

**Job Contract for Provision of Data Processing Services to Finance Section,
Begumpet Airport, Hyderabad**

No. AAI/HYD/SAU/DPS/2022/01

Date: 19.01.2022

NOTICE INVITING e-TENDER

E-Tenders are invited through CPP Portal by Asst. General Manager (Finance), Hyderabad International Airport, Begumpet, Hyderabad on behalf of Chairman, Airports Authority of India (AAI) from reputed manpower outsourcing companies/Facility Management Services-Manpower based duly registered in Telangana state for the works as detailed below:

1. Details of Work : Job Contract for Provision of Data Processing Services to Finance Section, Begumpet Airport, Hyderabad.

(The Job Contract is for Provision of Qty: 03 Nos of SKILLED Manpower for Five days a week from Monday to Friday, 08 Hrs a day for 12 months. The total No. of Jobs to be provided are 36 jobs (1x3x12) @ 1 job per person per month. One Job is equal to the data entry work or other related computer work done by a Skilled Manpower in a Section during One Month @ 08 Hrs a day for 05 days a week).

2. Estimated Cost : Rs.7,24,086/- (Exclusive of EPF, ESI, Bonus and GST)

(The payment shall be made as per the Minimum wages of Skilled manpower as notified vide **F.No.1/26(3)/2021-LS-II dated 28-10-2021 from Ministry of labour & Employment, Government of India** effective from 01-10-2021. Revised rates shall be applicable as and when any changes are notified. **PF, ESI and BONUS, shall be reimbursed to the Service Provider only on submission of documentary proof of payment.**

3. Tender fee :

Tender Fee of Rs.1180/- (including 18% GST) to be paid online through State Bank of India Payment Gateway integrated with Central Procurement Portal (CPP Portal) only.

4. Earnest Money Deposit (EMD) :

EMD amount of Rs.14,482/- to be paid online through State Bank of India Payment Gateway integrated with Central Procurement Portal (CPP Portal) only.

Note: Tender Fee and EMD in the form of Cash / Demand Draft or any other form shall not be accepted.

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5. Tendering Procedure:

- 5.1 Tenders once submitted/uploaded shall be final and no amendment thereto shall be permitted. One bidder shall submit/upload only one tender.
- 5.2 Tendering shall consist of **Two stages – Technical Bid (Envelop-I), Financial Bid (Envelop-II).**
- 5.3 **The tender document fee of Rs.1180/- (Rupees One thousand One hundred and Eighty only) inclusive of 18% GST is non- refundable and shall be paid by all bidders. Tender fee shall be paid online through State Bank of India Payment Gateway integrated with Central Procurement Portal (CPP Portal) only.**
- 5.4 **EMD amount of Rs.14,482/- (Rupees Fourteen thousand Four hundred and Eighty Two only) shall be paid online through State Bank of India Payment Gateway integrated with Central Procurement Portal (CPP Portal) only.**
- 5.5 Tender fee & EMD is exempted to those bidders who have registered with MSME/NSIC/MII/DMEP as per Govt. guidelines. They should upload valid documents in technical bid envelope as a proof for exemption. In the proof document, it should be clearly mentioned that exemption is applicable to Manpower Hiring.
- 5.6 Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
- 5.7 **Eligibility Criteria for technical bid:**

Digitally signed, scanned copies of the following documents to be uploaded in the Technical Bid folder (COVER-1) of e- Tender in CPPP

- 1) Scanned copy of online payment receipt for tender fee and EMD. To avail exemption, valid documents shall be uploaded as a proof of exemption.
- 2) Copy of Valid GST Registration Certificate & Copy of valid PAN card.
- 3) Copy of ESI and EPF registration.
- 4) Firm/Company registration certificate indicating owner's name towards Ownership of firm.

