



Notice Inviting E-Tender

Name of Work	Job Contract for providing services for operation of Various types of Vehicle by deploying 03nos. civilian Manpower at AAI, Calicut International Airport for a period of 24 months.
Tender No.	AAI /CL/Tech/03/Man power /01
Tender ID No.	2021_AAI_86831_1
Estimated Cost	Rs. 18,03,136/- (Eighteen lakhs three thousand one hundred and thirty six only)(for two years), Exclusive of GST & statutory payments like PF,ESI, Bonus etc.
Tender Fee (Non-refundable)	Rs.1,120/- (inclusive of GST)

CRITICAL DATES

01.	Tender Published Date	01.09.21
02.	Document Download / Sale Start Date	01.09.21
03.	Document Download / Sale End Date	07.09.21
04.	Clarification Start Date	01.09.21
05.	Clarification End Date	06.09.21
06.	Bid Submission Start Date	02.09.21
07.	Bid Submission End Date	09.09.21
08.	Date of opening of Cover-I (PQ/Technical Bid)	10.09.21
09.	Date of opening of Cover-II (Financial Bid) - Tentative	

Note: - AAI may at its discretion extend / change the schedule of any activity by intimating the Bidders through a notification on the CPP portal (<https://etenders.gov.in>).

E-Tenders are invited from the reputed Firm / Agencies / Contractors through the CPP portal by the Asst. Manager(Tech) for Airport Director, Airports Authority of India, Calicut International Airport , (Bid Manager) on behalf of Chairman, AAI for the work -'**Job Contract for providing services for operation of Various types of Vehicle by deploying 03nos. civilian Manpower (Driver) at AAI, Calicut International Airport for a period of 24 months for an estimated cost of Rs.1803136/- (Rupees Eighteen lakhs Three thousand One hundred and Thirty Six only) excluding GST, PF, ESI and Bonus etc. which is extendable by 12 months on the same terms and conditions subject to satisfactory performance of the contractor.**

- 1.1 The above Job Contract shall be carried out as per the Scope of work given in detail at Section-VI.
- 1.2 The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring Bidders may go through the tender document by 'Guest User' login.
- 1.3 Prospective Bidders are advised to get themselves registered 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>). They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The Bidders may also take guidance from AAI Help Desk Support as given at Section-II of the tender.
- 1.4 **Public Procurement Policy for MSEs Bidders:** MSEs who are registered with District Industries Centers (DICs) / Khadi & Village Industries Commission (KVIC) / Khadi & Village Industries Board (KVIB) / Coir Board / NSIC/Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises (MoMSME) are eligible for availing benefits under the Public Procurement Policy. With effect from 18/09/2015, MSEs registered under Udyog Aadhaar Memorandum (UAM) are also eligible to avail the benefits under Policy.

The benefit of MSEs shall be available only for goods produced/services rendered, for which they are registered. MSEs seeking exemptions and want to avail the benefits under Public Procurement Policy should submit self-attested copies of valid Registration Certificate issued by MSME or any other body specified by MSME clearly mentioning the details such as goods produced/services rendered & its validity, failing which they run the risk of their bids being passed over as ineligible for the benefits applicable to MSEs.

- 1.5 The following 2Coversshall be submitted ONLINE by the Bidders: -

1.6.1 COVER-I (Tender Fee, EMD Declaration, Undertaking & Pre-Qualification/Technical Bid)

A. Tender Fee, EMD Declaration & Undertaking

The Bidders should make payment and upload the scanned copy of required documents online in "Cover-I", as per the following details: -

Sl. No.	Description	Documents to be uploaded in CPP Portal
(i)	Tender Fee Rs.1120/- (Non-refundable)	To be remitted online in CPP portal. Please refer Annexure-E for detailed online payment procedure. OR Upload valid Registration Certificate of NSIC/ MSME / UAM / DICs / KVIC/KVIB / Coir Board/ Directorate of Handicrafts and Handloom or any other Body specified by Ministry of Micro, Small & Medium Enterprises for exemption from payment of Tender Fee.
(ii)	Undertaking-cum-Declaration	To be furnished on Company's Letter Head as per Annexure-A and uploaded.
(iii)	Declaration from Bidders in lieu of submitting Earnest Money Deposit (EMD).	To be furnished on Company's Letter Head as per Annexure-B and uploaded.

