

AIRPORTS AUTHORITY OF INDIA
NOTICE INVITING e-TENDER

Tender ID : 2021_AAI_92397_1

1. E-Tenders are invited through the CPP e-tendering portal by **The In-charge, Airport Operations, Airports Authority of India, Silchar Airport, Assam-788109** on behalf of Chairman, AAI from the eligible Agency/contractors for the work of **Job contract for hiring 01 Paramedical Staff at Silchar Airport** at an estimated cost of **Rs. 2,99,700/- (excluding GST, Bonus, PF, ESI)** The contract period shall be for **01 year with the provision of further extension of another 01 year** subject to approval of the competent authority and on satisfactory completion of work.

2. The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app>

Aspiring bidders may go through the tender document by login the CPP Portal.

3. Prospective tenderers are advised to get themselves acquainted for e-tendering participation requirements at “**Guidelines for bidders/Instructions for Online Bid Submission and Help for Contractors (Available in the Home Page)**”, register themselves and obtain “User ID” & “Password” at the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>). and go through the “Self Help Files” available in the Home Page after login CPP portal. They should also obtain Digital Signature Certificate (DSC) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile which is an essential requirement for submission of their application. The tenderer may also take guidance from **CPP under GeP NIC, Help Desk Services**.

Landline Nos.: 011-24626632, 011-24632950, Ext-3512, 011-24632950 Ext-3505 011-24647596 and
Mobile numbers: 08510096161, 08510096262 & 08510096363

Email address: e-sap1@aai.aero, etendersupport@aai.aero, aniruddhasharma@aai.aero, gmit@aai.aero

4 Mode of Payment for Tender Fee

4.1 Tender fee (Non-Refundable) of Rs.1180/-shall be paid online through CPP portal only.

4.2 Scanned copy of Tender Fee paid to be uploaded in CPP Portal by stipulated date and time (Bid Submission Date) in Envelope-I

43 Submission of EMD Declaration

- i** In lieu of EMD, Earnest Money declaration form as per Annexure III shall be filled and submitted online through CPP portal in Envelope-I.
- ii** The Tenders of the bidders who fail to submit the online declaration (Annexure III) towards EMD shall be rejected outright.

5 Unconditional Acceptance of AAI's Tender Condition.

- a** Scanned copy of Unconditional acceptance of AAI's Tender condition as per Annexure-I duly digitally signed to be uploaded in PQQ No./Envelope – I by stipulated date and time (Bid Submission Date) i.e. **mentioned in the critical datasheet.**

6 Exemption from paying tender fees

- i)** Micro, Small and Medium Enterprises (MSMEs) – registered with District Industries Centers or Khadi and Village Industries commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2002, and further amendments for goods produced and service rendered –shall be issued Tender Documents free of cost.
- ii)** Price Preference: The price preference to MSMEs shall be applicable as per prevailing government norms/public procurement policy.

Bid Submission:

The Following two envelopes shall be submitted through online at CPP portal by the bidder. Last date and time of submission of bids (Envelope I, II) is **06.11.2021, 1700Hrs**

A) Cover/Envelope-I: -Containing Scanned Copy and duly digitally signed of the following documents:

Envelope-I:

- 1.** Checklist
- 2.** Scanned copy of Tender fee paid.
- 3.** Unconditional Acceptance of AAI's Tender Conditions (Annexure-I).
- 4.** Valid NSIC/MSME registration certificate issued by the competent authority in case of seeking for exemption of Tender fee by the NSIC/MSME registered firms.
- 5.** Earnest Money Declaration form as per ANNEXURE-III (Performa given in page **33**)
- 6.** Registration certificate of the Company
- 7.** Registration Certificate Undertaking (Performa given in page **16** of Tender Document)
- 8.** Experience Certificate as per qualifying criterion.
- 9.** PAN card Details
- 10.** Turn over Certificate certified by CA for the last three years
- 11.** Balance sheet& profit & loss statement for the last three years certified by CA.

