

भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA



Name of work: Provision of Tea-Coffee Vending Machine on rental basis and supply of consumables at AAI, CATC Prayagraj for 2 years."

Estimated Cost :

Rs. 1, 99,060.00 (I/c GST)

निविदा दस्तावेज़

TENDER DOCUMENT

Percentage Rate / Item Rate Tender & Contract



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Certified that this Tender Document Contains 9 Pages numbered serially excluding Cover page & Index.

**AIRPORTS AUTHORITY OF INDIA
CATC PRAYAGRAJ
NOTICE INVITING E-TENDER
Tender ID: GEM/2025/B/6855380**

Ref. No.: AAI/CATC/AGM (E -E) /2025-26/GeM/NIT-08

Date: 10.11.2025

1. Item Rate E-tenders are invited through the e-tendering GEM Portal by **Asstt. General Manager (Engg.-Elect.), CATC Prayagraj** (Bid Manager), on behalf of Chairman, AAI from **OEM (Cafe Coffee Day/ OEMs Authorized Service Providers / Eligible Agencies** for the work of **"Provision of Tea-Coffee Vending Machine on rental basis and supply of consumables at AAI, CATC Prayagraj for 2 years."** an estimated cost of ₹ 1, 99,060.00 including GST with completion period of **24 (Twenty Four) months.**

The tendering process is online at GEM-portal URL address <https://gem.gov.in>. Prospective Tenderers may download and go through the tender document. Aspiring bidders may download and go through the tender document. Aspiring bidders may go through the tender document by login the GeM portal. The tenders will not be accepted in any other form.

Any amendment or corrigendum to the tender document will be posted on GeM Portal only. As the tendering process is online on GeM portal, it is bidders' responsibility to check for any amendment / corrigendum on GeM Portal before submitting the bid online on GeM portal. Also, the bidders are advised to get themselves acquainted with the e-tendering process on GeM portal which requires registration at GeM portal, obtain 'User ID' & 'Password' and go through the 'Bid for Services – Service Provider side' available in the home page after login to the GeM portal <http://gem.gov.in>.

Bidders shall submit their bids as per scheduled date and time through GeM- procurement portal at <http://gem.gov.in> only.

GeM portal -procurement system shall not allow bidders to submit their tender, after the scheduled date and time. Bidders shall submit tender before the schedule deadline specified in GeM bid document or the extended deadline notified by issue of corrigendum, as the case may be.

Any amendment or corrigendum to the tender document will be posted on GeM Portal only. As the tendering process is online on GeM portal, it is bidders' responsibility to check for any amendment/corrigendum on GeM Portal before submitting the bid online on GeM portal. Also, the bidders are advised to get themselves acquainted with the e-tendering process on GeM portal which requires registration at GeM portal, obtain 'User ID' & 'Password' and go through the 'Bid for Services-Service Provider side' available in the home page after login to the GeM portal <http://gem.gov.in>.

GeM portal –procurement system shall not allow bidders to submit their tender, after the scheduled date and time. Bidders shall submit tender before the schedule deadline specified in GeM bid document or the extended deadline notified by issue of corrigendum, as the case may be.

2. Following 2 envelopes shall be submitted through online at GeM Portal by the tenderer as per critical data/schedule: -

CRITICAL DATA SHEET

1	Publishing Date	:	As per GEM
2	Bid Document Download / Sale Start Date	:	As per GEM
3	Clarification Start Date	:	As per GEM
4	Clarification End Date	:	As per GEM
5	Bid Submission Start Date	:	As per GEM
6	Bid Submission End Date	:	As per GEM
7	Bid Opening Date (Technical Bid)	:	As per GEM
8	Bid Opening Date (Financial Bid)	:	Will be intimated on Gem portal

Envelop-I (Technical Bid and Pre-qualification): -

The tenderer shall submit their Bid/tender on GEM portal, fill-up the required information and upload the signed file of scanned documents and firm's bio-data in support of meeting each criteria mentioned below. Hard copy of Bid/tender shall not be entertained.

