpower in Companies / Organizations during the last seven years (ending on the date of publication of this tender) for any one of the following quantum of completed work(s): -</p> <p>One order not less than Rs. 13.96 Lakhs (80% of annual estimated cost).</p> <p style="text-align: center;">OR</p> <p>Two orders each not less than Rs.8.73Lakhs (50% of annual estimated cost).</p> <p style="text-align: center;">OR</p> <p>Three orders each not less than Rs.6.98Lakhs (40% of annual estimated cost).</p>	<p>Scanned copy of Award Letter / Work Order /Work Contract Agreement along with its Satisfactory Completion Certificate.</p> <p>The said Satisfactory Completion Certificate should reflect either value of work, period of contract etc. OR related Award Letter / Work Order / Work Contract Agreement Ref. No. & Date in support of the above.</p> <p>Note: -</p> <p>a. The above Award Letter / Work Order / Work Contract Agreement should have been satisfactorily completed.</p> <p>b. Initial period of contract and extension thereof if any, upto the date of publication of this tender shall be considered as 'completed work' and reckoned for value of order.</p> <p>c. Firms showing work experience certificate from Non-Government / Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.</p>
(vi)	<p>Should have annualized average financial turnover of Rs. 5.23 Lakhs (30% of the annual estimated cost) during last three financial years ending on March-2020.</p>	<p>Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year – 2017-18, 2018-19&2019-20.</p>
(vii)	<p>In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed-</p>	<p>Scanned copy of documentary proof</p>
(viii)	<p>Bidders Profile</p>	<p>Duly Filled Bidders Particulars as per Annexure - F</p>
(ix)	<p>Check List for Documents to be Uploaded in CPP Portal</p>	<p>Duly filled in Check List for Documents to be uploaded online in CPP Portal as per Annexure - G</p>
(x)	<p>Bidders should upload digitally signed complete set of tender documents.</p>	

Note: - Bidders are advised to upload clear and readable scanned copies of above documents **in sequence**.

- Lack of submission of any of the specified qualification documents or submission of any of the specified documents in a manner which is in non-

conformance with the relevant clause of this tender document may result in rejection of the Tender.

1.6.2 COVER-II(Financial Bid)

All rates shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard BOQ format with the tender document and the same is to be downloaded and filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the respective (unprotected) cells with their respective financial quotes and other details (such as name of the Bidder). No other cells should be changed. Once the details have been completed, the Bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

1.7 BID OPENING PROCESS

The Bid opening process will be as below: -

- 1.7.1 **Cover-I:** Containing documents as per Clause No.1.6.1 A& B (uploaded by the Bidders) shall be opened on date and time as indicated in the Tender Schedule.

If the Bidders has any query related to the Bid Document of the work, they should use 'Seek Clarification' on CPP portal to seek clarifications. No other means of communication in this regard shall be entertained.

If any clarification is needed from the Bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through CPP portal or email if required. The Bidder shall upload the requisite clarification/documents within time specified by AAI, failing which it shall be presumed that Bidder does not have anything to submit and bid shall be evaluated accordingly.

The intimation regarding acceptance/rejection of their bids will be intimated to the Bidders through CPP portal.

- 1.7.2 **Cover-II:** Containing Financial Bid of the Bidders found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in the Tender Schedule. (In case the date and time for opening of "Cover-II" (Financial Bid) is required to be changed, the same shall be intimated through CPP Portal.

- 1.8 AAI reserves the right to accept or reject any or all tenders without assigning any reasons thereof. AAI also reserves the right to call off tender process at any stage without assigning any reason.

- 1.9 The Firm / Bidders who are blacklisted / debarred by the AAI / BCAS or any other Department / PSU of Govt. of India or State Government shall not participate in the tender. A declaration to that effect shall be submitted by the parties as per the prescribed form (Annexure-A).

- 1.10 AAI reserves the right to disqualify the Bidder whose performance at ongoing project(s) is below par and usually poor and has been issued with letter of restrain / Temporary/ Permanent debar by any Department of AAI.
- 1.11 AAI reserves the right to verify the credentials submitted by the agency at any stage (before or after the award the work). If at any stage, any information / documents submitted by the applicant is found to be incorrect/ false or have some discrepancy which disqualifies the firm evasion or habitual default in payment of any tax levied by law; serious performance issues despite repeated reminders etc., then AAI shall take the following action:
- (a) ~~Forfeit the entire amount of E.M.D submitted by the firm.~~
- (b) The agency shall be liable for debarment for a period not exceeding 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.
- 1.12 If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a Director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

Sd/-
Assistant General Manager (Tech)
Airports Authority of India,
Regional E&M Workshop, RHQ, SR,
Chennai-600 027
Tel.: 044-22567026

SECTION: II

E-TENDERING GUIDELINES TO BIDDERS

2.0 **Requirement of E-Tendering Participation**

Bidders are advised to get themselves acquainted for e-tendering participation requirements at "Guidelines for Bidders" and go through the 'Self Help files' available in the Home Page after logging-in to the portal <https://etenders.gov.in>. Vendors are required to carry out the following activities:

2.1 **Registration**

Registration shall be on CPP e-Procurement Portal free of cost, at <https://etenders.gov.in>.

2.2 **Login ID**

Bidder shall click 'Apply for Access Authentication' and fill in the required details as reflected on screen. After saving the details, a password for the registered Bidder will be generated by the system and the password will be sent to the e-mail id provided by the Bidder during registration. On receipt of the email, the login id is ready with the Bidder to proceed further.

2.3 **General guidelines for Bidders**

Guidelines to proceed further in the tender process are available in the CPP e-Procurement portal under Self Help Files Tab. Bidders are advised to go through these guidelines before submitting their bids, on-line.

2.4 **Digital Signature Certificate (DSC)**

Bidder shall have a legally valid Class III Digital Signature Certificate as per Indian IT Act, 2000, from the licensed Certifying Authorities, operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (Please visit: www.cca.gov.in). Licensed CA's in India are:

- a) Safescrypt b) NIC c). IDRBT d) TCS
- e) MtnTrustline f) GNFC g). e-MudhraCA

2.5. **Online Tendering**

For all AAI tenders hosted on CPP e-Procurement portal, the Cover-I& II shall be submitted on-line only. Upload the tender in multiple files (by breaking the same into multiples files), each file should not be of more than 10 MB.

2.6 **Online Payment**

For online payment of Tender Fee, ~~EMD~~ etc. Bidders may refer **Annexure-E** for guidance.

2.7 On-line training & technical assistance for interested Bidders shall be available as follows:

(i) **Bidder's training support system**

Detailed information in this regard, have been provided to the Bidders at CPP e-Procurement Portal i.e. <https://etenders.gov.in> under the Self-Help Tab. However, a training support system is given inside the portal and are visible to the registered Bidders only.

(ii) **Help Desk Services**

CPPP under GePNIC, Help Desk Services

(a) For any technical related queries please call the Help desk. The 24x7 Help Desk Number 0120-4200462, 0120-4001002.

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 Contract details. For any issues/clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-4001002
 Mobile : 91 8826246593
 E-Mail : support-eproc@nic.in

(b) For any Policy related matter / Clarifications Please contact Dept. of Expenditure, Ministry of Finance.

E-Mail : cPPP-doe@nic.in

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

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 <https://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).

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".

(d) In case of any issues faced, the escalation matrix is as mentioned below:-

Sl. No.	Support Persons	Escalation Matrix	E-Mail Address	Contact Numbers	Timings*
1.	Help Desk Team	Instant Support	e-sap1@aai.aero	011-24632950, Ext-3512	0800-2000 Hrs. (MON – SAT)
2.	Mr. Sanjeev Kumar Jr.Exe.(IT)	After 4 Hours of Issue	etendersupport@aai.aero	011-24632950, Ext-3505	0930-1730 Hrs. (MON-FRI)

3.	Mrs. S. Nita Sr. Manager (IT)	After 12 Hours	snita@aai.aero	011- 24632950, Ext-3523	0930-1730 Hrs. (MON-FRI)
4.	Mr.Y.K. Kaushik Jt. General Manager (IT)	After 24 Hours	ykkaushik@aai.aero	011- 24651507	0930-1730 Hrs. (MON-FRI)
5.	General Manager (IT)	After 03 Days	gmitchq@aai.aero	011- 24657900	0930-1730 Hrs. (MON-FRI)

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

(e) The above-mentioned help desk numbers are intended only for queries related to the issues on CPP 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.

SECTION-III

DEFINITIONS

- 3.1 "AAI" means the "Airports Authority of India".
- 3.2 "The Chairman" means the "Chairman", Airports Authority of India or his successors.
- 3.3 "Bidder / Tenderer" means the individual or firm who participates in this tender and submit their bid.
- 3.4 "Bid Manager" means the AAI executive responsible for signing all documents from AAI side and shall coordinate all the activities of the project with the Bidder / Contractor.
- 3.5 "The Contractor" means the person/firm or company with whom the order for the stores is placed and shall be deemed to include the Contractor's successors (approved by the purchaser) representatives, executors and administrators as the case may be, unless executed by the terms and conditions of the contract.
- 3.6 "Acceptance of Tender" means the letter of memorandum communicating to the Contractor regarding acceptance of his tender. This includes an advance acceptance of his tender.
- 3.7 "The Purchaser" means the "Chairman, Airports Authority of India, New Delhi – 110003 or his representative (s).
- 3.8 Stores to be supplied / Services to be rendered at: - As per name of consignee mentioned in tender document/supply order.
- 3.9 "The Inspecting Officer" means the persons, firm or department authorized by the purchaser to inspect the stores on his behalf. This includes representatives of the inspecting officers so nominated.
- 3.10 "Specifications" means a specification accepted or approved by the purchaser for compliance by the Contractor.
- 3.11 "Day" means a day starting from 0000 hrs. to 2400 hrs.
- 3.12 "Month" means a calendar month or a cycle month depending on the date of commencement of the contract. For all prorated calculation, the number of days considered in a month will be 30.
- 3.13** "The Award Letter / Work Order" means the order placed on Contractor/ firm for execution of works.
- 3.14** "The Contract" means the agreement signed between the AAI and the Contractor as per the terms and conditions contained in the tender.
- 3.15** "The Contract Price" means the price payable to the Contractor under the Work Order for the full and proper performance of its contractual obligations.
- 3.16** "Non-responsive Bid" means a Bid, which is not submitted as per the instructions to the Bidders or Earnest Money Deposit has not been attached, or the required data has not been provided with the Bid or incomplete Bids or intentional errors have been committed in the Bid.

SECTION: IV

INSTRUCTIONS TO BIDDERS

4.1 Tender document

The tender document consists of SixSections. The Bidders shall go through all these Sections:

Section – I	: Notice Inviting e-Tender
Section – II	: E-Tendering Guidelines Bidders
Section – III	: Definitions
Section – IV	: Instructions to Bidders
Section – V	: General Conditions of Contract (GCC)
Section – VI	: Special Conditions of Contract (SCC)

4.2 Bidders shall comply with each clause of all the above SixSections.

4.3 Bidders willing to participate may download the digitally signed tender document on-line from CPP portal at <https://etenders.gov.in> and submit digitally counter-signed tender document on-line at the same portal.

4.4 The instructions in the tender document are binding on the Bidders and submission of the tender shall imply unconditional acceptance of all the termsand conditions by the Bidders.

4.5 Bidders shall upload tender in CPP Portal well in advance i.e. 24 Hrs. before the scheduled closing time of Bid submission to avoid last minute hassles. AAI shall not entertain any queries on such subject after last date of downloading tender document.

4.6 **Transfer of Tender document:** Tender documents are not transferable.

4.7 Amendment to Tender document:

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 to this tender and binding on the Bidders. Addendum/ Corrigendum will be notified through CPP portal at <https://etenders.gov.in>.

4.8 Clarifications of Bid Documents:

- a. Bidders, requiring any clarification of the tender documents may submit their queries, if any, only through provision of CPP portal at<https://etenders.gov.in>and AAI shall not respond to any queries sent through by any other means.
- b. Request for clarifications received from Bidders shall be responded by AAI till the scheduled date and time as indicated in the Tender Schedule or as extended thereto by AAI.

4.9 Replies to clarifications by AAI will be uploaded through CPPPortal. The Bidders are advised to visit the same at <https://etenders.gov.in>regularly.

- 4.10 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.
- 4.11 AAI makes no representation or guarantee 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.
- 4.12 In order to provide reasonable time to Bidders to take the amendments made by AAI into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of Bids suitably.
- 4.13 AAI shall summarily reject a Bid as 'non-responsive' if found valid for a shorter period than specified in the Tender documents. Only in exceptional circumstances, AAI may request the Bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing.

4.14 Post Tender Qualification for Technical Evaluation

Apart from the eligibility conditions as specified in the tender, the following shall also be considered for the evaluation:

- (i) If any document submitted in Cover-I is found to be false or fabricated, ~~the EMD shall be forfeited~~, besides black listing of the Bidders.
- (ii) Airports Authority of India reserves the right to reject any or all tenders, without assigning any reasons thereof, and to call for any other details or information from any of the Bidders.

