



**NOTICE INVITING e-TENDER ( 2 ENVELOPE OPEN TENDER)**

**1. Scope of Tender**

S. No.	Name of the Work	Estimated Cost (Rs)	EMD (Rs.)
1.	<b>General upkeep &amp; assistance for maintaining CNS equipments as job contract at Tuticorin Airport which includes providing One Semi-Skilled and One Unskilled manpower.</b>	<b>6,15,975/- (Exclusive of GST)</b>	<b>12,320/-</b>

Item Rate e-tenders are invited through the e-tendering CPP Portal by AGM(CNS),O/o Airport Director, AAI, Tuticorin Airport,Tuticorin 628 103 on behalf of Chairman, A.A.I from the eligible contractors for the work of GENERALUPKEEP&ASSISTANCE FOR MAINTAINING CNS EQUIPMENTS AS JOB CONTRACT AT TUTICORIN AIRPORT at an estimated cost of ₹. **6,15,975/-(Exclusive of GST)** .The job includes **providing 01(one)semi-skilled personnel and 01(one) un skilled personnel for a period of 12 months.**

The tendering process is online at CPP-portal URL address <https://etenders.gov.in/eprocure/app> or [www.aai.aero](http://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' and 'Password' and go through the instructions available in the Home Page after log in to the CPP-portal or [www.aai.aero](http://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](http://aai.aero/tender/e-tender/help%20desk%20support),

- (i) For any technical related queries please call the Helpdesk. The 24x7 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)

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.



# भारतीय विमानपत्तन प्राधिकरण

## AIRPORTS AUTHORITY OF INDIA



For any further technical assistance with regard to functioning of CPP portal the tenderer 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)  
[snita@aai.aero](mailto:snita@aai.aero)

(iv) 09.30hrs to 18.00 hrs (Mon-Fri)-011-24657900,

E-Mail: [gmitchq@aai.aero](mailto:gmitchq@aai.aero)

Tender processing fee of **₹.1180 (including GST)**, non-refundable will be required to be paid **ONLINE in favour of Airports Authority of India payable at CHENNAI**. The proof of online submission should reach post/courier/given in person to the concerned official by the date as specified in the Critical Date Sheet of Tender Document, and the details of the same should tally with the ones entered during bid submission time.

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

### CRITICAL DATA SHEET

Publishing Date	12.10.2020 (1800 Hrs.)
Bid Document Download / Sale Start Date (Next Day of Publishing Date)	13.10.2020 (1000 Hrs.)
Clarification Start Date	13.10.2020 (1400 Hrs.)
Clarification End Date	28.10.2020 (1600 Hrs.)
Bid Submission Start Date	13.10.2020 (1530 Hrs.)
Bid Submission End Date	29.10.2020 (1600 Hrs.)
Last date and time of submission of Proof of Online payment of Tender fee & EMD. Or Proof of Exemption.	02.11.2020 (1500 Hrs.)
Bid Opening Date (Envelope- I)	02.11.2020 (1530 Hrs.)
Bid Opening Date (Envelope- II)	05.11.2020 (1500 Hrs.)
Tender Processing Fee	₹.1180 through ONLINE only
Earnest Money Deposit (EMD)	₹. 12,320/- through online payment mode.



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

**A. Tender processing fee, EMD:**

(I) Proof of Online payment against Tender Processing Fee (or Proof of Exemption)

(II) Proof of Online Payment against EMD

OR

Annexure XI MSME-A with copy of NSIC certificate duly attested with Notary Public

**B. Technical Bid containing the following:**

(I) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions.

(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.

(IV) 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. (Annexure-VIII)

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

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

(I) Proof of work executed in the last seven years vendor should have satisfactorily completed works similar as given in the scope of work in government department/Public undertaking/Private sector (within India) meeting any one of the following criteria. (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 ₹. 2,46,390 /- or Two works, each of ₹. 3,07,988 /-  
Or One work of ₹. 4,92,780 /-** In single contract of similar nature during last seven years.

**“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 turn over minimum of 30% of Estimated cost (i.e. ₹. 1,84,792.5 /-) against works executed during the 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 tenderer should be submitted along with the application, for works executed during last three financial years ending 31st March 2020. Tenderers showing continuous losses during the last three years in the balance sheet shall be summarily rejected.

iii) The firm/contractor should possess valid, ESI Registration, EPF Registration and GST Registration.

Scanned copy of all the Documents of Envelope—1 mentioned above, shall be submitted on the CPP portal. **Proof of submission against Tender processing fee and EMD(In case of exemption, proof of exemption) along with unconditional acceptance letter is required to be submitted/sent to the AGM (CNS), AAI, Tuticorin Airport, Tuticorin, TN, PIN-628 103**” on or before date & time mentioned in CRITICAL DATA SHEET. The tenderer, whose proof of remittance of tender processing fee and EMD (or proof of exemption along with unconditional acceptance letter) are not received by the date & time mentioned in critical datasheet, then their tenders will be liable to be rejected. Any postal delay will not be entertained. **EMD of the value of ₹. 12,320 /= shall be accepted ONLINE only and not in the form of Demand Draft/Bank Guarantee.**



**Envelope I should contain scanned copies of the following as per NIT:**

1. Proof of Online payment against Tender fee.( or Proof of exemption )
2. Proof of Online payment against EMD (or Proof of Exemption)
3. Digitally signed tender documents.
4. Unconditional Acceptance of AAI's tender conditions. (Annexure - I)
5. Minimum wages Affidavit. (Annexure - IX)
6. PAN card
7. GSTIN
8. ESI registration
9. EPF registration
10. Qualifying requirements of Agency as per NIT (Company registration, certificate of satisfactory completion of works, Turnover, Balance sheet, Profit & Loss statement etc.).
11. TDS certificates for non-Govt/Non- PSU firms as per NIT.
12. Power of Attorney or Authorization, if applicable. (Annexure - VIII)
13. Undertaking regarding Blacklisting/ Debarment on Company's Letter Head.

**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.

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

All rates shall be quoted in the form as 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 colored (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 100dpi 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 circumstances 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 Central Public Procurement Portal (CPPP) 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 fee, EMD, Technical bid and Pre-qualification):**

Envelope-I containing documents as per Para2 (A), (B) and (C) (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICALDATASHEET.

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 regards 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 CRITICALDATASHEET. **(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



# भारतीय विमानपत्तन प्राधिकरण

## AIRPORTS AUTHORITY OF INDIA



debarment/blacklisting by any department of AAI or Central/State Government .Depts./PSUs/World Bank/ADB etc

**9. 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.

**10. Consortium/JV companies shall not be permitted.**

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.

Assistant General Manager (CNS)  
For Airport Director  
Airports Authority of India,  
Tuticorin Airport.