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5) **Annualized average financial turnover:**

Bidder/Contractor Firm should have Annualized average financial turnover of at least Rs.2,17,226/- (30% of the estimated cost) during last three financial years, ending 31st March of previous year, i.e., FY 2020-21, 2019-20 and 2018-19. As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the bidder for the last three years, duly audited / certified by a Chartered Accountant, should be submitted.

6) Copy of complete manpower resource hiring orders (all pages) executed in last seven years from December, 2014 to December, 2021 as a proof of experience i.r.o Hiring of manpower supplied to PSU/Govt. department/Private Sector/MNCs, which shall satisfy any one of the following conditions:

- One order of value more than or equivalent to Rs.5,79,269/- (80% of the estimated cost)
- Two orders each of value more than or equivalent to Rs.3,62,043/- (50% of the estimated cost)
- Three orders each of value more than or equivalent to Rs.2,89,634/- (40% of the estimated cost)
- In case of experience from Private Sector, TDS certificates may be submitted in support of such experience.

7) Scanned copies of work completion certificate which should be exactly corresponding to the work orders uploaded as mentioned above in 5.7(6). Such work experience certificates should clearly indicate the following:

- i. Value of work order,
- ii. Work order Number and date
- iii. Awarded work Completion date.
- iv. Remark given by the end user agencies mentioning awarded work has been successfully completed or not.

8) Duly signed Company / Firm / Bidder details as per **Annexure-I**

9) Duly Signed Unconditional acceptance of tender conditions as per **Annexure-II**

10) Duly signed E-Payment Particulars as per **Annexure-III**

11) Duly signed Declaration by the bidder/tenderer as per **Annexure-IV**

12) Dully Signed Agreement Form as per **Annexure -V**

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- 13) Duly signed Technical Compliance statement as per **Annexure-VI**
- 14) Digitally signed copy of Original tender
- 15) Scanned copy of duly filled and signed Compliance Statement for Section-B (Terms & Conditions).

Non-submission of any of the aforesaid documents or, submission of any of the aforesaid documents in a manner which is in non-conformance with the relevant clause of the tender document, may result in rejection of tender submitted by the bidder.

5.8 Financial Bid:

Financial Bid shall be filled as per the price bid format (BOQ in excel sheet) given on CPP-Portal.

6. Date of publishing of NIT in CPP-portal will be taken as reference for assessing the eligibility criteria.
7. Successful Bidder shall not be allowed to sublet or outsource full / part of the scope of work to any third party.
8. Bidder firm shall undertake that complete responsibility of completion of tendered works detailed in this tender in various sections (during the contract period and during any extension granted by AAI) shall be of the bidder firm only and if the bidder firm fails to meet AAI functional/onsite warranty requirements detailed in this tender, AAI shall be free to get the work done from a third party at bidders risk and cost without any additional consent/requirements/communication/time/financial compensation by AAI.
9. **REFUND OF EMD:**
 - (i) The EMD of the bidders who fail to qualify in the Technical bid will be refunded to their source of account through the CPP Portal on completion of the Technical Evaluation by the Bid Manager.
 - (ii) The EMD of the bidders who are technically qualified except the L-1 Bidder will be refunded to their source of account through the CPP Portal on completion of the Financial Evaluation of the bids by the Bid Manager.
 - (iii) If due to some reason, AAI cancels this tender then EMD of all bidders without any interest shall be returned.

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10. Tender document:

The tender document consists of three sections. The bidder shall go through all these sections (**Section A**-General Information Guidelines; **Section B**-Terms & Conditions; **Section C- SPECIAL CONDITIONS OF CONTRACT**) of the tender document and shall comply with each clause of all the three sections.

11. Bidders willing to participate may download the digitally signed tender document on-line from AAI's e-Procurement portal <https://etenders.gov.in/eprocure/app> and submit digitally counter signed tender document on-line at the same portal.

12. The instructions in the tender document are binding on the bidder and submission of the tender shall imply unconditional acceptance of all the terms and conditions by the bidder.