4.15 Composition of Bids and General Guidelines for bid process

- (i) Bidders shall submit their Bids as per the scheduled date & time through CPP portal at <https://etenders.gov.in> only.
- (ii) Bidders shall submit the tender before the deadline as specified in the Tender Schedule of this tender document. CPP portal shall not allow Bidders to submit their tender after the scheduled date and time.
- (iii) The Cover-I & II will be opened online by AAI at the time and date as given in the Tender Schedule. All the statements, documents, certificates etc., uploaded by the Bidders shall be downloaded and verified for evaluation.
- (iv) The clarifications, particulars, if any, required from the Bidders, will be obtained through query provision available in CPP Portal.

4.16 On-line E-Tendering General Guidelines

- (i) System shall not permit upload of bids after the scheduled time of submission.
- (ii) The Bidders may correct, modify or withdraw his Bid after submission but prior to scheduled last date and time of submission.
- (iii) To assist in the examination, evaluation and comparison of Bids, AAI may, at its discretion ask the Bidders for the clarification /

confirmation of compliance of their Bids. The request for clarification/ confirmation of compliance and the response shall be through query provision available in CPP portal.

- (iv) Bidders may submit their response to AAI queries through provision of CPP portal Only.
- (v) No post Bid clarification / confirmation of compliance at the initiative of the Bidders shall be entertained.

4.17 Preparation / Submission of Bids (Online): Bids shall be prepared and submitted in two parts: the first and second part shall comprise of the Tender Fee, EMD Declaration, Undertaking & PQ/Technical Bid (Cover-I), and Financial Bid (Cover-II) specifying the price offer, respectively and the relevant documents, as specified in Section-I, be uploaded in CPP portal.

4.18 Language and Currency

The Bidders shall quote the rates in English language and in international numerals. The rates shall be in whole numbers. The rates shall be written in both figures as well as in words. Over writing is not permitted. In case of disparity in figures & words, the rate in words will be considered. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided for under this contract will be English. The Bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.

4.19 It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. No condition, whatsoever, shall be stipulated in this part.

4.20 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 Bid and are liable to be rejected. If the Bidders give wrong information in their 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 (if applicable) / Security Deposit.

4.21 The Financial Bid of the Bidders who do not qualify in Technical Bid evaluation shall not be opened. AAI also reserves the right at its sole discretion not to award any order for which the tender is called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by Bidders shall not be returned.

4.22 AAI shall evaluate the Bids to determine whether they are complete, the documents have been properly signed and the Bids are in order.

4.23 AAI will determine the substantial responsiveness of each Bidder to the Bid documents. For the purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. AAI's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence. A Bid determined as substantially non-responsive will be rejected by AAI.

4.24 No correspondences / representations shall be entertained from the Bidders after opening of Financial Bid of the Tender during the tendering process.

4.25 Date of submission and opening of tender can be extended at the sole discretion of the Competent Authority.

4.26 Award of Contract

- i. The acceptance of the tender shall be intimated to the successful Bidders by AAI through Fax / Letter/ Telephone / e-mail/ CPP Portal etc.
- ii. AAI shall be the sole judge in the matter of award of contract and the decision of AAI shall be final and binding.

SECTION: V

GENERAL CONDITIONS OF CONTRACT

- 5.1 The e-Tenders as per the prescribed Form, are invited in open tender twoCover system:
 - i. Cover-I:TenderFee, EMD Declaration, Undertaking &PQ/Technical Bid.
 - ii. Cover-II :Financial Bid
- 5.2 Not more than one Tender shall be submitted by a Bidder. Not more than one concern in which an individual is interested as Proprietor and / or Partner and / or Director shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.
- 5.3 Consortium / JV companies shall not be permitted. No single firm shall be permitted to submit two separate tender applications.
- 5.4 The right to accept the tender in full or in part / parts will rest with AAI. The Tenderer is bound to perform the contract at his quoted rates. However, AAI does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all the tenders received or cancel the tender without assigning any reason thereof. No claim whatsoever will be entertained on this account.
- 5.5 The submission of a tender by Bidders implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
- 5.6 Canvassing in connection with Tenders is strictly prohibited and the Tenders submitted by the Bidders who resort to canvassing will be liable to rejected.
- 5.7 On acceptance of the Tender, the name of the accredited representative(s) of the Contractor who would be responsible for taking instructions from the Chairman, AAI or his authorized representative, shall be communicated to the AAI.
- 5.8 Notification of Award of contract will be made to the successful Bidder by the Accepting Authority. The contract will normally be awarded to the technically qualified and responsive Bidder offering lowest evaluated bid conforming withthe requirements of the specifications and contract documents. The Accepting Authority shall be the sole judge in this regard.
- 5.9 A responsive Bidder is one who submits priced tender and accepts all terms and conditions of the specifications and contract documents without any major modifications.
- 5.10 A major modification is one which affects in any way, the quality, quantity and period of completion of the work or which limits in any way the responsibilities or liabilities of the Bidders or any right of AAI as required in the specifications and contract documents. Any modification in the terms and conditions of the tender, which are not acceptable to AAI, shall also be treated as a major modification.
- 5.11 Bidders shall submit a responsive bid, failing which his/her tender will liable to

be rejected.

- 5.12 All rates shall be quoted in Financial Bid only. Conditional Financial Bid shall be rejected.
- 5.13 The Bidders shall quote their rates in international numerals. In the event of the order being awarded, the language of all services, manuals, instructions, technical documentation etc. provided under this contract will be English. The Bidders should quote only in Indian Rupees and the bids in currencies other than Indian rupees shall not be accepted.
- 5.14 The Bidders shall duly attest all corrections, cancellation and insertions made in the tender documents.
- 5.15 The Bidder's offers shall be with reference to section and clause numbers given in the tender schedules.
- 5.16 All the tenders in which, any of the prescribed conditions are not fulfilled/ incomplete in any respect are liable to be rejected.
- 5.17 The Bidders shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the Contractor would render him liable to be removed from the approved list of Contractors of the Authority.

Note:-The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.
- 5.18 No Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of Government of India or AAI is allowed to work as Contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India / AAI. The contract is liable to be cancelled if either the Contractor or any of his employee is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the Contractor's service.
- 5.19 Tenders shall be received by the Accepting Authority up to the date and time and shall be opened on the due date and time as detailed in the Notice inviting Tender.
- 5.20 The Bidders shall furnish a declaration that none of their near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work as per Annexure-A.
- 5.21 The successful Bidder on award of work, shall submit an Undertaking as per Annexure-D on Environment Safety and abide by the same throughout the currency of the contract.

5.22 Validity of Tender

The Tender for the work shall remain open for acceptance for a period of 120 days from the date of opening of Cover-I (PQ/Technical Bid).

5.23 Earnest Money Deposit (EMD)

- i. Bidder shall submit a Declaration in lieu of submitting Earnest Money Deposit, as per **Annexure-B** given at the end of this document.
- ii. After the opening of tender, if Bidder(s) withdraw or modify their Bid during the period of validity of tender (including extended validity of tender) specified in the tender documents **OR** if, after the award of work, fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents, they shall be suspended for 01 (one) year and shall not be eligible to bid for AAI tenders from date of issue of suspension order.
- iii. If the credential submitted by the firm is found to be incorrect or have some discrepancy at any stage (before or after award of the work) which disqualifies the firm, then the EMD (if applicable) submitted by the Firm will be forfeited and the firm will be debarred from tendering for a period not exceeding 3 (three) years apart from any other appropriate / legal action as deemed fit.

5.24 Security Deposit (SD)

- i. The Contractor, whose tender is accepted, will be required to furnish a Security Deposit for the due fulfillment of this contract, which will amount to a **sum equal to @ 3% of contractValue (Incl. of Minimum wages & quoted Service Charge for 06 Nos. Manpower for 24 Months), within 30 calendar days from the date of issue of Award Letter.**
- ii. The Security Deposit shall be furnished in the form of Demand Draft drawn in favour of 'Airports Authority of India', payable at Chennai from a Nationalized / Scheduled Bank (but not from Co-operative or Gramin Bank) after adjusting the EMD (if applicable). Alternatively, the Contractor can submit a Bank Guarantee as per AAI's prescribed format for the entire amount of Security Deposit and in such case the EMD (if applicable) will be refunded. The Bank guarantee shall be submitted within 30 calendar days from the date of issue of Award Letter/ Work Order and it will be valid till 90 days after the end of the expiry of the contract.
- iii. In case the Contractor fails to submit the Bank Guarantee within stipulated period, **interest at 12% p.a. on Bank Guarantee amount would be levied (non-refundable) for delayed period of submission and shall be deducted from the first bill payable to the Contractor.**
- iv. In case, the Contractor fails to submit bank guarantee within 60 days from the date of issue of Award Letter/Work Order AAI reserve the right to forfeit EMD (if applicable) and cancel the order, besides suspending the Contractor for one year, who shall not be eligible to bid for AAI tenders from date of issue of suspension order. However,

AAI may accept the BG with delay by levying payable interest in case of justified reasons.

- v. Notwithstanding the above, 10% of the basic amount of each Running Bill plus levying interest at 12% p.a. on BG amount for delayed period of submission (non-refundable) would be withheld till the total amount is recovered against Security Deposit. As and when the agency submits the Security Deposit, the withheld amount would be released but the interest shall not be refundable to the Contractor.
- vi. After termination / expiry of the contract, the security deposit held by the AAI will be released to the Contractor within a period of three months (90 days) subject to realization of dues, if any to be made from the Contractor. No interest or any other expense whatsoever on Security Deposit is payable by AAI.
- vii. AAI shall have unqualified option to forfeit the Security Deposit if the Contractor failed to carry out the services as per the terms and condition of the contract without prejudice to other rights and remedies available to AAI. Any sum of outstanding dues against the Contractor including any amount on acceptance and liquidated damages shall be recovered from the Security Deposit AAI shall also have the rights to forfeit or appropriate towards the damages or losses that may be sustained by AAI due to any act/ commission or defaults by the Contractor.

SECTION: VI

SPECIAL CONDITIONS OF CONTRACT

Name of Work: Job Contract for providing services for operation of Various Vehicle types by deploying Manpower at Airports Authority of India, Regional Head Quarters, Southern Region, Chennai.

6.1 Scope of Work-The scope of work shall be as under:-

SI. No.	Operation of AAI vehicles – Various Type (Driver / Operator)
i)	Should always be in possession of valid Driving License (Minimum LMV – Transport) issued by RTO, Airport Entry Pass (AEP), Airfield Driving Permit (ADP).
ii)	Number of Manpower Required – 06 Nos.
iii)	Should always be in Uniform with Shoes and Safety Jacket (to be provided by the Contractor).
iv)	Should report to the authorized personnel of AAI and drive the vehicle as per the instruction.
v)	Vehicles shall be operated both in Air side and City side of the Airport, following all Rules and Regulations.
vi)	Shall clean the interior and exterior of vehicle, periodically water wash, refuel, check and anticipate any major repair works and intimate the same to AAI Workshop In-charge for rectification before breakdown / failure of Vehicle, should check Tyre pressure and replace stepney in case of operational requirement as per instruction of the officer In-charge, etc.
vii)	Shall ensure all Log Book entries regarding fuel and duty details are made.
viii)	Should be courteous with all AAI and other User Agency Staff.
ix)	Place of Duty: The place of duty shall be at Airports Authority of India, Regional Head Quarter, Chennai / Chennai Airport / Chennai. However, the Driver should not hesitate to perform duty for trips to neighboring AAI Installations / Airports as per AAI requirement.
x)	Timings: Driver shall be on 8 hours shift duty on all days of the month (except for weekly offs) , including Sundays, AAI closed holidays and National Holidays. Timing of the shift is subject to change and shall be decided by AAI, depending on requirement. Extra Hours Duty performed (over and above 8 Hours per day / 48 Hours per week) shall be paid as per actuals.

6.1.1 Co-ordination with all departments of AAI and any other agency / firm in operational area of Chennai Airport, as per requirement and also not to damage any AAI property.

6.1.2 The Contractor shall adhere to the instructions of AAI / ASG-CISF or its authorized personnel.

6.1.3 The work on day-to-day basis shall be supervised/monitored by officials of AAI or its authorized personnel so as to ensure safe aircraft operations.

6.1.4 The Contractor shall carryout the work strictly as per the scope of work, failing which AAI shall be empowered to carry out such works (after serving notices in this regard) through any other agency at the risk & cost of the Contractor. The decision of Work-in-charge shall be final and binding on the Contractor in this regard.

6.2 Documents / Records tobemaintained by the Contractor

The Contractor shall be responsible to maintain required documents / records for the operation of Vehicle / Equipment with the date/time.

6.3 Minimum Requirement / Qualification

(i) The firm has to depute Driver and Driver-cum-Operator for the above works / services as mentioned below:-

Category	Qty.	Qualification / Requirements	For Operation of
Driver (Skilled)	06 Nos.	* Should Have completed Class 10 th / Equivalent. * Shall possess validDriving License to drive Light Motor Vehicle (Transport Category). * Age Not more than 45 Years.	AAI Vehicle – Various Type

(ii) If any worker engaged is found to be not suitable for the position, the Contractor has to remove the person from the site immediately and has to depute his substitute. The decision of Work-in-charge shall be final and binding to the Contractor in this regard.

(iii) In case of leave of any Driver/Driver-cum-Operator, a substitute has to be arranged by the Contractor who have the required qualification and adequate experience.

6.4 Deviations/Extra Items

AAI may increase/decrease total quantities up to 30% of the tendered quantity but within the overall deviation limit of 30% of the contract value during the period of contract including extended period, depending on its requirement, on the same rates, terms & conditions as stipulated in the contract and the same shall be obligatory and binding on the Contractor. Any variation in quantity beyond this will be mutually agreed upon by the AAI and the Contractor.