Bid containing following:

A. Technical Bid containing the following: -

- i) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- ii) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head as given in **Proforma PR-01**
- iii) Bidders / Agencies other than OEM shall submit an Authorization letter for Service provider of Cafe Coffee Day.

Envelope-II (The Financial e-Bid through GeM portal)

- (i) Total amount of bid is to be filled at GeM portal.
- (ii) In Financial Bid, the bidder has to quote the total amount for carrying out the work of all BOQ items i.e. Price is to be quoted for entire scope of work.
- (iii) **All Bidders, shall submit break up rate of each item for total quoted amount as per format which is available for download as pdf file (Schedule-SOQ) and also upload the price breakup in excel file available at GeM Portal. Bidder has to check and confirm the final amount, both in letters and words before submitting it to the Bid Manager, which should mandatorily match with the total amount quoted on GeM Portal Financial Bid.** Providing of this break-up on GeM Portal as given in Schedule-SOQ shall be the responsibility of each Bidder.
- (iv) The basic unit rate of the Items will be on FOR basis at CATC, Prayagraj & inclusive of any all-other charges levied under any statute **& inclusive of GST.**
- (v) Prices should not to be indicated anywhere in any PQQ/Technical Bid.

Bid once uploaded shall be final and no amendment there to shall be permitted thereof. One bidder shall submit only one Bid.

LATE BIDS: Online Tendering on GeM portal shall not permit uploading of Bids after the schedule time of submission.

CORRECTIONS / MODIFICATIONS AND WITHDRAWAL OF BIDS:

The Bidder may correct, modify his signed bid after submission prior to the deadline, through provisions of GeM -tendering portal. No bid shall be modified subsequent to the deadline for submission of Bids.

3. Bid Submission: -

The tenderer shall submit their bid only at GEM Portal: <https://gem.gov.in>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the signed file of scanned documents as per **Para 2**. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading of documents in location other than specified above shall not be considered. **Hard copy of application shall not be entertained.**

- 4.** Not more than one bid shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- 5.** Tenderer who has downloaded the tender from GeM Portal, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with AAI.

6. Bids Opening Process is as below: -

Envelope-I (Technical bid and Pre-qualification):

- a. Documents as per Para 2 (A) and (B) (uploaded by the tenderers) shall be opened online through GeM Portal as per schedule of the Bid or as per intimation of Bid Opening Date and time to the bidders.
- b. All the uploaded statements, documents, certificates, etc. uploaded on the GeM Portal by the bidders shall be verified for PQQ/ Technical Evaluation.
- c. PQQ/ Technical Bids of the bidders shall be scrutinized by AAI, CATC, Prayagraj to ensure that the same are in conformity with the requirements of the tender documents and to short list the bidders qualified for opening of Financial Bid. It shall therefore be in the Bidder's interest to give complete and comprehensive details while submitting the Bids.
- d. AAI may seek clarifications on PQQ/Technical details or any other information deemed necessary on GeM Portal. The queries raised should be replied positively within the time specified, failing which the technical evaluation will be done on the basis of the information available.
- e. The clarification, if any, required from the bidders, will be obtained through query provision available in GeM-procurement portal
- f. No correspondence shall be entertained from the bidders after opening of PQQ/Technical bid, except for the clarifications sought by AAI.