S.No.	Schedule of Important Activities	Date	Time in IST
1.	Published date	21/01/2022	1730Hrs
2.	Bid document download/sale start date	21/01/2022	1800Hrs
3.	Clarification Start date	21/01/2022	1000Hrs
4.	Clarification End date	25/01/2022	1600Hrs
5.	Bid submission Start date	22/01/2022	1000Hrs
6.	Bid submission End date	29/01/2022	1800Hrs
7.	Date of opening of Technical Bid (Envelop-I)	31/01/2022	1200Hrs
8.	Opening of Financial bid (Envelop-II)	03/02/2022	1600hrs

Bidder shall upload tender on AAI E-Portal (CPP Portal) well in advance to avoid last minute hassles. AAI shall not entertain any queries on such subject after expiry of due date.

13. Amendment to Tender document:

At any time, prior to scheduled date of submission of bids, AAI if it deems appropriate to revise any part of this tender or to issue additional data to clarify and interpretation of provisions of this tender, it may issue addendum / corrigendum to this tender. Any such addendum / corrigendum shall be deemed to be incorporated by this reference into this tender and binding on the bidders. Addendum / corrigendum will be notified through **AAI's e-Procurement portal at <https://etenders.gov.in/eprocure/app>**

14. Clarifications of Bid Documents

Bidder, requiring any clarification of the tender Document, may submit their clarifications, if any, through provision of AAI's e-Procurement Portal at <https://etenders.gov.in/eprocure/app> Request for clarifications received from bidders

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shall be responded by AAI till the schedule indicated above para 12 or as extended thereto by AAI. Replies to Clarifications by AAI will be uploaded through CPPP's Procurement Portal. The bidders are advised to visit Central Public Procurement Portal at <https://etenders.gov.in/eprocure/app> regularly.

- Clarifications and other documents, if and when issued by AAI, shall be in relation to the tender and hence shall be treated as their extension.
- AAI makes no representation or warranty as to the completeness or accuracy of any response, nor does AAI undertake to answer all the queries that have been posted by the Bidders.
- In order to provide reasonable time to bidders to take the amendments into account for preparing their bids, AAI may, at its discretion, extend the deadline for the submission of bids suitably.

15. Composition of Bids and General Guidelines for bid process:

Bids shall be submitted online only at CPPP website: <https://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions "Instructions to Bidder for Online Bid Submission" provided in CPP Portal online for submission of bid.

E-Procurement system shall not allow bidders to submit their tender, after the scheduled date & time. Bidders shall submit tender before the deadline specified in Para.12 of this tender document. The Technical bids and the Financial bids will be opened online by AAI at the time and date to be notified by AAI to qualified bidders. All the Statements, documents, certificates etc., uploaded by the bidders shall be downloaded and verified for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained through query provision available in AAI's e-Procurement portal. The result of Technical bid & financial bid evaluations shall be displayed on AAI's e-Procurement portal and shall be visible to all the bidders who participated in this Tender.

16. On-line E-Tendering General Guidelines

- i. System shall not permit upload of bids after the scheduled time of submission.
- ii. The bidder may correct, modify or withdraw his bid after submission but prior to scheduled last date & time of submission of Technical and Price bids.
- iii. Subject to Clause "ii" above, no bid shall be modified subsequent to the scheduled time of submission of bids.
- iv. To assist in the examination, evaluation and comparison of bids AAI may, at its discretion ask the bidder for the clarification/ confirmation of compliance of its bid. The request for

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clarification/ confirmation of compliance and the response shall be through query provision available in AAI E-Tendering portal.

Bidders may submit their response to AAI queries through provision of AAI E-Tendering Portal or as advised by the Competent Authority.