6.5 Uniform

The Contractor shall provide uniform of approved quality and color to his Driver/Driver-Cum-Operator. No extra payment shall be made in this regard. The uniform shall consist of Shirt, Pant, Shoes and Socks, safety jacket as approved by Work-in-charge. Contractor shall issue 2 Sets of Shirt and Pant, 2 sets of Socks with 1 pair of Shoe, 2 nos. of safety jacket for each person during the contract. Any additional requirement of any or all those mentioned in uniform shall be borne by the Contractor under

any circumstances. All Driver/Driver-Cum-Operator will attend duty only in the approved uniform, which has to be maintained neat & clean.

6.6 **Wages/EPF/ESI/Bonus**

- (i) Minimum Wages shall be paid as per the Minimum Wages Act, 1948 by the Contractor **as stipulated by Central Govt.**, and also EPF, ESI & Bonus (as applicable) during the relevant period of contract.
- (ii) The manpower shall be categorised under **“CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS...”** as notified by the Ministry of Labour & Employment, Govt. of India.
- (iii) As per the order No. F No. 1/16(6)/2021-LS-II, dated 28.04.2021 issued by the Ministry of Labour & Employment, Government of India, the minimum rates of wages showing the basic rates and Variable Dearness Allowances payable w.e.f. 01.04.2021 will be for Chennai (Class A) as under: -

Sl. No.	Category of Worker	Rates of wages including VDA per day
		'A' Area
1	Skilled	₹637 + 147 = ₹ 784

- (iv) Extra Hours Duty performed (over and above 8 Hours per day / 48 Hours per week) shall be paid as applicable.

6.7 **Reimbursement**

- (i) Current Minimum Wages (as per Section VI SCC, Clause 6.6 (iii) above on Basic + VDA), as stipulated by Central Govt., **(Note: -As per the order issued by the Ministry of Labour & Employment, Government of India, Chennai is classified under “A” Area for the purpose of Minimum Wages).**
- (ii) On revision of Minimum Wages by the Ministry of Labour & Employment, Government of India, the difference in Minimum Wages to Workmen plus difference of mandatory contribution by Contractor / Employer towards EPF, ESI & Bonus due to increase in Minimum Wages will be reimbursed to the Contractor on submission of documentary evidence. However, no additional amount such as Contractor’s premium/profit / Service Charge will be paid on this reimbursement. Any increase as mentioned above will not be payable if such increase has become operative after completion of the work.
- (iii) EPF, ESI, Bonus (Employers’ Contribution only) & GST shall be reimbursed by AAI on submission of documentary evidence.

6.8 **Penalty Clause**

- (i) In case of non-reporting of Driver/Driver-Cum-Operator, per day deduction shall be made for the period of absence. Payment shall be made on actual working days only.

- (ii) In case of non-reporting for more than 2 days, an amount of Rs.400/- per person per day shall be recovered subject to maximum of Rs.2,000/- per month per person for the complete period of absence.
- (iii) In case the driver deployed for duty fails to wear uniform, a penalty of Rs.200/- will be imposed per day subject to a maximum of Rs.2000/- per month and the same will be recovered from the monthly bills.

6.9 Defaults & Recoveries

- (i) The Contractor has to deposit PF & ESI (as applicable) as mentioned in above Para's to their Driver/Driver-cum-Operator regularly, failing which recovery / withheld @ 27 % & 9.5 % against PF & ESI respectively from their R/A Bills shall be made.
- (ii) The Contractor is required to pay Bonus (as applicable) to the Driver/Driver-cum-Operator, failing which recovery/withheld @ 17% against Bonus shall be made from their R/A Bill.

6.10 Quoting of Rates in BoQ (Financial Bid)

The Rates quoted shall be:

Inclusive of: -

- (i) Cost of Uniform with protective gears such as Goggles, Shoes, Safety Jacket, Mask, Ear Muffs, Gloves etc.
- (ii) Profit and Overheads.
- (iii) Charges towards making Airport Entry Pass, Airfield Driving Permit, Police Verification Certificate, BCAS charges if any etc.

Exclusive of: -

- (i) Current Minimum Wages, as stipulated by Central Govt., (**Note: -As per the order issued by the Ministry of Labour & Employment, Government of India, Chennai is classified under "A" Area for the purpose of Minimum Wages**).
- (ii) GST, EPF, ESI & Bonus (as applicable)

6.11 The Bidder shall be deemed to have carefully examined all tender conditions and obtained clarifications from AAI where needed, inspected and surveyed the site and its surroundings and satisfied himself regarding the nature of site, work, necessary information as to risk, cost to cover all his obligations, contingencies and other circumstances which may influence or affect the Rates quoted in the tender to his entire satisfaction, before submission of bids.

6.12 Evaluation of Financial Bid

The evaluation criteria / comparison of rates for identifying the successful Bidder shall be based on the **overall lowest quoted rates in the Financial Bid**, i.e. Rate of service charge (exclusive of Minimum Wages, GST, EPF, ESI & Bonus as applicable) and the extra Hour charges, for duty performed over and above 8 Hours per day / 48 Hours per week.

6.13 Consideration of Abnormally Low Bids

Wherever the price of the lowest bidder is lower than the justified cost by more than 25%, lowest bid can be termed as Abnormally Low Quoted Bid (ALQB). Processing of such bid shall be as follows: -

- i. All such items which are more than 25% below the justified rate shall be termed as 'Abnormally Low Quote Items (ALQI)'.
- ii. The lowest Bidder has to submit justification of their price either on CPP portal (if possible) or submit through a separate letter along with analysis of rates for all such ALQI.
- iii. On receipt of clarifications, AAI shall analyse the Bidder(s) justification and accept or reject the Bid.

6.14 Goods & Services Tax (GST)

- i. The service covered by this contract falls under the scope of GST and the Contractor shall be fully responsible for meeting all the statutory obligations in respect of GST.
- ii. The copy of GST Certificate should be submitted before submission of first invoice or monthly bill. The GSTIN of AAI and the Bidders must be mentioned on each Invoice / Bill.
- iii. No claim on account of penalties, interest etc. if any levied by statutory authorities on account of non-compliance of provision of GST shall be entertained.
- iv. Goods & Services Tax as applicable will be paid extra by AAI during currency of the contract. Any change in the GST rate, as notified by the Govt. of India from time to time shall be applicable.

6.15 Taxes & Other Charges

Income Tax or any other taxes as applicable from time to time shall be deducted as per provisions of the Act from the Bill of Contractor and shall issue requisite TDS certificate.

6.16 Accident / Damages / Claims

- i. AAI shall not be responsible for any injury, accident, mis-happening of any kind to the Driver/Driver-cum-Operator while they perform their duties. It shall be responsibility of the Contractor to meet all such expenses, as per provisions of law. The Contractor shall indemnify AAI against any such claim / Compensation.
- ii. The Contractor shall be responsible for the acts and / or accidents committed by the person employed by him either inside or outside operational area of Airport.
- iii. In the event of any dispute, the decision of AAI shall be final and binding on the Contractor.

6.17 **Workman's Insurance**

- i. AAI will not be responsible for any injury sustained by Contractor's workers during the performance of their duties and also any damages or compensation due to any dispute between him/her and his/her workers.
- ii. Without prejudice to the Contractors liabilities and indemnity clause and associated clauses of the SCC, the Contractor shall at his own cost and initiative at all times up to the successful completion of the contract to take out and maintain insurance cover from Nationalized / IRDA approved Insurance Company under the workman's compensation Act and any other industrial legislation from time to time applicable in the State of Tamil Nadu and /or at AAI providing for payment of compensation to workman in the event of death, injury or accident to workmen in the course of or in connection with employment. Such policy (i.e.) in respect of workmen compensation insurance to be of value of not less than Rupees One lakh per person, it being understood that such limit is specified only for the purpose of insurance, and shall not otherwise in any manner limit the Contractor liability and associated clauses there under of the SCC.

6.18 **Contractor's Obligations & Liabilities:**

- (i) The Contractor shall on award of the contract, furnish the list containing names and addresses of his Driver/Driver-cum-Operator along with Police Verification Report of each them, so as to enable the AAI to check the character and antecedents and to provide temporary permits to operate the vehicle/equipment within the restricted area(s). The Contractor shall get AAI's approval for the Driver/Driver-cum-Operator to be engaged.
- (ii) The Contractor has to arrange / co-ordinate for issuing necessary Airport Entry Pass (AEP) and Airfield Driving Permit (ADP), including its timely renewal for his Driver/Driver-cum-Operators per prevailing BCAS / AAI rules. The necessary fee required for issuance of AEP, ADP etc. as per prevailing BCAS / AAI rules has to be borne by the Contractor.
- (iii) The Contractor shall at his own cost maintain sufficient number of Driver/Driver-cum-Operator holding valid driving license and other requirements for smooth operation.
- (iv) It shall be the sole liability of the Contractor to obtain and to abide by all necessary licenses/permission from the authorities concerned as provided under the various labour legislations including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act 1970 in respect of Contract of AAI.
- (v) The Contractor shall submit a list of his Driver/Driver-cum-Operator who will be deployed along with their Bank Account No. / e-payment details for disbursement of salary by the Contractor and any other relevant details as per requirement of this contract. The EPF & ESI Account No. of the workers deployed by the Contractor for this contract shall also be submitted within one month from the date of award of the contract.
- (vi) The Contractor shall discharge obligations as provided under various applicable statutory enactments including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation & Abolition) Act, 1970 the Inter-State Migrant

workmen (Regulation of employment & conditions of Service) Act, 1979, the Minimum Wages Act, 1948, the Child Labour (Prohibition and Regulation) Act 1986, the Payment of Wages Act, 1936 the Workmen's Compensation Act, 1923, the Employees Liability Act 1938 and other relevant Acts, Rules and Regulations, instructions etc. issued / enforced from time to time.

- (vii) **The Contractor has to produce the photocopy (self-attested) of the Challan of the EPF & ESI paid to the concerned Regulatory Bodies, Statement of Minimum Wages paid through Cheque or e-payment details thereof (i.e. Bank Statement, Bank Passbook etc.) for each month to their Driver/Driver-cum-Operator at the time of submission of bills. No payment shall be made to the firm without submission of these documents for verification.**
- (viii) The Contractor shall on award of the contract, submit Minimum Wages Affidavit executed on a non-judicial stamp paper of Rs.100/- and attested by Notary Public, as per **Annexure-C**.
- (ix) The Contractor shall be solely responsible for the payment of Wages, OT, Bonus, N/H and Labour Day and other dues to the personnel deployed by him latest by 7th of the subsequent month through Bank Account. The Contractor shall be directly responsible and indemnify the Authority against all charges, dues, claims etc. arising out of the disputes relating to the dues and employment of personnel deployed by him for the Contract.
- (x) The Contractor shall defend, indemnify and hold harmless from any liability of penalty which may be imposed by the Central, State or local authorities by reason of any violation by the Contractor or such laws, regulation or requirements and also from all claims, suits or proceedings that may be brought against the AAI arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of Contractor, by third parties or by central, State authority or any political subdivision thereof. The Contractor shall comply with the provisions of labour laws, Employees Provident Fund & Misc. Provisions Act and ESI Act as applicable during the entire period of contract including extension if any.
- (xi) The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

6.19 Payment

- i. No advance payment shall be paid to the Contractor. However, the Contractor shall submit his / her monthly Invoice / Bill in duplicate along with Attendance Register duly counter-signed by the Work in-charge or authorized representative for necessary payment.
- ii. AAI shall make payment within 20 days by electronic payment – RTGS from the date of submission of Invoice / Bill complete in all respects. Delay on account of improper Invoice / Bill or non-submission of requisite documents shall be attributed to the Contractor.
- iii. In the event of any dispute on this account, the decision of AAI shall be final and binding on the Contractor.

6.20 **Dispute Resolution**

The disputes or differences whatsoever arising between the parties out of or relating to the operation or effect of this contract of breach thereof shall be settled through:

- (i) **Dispute Resolution Committee:** If a dispute of any kind, whatsoever, arises between the procuring entity and Contractor in connection with or arising out of the contract or the execution of the works, whether during the execution of the work or after their completion and whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, opinion, instruction, determination, certificate or valuation of the Authority; the matter in dispute shall in the 1st place, be referred to the Dispute Resolution Committee (DRC) appointed by the Regional Executive Director, AAI, Southern Region, Chennai-600 027. DRC thus, constituted may act as "Conciliator" and will be guided by principles of "Conciliation" as included in Part-III of Arbitration and Conciliation Act 1996. DRC should take into consideration, rights and obligations of parties, usage to trade concern and circumstances surrounding the dispute(s), including any previous business practices between parties. Efforts of DRC should be to come to an amicable settlement of outstanding disputes. If parties agree, a written settlement will be drawn out and signed by the parties. DRC will authenticate the settlement Agreement and furnish a copy to each party. DRC will give its' report within 45 days of its constitution.
- (ii) **Adjudication through Arbitration:** Except where the decision has become final, binding and conclusive in terms of Sub Para (i) above, disputes or differences shall be referred for adjudication through arbitration by a sole arbitrator appointed by the Chairman / Member of AAI. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another sole arbitrator shall be appointed in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of contract that If the Contractor does not make any demand for appointment of Arbitrator in respect of any claim in writing within 120 (One hundred Twenty) days of receiving the decision / award from Dispute Resolution Committee, the claim of Contractor(s) will be deemed to have been waived and absolutely barred and the AAI shall be discharged and released of all liabilities under the contract in respect of these claims. It is term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each such disputes along with the notice for appointment of arbitrator and giving reference to the rejection of their claims by the Dispute Resolution Committee. It is also a term of this contract that no person, other than a person appointed by above mentioned appointing authority, should act as arbitrator and if for any reason that is not possible, the matter shall not be referred to arbitration at all. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (26 of 1996) or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause. It is also a term of this contract that the arbitrator shall adjudicate on only such disputes as are referred to him by the appointing authority and give separate award against each dispute and claim referred to him and, in all cases, where the total amount of the claims by any party exceeds Rs.1,00,000/-, the arbitrator shall give reasons for the award. It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to

submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, If required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any, by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

6.21 Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, earth quake, explosions, epidemics, quarantine restrictions, bandh , strikes, lockouts or act of God (Hereinafter referred to as events), provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract. The contract shall be continued / resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of AAI as to whether the services have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option to terminate the contract.

