

## **Schedule A- Details of work**

**NAME OF WORK: Job Contract for Providing Bird & Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport for two years period (For the year 2021-23)”  
ID No.:- 2021\_AAI\_82693\_1**

ESTIMATED COST ( <b><u>For Two Year Period</u></b> )	:	<b>Rs. 49,52,904 /-</b> <b>(Rupees Forty Nine Lakh Fifty Two Thousand Nine Hundred and Four only) (Excluding EPF, ESI , Bonus and applicable GST)</b>
EARNEST MONEY DEPOSIT (EMD)	:	<b>EMD Declaration (as per Annexure-V)</b>
CONTRACT PERIOD	:	<b>24 (Twenty Four) Months, further extendable for 12 months</b>
TENDER FEE	:	<b>Rs. 1770/- (@ Rs. 1500 + Rs. 270 GST) Non-refundable (to be paid Online through CPP portal)</b>

### **Scope of Work:-**

Scope of this work covers Bird and Animal Hazard Control and Allied Services at BELAGAVI Airport in line and compliance of Bird and Animal hazard control SOP to ensure safe and secure flight operations considering following points and as per the terms and condition of contract mentioned in tender document:

- 1) To guard the airfield by scaring and chasing the dogs / animals / birds from operational area and to ensure it is obstruction free for flight operations.
- 2) By deploying Bird Chasers. ( 8 Nos. Bird Chasers and 2 Supervisor for all days including holidays) (1 weekly off for all the workmen is essential as per labour laws and it is responsibility of contractor to provide sufficient relievers to cover weekly off duties).
- 3) Supply of crackers & Safety reflective jacket.
- 4) By bursting of crackers and operation of Laser guns etc. Required crackers will be provided by Contractor. However, AAI reserve right to instruct contractor for procurement, storage and supply of crackers as per the quoted rate.
- 5) To remove dead /injured bird / animals, cracker residual, plastic item such as bottles wrappers from the runway and the surrounding area within the operational area.
- 6) Effective use of Cages provided in operational area to trap dogs /animal as per operational situation and required for safe operations in consultation with wild life experts /forest department and in coordination with ATC in charge / Duty officer(ATC).
- 7) Provision of required tools tackles, lathis and animal catching/chasing devices, as per site requirement and to ensure safe operations.
- 10) Necessary training to staff deployed for work in order to ensure effective Bird and Animal Hazard Control and Allied Services for safe operation.

**NOTICE INVITING e-TENDER**  
**(2 BOT 2 ENVELOPE OPEN TENDER)**  
**AIRPORTS AUTHORITY OF INDIA**  
**BELAGAVI AIRPORT**

**TENDER ID:- 2021\_AAI\_82693\_1**

Ref. No. AAI/VOBM/ATM//BS/2021-22

Date:- 20-07-2021

1. Item rate(s) tenders are invited through the e-tendering portal by Dy. General Manager (ATM), AAI, Belagavi Airport, Belagavi-591124 on behalf of Chairman, AAI, from eligible contractors for the work of “**Job Contract for Providing Bird & Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport**” for two years period (For the year 2021-23) at an **estimated cost of Rs. 49,52,904/- (Rupees Forty Nine Lakhs Fifty Two Thousand Nine Hundred and Four only) (Excluding EPF, ESI , Bonus and applicable GST)**. The contract shall be for a period of **24 Months (twenty four months)** from the date of award of contract.

The tendering process is online at e-portal URL address <https://etenders.gov.in/e procure/app> or [www.aai.aero](http://www.aai.aero). Aspiring bidders may download and go through the tender documents.

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 into the CPP – portal <https://etenders.gov.in/e procure/app> 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 desk support).

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 e-mailing 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 helpdesk numbers on all working days only between.

- I. 08.00 hrs to 20.00 hrs (Mon –Sat)  
011-24632950, Ext-3512 (Six Lines), E – mail:[eprochelp@aai.aero](mailto:eprochelp@aai.aero).
- II. 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).
- III. 09.30 hrs to 18.00 hrs (Mon-Fri)-  
011-24657900, E-mail:[gmitchq@aai.aero](mailto:gmitchq@aai.aero).