- v. No post bid clarification/ confirmation of compliance at the initiative of the bidder shall be entertained.
- vi. Bidder should not upload the file capacity of more than 10 MB in one file. If total capacity of file size is more than 10 MB then the files should be split in to less than 10 MB and uploaded. Zipping of file shall be avoided.
- vii. The bid uploaded on AAI E-Tender portal & in the required folder will only be considered for evaluation.

- 17. Address for Communication:** (All the tender related queries and document submission shall be communicated **only** through e-tender portal).

For any query, please contact O/o AGM(FIN) @ 040-27901330 or 040-27903054 EXT: 311 or Sh. B.TIRUMALESH, AM(FIN) – Mobile No.99480 99470.

- 18.** Airports Authority of India (AAI) reserves the right to accept or reject any or all the tenders without assigning any reason. AAI reserves the right to call-off process of short listing of Bidders at any stage without assigning any reasons.

- 18.1 AAI shall not be responsible for delay/loss/non-receipt of application/tender document/Tender Fees DD/EMD Fees DD sent by post or if bidder failed to up-load the tender in time.**

- 18.2 General guidelines for bidders:**

General guide lines for bidders to proceed further in the tender process are available in the <https://etenders.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions “**Instructions to Bidder for On line Bid Submission**” provided online for submission of bid. Bidders shall go through the guidelines before submitting their bids on-line.

- 18.3 On-line E-Tendering:**

For all AAI tenders hosted on AAI e-procurement site, the Technical Bids and Financial Bid shall be submitted on-line only.

- 18.4 Bidder’s training support system:**

Detailed information in this regard has been provided to the bidders at <https://etenders.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions “**Instructions to Bidder for On line Bid Submission**” provided online for submission of bid. Bidders shall go through the guidelines before submitting their bids on-line.

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19. **E-Tendering Participation Requirements:** Vendors are required to carry out the following activities:

19.1.1. **Registration:** Registration shall be on CPPP's e-Procurement Portal, at <https://etenders.gov.in/eprocure/app>

19.1.2. **General guidelines for bidders:**

General guide lines for bidders to proceed further in the tender process are available in the CPPP's e-procurement portal. Bidders shall go through the guidelines before submitting their bids on-line.

19.2 **On-line E-Tendering:** For all AAI tenders hosted on CPPP's e-procurement site, the Technical Bids and Financial Bid shall be submitted on-line only.

CPPP under GePNIC, Help Desk Services

1) For any technical related queries please call the Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005 and 0120-6277787.

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, 0120-4001005, 0120-6277787.

Mobile: 91 8826246593

E-Mail: support-eproc@nic.in

2) For any Policy related matter / Clarifications please contact Dept. of Expenditure, Ministry of Finance.

E-Mail: cphp-doe@nic.in

3) 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 <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 (CPPP)

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(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”.

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

19.3. In case of any issues faced in e-procurement portal/ CPP Portal/upload etc., the escalation matrix is as mentioned below:

Sno	Support Persons	Escalation Matrix	E-mail address	Help Desk Number	Timings*
1	Technical Help Desk Team	Instant Support	eprochelp@aai.aero	011-24632950 Ext-3512	0800-2000 Hrs. (MON - SAT)
2.	Sh. Sanjiv Kumar JE(IT)	After 4 hours of issue	etendersupport@aai.aero sanjeevkumar@aai.aero	011-24632950 Ext-3523	0930-1800 Hrs. (MON-FRI)
3.	Sh. Dharmendra Kumar, JGM(IT)	After 12 hours	dkumar@aai.aero	011-24632950 Ext. 3527	0930-1800 Hrs. (MON-FRI)
4.	General Manager (IT)	After 03 days	gmitchq@aai.aero	011-24657900	0930-1800 Hrs. (MON-FRI)

The above-mentioned help desk numbers 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 Bid Manager of AAI or Sh.B.TIRUMALESH, AM(FIN) – Mobile No.99480 99470.

AGM (FINANCE)
For General Manager (CIC)
Airport Authority of India
Begumpet Airport
Hyderabad-500016

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