

**AIRPORTS AUTHORITY OF INDIA
ENGINEERING WING
RHQ, NER, GUWAHATI-781015**

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

Ref No: AAI/RHQ-NER/ENGG(C)/UN-SKILLED/TEZ/21-22

Tender ID: 2021_AAI_83802_1

1. Item rate e-tenders are invited through the e-tendering CPP portal by AGM (Engg-Civil) (Bid Manager), Airports Authority of India, RHQ, NER, Guwahati-781015, on behalf of Chairman, A.A.I., 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 (2021-22)**” at an estimated cost of **Rs.13,35,000.00** (Excluding GST) with completion period of **12 (Twelve) months**.

The tendering process is online at CPP portal URL address <https://etenders.gov.in/eprocure/app> or www.aai.aero. Prospective tenderers may download and go through the tender document.

Prospective tenderer are advised to get themselves register at CPP-portal, obtain ‘Login ID’ & ‘Password’ and go through the instruction 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 Helpdesk support through path [aai.aero/tender/e-tender/help desk](http://aai.aero/tender/e-tender/helpdesk) 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 tenderer may contact to the following AAI help desk number on all working days only between:

(ii) 0800-2000 Hrs. (MON -SAT)

011- 24632950, Ext-3512 (Six Lines) E-mail- eprochelp@aai.aero

(iii) 0930-1800 Hrs.(MON-FRI)

011- 24632950, Ext-3523 E-mail- etendersupport@aai.aero, sanjeevkumar@aai.aero, snita@aai.aero

(iv) 0930-1800 Hrs.(MON-FRI)

011-24657900 E-mail- gmitichq@aai.aero

Tender Processing fee of **Rs.1180/- (i/c GST) Non-refundable** will be required to be Paid online through gateway on CPP Portal. Tender processing fee should be paid online on or before the bid submission and date as specified in the critical data sheet of Tender documents.

EMD Undertaking (Bid Security Declaration) as per Annexure "A" (Page no. A-23) shall be submitted in Envelope-I.

2. Following 2 Envelopes shall be submitted through online at CPP e-portal by the Tenders as per the following schedule: -

CRITICAL DATA SHEET

Publishing Date	04.08.2021 at 17:00 hrs.
Bid Document Download / Sale Start Date	05.08.2021 from 9:30 hrs.
Clarification Start Date	05.08.2021 from 9:30 hrs.
Clarification End Date	09.08.2021 up to 16:00 hrs.
Bid submission Start Date	05.08.2021 from 9:30 hrs.
Bid submission End Date	12.08.2021 up to 15:00 hrs.
Bid Opening Date (Envelope-I)	13.08.2021 at 15:30 hrs.
Bid Opening Date (Envelope-II)	18.08.2021 at 15:30 hrs.
Tender Processing fee - Through Online mode only	Rs.1180/- (i/c GST) Non-refundable.
Earnest Money Deposit (EMD)	EMD Undertaking (Bid Security Declaration) as per Annexure "A"

Envelope-I: - (Tender processing Fee, EMD Under taking, Technical Bid & Pre-qualification):

A. Tender processing fee, EMD Undertaking

- i. Scanned copy of Tender fees online transaction receipt.
- ii. EMD Undertaking /Bid Security Declaration as per Annexure "A".

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 letterhead. (pro forma I)
- iv. Tenderer should deploy sufficient plant and machinery as per requirement of work in consultation with Engineer in Charge to achieve the milestone and target and overall completion within the stipulated period. Tenderer shall submit scanned copy of the undertaking on company's letterhead.
- v. Companies other than propriety firm shall submit scanned copy of Certificate 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.

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.5,34,000/- (Excluding GST)** or Two works, each of **Rs. 6,67,500/- (Excluding GST)** or One work of **Rs.10,68,000/- (Excluding GST)** in single contract of similar nature of Contract (**similar work means any Civil/ Electrical/ Construction works or works involving supply/ engagement of manpower, of required value**) in India, during last seven years ending last date of Submission of bids

Experience certificate of works completed pre-GST era, completion amount will be divided by 1.12 (to exclude pre-GST tax of VAT 12%) to make it at par with experience certificate of post GST era but excluding GST.

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 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.**

(The agency has to give self-declaration in letter head regarding completion certificate submitted by him whether the Gross amount is inclusive of GST or Exclusive of GST).

ii. Should have annualized average financial turnover of **Rs.4,00,500/- (Excluding GST)** against works executed during last three year ending 31st March of the previous financial year (i.e. 31.03.2021). As a proof, copy of Abridged Balance sheet along with Profit and Loss Account Statement of the tenderers should be submitted along with the application. Tenderers showing continuous losses during the last year 3 years in the balance sheet shall be summarily rejected.

iii. The Tenderers should have minimum net worth of values of **Rs.2,00,250/- (Excluding GST)** issued by certified Chartered Accountants.

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 the bidders. Bidders 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 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.

Bid Submission: -

3. 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 bids. Tenders are required to upload the digitally signed file of scanned documents as per para 02. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of scanned documents.

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, father and his son(s) or other close relation, 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 a separate competitor. A breach of this conditions will render the tenders of both parties liable to rejection.

5. Tenderer who has downloaded the tender from Central Public Procurement Portal (CPPP) 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 tenderer shall be suspended for one year and shall not be eligible to bid for AAI tenders from date of issue of suspension order as per EMD Undertaking and tenderer is liable to be banned from doing business with AAI.

Bids opening process is as below: -

Envelope: I (Tender processing fee, EMD Undertaking, Technical bid & pre- qualification):

Envelope-I Containing Documents as per Para 02 (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 clarification. 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 requirement 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).**

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

7. AAI reserve 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 /permanent debarment / blacklisting by any department of AAI or Central / State govt. depts. / PSUs / World Bank / ADB etc. **AAI reserve 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/ document 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) The tenderer shall be liable for debarment from tendering in AAI, including termination of the contract apart from any other appropriate contractual / legal action.

8. Consortium / Joint companies shall not be permitted.

9. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.

10. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/ Directorate of Handloom etc., to be given as per the provision of Procurement Policy for MSEs order 2012 with up to date amendments shall be applicable for tenders of Supply / ~~DELETED~~ services and shall not be extended to Construction work.

**Asst. Gen. Manager (Engg-Civil)
AAI, RHQ, NER, Guwahati**