6.22 Period of Contract

- i. The contract shall be valid for an initial period of 2 (two) years and further extendable by 1 (one) more year on the same rates and terms & conditions, subject to satisfactory performance of the Contractor.
- ii. The date of commencement of contract shall be intimated later on in the Award Letter/Work Order.
- iii. The contract shall not form any base on any ground for any consideration / claim either from the Contractor or his Employees for seeking regular employment/compensation whatsoever in AAI.

6.23 Subletting of Contract

The work shall not be sublet / assigned directly or indirectly to other agencies without prior written consent of the competent authority of the AAI.

6.24 Foreclosure of Contract

AAI may decide to foreclose the contract due to any reasons whatsoever at any time after acceptance of the Bid. In such circumstances AAI may decide to abandon or reduce the scope of the work which is no more required to be executed. In such case AAI shall give 30 days' notice in writing to that effect to the Contractor. It will be binding on the Contractor to act as per the direction of the AAI.

6.25 Termination of Contract

- i. If the AAI considers that the quality or efficiency of the work performed by the Contractor is unsatisfactory or not up to the excepted standard, the AAI shall notify the Contractor in writing and specify in detail the cause of such dissatisfaction. The AAI shall have the option to terminate the contract by giving 30 days' notice in writing to the Contractor, if Contractor fails to comply with the requisitions contained in the said written notice issued by the AAI.
- ii. AAI may also give written notice and without compensation to the Contractor to terminate the contract if the Contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.
- iii. The contract can be terminated by issuing 30 days' notice in writing at any time by either of the party without assigning any reason and the Contractor shall not cease to render the service facility until the AAI makes alternate arrangements thereof and informed the Contractor accordingly. The extended period after expiry of the notice period will not, however, be more than 30 days in any case.
- iv. Upon termination, under and with reference to this clause, the Contractor shall be entitled to be paid for the work actually performed up to the date of termination in accordance with the provisions of the contract, but shall not be entitled to any other claim or compensation whatsoever, including (but not limited to) any claim or compensation for any expenditure incurred by the Contractor in or for any equipment's, materials or facilities or for any loss in the profit or anticipated profit of the Contractor.
- v. If at any stage during the period of execution of contract, any case involving moral turpitude is instituted in a court of law against the Contractor or his employees, AAI reserves the exclusive and special right to the outright termination of the contract and the Contractor shall not be entitled to any compensation from the AAI whatsoever.
- vi. The agreement shall be deemed to have been terminated on the expiry of the contract period unless AAI has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

6.26 Jurisdiction

The agreement including all matters with this contract, shall be governed by the Laws of India for the time being in force and shall be subjected to exclusive jurisdiction of the Madras High Court, Tamil Nadu only.

6.27 Contract Agreement

- i. All Terms & Conditions of the tender, as mentioned in Section-I to VI and Award Letter / Work order placed on successful Bidder or any other relevant letter, shall form the part of the agreement to be made with the AAI.
- ii. The Contract Agreement shall be executed on a non-judicial Tamil Nadu Stamp Paper of value Rs.100/- as per AAI format within one month from the date of award of work and cost of the same shall be borne by the Contractor.

UNDERTAKING-CUM-DECLARATION
**(TO BE FURNISHED ON COMPANY'S LETTER-HEAD AND
UPLOADED IN COVER-I)**

**UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF TENDER,
NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND NON-
BLACKLISTING / DEBARRING OF FIRM**

Name of work: Job Contract for providing services for operation of Various Vehicle types by deploying Manpower at Airports Authority of India, Regional Head Quarters, Southern Region, Chennai.

Tender No.: **AAI_RHQ_SR_TECH_2021_01**

1. I / We hereby certify that I / We have read the entire terms and conditions of the tender document which shall form part of the Contract Agreement and I / We shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the tender conditions of AAI's tender document in its entirety for the above works.

It is clarified that after unconditionally accepting all the tender conditions in its entirety, it is not permissible to put any remarks / conditions in the tender enclosed in Cover-I & II and the same has been followed in the present case. In case any provisions of this tender are found violated after opening of Cover I& II, I / We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to take necessary action as per tender conditions.

2. 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 asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.
3. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director / Proprietor / Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.
4. I / We do hereby declare and state that our Firm / Company has not been blacklisted/ debarred by AAI / BCAS or any other Department of Govt. of India/State Govt. and have no outstanding dues payable to the AAI.
5. I / We do further declare and state that all the above information given by me/ us is true to the best of my/our knowledge and in case if it is found to be false/ incorrect, AAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me/us.

Date:

**Signature of Bidder / Authorized Signatory
(with Company Seal)**

DECLARATION FROM BIDDERS IN LIEU OF SUBMITTING EMD

**(TO BE FURNISHED ON COMPANY'S LETTER-HEAD AND
UPLOADED IN COVER-I)**

Whereas, I / We (name of agency)
have submitted bid for work "Job Contract for providing services for operation of
Various Vehicle types by deploying Manpower at Airports Authority of India, Regional
Head Quarters, Southern Region, Chennai."

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

Name :

Designation :

Office Stamp :

Place:

Date:

ANNEXURE-C

(To be executed on a non-judicial Tamil Nadu stamp paper of Rs.100/- and attested by Notary Public and submitted by Successful Bidder after award of work)

MINIMUM WAGES AFFIDAVIT

We, having our Registered Office at, hereinafter referred to as 'Contractor' which expression shall include its successors in interest and permitted assigns, do hereby solemnly affirm and declare as under: -

1. That we are the Contractor for executing the work Airports Authority of India, Regional Head Quarters, Southern Region, Chennai.
2. That we are aware that in accordance with the Minimum Wages Act, 1948, payment of Minimum Wages to labourers is mandatory.
3. That we are also aware that deduction of provident fund amount at the prescribed rate and its timely deposit to the P.F. account is a legal obligation under the EPF & MP Act-1952 & Contract Labour (Regulation and Abolition) Act, 1970.
4. That we are fully observing the aforesaid legal obligations and undertake to strictly adhere to the same during the currency of the contract.
5. That we understand that in case of any failure in complying with the undertaking mentioned in the preceding paragraph, we are liable to pay the penalty that the Government may impose or any other action that may be taken having regard to the circumstances of the case.
6. That the contents of the foregoing paragraphs of this Affidavit are true to our knowledge and belief.

Executed at (Name of place) on this(date/month/year).

Signature of authorized signatory

Name :
Designation :
Office Stamp :

Witness: -
(Signature with Name & Address)

1.

2.

ANNEXURE-D

(To be furnished on Company's Letter Head and submitted by Successful Bidder after award of work)

UNDERTAKING BY THE AIRLINES, GOODS/SERVICES PROVIDERS AND CONTRACTORS OF CHENNAI AIRPORT

Tender No.	
Name of Work	
Name of Contractor	
Award Letter / Work Order No. & Date	

1. Airports Authority of India, Chennai Airport has established an Integrated Management System (IMS) under ISO 9001:2015 (Quality Management System), ISO 14001:2015 (Environment Management System) & OHSAS 18001:2007 (Occupational Health and Safety Assessment) International Standards to provide Quality and Environment friendly services of International Standards.

2. We, the Airlines, Goods/Services providers and Contractors of Chennai Airport appreciate and respect the commitment & initiatives taken by the management of AAI, Chennai airport to protect and preserve the environment at Airport.

3. We hereby abide by the conditions stipulated herein with respect to our activities in the airport and not to pollute the environment of the airport in any manner & cooperate with the Airports Authority of India, Chennai Airport. We hereby undertake that:

- a) The work areas shall be kept clean
- b) Adequate number of Waste bins shall be placed in working space to collect different type of Scraps and the Wastes.
- c) The following wastes shall be segregated and stored in designated place, as far as possible: -
 - Oil soaked cotton wastes
 - Spent oil (Haz wastes)
 - Asbestos wastes
 - Worn out Tyres
 - Discarded Equipment's, structures
 - Construction wastes, debris
 - Glass wastes
 - Insulation wool waste
 - Metallic wastes
 - Empty Paint drums, containers (Haz wastes)
 - Metallic Cans
 - Polythene/plastic wastes
 - Paper/card board waste
 - Discarded food
 - Other bio degradable wastes
 - E wastes (Haz wastes).
 - Automotive/ Industrial Battery etc.

4. The waste shall be stored at locations identified by AAI Management of Chennai airport. Subsequently the wastes shall be disposed off in accordance with waste management plan.
5. Hazardous wastes (Spent oil, contaminated jute/cotton/gloves, e-wastes, bio medical wastes shall be secured and disposed as per guidelines of regulatory authority (TNPCB).
6. To the extent possible, fuel oil, electrical power, water, cooking gas etc. will be conserved.
7. Plastic bags of less than 40 micron shall not be used and /or issued by us inside AAI premises.
8. We shall obtain the MSDS (Material Safety Data Sheet) of all chemicals used by us in AAI campus and study their characteristics and the disposal method. Chemicals which are found to be environmental friendly shall only be used.
9. If any chemical is found not environmental friendly/safe, additional precautions for their use and disposal shall be taken as indicated in MSDS.
10. Copies of MSDS will be retained by us & made available as and when requested by AAI officials.
11. Wherever any chemical like fuel oil, lub oil, Hydraulic oil, grease, paints are used, we shall arrange or keep ready a spill control kit at our own cost, for emergency purpose and shall use the same in case of emergency.
12. Diesel/ Petrol operated Vehicles used by us for transportation of man & material to and from AAI campus, Apron, Runway etc. shall be PUC (pollution under control) compliant. Copies of the PUC certificate shall be handed over to concerned AAI dept.
13. Wherever we arrange food for our workmen, we shall keep waste bins for collection of waste generated in the process.
14. Failure to comply with the requirements mentioned above shall attract a penalty or any other strictures as deemed fit by the AAI authorities
15. We understand that AAI, Chennai Airport will organize briefing/ training of our designated Supervisor/Manager about the IMS requirements. We shall ensure the presence/participation during such session. Thereafter, we shall ensure the necessary training of our workmen and staff and compliance of the requirements.
16. We shall identify one supervisor responsible for EMS compliance.
17. We understand and agree that no additional payment shall be made by AAI management for IMS compliance.

Date:

Authorized Signatory:

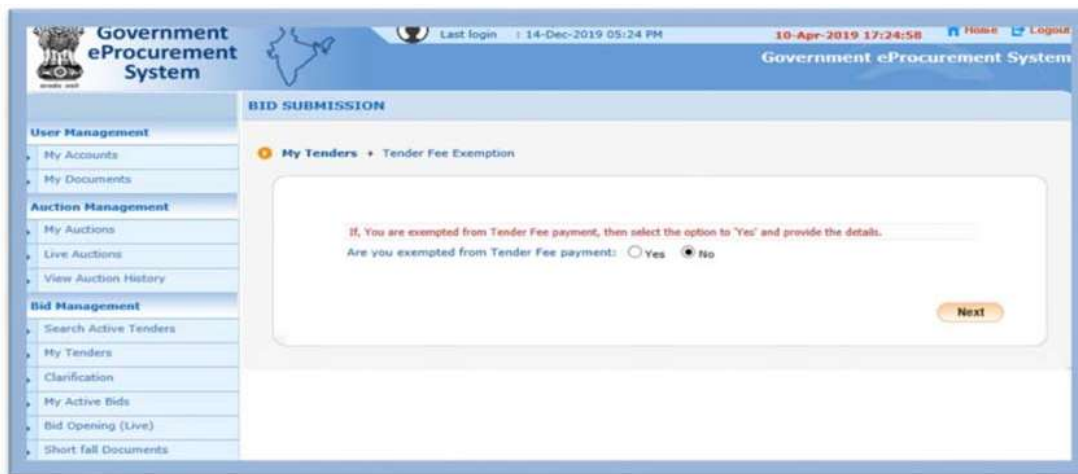
Name of the Agency:

Seal

ONLINE PAYMENT PROCEDURE

Procedure for Online Collection of EMD and Tender Fee from Bidders

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



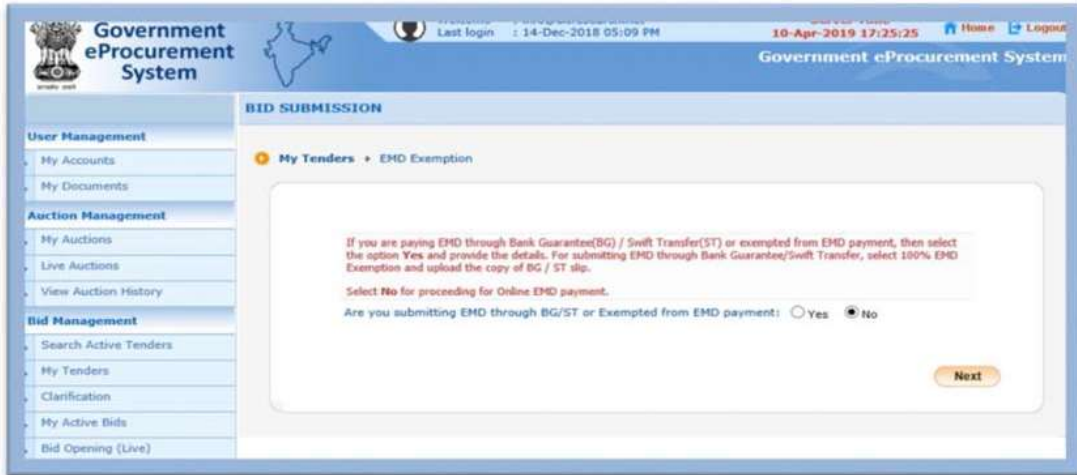
5. In case of EMD: If Bidder is paying EMD through any of below options, Select the option "**Yes**" (as per below screenshot) and provide the details and upload copy as a proof.

