

AIRPORTS AUTHORITY OF INDIA
RHQ, NER, GUWAHATI-15

DE-6

Ref.: AAI/NER/RHQ/Engg (C)/

Tender id: 2020_AAI_52511_1

NOTICE INVITING e-TENDER (2 BOT - 2 Envelope Open Tender)

1. **Item rate** tenders are invited through the e-tendering portal by Sr. Manager (E-C), AAI, RHQ, NER, Guwahati on behalf of Chairman, AAI from the eligible contractors for the work of “**Job Contract for Supply of Unskilled Manpower for Day to Day Upkeeping, Grass Cutting & Other Miscellaneous Works at Tezpur Airport (for a period of 12 months)**” at an estimated cost of **Rs. 18,44,700 /- (Excluding GST)** with period of completion **12 (Twelve) months**.

The tendering process is online at e-portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective Tenderers may 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> or www.aai.aero. 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 aai.aero/tender/e-tender/help desk support.

- (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

Tenderers 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
- (iii) 09.30 hrs.to 18.00 hrs. (Mon-Fri)-
011-24632950Ext-3523, E-Mail:-[etendersupport@aai.aero](mailto:-etendersupport@aai.aero), sanjeevkumar@aai.aero and snita@aai.aero.
- (iv) 09.30 hrs.to 18.00 hrs. (Mon-Fri)-011-24657900, E-Mail: - gmitchq@aai.aero

Tender processing fee of **Rs.1,180/- (i/c GST)**, non-refundable will be required to be paid offline in the form of Demand Draft in favour of Airports Authority of India payable at Guwahati Airport from Nationalised or any scheduled bank (but not from co-operative or Gramin bank). The original Demand Draft against Tender processing fee should reach by post/ courier/given in person to the concerned official by the date as specified in the Critical Data Sheet of Tender Document. The details of Demand Draft/any other accepted instruments, 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 DATA SHEET

Publishing Date	15.07.2020 at 10:00 Hrs.
Bid Document Download / Sale Start Date	15.07.2020 from 10:00 Hrs.
Clarification Start Date	15.07.2020 from 10:00 Hrs.
Clarification End Date	22.07.2020 upto 18:00 Hrs.
Bid Submission Start Date	15.07.2020 from 10:00 Hrs.
Bid Submission End Date	27.07.2020 upto 18:00 Hrs.
Last date and time of submission of original Demand Draft against EMD and Demand Draft against Tender Fee, Signed hard copy of Unconditional Acceptance Letter and Tender fee, EMD exemption request letter from MSE seeking such exemption. Certificate of Net Worth from Chartered Accountant to be submitted.	03.08.2020 upto 18:00 Hrs.
Bid Opening Date (Envelope- I)	04.08.2020 at 11:00 Hrs.
Bid opening Date (Envelope-II)	06.08.2020 at 11:00 hrs.
Tender processing Fee (Non-refundable in the form of Demand Draft)	Rs. 1,180/- (i/c GST) Non- refundable
Earnest Money Deposit (EMD)	Rs. 36,894/- in the form of Demand Draft (DD)

3. MODE OF SUBMISSION OF TENDERS:

Following 2 envelopes shall be submitted through online at CPP portal by the bidder.

Envelope-I (Tender processing fee, EMD, Technical Bid and Pre-qualification): - Bid containing following:

A. Tender processing fee, EMD:

- i. Scanned Copy of DD against Tender Processing Fee.
- ii. Scanned copy of DD against EMD (as per Appendix-IA, General conditions of Contract, GCC of tender document) along with letter of undertaking (as per Appendix- XIA, GCC).
- iii. MSEs seeking exemption and benefits should upload an attested/self-certified copy of valid registration, giving details of such validity, stores/services etc., failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.

B. Technical Bid containing the following: -

- i) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions. (Ref. page A13)
- ii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number.
- iii) Scanned copy of 'Undertaking' regarding Blacklisting/ Debarment on Company's Letter Head. (Ref. page-A12)
- iv) Scanned copy of 'Undertaking' regarding EPF/ESI & other labour laws compliance on Company's Letter Head. (Ref. page-A14)
- v) Companies other than proprietary firm shall submit, scanned copy of Authorization Letter/

Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney.

Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

vi) PQ Performa duly filled.

vii) Certificate of Net Worth from Chartered Accountant to be submitted. (Ref. page-A21)

Envelope-II: - 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 tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

4. Queries, Replies and Clarifications:

4.1 If the bidder has any query related to the Tender Document of the work they should use 'Clarification' tab in CPP-tendering portal to seek clarifications. No other means of communication in this regard shall be entertained. Last date and time for making query is as per table of critical date sheet of tender document.

4.2 If any clarification is needed by AAI from the bidder about the deficiency in his uploaded documents in Envelope-I and Envelope-II, they will be asked to provide it through CPP-tendering portal. The bidder shall upload the requisite clarification/documents within specified time of receipt of such request from AAI, failing which tender will not be considered for the subsequent stages.

4.3 Issues faced/ queries of the bidders pertaining to technical support on e-portal for submission of tender documents should normally be addressed to AAI Help Desk Support (Details as mentioned in the NIT). In case of technical support regarding e-tender portal, if the AAI Help Desk support is non-responsive, the Bid Manager, i.e., SM (Engg-Civil), AAI, RHQ, NER may be contacted at telephone no 03841-282264, **E-Mail id: ajitsaha@aai.aero.**

4.4 Once the bidder has submitted the digitally signed documents as per NIT along with unconditional acceptance as an attachment, he is not permitted to upload any additional file or put any remark(s)/ conditions(s) in / along with the Tender Document.