B. PQ/Technical Bid

The Bidders should upload the scanned copy of required documents online in "Cover-I", in support of meeting each criteria mentioned below: -

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
(i)	Should have valid PAN Registration Certificate.	Scanned copy of valid PAN Registration Certificate.
(ii)	Should have valid GST Registration.	Scanned copy of valid GST Registration Certificate.
(iii)	Should have registered with Employee's Provident Fund Organization (EPFO).	Scanned copy of Valid Employees Provident Fund Organization (EPFO) Registration Certificate or undertaking stating that registration with EPFO shall be submitted as per Section VI, clause 6.18 (V)
(iv)	Should have registered with Employees State Insurance Corporation (ESIC).	Scanned copy of Valid Employees State Insurance Corporation (ESIC) Registration Certificate or undertaking stating that registration with ESIC shall be submitted as per Section VI, clause 6.18 (V)

SL. NO.	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN CPP PORTAL
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(v)	<p>Should have experience in providing services of deployment of civilian manpower in Companies / Organizations during the last seven years (ending on the date of publication of this tender) for any one of the following quantum of completed work(s): -</p> <p>One order not less than Rs. 7.21 Lakhs (80% of annual estimated cost).</p> <p style="text-align: center;">OR</p> <p>Two orders each not less than Rs.4.5 Lakhs (50% of annual estimated cost).</p> <p style="text-align: center;">OR</p> <p>Three orders each not less than Rs.3.6 Lakhs (40% of annual estimated cost).</p>	<p>Scanned copy of Award Letter / Work Order /Work Contract Agreement along with its Satisfactory Completion Certificate.</p> <p>The said Satisfactory Completion Certificate should reflect value of work, period of contract etc. OR related Award Letter / Work Order / Work Contract Agreement Ref. No. & Date in support of the above.</p> <p>Note: -</p> <p>a. The above Award Letter / Work Order / Work Contract Agreement should have been satisfactorily completed.</p> <p>b. Initial period of contract and extension thereof if any, upto the date of publication of this tender shall be considered as 'completed work' and reckoned for value of order.</p> <p>c. Firms showing work experience certificate from Non-Government / Non-PSU Organizations should submit copy of Tax Deduction at Source (TDS) certificate in support of their claim for having experience of stipulated value of work.</p>
(vi)	<p>Should have annualized average financial turnover of Rs. 2.7 Lakhs (30% of the annual estimated cost) during last three financial years ending on March-2020.</p>	<p>Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year - 2017-18, 2018-19&2019-20.</p>
(vii)	<p>In case of Partnership Firms relevant Memorandum of Association / Article of Association / Partnership Deed-</p>	<p>Scanned copy of documentary proof</p>
(viii)	<p>Bidders Profile</p>	<p>Duly Filled Bidders Particulars as per Annexure - F</p>
(ix)	<p>Check List for Documents to be Uploaded in CPP Portal</p>	<p>Duly filled in Check List for Documents to be uploaded online in CPP Portal as per Annexure - G</p>
(x)	<p>Bidders should upload digitally signed complete set of tender documents.</p>	

Note: - Bidders are advised to upload clear and readable scanned copies of above documents **in sequence**.

- Lack of submission of any of the specified qualification documents or submission of any of the specified documents in a manner which is in non-conformance with the relevant clause of this tender document may result in rejection of the Tender.

1.6.2 **COVER-II(Financial Bid)**

All rates shall be quoted in the format provided and no other format is acceptable. The Financial Bid has been given as a standard BOQ format with the tender document and the same is to be downloaded and filled by all the Bidders. Bidders are required to download the BOQ file, open it and complete the respective (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 file name. If the BOQ file is found to be modified by the Bidder, the Bid will be rejected.

BID OPENING PROCESS

The Bid opening process will be as below: -

- 1.7.1 **Cover-I:** Containing documents as per Clause No.1.6.1 A& B (uploaded by the Bidders) shall be opened on date and time as indicated in the Tender Schedule.

If the Bidders 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 Bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through CPP portal or email if required. The Bidder 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 Bidders through CPP portal.

- 1.7.2 **Cover-II:** Containing Financial Bid of the Bidders found to be meeting the technical criteria and qualifying requirements shall be opened on date & time decided by the Authority. (In case the date and time for opening of "Cover-II" (Financial Bid) is required to be changed, the same shall be intimated through CPP Portal.

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

1.8 The Firm / Bidders who are blacklisted / debarred by the AAI / BCAS or any other Department / PSU of Govt. of India or State Government shall not participate in the tender. A declaration to that effect shall be submitted by the parties as per the prescribed form (Annexure-A).

- 1.7.3 AAI reserves the right to disqualify the Bidder whose performance at ongoing project(s) is below par and usually poor and has been issued with letter of restrain / Temporary/ Permanent debar by any Department of AAI.

- 1.7.4 AAI reserves the right to verify the credentials 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 evasion or habitual default in payment of any tax levied by law; serious performance issues despite repeated reminders etc., then AAI shall take the following action:

1.7.5 The agency shall be liable for debarment for a period not exceeding 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

1.7.6 If the entity participating in any of the tenders is a private or public limited company, Partnership firm or proprietary firm and any of the Directors / Partners / Proprietor of such company is also a Director of any other company or partner of a concern or a sole proprietor having established business with AAI and has outstanding dues payable to the authority, then the said entity shall not be allowed to participate in AAI tenders.

Asst. Manager (Tech)

For Airport Director

AAI, Calicut International Airport