- Bank Guarantee (BG)/Swift Transfer (ST)

- Exempted from EMD Payment,

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

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

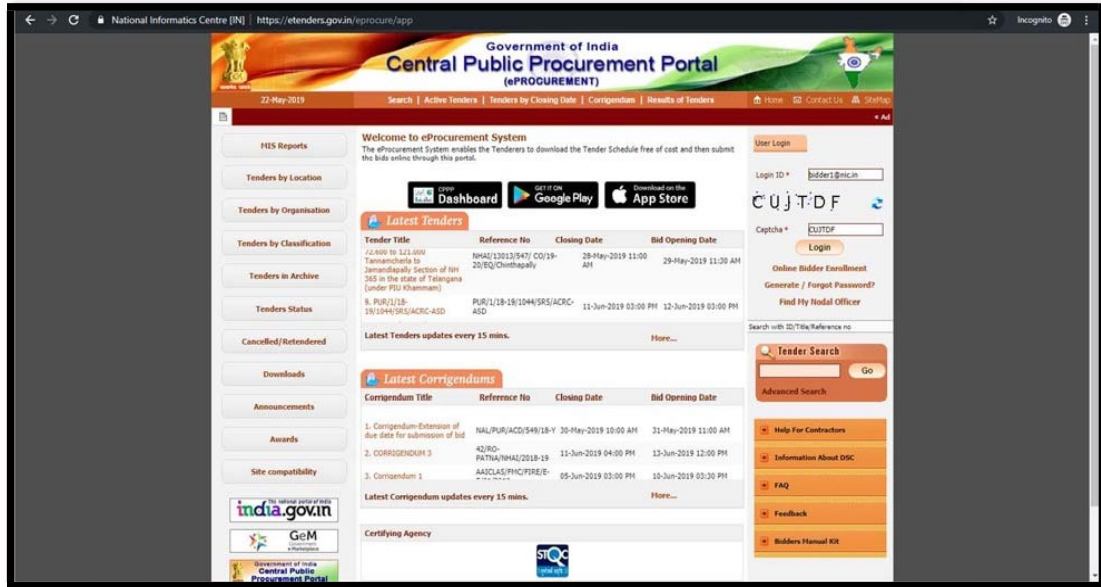


After selecting the option, click on “Next” Button as per above screenshot. Further process to be followed as per subsequent screen.

STEPS FOR MAKING TENDER PAYMENTS IN E-TENDERS SYSTEM VIA SBI BANK GATEWAY

(SBI AND NON SBI ACCOUNT HOLDERS)

Home Page.



Login as a Bidder in to etenders.gov.in to proceed for payment.

BID MANAGEMENT

My Tenders → 2018_LSGD_204397_1 → Transaction Message

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

Bid Process List

S.No	Bid Process	Action
1	Profile	

Bid Payment Details

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

[Pay Online](#) [Encrypt&Upload](#)

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Step 1) Click **“Pay Online”** when you reach below online Bid Submission.

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

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

The screenshot displays the 'BID MANAGEMENT' interface. On the left is a navigation menu with sections for 'User Management', 'Auction Management', and 'Bid Management'. The main content area is titled 'Offline/OnLine Payment Confirmation' and contains the following information:

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

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

Portal Alert :

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

I hereby confirm that the above payment details are correct.

Buttons: Back, Confirm to Pay

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

Step 3) Verify that the Tender fee and EMD shown are correct, as per tender documents. Then, select the payment option SBI MOPS and submit, as below

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

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

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

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

Below the table, the 'Choose Payment Option' section has a radio button selected for 'SBI MOPS'. At the bottom right of the main content area are 'Back' and 'Submit' buttons. The footer of the page reads: 'Version:1.09.06 04-Feb-2018 (c) 2008 Tenders NIC, All rights reserved.'

Step 4) Check and follow the **Terms & Conditions**, and then **submit**, as below

The screenshot shows a web application interface for 'BID MANAGEMENT'. On the left is a navigation menu with categories: 'User Management' (My Accounts, My Documents), 'Auction Management' (My Auctions, Live Auctions, View Auction History), and 'Bid Management' (Search Active Tenders, My Tenders, Clarification, My Active Bids, Bid Opening (Live), Short Fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area is titled 'OnLine Payment Gateway' and includes a 'Payment Verification' section. It displays the following information: Organization Chain: NIC||NIC Contracts; Tender Reference Number: PW3/23401/18; Tender ID: 2018_LSGD_204397_1; Tender Title: PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING. Below this, the 'Pay Model' is 'SBI MOPS'. A 'Terms And Conditions' section is marked with a checkmark and lists several bullet points regarding redirection to the SBI MOPS site, session time, non-refundability of tender fees, and the bidder's responsibility for successful payment. At the bottom right of this section are 'Back' and 'Submit' buttons. The footer of the page contains the text: 'Version:1.09.06 04-Feb-2018 (c) 2008 Tenders NIC, All rights reserved.'

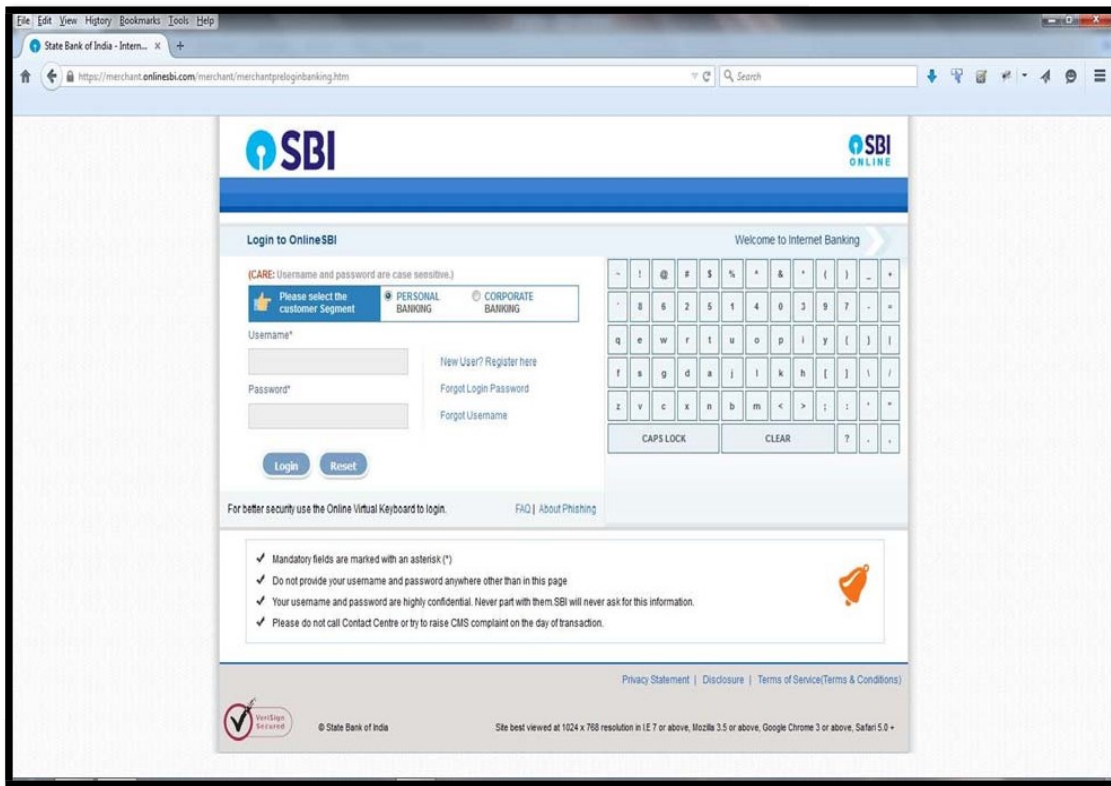
Step 5) Bidders may choose the type of transaction and proceed for payment.

The screenshot shows the 'STATE BANK MULTI OPTION PAYMENT SYSTEM' interface. At the top, it features the SBI logo and the text 'SBI ONLINE'. Below the header, there is a message: 'Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)'. The interface is divided into three main sections: 'Net Banking', 'Card Payments', and 'Other Payments Modes'. Under 'Net Banking', there are two options: 'SBI' with 'Bank Charges: 11.8' and 'Click Here' button, and 'Other Banks' with 'Bank Charges: 132.5' and 'Click Here' button. Under 'Other Payments Modes', there is one option: 'NEFT' with 'NEFT/RTGS' and 'Bank Charges: 133.0' and 'Click Here' button. At the bottom of the page, there is a 'Cancel' button and the text: '© State Bank of India Site best viewed in I.E. 10 +, Mozilla 30 +, Google Chrome 30 +'

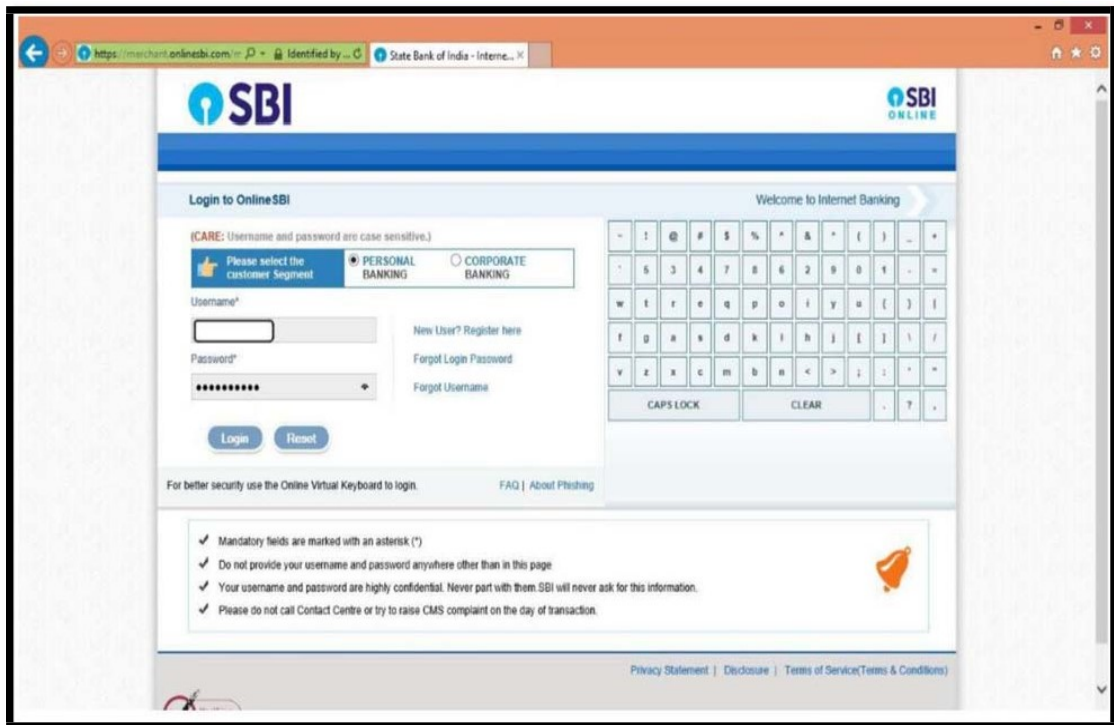
Step 6) Once the payment type is selected in navigates to the respective landing page.

