

AIRPORTS AUTHORITY OF INDIA

E - TENDER NOTICE

**(E-bid no. 2019\_AAI\_38263)**

Airports Authority of India invites item rate e-Tender for the work of “**Job Work for Passenger Baggage Trolley (PBT) Retrieval services at SVPI Airport, Ahmedabad**” for Rs 46,80,500/- (Excluding GST, PF, ESI & Bonus) with completion period of 06 Months.

Bid Submission Start Date & Time: 18/12/2019 at 1800 hrs.

Last date of submission of E-bid through portal is up to 02/01/2020 at 1500 hrs.

For details information log on to web site [www.aai.aero](http://www.aai.aero) or <https://etenders.gov.in/e procure/app>  
Further clarification / corrigendum in this regard, if any, will be put up on **CPP portal/AAI web site.**

Sd/-  
DGM (Ops)

## NOTICE INVITING E-TENDER

### **Tender ID 2019\_AAI\_38263**

1. Item rate tenders are invited through the e-tendering portal by **Deputy General Manager (Ops.), Airports Authority of India, SVPI Airport, Ahmedabad - 382475**, on behalf of Chairman, AAI from the eligible contractors for the work of **"Job Work for Passenger Baggage Trolley (PBT) Retrieval services at SVPI Airport, Ahmedabad"** at an estimated cost of **Rs. 46,80,500/- (excluding GST, PF, ESIC & Bonus)** with period of completion **Six (6) Months**, further extendable upto another 06 Months on requirement of AAI.

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> Aspiring bidders can also download and go through the tender document.

Prospective Tenderers are advised to get themselves register 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/eprocure/app>. They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The tenderer may also take guidance from AAI Help Desk Support through path [https://www.aai.aero/sites/default/files/tender/ContactUs\\_CPPP%20041018.pdf](https://www.aai.aero/sites/default/files/tender/ContactUs_CPPP%20041018.pdf).

- (i) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk details are as below: -
  - Tel: 0120-4200462, 0120-4001002, Mobile: (91) - 8826246593,
  - E-mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)
  - Bidders are requested to kindly mention the URL of the Portal and Tender ID in the subject while emailing any issue along with the contact details.
  - For any further technical assistance with regard to functioning of CPP portal the bidder may contact to the following AAI help desk numbers on all working days only between
- (ii) 08.00 hrs. to 20.00 hrs. (Mon-Sat)-  
011-24632950, Ext-3512 (Six Lines), E-Mail: - [eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- (iii) 09.30 hrs. to 18.00 hrs. (Mon-Fri)-  
011-24632950 Ext-3523, E-Mail:-[etendersupport@aai.aero](mailto:etendersupport@aai.aero), [sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero) and [snita@aai.aero](mailto:snita@aai.aero)
- (iv) 09.30 hrs. to 18.00 hrs. (Mon-Fri) 011-24657900, E-Mail: - [gmitichq@aai.aero](mailto:gmitichq@aai.aero)

**Tender processing fees of Rs. 1180.00/- (i/c GST) Non-refundable** will be required to be paid offline in favor of Airports Authority of India payable at Ahmedabad, in the form of Demand Draft from Nationalized or any Scheduled bank (but not from Co-operative or Gramin bank).

**Earnest Money Deposit (EMD)** of the value Rs **93,610/-** in favor of Airports Authority of India payable at Ahmedabad shall be accepted offline in the form of Demand Draft from Nationalized or Scheduled bank (but not from Co-operative or Gramin Bank).