- 12.** TDS certificates
- 13.** Should have valid GST registration.
- 14.** GST undertaking. (Performa given in page no.17of Tender Document).
- 15.** Duly notarized declaration on non-judicial stamp paper of Rs.100/- regarding black listing/debarring of firm. (Performa given in page no.18of Tender Document)
- 16.** Scanned copy of EPF and ESI registration.
- 17.** Declaration regarding near relative. Performa given at page 31
- 18.** Duly-signed Tender document
- 19.** Affidavit –Minimum wages. (Annexure-II). Performa given at page-32

Qualifying requirement of Contractor/Firms

- i Agency should be a registered firm/company having experience in similar nature of work.
- ii 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 work experience certificate from Non-government/Non-PSU organization should submit” Tax deduction at source certificate” in support of their claim for having experience of stipulated value of works.**
- iii Should possess valid Permanent Account Number (PAN).
- iv. **Client’s should have annualized average financial turnover of Rs.89,910/-Against works executed during last three years ending 31st March of the previous financial year.** As a proof, copy of CA certified balance sheet along with Profit and Loss Account statement of the firm, also CA certified turnover 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.

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- v. Work Execution/Completion
Should have satisfactorily completed (Phase/part completion of the scope of work in a contract shall not be considered) with satisfactory performance certificate of at least three similar works each @ **Rs.1,19,880/-**, two similar works each @ **Rs.1,49,850/-** and one similar work @ **Rs.2,39,760/-** In single contract of similar nature of work during the last seven year ending on 30.04.2021
- vi. GST Registration number (copy of provisional certificate)

The tendered shall submit their application by downloading the “PQ Performa” from the e-tendering portal, fill-up the required information and upload the digitally signed file of scanned documents and firm’s bio-data in support of their meeting each criterion mentioned below. Uploading of the application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.

- B) Financial/Envelope-II:** The financial Price bid (Item Rate BOQ) 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 bidders. Bidders are required to download the BOQ file, open it and complete the white colored (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.

If unconditional Acceptance letter of any bidder are not meeting the AAI’s Tender Conditions, then their e-bid response will be summarily rejected.

Bids shall be submitted online only at CPP Portal website: www.etenders.gov.in Tendered/Contractor are advised to follow the instructions “Instructions to bidder for online Bid Submission” provided in the “**e-tender portal**” for the online submission of bids.

Further it may be noted that tenders which are duly submitted on e-tender portal (CPPP) shall only be final and tenders just saved without submission will not be available to the evaluation purpose. Bidders are requested to go through FAQ and help files available in the portal (CPPP). In case of any difficulty, bidders may contact the help desk numbers and emails ID provided in the CPP Portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

These 2 envelopes shall be submitted through online at CPP portal by the bidder as per the schedule mentioned in critical date sheet.

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7. CRITICAL DATASHEET

Publishing Date	23.10.2021
Bid Document Download / Sale Start Date	23.10.2021 from 1600Hrs
Clarification Start Date	23.10.2021 from 1600Hrs
Clarification End Date	30.10.2021 upto 1700Hrs
Bid Submission Start Date	23.10.2021 from 1600Hrs
Bid Submission End Date	06.11.2021 upto 1700Hrs
Bid Opening Date (Envelope- I)	08.11.2021 at 1500Hrs
Bid Opening Date (Envelope- II)	12.11.2021 at 1500Hrs
Tender Fee	Rs. 1180/- (i/c GST) to be paid through CPP portal only.

8. Not more than one tender shall be submitted by one contactor or contractors 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.
9. 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 (item rate BOQ) template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with AAI.

10. a. Bids Opening Process is as below:

- i. **Envelope-I:** - Containing documents (uploaded by the contractors/firms) shall be opened on **08.11.2021 at 15:00 hrs.** The intimation regarding acceptance/ rejection of their bids will be intimated to the contractors/firms through CPP portal.
- ii. **Envelope-II:** -The financial bids shall be opened on **12.11.2021 at 15:00 hrs.**

Any changes in the date shall be intimated through CPP Portal.

- b. AAI reserves the right to accept or reject any or all applications without assigning any reason. AAI also reserves the right to call off the process of tendering at any stage without assigning any reason.
- c. AAI reserve the right to verify the credentials submitted by the agency at any stage (before or after the award of the work). If at any stage before or after the award of the work, any information/documents submitted by the applicant is found to be false, or have some discrepancy which disqualifies the firm

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then AAI shall take following action:

- i. The agency shall be liable for debarment for 01years from tendering in AAI, apart from any other appropriate contractual / legal action.
- 11.** Consortium /Joint Ventures companies shall not be permitted. No single firm shall be permitted to submit two separate applications.
- 12.** Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. of India prevalent on the date of acceptance.
- 13.** If the entity participation in any of the tenders is a private or public limited company. Partnership firm or proprietary firm and any of the Directors / Partners 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 Authority, then the said entity shall not be allowed to participate in AAI tenders.

The In-charge,
Airport Operations,
For Airport Director,
Airports Authority of India,
Silchar Airport.