a) SBI

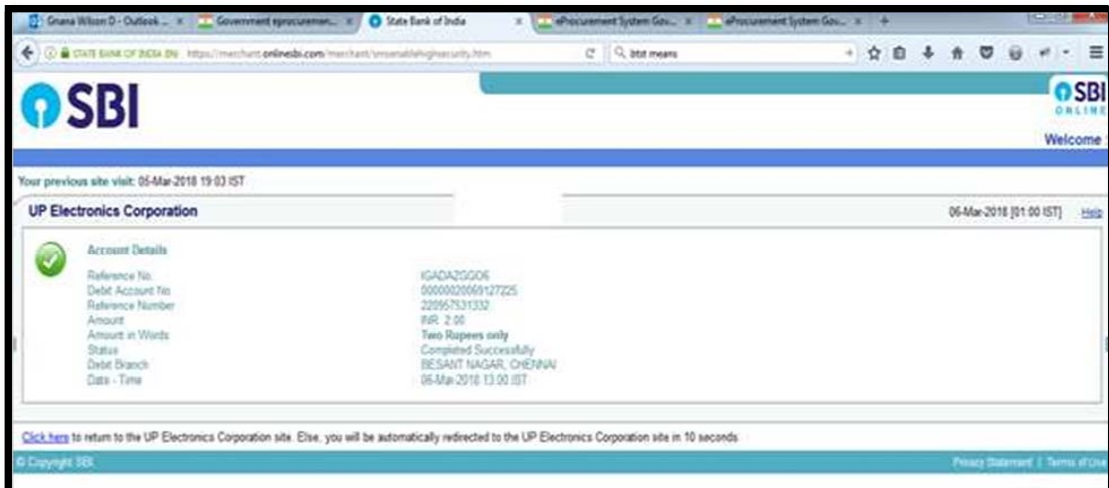
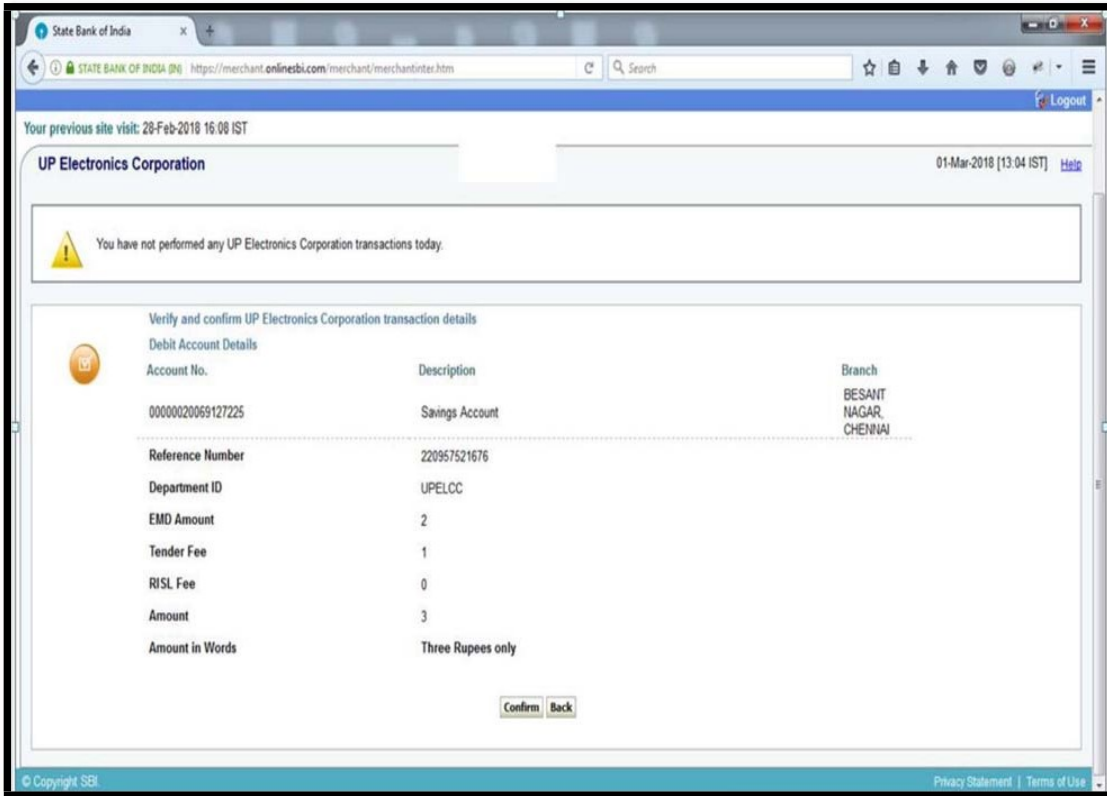
i. Bidders with SBI account may click SBI option to proceed to its Net Banking page.



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



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



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

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

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

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

User Management

- My Accounts
- My Documents

Auction Management

- My Auctions
- Live Auctions
- View Auction History

Bid Management

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

BID MANAGEMENT

My Tenders * 2018_KSITH_203916_2 * Transaction Message

Organization Chain : NIC||NIC Contracts

Tender Reference Number : PW3/23401/18

Tender ID : 2018_LSGD_204397_1

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

Bid Process List

S.No	Bid Process	Action
1	Profile	

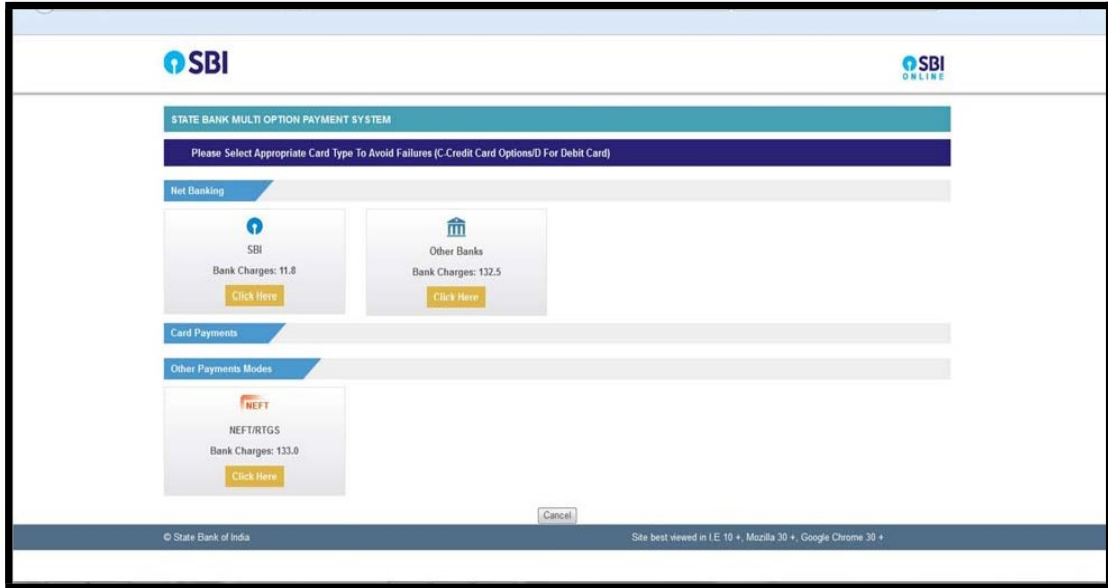
Bid Payment Details

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

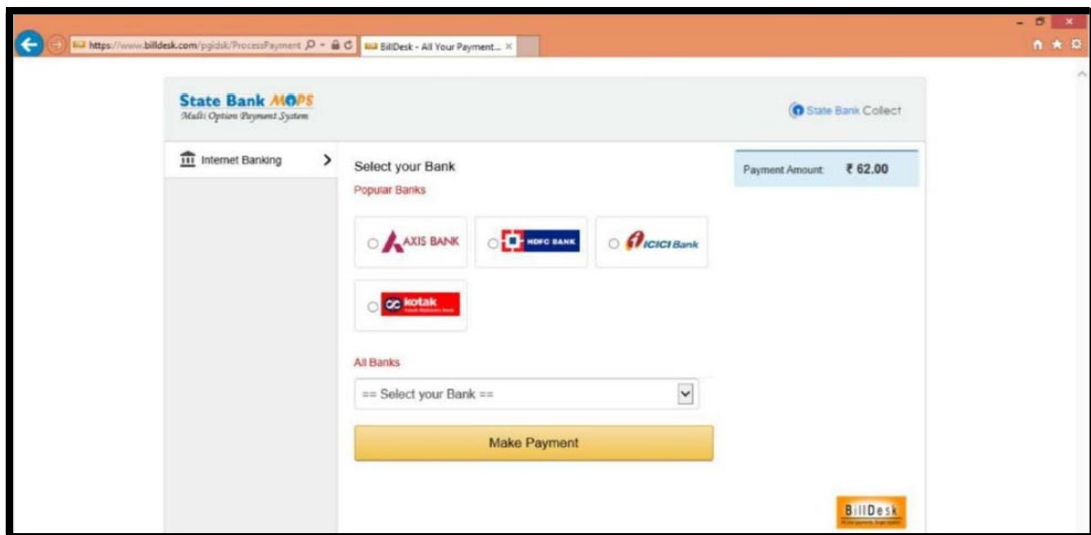
[Encrypt&Upload](#)

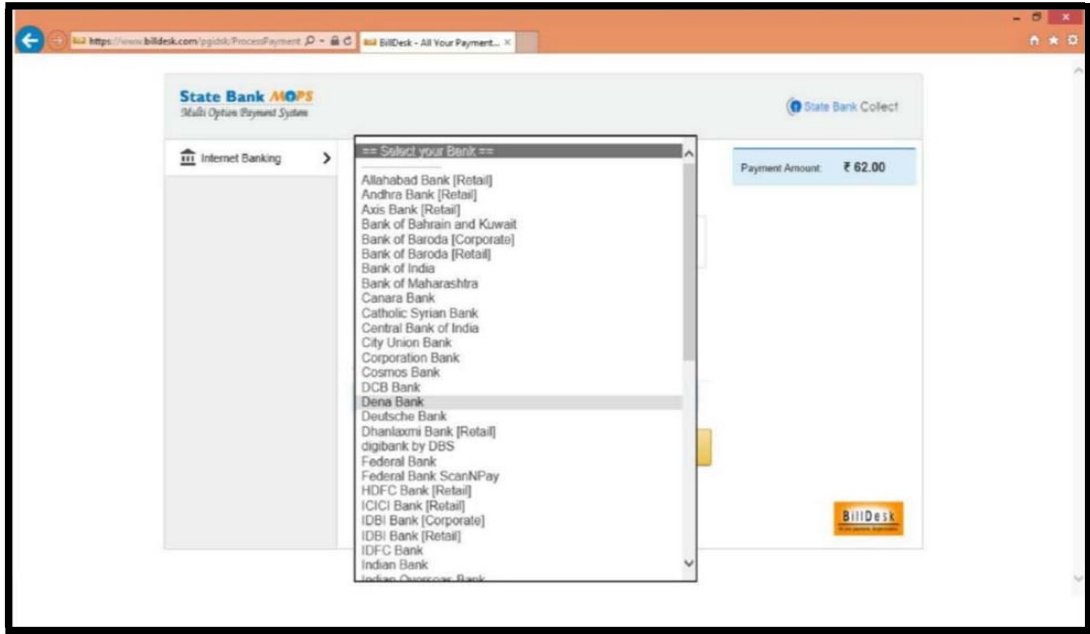
b) OTHER BANKS:

Bidders with other Bank account may click Other Bank option to proceed to SBI Net Banking page.