The original Demand Draft against Tender processing fees and EMD should reach by post/courier/given in person to DGM (Ops.), Airports Authority of India, SVPI Airport, Ahmedabad - 382475 so as to reach before the last date and time specified in the Critical Date Sheet. The details of Demand Draft, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

2. Following 2 envelopes shall be submitted through online at CPP-portal by the bidder as per the following schedule: -

**CRITICAL DATE SHEET**

Publishing Date & Time	18/12/2019 at 1800 Hrs.
Bid Document Download / Sale Start Date & Time	18/12/2019 at 1800 Hrs.
Bid Submission Start Date & Time	18/12/2019 at 1800 Hrs.
Bid Submission End Date & Time	02/01/2020 upto 1500 Hrs.
Last date & time for off-line submission of: I. Original Demand Draft against EMD & Tender Processing Fee II. MSME/NSIC Registration Certificate for claiming exemptions for Tender Processing Fee and EMD. III. Duly signed & stamped hard copy of AAI Unconditional Acceptance Letter	06/01/2020 upto 1200 Hrs.
Bid Opening Date & Time (Envelope- I)	06/01/2020 at 1600 Hrs.
Bid Opening Date & Time (Envelope- II)	16/01/2020 at 1200 Hrs.
Tender Processing Fee	<b>Rs. 1180/-</b> (i/c GST) Non-Refundable.
EMD Amount	<b>Rs. 93,610/-</b> in the form of Demand Draft

The tenderer shall submit their application only at CPP portal <https://etenders.gov.in/eprocure/app>. Tenderers are advised to follow the instruction provided in the tender document for online submission of bids. Tenderers are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for Tender processing fee and EMD. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading of application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

**Envelope-I (Fees, Qualification criteria and Technical bid) :-**

Bid containing scanned copy of Unconditional Acceptance of AAI's Tender Conditions, Tender processing fee, EMD and Qualifying requirements of Contractor/Firm.

Envelope – I Bid should contain scanned copy of :

- i) Tender processing fee in the form of Demand Draft of value **Rs. 1180/- (Rupees One Thousand One Hundred & Eighty only)**
- ii) Earnest Money Deposit (EMD) in the form of Demand Draft of value **Rs. 93, 610/- (Rupees Ninety Three Thousand Six Hundred & Ten only)**
- iii) Unconditional Acceptance of AAI's Tender Conditions (As per Performa given at Annexure – I of the Tender Document).

Agency is required to download the PQ performa. The scanned copy of duly filled and signed PQ performa is to be submitted in Envelope-I.

Qualifying requirements of contractors / firms

- (i) Agency specialized in the similar nature of work having valid registration in appropriate class of CPWD/ MES/P&T/RAILWAYS/STATE PWD/PSUs/ Municipal corporations/ DGR registered firm **OR** Valid Certificate from Agency specialized in similar nature of work Registered with Registrar of companies/Firms/ Central Govt./ State Govt. under companies act as the case may be (Self-attested copies of Memorandum and Articles of Association in case of Companies and Partnership deed in case of firms and approved by- laws in case of co-operative societies.)
- (ii) Should have satisfactorily completed (# Phase / Part completion of the scope of work in a contract shall not be considered, however pre-determined phasing of the work will be accepted)
- a) **Three works, each of Rs 18,72,200/- or more**
- OR
- b) **Two works, each of Rs 23,40,250/- or more**
- OR
- c) **One work of Rs 37,44,400/- or more**

in single contract of similar nature of work during last seven years ending on last date of submission of tender in India. Work experience will be evaluated on annual basis.

Similar work means experience for Providing manpower for Airports/Airlines/GHA/ facility management services/ Sales/ Maintenance/ Office Support/Housekeeping/Passenger Baggage Trolley Retrieval Service/ facilitation services (i.e. Swagat Seva, Meet & Greet services etc.) at Hotels/Government Organizations/Airports/Malls/Corporate offices/MNCs etc.

**Experience Certificate should show the nature of work done, the value of work, date of start, date of completion as per agreement, actual date of completion and satisfactory completion of work.** In addition to the above, the agency may submit detailed BOQ along with work order.

In case, work experience certificate is received from different applicants for same works executed as contractor & subcontractor, then experience certificate of original contractor will be accepted. Experience certificate of subcontractor/sub agency etc. will not be considered for eligibility & they will be rejected.

Firms showing work experience certificate from non-government / non-PSU organizations should submit copy of tax deduction at sources certificate (Form 16A) in support of their claim for having experience of stipulated value of work.