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

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 CPPPP under GePNIC <http://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(CPPPP).

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”.

In case of any issues faced, the escalation matrix is as mentioned below:

- i. **For Instant Support**, Help Desk-Between 08:00 hrs to 20:00 hrs (Mon-Sat): Phone: 011-24632950 Ext: 3512(sixlines)  
Email address:[eprochelp@aai.aero](mailto:eprochelp@aai.aero)
- ii. **After 4 Hrs of Issue**, MGR(IT)-Between 09.30 hrs to 18.00 hrs (Mon-Fri): Phone:011-24632950Ext-3523  
E-Mail: [etendersupport@aai.aero](mailto:etendersupport@aai.aero) or [sanjeevkumar@aai.aero](mailto:sanjeevkumar@aai.aero)
- iii. **After 12 Hrs of Issue**, JGM(IT)-Between 09.30 hrs to 18.00 hrs (Mon-Fri): Phone:011-24629344  
E-Mail:[prabhakar@aai.aero](mailto:prabhakar@aai.aero)
- iv. **After 3 days of Issue**, GM(IT)-Between 09.30 hrs to 18.00 hrs (Mon-Fri): Phone:011-24657900  
E-Mail: [-gmitchq@aai.aero](mailto:-gmitchq@aai.aero)

Tender fee of Rs. 1770 /- (@ Rs. 1500/- + Rs.270 GST) Non – refundable will be required to be paid offline in the form of Demand Draft from Nationalized or any scheduled bank (but not from co-operative or Gramin Bank). The original Demand Draft against Tender fee should reach by post/courier/given in person to the concerned officials, within 3 days of the last date of bid submission or as specified in the Critical Data Sheet. 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	20/07/2021
Bid Document Download/Sale Start Date (Next Day of Publishing Date)	21/07/2021 from 09:30 hrs.
Clarification Start Date	21/07/2021 from 09:30 hrs.
Clarification End Date	27/07/2021 upto 18:00 hrs.
Bid Submission Start Date	21/07/2021 from 09:30 hrs.
Bid Submission End Date	03/08/2021 upto 18:00 hrs.
Bid Opening Date (Envelope-I)	05/08/2021 from 10:30 hrs.
Bid Opening Date (Envelope-II)	18/08/2021 from 10:30 hrs.
Tender Processing Fee (Non-refundable)	<b>Rs. 1770/- (@ Rs. 1500 + Rs. 270 GST) Non-refundable (to be paid Online through CPP portal)</b>
Earnest Money Deposit (EMD)	<b>EMD Declaration (as per Annexure-V)</b>

**Envelope-I (Tender Processing Fee, Pre-Qualification and Technical Bid):- Bid containing following:**

- 1) Scanned copy of receipt for online payment of Tender Fee  
OR

Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.

- 2) Scanned copy of Unconditional Acceptance of AAI's Tender Conditions in Company's Letter head as per **ANNEXURE-I**
- 3) Scanned copy of Duly signed E-Payment details in Company's Letter head as per **ANNEXURE-II**
- 4) Scanned copy of 'Undertaking' regarding Blacklisting/Debarment in Company's Letter Head as per **ANNEXURE-III**
- 5) Scanned copy of undertaking of GST in Company's Letter head as per **ANNEXURE-IV**
- 6) Performa for Earnest Money Declaration (EMD) in Company's Letter Head as per **ANNEXURE-V**