5. Bids Opening Process:

Envelope - I : Shall be opened as per table of critical data sheet of tender document.

Envelope - II : Shall be opened as per table of critical data sheet of tender document.

6. The successful Tenderer/contractor, on acceptance of his Tender by the Accepting Authority, shall within 10 days from the date of award of work sign the contract agreement with AAI.

7. The Accepting Authority reserves the right to allow the public enterprises purchase reference facilities as admissible under the existing policy on the date of opening of tender.

8.1. All Tendered rates should be inclusive of all taxes but excluding GST. GST shall be paid to bidder for any taxable supply / services against a valid Tax invoice.

8.2. In case of change in rate of tax or any provision relating to levy of Tax resulting in increase in burden of Tax on contractor, the contractor shall be entitled to receive any compensation for such increase in quantum of Tax payable by the contractor. Similarly, recovery shall be made from the contractor on account of decrease of rate of Tax or any provision relating to levy of Tax.

C. Qualifying requirements of contractors / Tenderers containing the following: -

i) 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**) three works, each of **Rs.7,37,880/-** or two works, each of **Rs.9,22,350/-** or one work of **Rs.14,75,760/-** in single contract of similar nature of work (**similar work means any Civil/Electrical/ Construction works or works involving supply/engagement of manpower, of required value**) during last seven years ending last date of submission.

“The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid”.

Client certificate for experience 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 Tenderers showing work experience certificate from non-government/non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate(s) along with a certificate issued by registered Chartered Accountant, clearly specifying the name of work, total payment received against the work and TDS amount for the work.

ii) Should have annualized average financial turnover of **Rs.5,53,410/-** against works executed during last three years ending 31st March of the previous financial year. As a proof, copy of Abridged Balance Sheet along with Profit and 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.

iii) The Tenderer should have a minimum **Net Worth of Rs. 2,76,705/-**, issued by certified Chartered Accountant

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal. Original Hard Copies of DD against Tender processing fee and DD against EMD is required to be submitted/sent to the Sr. Manager / Manager (E-C), RHQ, NER, Guwahati so as to reach on or before date & time mentioned in CRITICAL DATA SHEET. The tenderer, whose DD against Tender processing Fee and DD against EMD are not received by the date & time mentioned in critical data sheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained.

MSE seeking exemption for tender fee & EMD also required to submit/send an exemption request letter along with attested/self-certified copy of valid registration, giving details of such validity, stores/services etc. to the Sr. Manager(E-C), RHQ, NER, Guwahati so as to reach on or before date & time mentioned in CRITICAL DATA SHEET.

EMD of the value of **Rs. 36,894/-** shall be accepted offline only in the form of Demand Draft from a Nationalized or any scheduled bank (but not from Co-Operative or Gramin bank).

AAI Bank & Account details for preparation of Bank Guarantee are as follows:

Name of Account Holder:	Airports Authority of India
Name of Bank:	State Bank of India
Bank Address:	Guwahati Airport
IFSC Code:	SBIN0003776
Account No.:	36636171285

1. Refund of EMD:

The refund of EMD to tenderers who fail to qualify in the eligibility/technical criteria, shall be initiated within 7 days of their rejection. For all tenderers who qualify and their financial bids are opened, the refund of EMD of all such tenderers except L-1 shall be processed within 7 days of opening of the financial bid.

2. Envelope-II: - 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 tenderers. Tenderers are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the tenderer). No other cells should be changed. Once the details have been completed, the tenderer should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the tenderer, the bid will be rejected.

3. Bid Submission: -

The tenderer shall submit their application only at CPP Portal: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided in the tender document for online submission of bids. Tenderers are required to upload the digitally 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 application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

4. Not more than one tender shall be submitted by one tenderer or tenderers having business relationship. Under no circumstance will father and his sons] 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 Central Public Procurement Portal (CPPPP) website <http://etenders.gov.in/eprocure/app>, 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 (Tender processing fee, EMD, Technical bid and Pre-qualification): Envelope-I containing documents as per Para 2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATA SHEET.

If the bidder 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 tenderer about the deficiency in his uploaded documents in Envelope - I, he will be asked to provide it through CPP portal or email if required. The tenderer 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 tenderers through CPP portal.

Envelope-II (Financial Bid):

Envelope-II containing financial bid of the tenderers found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATA SHEET. **(In case the date and time for opening of Envelope-II (Financial bid) is required to be changed, the same shall be intimated through CPP Portal).**

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:**
 - a) **Forfeit the entire amount of EMD submitted by the tenderer.**
 - b) **The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual/legal action.**
9. Consortium/JV companies shall not be permitted.
10. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
11. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/ NSIC/ KVIC/ KVIB/ Directorate of Handicraft and Handloom etc., to be given as per the provisions of Public Procurement Policy for MSEs order 2012 with up to date amendments, shall be applicable for tenders of supply/services and shall not be extended to construction work. Further details are available in Special Conditions of Contract, clause 11, page SCC-5/6.

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Sr. Manager (E-C)
AAI, RHQ, NER