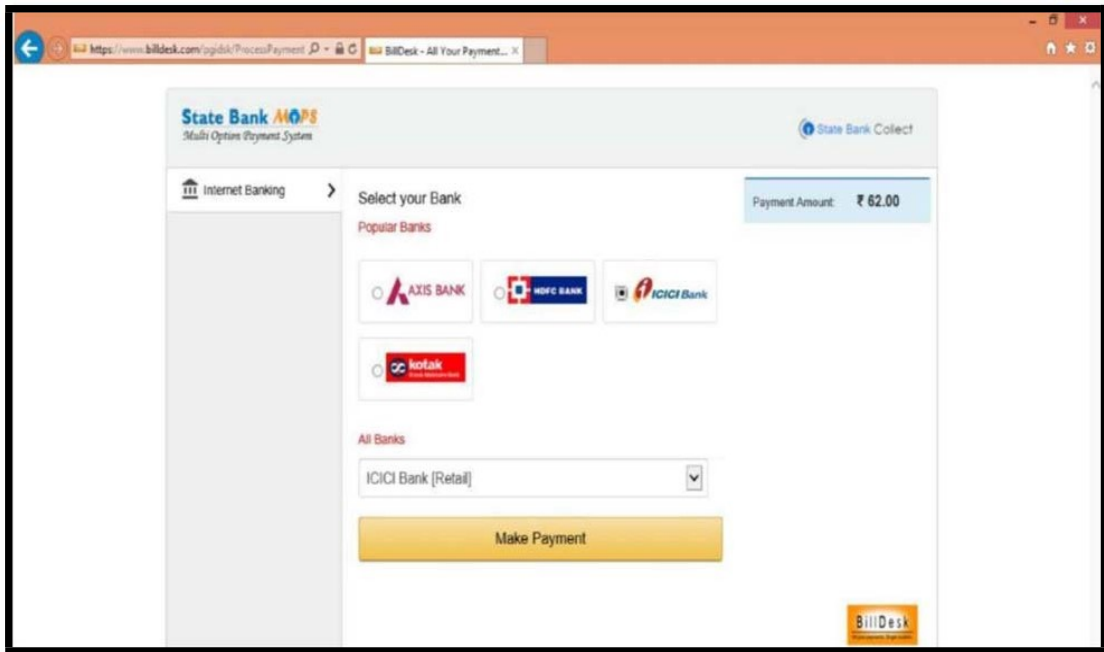


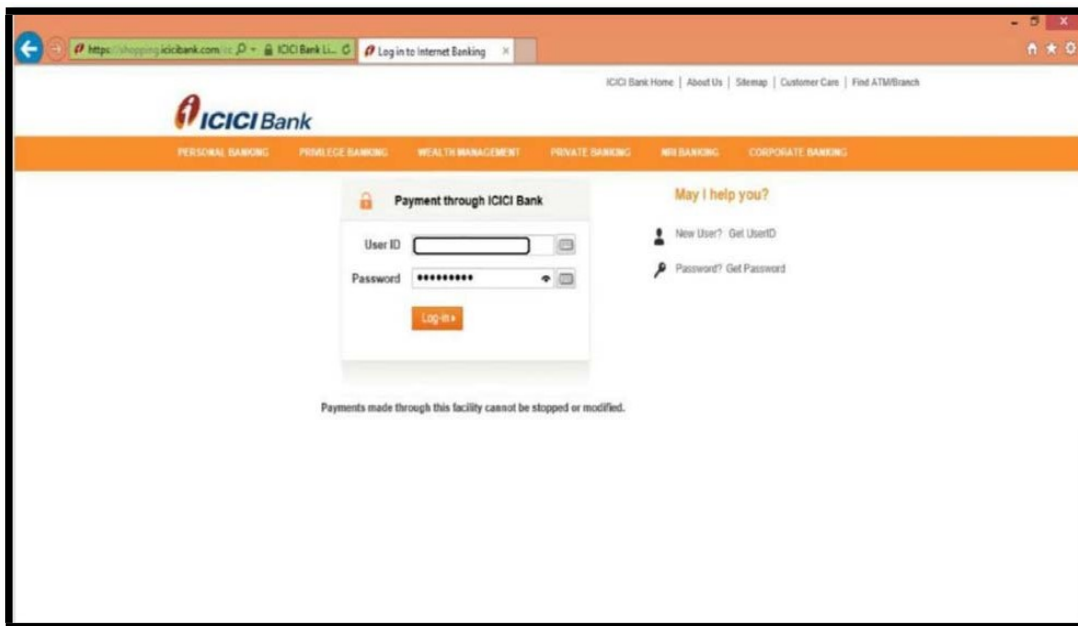
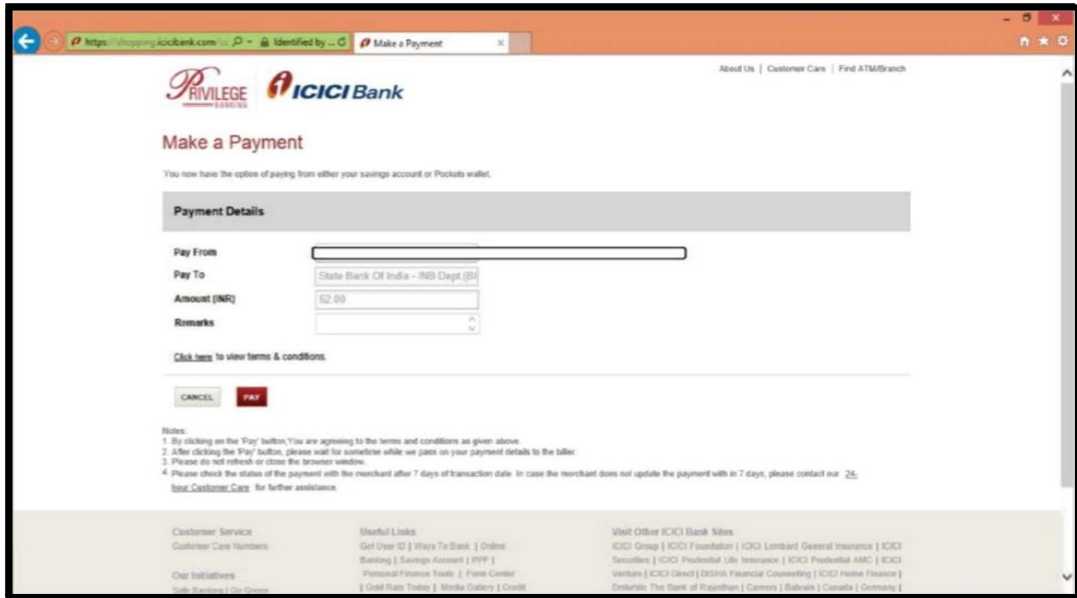
You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of All Bank.

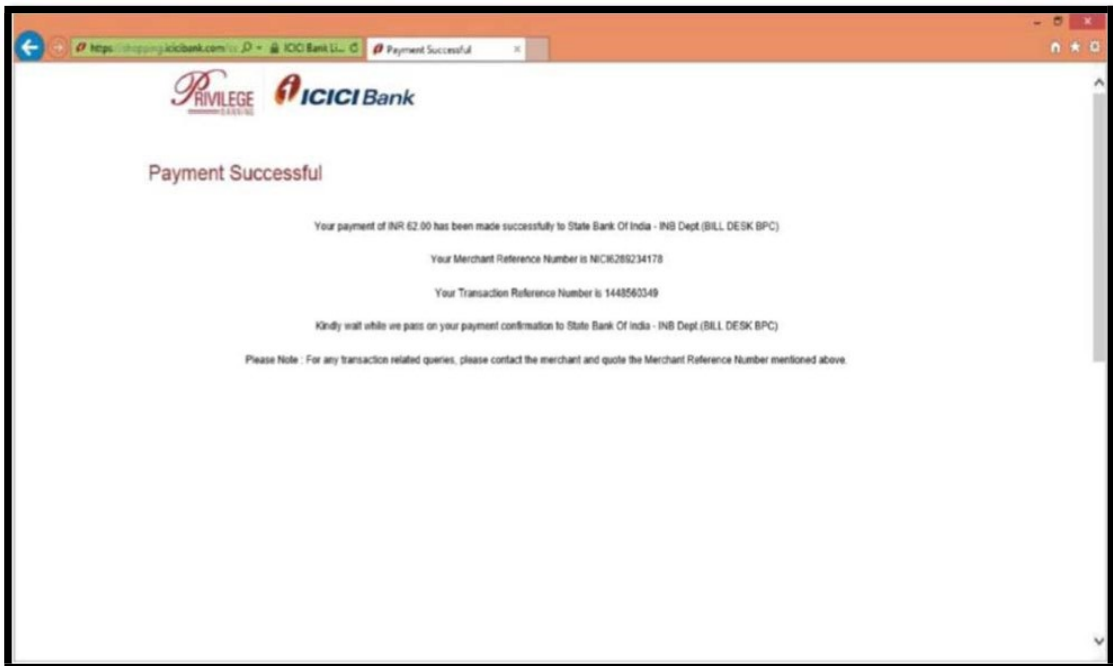
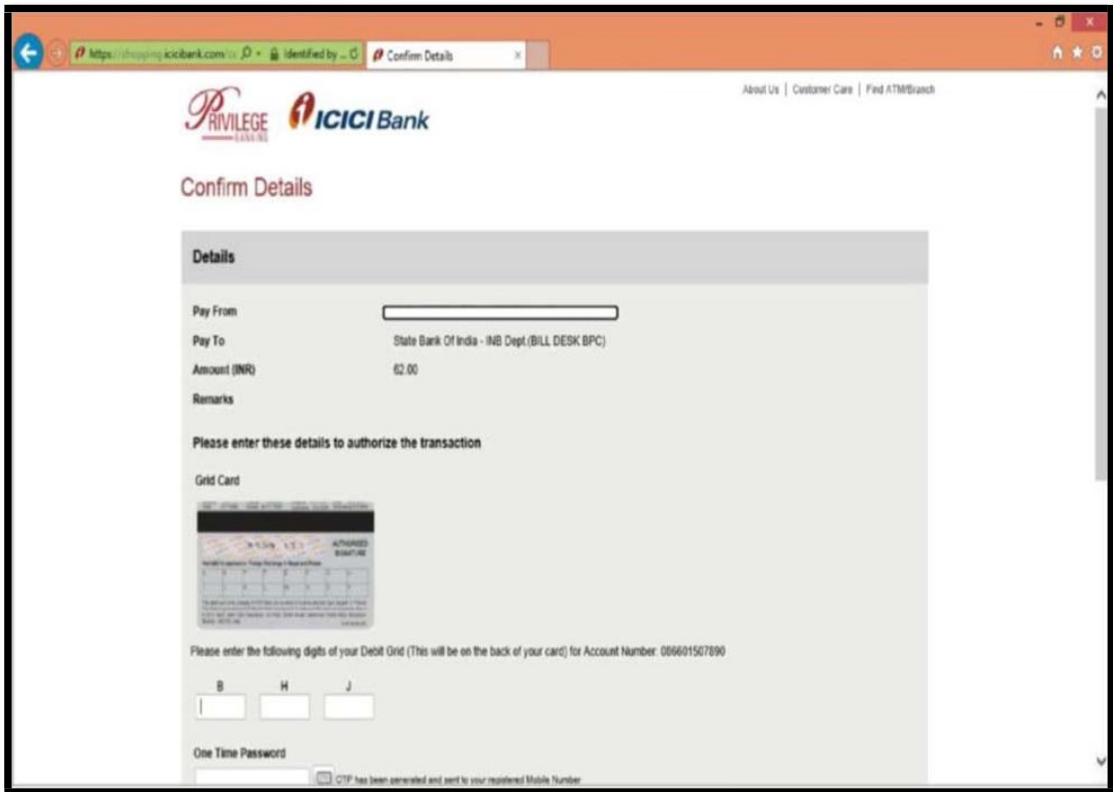




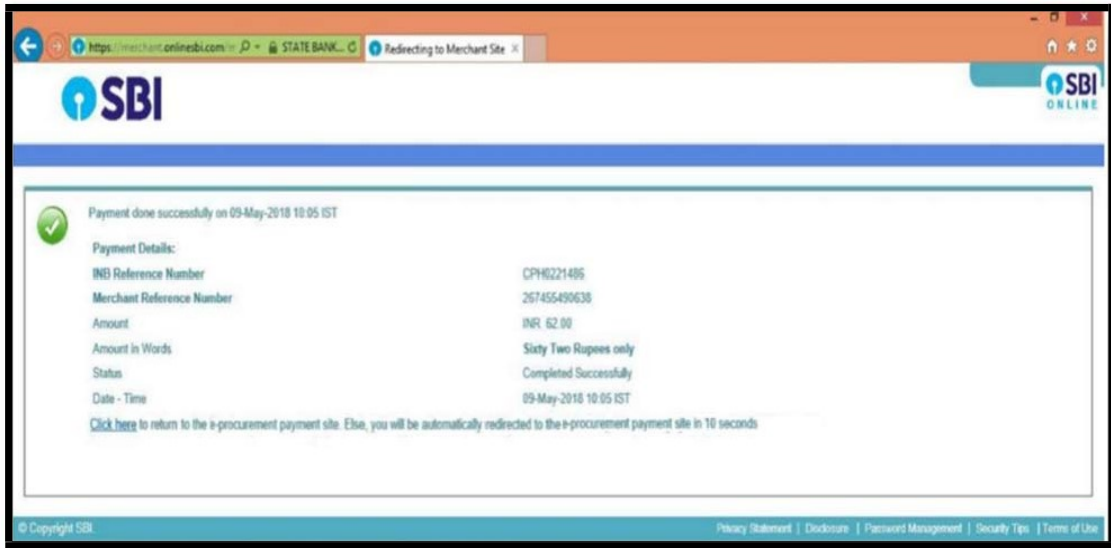
ii. After selecting ICICI Retail Banking, Click Make Payment button to Banking page. Further steps may depend in the Bank Procedure.





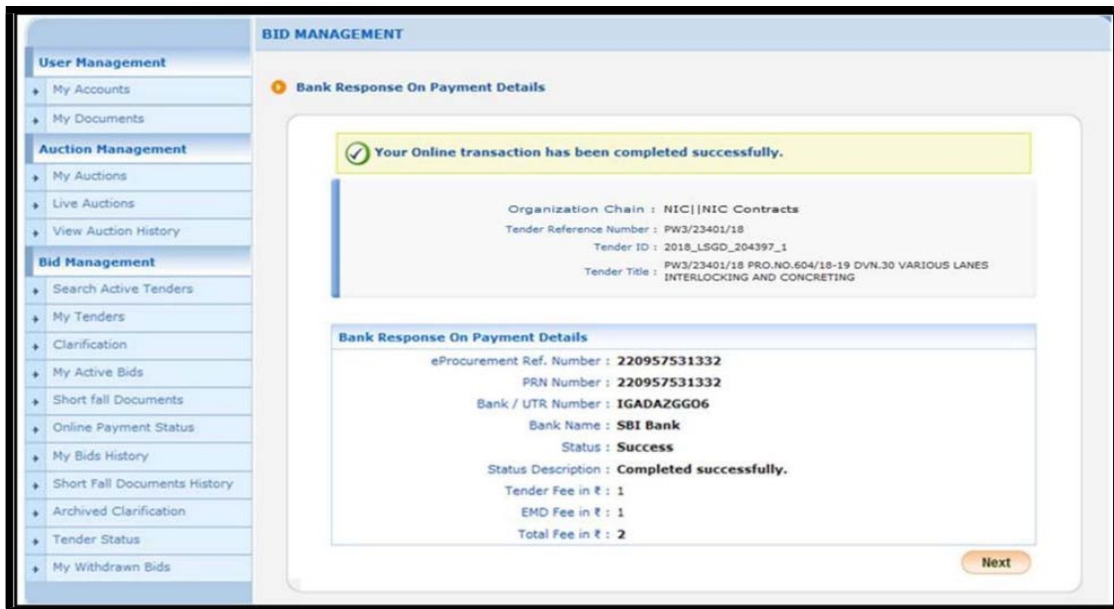


iii. After, Successful payment, system will direct you to payment confirmation page.