Envelope-II (Financial Bid):

Financial bid of the tenderers found to be meeting the PQQ/technical criteria and qualifying requirements shall be opened electronically at GeM Portal. The date and time for opening of financial bid shall be intimated through GeM Portal.

a. Date of acceptance and opening of tender can be extended at sole discretion of AAI, CATC, Prayagraj, on GeM Portal.

b. Comparison and Evaluation of Bids:

- i) The tender received and accepted will be evaluated by AAI to ascertain the complete requirements contained in the tender document. The objective of the evaluation is to select bidder(s), who can provide the described supply/service meeting the scope of work. If the bidders IP address found same on Gem Portal, the tender will be cancelled and necessary action will be taken against those bidders.
- ii) Technical Bids of eligible bidders shall be scrutinized by AAI to ensure that the same are in conformity with the operational requirement and technical specifications.
- iii) Bidder should provide complete information to substantiate compliance of the technical specifications listed in the tender. In case of incomplete compliance statement or inadequate information, tenders shall be finalized on the basis of the information available. It shall, therefore, be in the bidders' interest to give complete and comprehensive technical particulars, description and details while submitting the bid.
- iv) AAI may seek clarifications on technical details or any other information deemed necessary. The queries raised should be replied positively within the time specified, failing which the evaluation will be done on the basis of the information available.
- v) To assist in the examination, evaluation and comparison of bids, AAI may, at its discretion ask the bidder for the clarification / confirmation of compliance of its bid. The request for clarification / confirmation of compliance and the response shall be through query provision available in GeM portal.
- vi) Bidders may submit their response to AAI queries through provision of GeM Portal only.
- vii) No, post-bid clarification / confirmation of compliance at the initiative of the bidder shall be entertained.
- viii) Bidders meeting technical bid criteria as specified shall only be informed through GeM portal and considered for opening and evaluation of financial bid.
- ix) The tender(s) found technically acceptable shall be compared on the basis of price quoted by the bidders for the entire scope of work. The amount indicated in the Financial Bid will only be taken for price comparison.
- x) The result of technical bid and financial bid evaluations shall be displayed on GeM Portal and shall be visible to suitably qualified bidders.

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

8. AAI reserves the right to disallow the working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent

debarment/black listing by any department of AAI or Central /State Govt. Depts./PSUs/World Bank/ ADB etc. **AAI reserves the right to verify the credential submitted by the tenderer 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 tenderer then AAI shall take the following action:**

- 9. In the event of inconsistency, conflict or ambiguity between the terms and condition of GeM and terms and conditions of uploaded E-Tender (AAI tender document), the terms and conditions of the uploaded E-Tender (AAI ATC document) SHALL PREVAIL.**

**Asstt. Gen. Manager (Engg.-Elect.)
For & on behalf of Chairman
Airports Authority of India
CATC, Prayagraj**

General Terms & Conditions

1. The price quoted should be inclusive of all taxes/charges. No extra payment will be made other than quoted amount.
2. The validity of Tender should be for a minimum period of 90 days.
3. A bidder shall submit only one bid.

4. Delivery:

The successful bidder shall ensure **Provision of Tea-Coffee Vending machine and first monthly Supply of Consumables at CATC, AAI, Bamrauli, Prayagraj** within 30 Days from the date of issue of supply order. Installation of machine & monthly delivery of genuine items shall be done without any extra cost. Month-wise supply of genuine consumables shall be done by 7th day in every month.

5. Scope of work (Specifications of Tea-coffee Vending Machine & descriptions of consumables):

As per BOQ Items.

6. Contract Period:

The contract period shall be for Two years from the date as mentioned in work order. Contractor or his authorized representative, within 15 Days of award of work shall contact the AAI Engineer in charge and sign the contract agreement on a non-judicial stamp paper of value Rs.100/- and cost of the stamp paper shall be borne by the Contractor.

7. Liquidated Damages:

In case of failure to execute the order in full within the specified period, liquidated damages shall be charged @ 0.5% per week or part thereof but not exceeding 5% of the total contract value. Even the order can be cancelled at the risk and cost of the supplier. In case the contractor fails to deliver the materials as per the delivery schedule indicated in the purchase order, the material shall be procured from open market to meet the immediate demand/requirement at the risk and cost of the supplier.