- 7) Scanned Copy of the Affidavit on Stamp paper of Rs. 100/- for minimum wages as per **Annexure- VI**
- 8) Copy of ESI, EPF and GST Registration. Agency not possessing EPF, ESI and GST registration at the time of submission of application/bid has to submit a scanned copy of undertaking in Company Letter head along with application/bid.
- 9) EMS Undertaking by contractor in Company's Letter head **Annexure – VII**
- 10) Scanned copy of Permanent Account Number (PAN)
- 11) Scanned copy of GST Registration Number.
- 12) Duly signed/ digitally signed copies of Tender documents.
- 13) The tenderer should have a minimum net worth of **Rs. 3,71,468.00** issued by the certified Chartered Accountant in Company Letter head as per **ANNEXURE-VIII**.
- 14) Agency may submit duly filled PQ Performa & Firms Bio-Data regarding the following requirements as per **ANNEXURE-IX**.
- 15) Companies other than propriety 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/LIPIN/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.
- 16) Agency should have valid Registration on the Date of issue of Tender in appropriate class of CPWD/MES/P&T/Railways/State PWD/ PSU/ Municipal Corporations & Development Authorities of Delhi, Mumbai, Chennai and Kolkata, specialized agency in similar nature of work.

**AND**

Should have satisfactory 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 9.91 lakh/annum** or two works, each of **Rs 12.38 Lakh/annum** or one work of **Rs 19.81 Lakh/annum** in single contract of similar nature of "Job Contract for Providing Bird & Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport for two years period (For the year 2021-23)" in India during last seven years ending on last date or extended date of submission of bids.

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

17) Should have annualized average financial turnover of **Rs. 7.43 Lakhs** against works executed during last three years ending 31<sup>st</sup> March of the previous financial year. As a proof, copy of Abridged Balanced 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.

**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.**

Scanned copy of all the Documents of Envelope-I mentioned above shall be submitted on the CPP portal.

**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 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 (CPPPP) website <https://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, Pre-Qualification and Technical Bid):**

Envelope-I containing documents as per Para 2 (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATE 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 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 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. Exemption from paying Tender Fees:-** The following procedure is to be adopted for the MSEs bidders registered with **NSIC/DIC/KVIC/KVIB/Coir Board/Directorate of Handicrafts and Handloom or any other body specified by the Ministry of MSME for goods produced and services rendered by MSEs for which they are registered :-**

7.1 MSEs Bidders shall be issued tender documents free of cost.

7.2 Price preference to MSEs shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

7.3 MSEs Bidders seeking exemption and benefits should upload digitally signed self-attested scanned 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.

7.4 The benefits to MSEs shall be available only for the goods/Services produced and provided by MSEs for which they are registered.

7.5 In case the registration certificate of the MSEs is found invalid during evaluation, the bid of such bidder shall be rejected and action shall be taken as per rules & regulation of AAI.

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

8. 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.
9. 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) Action shall be taken as per EMD Declaration as per ANNEXURE-V.
  - 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.
11. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

**Dy. General Manager (ATM)  
O/o Airport Director  
Airports Authority of India  
Belagavi Airport, Sambra,  
Belagavi-591124, Karnataka**

<b><u>PQ-PROFORMA AND FIRMS BIO-DATA</u></b> (For Single Firm only)		
<b>Name of Work: Job Contract for Providing Bird &amp; Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport for two years period (For the year 2021-23)”</b>		
<b>1.0</b>	<b>Name, Address, Organization ID, Tel. /Fax No. &amp; e-mail address of Bidder</b>	
<b>2.0</b>	<b>Envelope-I shall contain scanned copy of</b>	
	Scanned Copy of receipt against online payment of Tender Processing Fee  OR Scanned copy of Registration Certificate of NISC / MSME / UAM / DICs / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises in case of MSEs seeking exemption of Tender Fee.	
2.1		
2.2	Unconditional Acceptance Letter as per ANNEXURE-I	
2.3	Duly Signed E-Payment details as per ANNEXURE-II	
2.4	Undertaking regarding Blacklisting/Debarment on Company's letter head as per ANNEXURE-III	
2.5	Undertaking of GST as per ANNEXURE-IV	
2.6	Performa for Earnest Money Declaration as per ANNEXURE-V	
2.7	Scanned Copy of the Affidavit on Stamp paper of Rs. 100/- for minimum wages as per Annexure-VI	
2.8	Copy of ESI, EPF and GST Registration. Agency not possessing EPF, ESI and GST registration at the time of submission of application/bid has to submit a scanned copy of undertaking along with application/bid	
2.9	EMS Undertaking by contractor Annexure - VII	
2.10	Permanent Account Number (PAN)	
2.11	GST Registration No.	
2.13	Duly signed/ digitally signed copies of Tender documents.	
2.14	Minimum net worth as per ANNEXURE-VIII	
2.15	Authorization Letter / Power of Attorney	
2.16	Duly filled PQ Performa & Firms Bio-Data as per ANNEXURE-IX	
	<b>Work Experience Details:</b>	
<b>2.11.1</b>	<b>Work No. 1</b>	
A	Similar nature of work of <b>Job Contract for Providing Bird &amp; Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport for two years period (For the year 2021-23)”</b> during last seven years ending on the date of E-Bid submission/ Extended date of submission (client's satisfactory completion certificate to be attached)	
B	Date of Start	