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

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



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

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories like 'User Management', 'Auction Management', and 'Bid Management'. The main content area shows details for a specific tender under 'My Tenders'.

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

Bid Process List

S.No	Bid Process	Action
1	Profile	

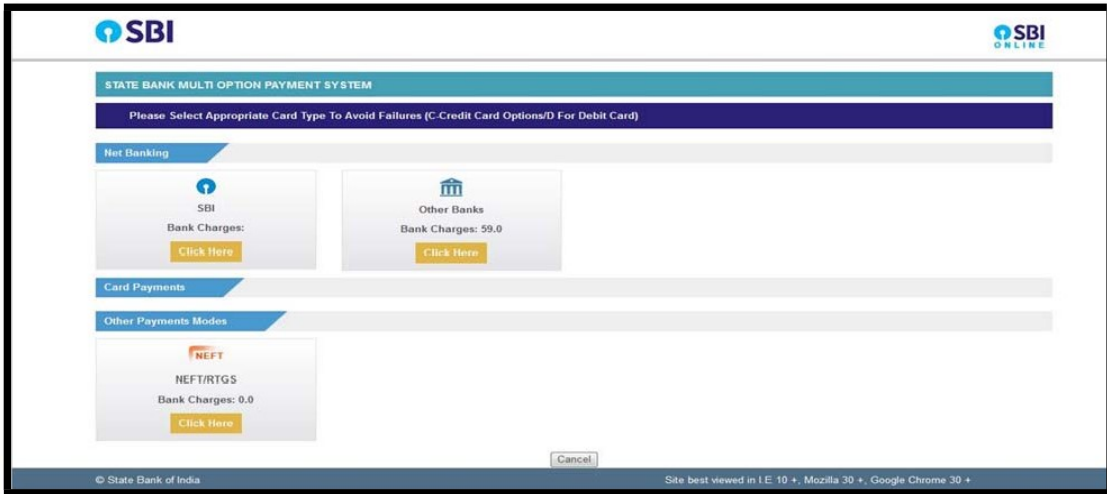
Bid Payment Details

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

An 'Encrypt&Upload' button is visible at the bottom right of the main content area.

C) NEFT/RTGS

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



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



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

The screenshot shows the SBI e-procurement payment interface. At the top left is the SBI logo, and at the top right is the SBI ONLINE logo. Below the header, it says "Your site visit: 18-Sep-2018 [11:46 IST]". The main heading is "e-procurement payment".

Under "Payment details", there is a table with the following information:

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

Below the table are two buttons: "Confirm" and "Reset". A link below the buttons says "Click here to abort this transaction and return to the e-procurement payment site". At the bottom, there is a note: "Mandatory fields are marked with an asterisk (*)".

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

This screenshot is identical to the one above, showing the SBI e-procurement payment page. The "Confirm" button is highlighted with a red box, indicating the next step in the process.

v) The challan is generated after successful transaction.

e-procurement payment RTGS/NEFT Form

Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	PSEGACPJ8923167
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0017676
Name & Address	e-procurement payment
Beneficiary Reference Number	117725193159

Note for Bidders:

- The remittance should be within the prescribed time and as per the terms and conditions specified in tender.
- Please ensure the correctness of details inputted while remittance through RTGS/NEFT. SBI and One could not be responsible for the transactions reported due to incorrect details inputted.
- For RTGS/NEFT remittance, Date and time at which payment is received in SBI would be relevant for the purpose of determining the issue as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance or as to ensure that the payment reaches SBI before date and time for submission of tender.
- Bids for which payment is received after closing date/time for submission of tender/bid would be rejected and would not be considered for further processing. The payment would be returned back to the bank account from which the remittance was made.
- Bidders should verify bank the payment status in a procurement portal. The remittance for which payment is received before closing date and time would be displayed as SUCCESSFUL in the portal. Otherwise bidders may contact their bank from which the remittance was made.
- Bidder should ensure that tender document fees and EMD are remitted as one single transaction and not separate.
- Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or internet banking site is the same as it appears in a Procurement remittance form. Bidder should not truncate or add any other detail to the above account number.
- No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance.
- Cash or Cheque given to remitter in SBI and electronic bank transfer payment may be treated as invalid and the respective bid is liable to be rejected.
- Please obtain ITR for your remittance reference.
- Please note that this is only a remittance information form and not an acknowledgment of remittance.

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

Disclaimer:
SBI does not have any control over third party vehicles and accepts no responsibility or liability for any of the material contained on these services. This will be using such third party vehicles at your own risk and responsibility and SBI will not be responsible for any loss, damage, costs, A charges, direct or indirect incurred by you, arising out of or in connection with your access to the external vehicle or for any deficiency in the products and services of the third party or for the failure or disruption of the vehicle of the third party.
SBI is not responsible for the correctness of any linked vehicles or webpages. By registering with an external vehicle or web page, SBI shall not be deemed to endorse, recommend, approve, guarantee, indemnify or endorse any third parties or the services/products they provide on their vehicles. Please note SBI is only facilitating the entire transaction and will not be a party in any contractual arrangements entered into between you and the provider of the external vehicle unless otherwise expressly specified or agreed to by SBI. Such external vehicles are governed by their respective policies.

[Click here to print the Remittance Form](#)
[Click here to Download it.pdf](#)
[Click here to return to the Remittance e-procurement payment web.](#)

vi) The Downloaded challan of the e-Procurement RTGS/NEFT Remittance information.

e-procurement payment RTGS/NEFT Remittance Information Form	
Beneficiary Details	
Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	PSEGACPJ8923167
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0017676
Name and Address	e-procurement payment
Beneficiary Reference No	117725193159
Instructions for remitting Bank:	
<ol style="list-style-type: none"> This form is valid for remittance through non-SBI branches. Beneficiary account no. is alpha-numeric and case sensitive. It should be entered as it appears above. Amount to be remitted should not be higher or lesser and should be the same as shown above. 	
Note for Bidders:	
<ol style="list-style-type: none"> Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in this remittance form. Bidder should not truncate or add any other detail to the above account number. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance. Account to Account transfers or Cash payments are not allowed and are invalid mode of payments. Hence, this remittance form is to be used only for RTGS or NEFT payment. Bidder should ensure that tender document fees and EMD are remitted as one single transaction and not separate. The remittance should be within the prescribed time and as per the terms and conditions specified in tender. Please ensure the correctness of details inputted while remittance through RTGS/NEFT. Please also ensure that your banker keys in the Account Number (which is case sensitive) as displayed in this form. SBI and Merchant are not responsible for the transactions reported due to incorrect details inputted. For RTGS/NEFT remittance, Date and time at which payment is received in SBI would be relevant for the purpose of determining the issue as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance or as to ensure that the payment reaches SBI before date and time for submission of tender. Bids for which Payment is received after closing date/time for submission of tender/bid would be rejected. 	

BIDDER'S PROFILE
(To be uploaded online in Cover-I of CPP Portal)

1.	Name of Firm (in full)	
2.	Constitution and Nature of Firm (State whether Sole Proprietor/ Partnership Firm/Limited Company and attach self-attested copy of documentary proof in support of above)	
3.	Year of Establishment	
4.	Postal Address	
	(a) Mobile Phone No.	
	(b) Telephone No.	
	(c) Fax No.	
	(d) E-mail ID	
5.	Name & Address of--	
	(a) Sole Proprietor in case of Proprietorship Firm	
	(b) Directors in case of Company (Registered under Indian Companies Act 1956b)	
	(c)Partners in case of Partnership Firm--	
	(i) For Partnership Firm whether registered under "The Indian Partnership Act, 1932", please state further whether by the Partnership Agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner, who has signed the tender.	
	(ii) If answer to the above is in negative, whether there is any general Power of Attorney executed by all the Partners of the firms authorizing the Partner who has signed the tender to refer dispute concerning business of the Partnership to arbitration.	

	(iii) If answer to point (i) or (ii) is in the affirmative, please furnish a copy of either the Partnership Agreement or the general Power of Attorney as the case may be.	
6.	Permanent Account No. (PAN)	
7.	GST Registration No.	
8.	EPF Registration No.	
9.	ESI Registration No.	
10.	Manpower on Roll with details	
11.	Details of major contracts entered into with Central Govt./State Govt./PSU/ Reputed Private Firms by the tendering Agency / Bidder for providing of Vehicles on hiring basis.	
12.	Turnover of Firm during the last Financial Year.	
13.	Name, Designation, Address & Telephone No. of person Authorized to sign the tender document / Liaise with AAI on behalf of Firm / Agency.	

Note:-

1. If the space provided is insufficient, a separate sheet may be attached.
2. The above format duly filled-in, dated, signed, stamped and scanned copy of the same may be submitted along with documentary proof wherever required, in the Cover-I (Technical Bid).

DECLARATION
(To be submitted in separate sheet)

I, _____ Son/Daughter /
Wife of Shri/Smt. _____ Proprietor / Director /
Authorized signatory of the Agency mentioned above is competent to sign this
declaration and execute this tender document.

The information / documents furnished along with the above Bid / application
are true and authentic to the best of my knowledge and belief. I am well aware of the
fact that furnishing of any false information / fabricated document would lead to
rejection of my tender / bid at any stage besides liable for prosecution under
appropriate law.

(Signature of the Authorized person)

Name _____

Date _____

Official Seal / Rubber Stamp

Place _____

ANNEXURE- G**CHECK-LIST FOR SCANNED DOCUMENTS TO BE UPLOADED ONLINE
IN CPP PORTAL**

Sl. No.	Name of the Document	Cover	Ref. to Tender Clause/Page	Whether Uploaded
A.	COVER-I (Tender Fee, EMD Declaration & Undertaking)			
(i)	Tender Fee – Rs.1,770/- to be remitted online (OR) Scanned copy appropriate Registration Certificate in case of MSEs seeking exemption.	I	1.6.1 A/Sec-I (Page-5)	YES / NO
(ii)	Scanned copy of Undertaking-cum-Declaration as per Annexure-A.	I	1.6.1 A/Sec-I (Page-5)	YES/NO
(iii)	Declaration from Bidders in lieu of submitting Earnest Money Deposit as per Annexure-B.	I	1.6.1 A/Sec-I (Page-5)	YES/NO
B.	PQ / Technical Bid			
(i)	Scanned copy of Valid PAN Registration Certificate.	I	1.6.1 B/Sec-I (Page-5)	YES / NO
	PAN No.	Date of Issue		
(ii)	Scanned copy of Valid GST Registration Certificate.	I	1.6.1 B/Sec-I (Page-5)	YES / NO
	GST No.	Date of Issue		
(iii)	Scanned copy of Valid Employees Provident Fund Organization (E.P.F.O) Registration Certificate.	I	1.6.1 B/Sec-I (Page-5)	YES / NO
	E.P.F Registration No.	Date of Issue		
(iv)	Scanned copy of Valid Employees State Insurance Corporation (ESIC) Registration Certificate.	I	1.6.1 B/Sec-I (Page-5)	YES / NO
	ESIC Registration No.	Date of Issue		

Sl. No.	Name of the Document	Cover	Ref. to Tender Clause/Page	Whether Uploaded	
(v)	Scanned copy of Award Letter / Work Order / Work Contract Agreement with its satisfactory Completion Certificate.	I	1.6.1 B/Sec-I (Page-6)	YES / NO	
Particulars of Award Letter /Work Order					
	Reference No.	Date	Period of Contract	Name & Address of Client	Contract Value Rs.
(a)					
(b)					
(c)					
Total					
Particulars of satisfactory Work Completion Certificate					
	Reference No.	Date	Period of actual completion of Contract	Name & Address of Client	Contract Value Rs.
(a)					
(b)					
(c)					
Total					

Sl. No.	Name of the Document	Cover	Ref. to Tender Clause/Page	Whether Uploaded
(vi)	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement.	I	1.6.1 B/Sec-I (Page-6)	YES / NO
	Turnover of Company/Firm			
	Financial Year (F.Y)	Turnover Rs.		
	(i) F.Y 2017-18			
	(ii) F.Y 2018-19			
	(iii) F.Y 2019 -20			
	Annualized average Turnover (i.e. Total of (i) + (ii) + (iii) divided by 3).			
(vii)	Scanned copy relevant Memorandum of Association / Article of Association / Partnership Deed, in case of Partnership Firms.	I	1.6.1 B/Sec-I (Page-6)	YES / NO
(viii)	Digitally signed complete set of tender documents.	I	1.6.1 B/Sec-I (Page-6)	YES / NO
(ix)	Check List for Documents to be uploaded Online (Annexure – G)	I	1.6.1 B/Sec-I (Page-6)	YES / NO
(x)	Bidder's Profile (Annexure-F).	I	1.6.1 B/Sec-I (Page-6)	YES / NO
COVER-II				
(i)	Financial Bid (to be uploaded in CPP Portal).	II	1.6.2/Sec-I (Page-7)	YES / NO