8. Payment Terms:

1. Bidder on monthly/quarterly basis shall raise the bills. 100% of the total cost of work & supplies and 100% taxes and duties, if any, will be released within 30 days from the date of successful supply and testing of the items and a certificate is produced to this effect from the concerned Section-in-charges.
2. No requests for advance payment or Security deposit will be entertained.
3. Any statutory taxes, if applicable at the time of payment shall be deducted.

9. Maintenance/Breakdown Conditions:

1. Preventive Maintenance & Cleaning of machine should be at least once in a month.
2. Corrective/Breakdown Maintenance of machine should be within 24 hrs.

(UN-CONDITIONAL ACCEPTANCE LETTER)

PR-01

(TO BE SUBMITTED ON LETTER HEAD)

To,

**The Asstt. General Manager (Engg.-E),
Airports Authority of India,
CATC Prayagraj-211012**

Acceptance of AAI's Tender Conditions

Sir,

1. I/ We have downloaded / obtained the tender document(s) for the Work **"Provision of Tea-Coffee Vending Machine on rental basis and supply of consumables at AAI, CATC Prayagraj for 2 years."** from GEM Portal web site(s) namely <https://gem.gov.in> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have inspected the site and read the entire terms and conditions of the tender documents, corrigendum(s) and reply to query if any made available to me/ us which shall form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of AAI's tender documents in its totality / entirety for above mentioned work.
4. I/We declare that I/We have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe/gratification, I will immediately report it to the Appropriate Authority in AAI'.
5. I/ We hereby submitted that I/ We paid/ submitted the required earnest money as per NIT conditions.
6. I / We certify that all information/ documents furnished by our Firm is true & correct and in the event at any stage, the information/ documents is found to be incorrect/ untrue or found violated, then we shall be liable for debarment from tendering in AAI without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Place:

Date :

(Signature of the tenderer)

With rubber stamp

PERFORMA FOR DETAILS OF ACCOUNT FOR E-PAYMENT

Date:

To
Assistant Gen. Manager (Egg-Elect)
Airports Authority of India
Civil Aviation Training College,
Prayagraj

Subject: Request for E-Payment

Sir,

The following particulars are given below for effecting E-Payment in respect of our Claim/Bill.

- i) Name of the Company :
- ii) Address :
- iii) Bank A/c No. :
- iv) Bank/Branch Name &Address :
- v) Branch Code :
- vi) IFSC Code of the Bank :
- vii) Permanent A/c No. of the Company :

We also enclosed herewith a Cheque duly cancelled of our above Bank A/c.

Thanking you,

Yours faithfully,

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Authorized Signatory

SCHEDULE OF QUANTITIES

Name of Work: Provision of Tea-Coffee Vending Machine on rental basis and supply of consumables at AAI, CATC Prayagraj for 2 years.

Name of Agency/ Service provider					
Item No.	Description of Item	Qty	Unit	Rate Ex. GST	Amount Ex. GST
1	Rental of machine with service (Indus Plus/CCD Celesta or equivalent).	24	Each Per Month		₹ 0.00
2	Supply of coffee beans (CD State Blend-II) - 1 Kg pkt.	75	Pkt.		₹ 0.00
3	Supply of tea bag Asaam - 100 per box.	5	Box		₹ 0.00
4	Supply of tea bag masala - 100 per box.	2	Box		₹ 0.00
5	Supply of sugar sachets.	5000	Sachet		₹ 0.00
6	Supply of paper cups.	800	Each		₹ 0.00
7	Supply of milk tetra pack - 1Ltr pack	400	Pkt.		₹ 0.00
	Total Amount in Rs.				₹ 0.00
	Add GST @18%				₹ 0.00
	Total Amount in Rs. including GST				₹ 0.00
	Say Rs. including GST				₹ 0.00

Note :

The total quoted amount in GEM portal should be (Including GST)

1 Job ₹ 0.00 ₹ 0.00

Note: This price breakup details are the part of the agreement and shall not be part of L1 evaluation. Total amount quoted in the breakup sheet should match with the price quoted in the GeM price bid.