C	Date of Completion (Stipulated)	
D	Date of Completion (Actual)	
E	Completion Amount	
F	TDS Amount, if applicable.(Copy to be attached)	
<b>2.11.2</b>	<b>Work No. 2</b>	
A	Similar nature of work <b>Job Contract for Providing Bird &amp; Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport for two years period (For the year 2021-23)</b> ”during last seven years ending on the date of E-Bid submission/Extended date of submission (client’s satisfactory completion certificate to be attached)	
B	Date of Start	
C	Date of Completion (Stipulated)	
D	Date of Completion (Actual)	
E	Completion Cost	
F	TDS Amount, if applicable. (Copy to be attached)	
<b>2.11.3</b>	<b>Work No. 3</b>	
A	Similar nature of work of <b>Job Contract for Providing Bird &amp; Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport for two years period (For the year 2021-23)</b> ” during last seven years ending on the date of E-Bid submission/Extended date of submission (client’s satisfactory completion certificate to be attached)	
B	Date of Start	
C	Date of Completion (Stipulated)	
D	Date of Completion (Actual)	
E	Completion Cost	
F	TDS Amount, if applicable. (Copy to be attached)	
<b>2.12</b>	<b>Annual Financial Turnover (Copy to be attached)</b>	
2.12.1	Year 2018-19	
2.12.2	Year 2019-20	
2.12.3	Year 2020-21	
2.12.4	Average	
<b>3</b>	<b>Envelope-II Financial bid through CPP Portal</b>	Please refer para for Envelope-II (Financial Bid) in NIT page no 5
4	Details of any other information if any:	

### **DECLARATION**

I ( \_\_\_\_\_ ) hereby declare that the documents submitted/ enclosed are true and correct. In case any document at any stage found fake/incorrect, action as deemed fit by AAI can be taken against me.

Place:

Date:

Authorized Signatory of the  
Contractor/Firm  
Signature with Stamp

**TENDER FORM**  
**DECLARATION BY THE TENDERER / CONTRACTOR**

To  
Dy. General Manager (ATM)  
O/o Airport Director  
Airports Authority of India  
Belagavi Airport, Sambra,  
Belagavi-591124, Karnataka

Sir,

I /We have read the following documents and all other relevant documents relating to e-tender for the work of “**Job Contract for Providing Bird & Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport**”.

- a) Schedule A- Details of work
- b) Notice Inviting E-Tender (E-NIT) & PQ Proforma
- c) Tender Form
- d) Agreement Form
- e) Guidance to Tenderers
- f) General Conditions of Contract
- g) Special Conditions of Contract
- h) Formats /Undertaking (Annexure -A to Annexure-F)
- i) Unconditional acceptance letter-Annexure-G
- j) Schedule of Quantities /BOQ Format

I / We hereby tender for the work referred to in the aforesaid documents upon the terms and conditions contained or referred to therein and in accordance in all respect with the Scope of work, General conditions and other relevant details at the rates contained in schedule of rates and within the period of completion.