- (iii) Should have annualized average financial turnover of **Rs. 14.04 Lakh** against works executed during last three years ending 31st March 2019. As a proof, copy of Abridged Balance Sheet and Profit & Loss Account Statement of the firm should be submitted along with the application. Firms showing continuous losses during the last three years in the balance sheet shall be summarily rejected.
- (iv) Agency should have Permanent Account Number(PAN).

- (v) Should have valid GST Registration no. (15 digit GSTIN). In-case bidder is having multiple business verticals in a state and having separate registration for each business vertical, GSTIN of each vertical concerned with the supply and service involved, as per the scope of NIT to be informed to AAI. In case firm do not possess the same & becomes L1 the firm will be required to get it essentially before award of work.
- (vi) Firm shall submit EPF and ESIC registration proof. In case, firm do not possess the same & becomes L-1 then firm is required to get themselves registered with EPF & ESIC authorities and submit it within 30 days after the award of work. An undertaking for the same need to be submitted.
- (vii) Scanned copy of duly notarized declaration on Non-Judicial stamp paper of appropriate value regarding **black listing / debarring** of firm and declaration of no outstanding dues to AAI as per proforma at given at Annexure – II of the Tender Document.
- (viii) Should possess Power of Attorney/authorization (If Applicable) letter for tender document/bidding on CPP portal.
- (ix) Digitally signed Tender Document.

**Envelope-II (Financial Bid):** - The Financial e-Bid through CPP portal.

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

3. Original EMD, Tender processing fee or MSME/NSIC Registration Certificate for claiming exemptions for Tender Processing Fee & EMD along with the hard copy of signed Unconditional Acceptance of AAI's Tender Conditions to be sent to the office of **DGM (Ops.), Airports Authority of India, SVPI Airport, Ahmedabad – 382475** and should reach to Bid Manager before the date & time mentioned in **CRITICAL DATE SHEET**. The tenderer whose EMD, Tender processing fees and unconditional acceptance of AAI's tender conditions are not received by the time as per Critical Data Sheet, then their tenders will be summarily rejected. Any postal delay will not be entertained.

4. Bids Opening Process is as below: -

**Envelope-I:** Envelope-I opening date shall be as mentioned in **CRITICAL DATE SHEET**.

(Envelope-I Shall contains scanned copy of Tender processing fees, EMD, Unconditional Acceptance of AAI tender conditions and Qualifying Requirement of Agencies)

The intimation regarding acceptance/rejection of their bids will be intimated to the contractors/firms through e-tendering portal.

If any clarification is needed from the bidder about the deficiency in his uploaded documents in Envelope – I, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by AAI, failing which tender will be liable for rejection.

**Envelope-II:** The financial bids of the contractors/firms found to be meeting the qualifying requirements shall be opened as per **CRITICAL DATE SHEET**. (Depending on evaluation of Envelop I, the date shall be intimated through CPP Portal).

5. 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.

6. AAI reserve the right to disallow issue of tender document to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain/Temporary/Permanent debar by any department of AAI. AAI reserve the right to verify the credential 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 then AAI shall take the following action:
- Forfeit the entire amount of EMD submitted by the firm.
  - The agency shall be liable for debarment from tendering in AAI, apart from any other appropriate contractual/legal action.
7. Consortium /JV companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
8. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
9. Benefits to micro & small enterprises (MSEs)
- (i) Exemption from paying tender fee & earnest money deposit  
Micro and small enterprises (MSEs) – registered with district industries centers or khadi and village industries commission or khadi and village industries board or coir board or national small industries corporation or directorate of handicraft and handloom or any other body specified by the ministry of micro, small and medium enterprises as MSMED Act,2006 for goods produced and services rendered-shall be issued tender documents free of cost and shall be exempted from paying earnest money deposit (EMD).

(ii) Price preference

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

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

**Note:**

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

**Sd/-**  
**Deputy General Manager (Ops.)**  
**Airports Authority of India**  
**S.V.P.I. Airport, Ahmedabad**