



NIT.No. AAI/Jt.GM (FIN)/NIT-2017-18

Date: 12.01.2018

SUBJECT: Notice inviting Tender for the work “Job contract for Data entry/ processing, record keeping and associated works at Regional Accounting Unit, Safdarjung Airport, New Delhi.”

<u>क्रमांक</u> <u>S. No.</u>	<u>विवरण</u> <u>Detail</u>	<u>पृष्ठ संख्या</u> <u>Page No.</u>
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AIRPORTS AUTHORITY OF INDIA

NOTICE INVITING TENDER

Tender are invited by EXECUTIVE DIRECTOR (FIU) on behalf of CHAIRMAN, AIRPORTS AUTHORITY OF INDIA, SAFDARJUNG AIRPORT, NEW DELHI-110003 for the work “Job contract for Data entry, processing, record keeping and associated works at Regional Accounting Unit, Safdarjung Airport, New Delhi” for a period of one year. The contract may be extended further by one more year on satisfactory performance of the contract on the same terms and conditions.

- Tender downloading Date: 12.01.2018 to 05.02.2018 up to 11.00 A.M.
- Last date and time of submission of Tender: 05.02.2018 up to 11.00 A.M.
- Date and Time of Opening of Tender: 06.02.2018 at 11.00 A.M.
- Tender form can be downloaded from website <http://etenders.gov.in/eprocure/app>
- Only one Tender document will be considered from a single party either a firm or an individual. The proprietor of one company or firm will be considered as single party and one legal entity.
- The Tender (Pre-Qualification Bid/Technical Bid) will be opened on the next day i.e. on 06.02.2018 at 11.00 A.M.
- For further clarification the undersigned may be contacted during office hours on all working days, except Saturdays & Sundays/Holidays. If the date of receipt or opening of Tender is declared to be a public holiday, the tender will be received and opened on the next working day at the same time.
- Airports Authority of India reserves the right to reject any or all the Tender without assigning any reason thereof and to call for any other detail or information from any of the Bidder.

Asstt.GM (F & A)
Incharge - Finance
Regional Accounting Unit
Safdarjung Airport
Airports Authority of India
New Delhi – 110003
Phone No.011-24658107

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GENERAL INFORMATION AND GUIDELINES

1. Pre- qualification/Technical bid shall be opened first, shall contain the following essential documents specified as under:-

- Unconditional acceptance of AAI's NIT terms and conditions in the prescribed format (Annexure – A).
- Proof of experience: A certificate from the user client stating the nature of work carried out and certifying that the work has been satisfactorily performed must be submitted as proof of experience.
- Self-attested copy of the registration certificate issued by Regional Provident Fund Commissioner
- Self-attested copy of the registration certificate issued by Employees State Insurance Corporation.
- Self-attested copy of the GST Registration Certificate
- Self-attested copy of the Permanent Account Number issued by the Income tax authorities.
- Self-attested copy of the certificate of registration under shops & establishment act/any other enlistment with Govt./PSU/Local Bodies.
- Full NIT document with seal and signature of Bidder.
- Details of Bidder and checklist given in **Annexure-B**.

It may be clearly noted that in case Tender(s) submitted by Bidder(s) is not accompanied by all or any of the documents stated of Para 1 above, such Tender(s) may be rejected by the authority and their Financial Bid may not be opened.

Price Bid (which shall be opened after technical evaluation) shall contain BoQ Sheet only and no other documents should be attached.