~~A sum of Rs. ( \_\_\_\_\_ ) is hereby forwarded in the form of Demand Draft issued by Nationalized or scheduled bank (But not from cooperative or gramian bank) as Earnest Money drawn in favour of “Airports Authority of India” payable at Chennai.~~

I / We agree to keep the tender open for acceptance for 90 days from the date of opening of financial bid and not to make any modification in its terms and conditions which are not acceptable to AAI.

If I/We fail to keep the tender open for 90 days from the date of opening of financial bid or make any modifications in terms and conditions of tender which are not acceptable to AAI, I/ We agree that said AAI or its successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Further if I / We fail to commence work as specified I / We agree that AAI or its successors in office shall without prejudice to any other right or remedy available in law be at liberty ~~to forfeit the said earnest money.~~ Further ~~I/we agree that in case of forfeiture of EMD as aforesaid~~ I/we shall be debarred for participation in the re-tendering process of the work.

My /Our concern, which functions under the name and style of \_\_\_\_\_, is a Limited / Pvt. Limited / partnership firm / Co-operative society / Hindu Undivided Family / Sole proprietary concern.

Should this tender be accepted, I / We hereby agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

Date:.....

Signature of the contractor  
Name & Address:  
Address:  
Phone: Fax/E-mail:

**AGREEMENT FORM**

**(To be executed on non-judicial stamp paper of Rs 100)**

This agreement made this (date in figures & words) between Airports Authority of India a statutory corporation incorporated under the Airports Authority of India Act 1994 having its Head Office at Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi - 110 003 through its ..... (Hereinafter referred to as "owner" or AAI which expression shall include its administrators, successors, executors and assigns of the one part and M/s. .... (Hereinafter referred to as the "Contractor", which expression shall include its administrators, successors, executors and permitted assigns) of the other part.

Whereas AAI is desirous of getting the work of " **Job Contract for Providing Bird & Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport** (hereinafter called work) done by means of a contract, had invited tenders for this work as per tender documents sold for this purpose. And whereas the contractor had participated in the above referred bidding vide his proposal No..... dt.....and other subsequent referred letters, AAI accepted his aforesaid proposal and awarded the work to the contractor on the terms and conditions contained in its acceptance letter NO. AAI/ ..... dt ..... and documents referred to therein which have been accepted by M/s..... resulting into a contract.

**NOW THEREFORE THIS DEED WITNESSTH AS UNDER**

The Owner has awarded the contract to the contractor for the work of " **Job Contract for Providing Bird & Animal Hazard Control and Allied Services in the Operational area at Belagavi Airport** " on the terms and conditions contained in its acceptance letter NO.AAI/..... dated and documents referred to therein, the award has taken effect from i.e. the date on which site has been taken over. The terms and expression used in this agreement shall have the same meaning as are assigned to them in the contract documents referred to in the succeeding articles.

**Contract Documents:**

The contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (here in after referred to as contract documents)

- 1) NON-JUDICIAL STAMP PAPER / AGREEMENTFORMAT
- 2) TENDERDOCUMENT
  - a) Schedule A- Details of work
  - b) Notice Inviting E-Tender (E-NIT) & PQ Proforma
  - c) Tender Form
  - d) Agreement Form
  - e) Guidance to Tenderers
  - f) General Conditions of Contract
  - g) Special Conditions of Contract
  - h) Formats /Undertaking (Annexure -A to Annexure-F)
  - i) Unconditional acceptance letter-Annexure-G
  - j) Schedule of Quantities /BOQ Format
- 3) Contractor's Offer No.      Dtd:
- 4) Acceptance Letter
- 5) Envelope Cover – I Doc /Signed Formats
- 6) Envelope Cover – II Doc/BOQ
- 7) All Pre award /Clarification Correspondence
- 8) Work Order Issued by AAI

(All correspondences between the Owner & Contractor before award of work shall form part of Agreement)

All the aforesaid contract documents shall form an integral part of this agreement in so far as the same or any part thereof conform to the tender document and what has been specifically agreed to by the owner on its letter of acceptance. Any matter inconsistent therewith, contrary or repugnant thereto or any deviation taken by the contractor in its proposal not agreed to by owner in its letter of acceptance or any other letter which forms a part of contract documents mentioned sake of brevity this agreement along with its aforesaid contract document shall be referred to as the agreement.

Article 3.0 conditions and covenants:

The scope of contract, consideration, terms of payment, prices adjustment taxes, wherever applicable, insurance, liquidated damages, period of completion, defects liability period and all other terms and conditions are contained in aforesaid tender documents. The contractor shall duly perform the contract strictly and faithfully in accordance with the terms of agreement.

This agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency or repugnancy to the terms and conditions contained in the tender agreement. Any modification of the agreement shall be effected only by written instrument signed by the authorized representative of both the parties.

Article 4.1 Settlement of Disputes:

It is specifically agreed by and between the parties that all the difference or disputes arising out of the agreement or touching the Subject matter of the agreement shall be decided by the process of settlement and arbitration under the provisions of the Indian Arbitration Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall have exclusive jurisdiction over the same.

4.2 Notice of Default:

Notice of default given by either party to the other under the agreement shall be written and shall be deemed to have been duly and properly served upon the parties here to if delivered against acknowledgement due addressed to the signatories at the address mentioned here in above.

THIS CONTRACT AGREEMENT IS ALLOTTED THE NUMBER:

AAI/ \_\_\_\_\_ dated \_\_\_\_\_

In witness whereof: The parties through their duly authorized representative have executed these presents (execution of where of has been approved by the competent authorities) on the day, month and year first above mentioned at.

Contractor's Signature

Owner's Signature

WITN

ESS:

- 1.
- 2.

## **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- (vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in

which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as “online” to pay the tender fee and enter details of the instrument.
- d) Bidder should submit the EMD declaration as per the instructions specified in the tender document.
- e) 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.
- f) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- a) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (b) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**CPPP under GePNIC, Help Desk Services**

- a) **For any technical related queries please call the Helpdesk. The 24 x 7 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 Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

**Tel: 0120-4200462, 0120-4001002, Mobile: 91826246593**

**E-Mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)**

- a. **For any Policy related matter / Clarifications Please contact Dept of Expenditure, Ministry of Finance.**

E-Mail: [cppp-doe@nic.in](mailto:cppp-doe@nic.in)

- b. **For any Issues / Clarifications relating to the publishing and submission of AAI tender(s)**

a. 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://eprocure.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).

b. 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”.

- i. **In case of any issues faced, the escalation matrix is as mentioned below:**

SL NO.	Support Persons	Escalation Matrix	E-mail Address	Contract Numbers	Timings*
1	Help Desk Team	Instant Support	<a href="mailto:eprochelp@aai.aero">eprochelp@aai.aero</a>	011-24632950, Ext-3512 (Six Lines)	0800-2000 Hrs. (MON - SAT)
2	Jr.Exe.(IT)	After 4 Hours of Issue	<a href="mailto:sanjeevkumar@aai.aero">sanjeevkumar@aai.aero</a>	011-24632950, Ext-3505	0930-1800 Hrs. (MON-FRI)
3	AGM(IT)	After 12 hours	<a href="mailto:snita@aai.aero">snita@aai.aero</a>	011-24632950, Ext-3523	0930-1800 Hrs. (MON-FRI)
4	Jt.GM (IT)	After 24 hours	<a href="mailto:ykkaushik@aai.aero">ykkaushik@aai.aero</a>	011-24651507	0930-1800 Hrs. (MON-FRI)
5	GM(IT)	After 03 Days	<a href="mailto:gmitchq@aai.aero">gmitchq@aai.aero</a>	011-24657900	0930-1800 Hrs. (MON-FRI)

**\*The Helpdesk services shall remain closed on all Govt. Gazetted Holidays.**

The above mentioned help desk number are intended only for queries related to the issues on 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.

In case of technical support regarding e-tender portal, IF AAI Help Desk is non-responsive, the Bid-Manager can be contacted as below on all working days from 9.30 hrs to 1800 hrs.

All bid procedure related to queries be referred to HELP DESK as above and then to Bid Manager only.