2. **Eligibility Criteria:**

- i) The firm/concern must have an experience of providing Computer Data Entry and processing services (preferably in LAN / WAN / Internet/SAP-ERP environment) during any of the last three years ending on 31.03.2017. A certificate from the user client stating the nature of work carried out and certifying that the work has been satisfactorily performed must be submitted along with the quotation.
- ii) The firm/concern must have the registrations with the appropriate Governmental Authorities in respect of the following:
 - a) Employees Provident Fund
 - b) Employees State Insurance
 - c) GST
 - d) Permanent Account No.
 - e) Shops and Establishment

3. Terms and Conditions

- a) Airports Authority of India reserves the right to accept or reject any or all the applications without assigning any reasons thereof.
- b) If at any stage of the contract, the information furnished by the contractor is found to be false or the performance of the contractor is found unsatisfactory, AAI reserves the right to terminate the contract forthwith.
- c) The contractor shall depute three skilled persons having experience in computer data entry and processing (preferably having experience in working in LAN/WAN/Internet/SAP-ERP environment) and one semi-skilled person for maintenance of office records/record keeping and binding of vouchers and other records on all working days(including Saturdays if required) from 9.30 A.M. to 6.00 P.M. They will be required to work in the Regional accounting Unit, Safdarjung Airport.
- d) The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act,1970, Employee Provident Fund & Misc. Provision Act, 1952 and ESI Act, 1948, amended from time to time and rules framed there under and any other Labour law affecting contract Labour that may be brought into force from time to time and shall continue to have valid PF Account No.& ESI Registration No. till actual completion of the contract.
- e) The Contractor shall pay the minimum wages to the persons deployed by him by 7th of each month and shall not indulge in any malpractice such as charging any amount from the persons deployed either in the name of registration charges or by any name whatsoever and deposit PF/ESI contributions on the minimum wages. In the event of any upward revision of Minimum wages by the appropriate Govt the quoted amount shall be revised accordingly in respect of minimum wages, PF, ESI and GST. Service charges as quoted shall remain fixed and shall not be revised.
- f) Income tax or any other tax payable other than GST under any law for the time being in force shall be payable by the contractor and Airports Authority of India shall not entertain any claim whatsoever.
- g) Quoted Rate is exclusive of GST. The contractor shall be responsible for depositing the GST as per the laws applicable and it will be reimbursed on production of documentary proof.
- h) If a firm/concern quotes NIL/Zero charges or fails to quote any amount against the item “service charges” the bid shall be treated as unresponsive and will not be considered.**
- i) Payment of monthly bill:- The contractor shall submit to AAI monthly running bills by or before the 7th day of following month along with PF/ESI challans and other supporting documents as required. The payment of the bills shall be made after verification and scrutiny by the officer in charge. AGM /Jt.GM (Finance) will be the Officer In-charge. Income tax or any other tax liable to be deducted at source under any law for the time being in force shall be deducted from the bills of the contractor.

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- j) Termination of contract: Airports Authority of India reserves the right to terminate the contract at any time without assigning any reason.
- k) In case of any dispute arising out of the contract, the decision of Executive Director (FIU), Airports Authority of India shall be final and binding on both parties. Any other item not covered in the scope shall be mutually decided by both the parties.
- l) Acceptance of the offer within 1 week from the date of the Award Letter.

Asstt.GM (F & A)
Incharge - Finance
Regional Accounting Unit
Safdarjung Airport
Airports Authority of India
New Delhi – 110003
Phone No.011-24658107

AIRPORTS AUTHORITY OF INDIA

Annexure A

ACCEPTANCE LETTER

To

The AGM(F&A)-In-Charge/Jt.General Manager(Finance)
Airports Authority of India
Regional Accounting Unit,
Safdarjung Airport, New Delhi-110003

Subject: Acceptance of AAI NIT General and Special Terms and Conditions

Sir,

The NIT along with related documents for the work” Job contract for Data entry/processing, record keeping and associated works at Regional Accounting Unit, Safdarjung Airport, New Delhi.” have been issued to us/down loaded by us from aai.aero website, Airports Authority of India and I/We hereby accept all the terms and conditions of AAI’s NIT Document in its entirety without any deviations and ambiguity for the above work.

The contents of the NIT have been noted in its entirety and it is understood that it is not permissible to put any remarks/ conditions in the offer enclosed and the same has been followed in the present case. In case the provisions of the tender are found to have been violated after opening of the quotations, I /We agree that the offer shall stand rejected.

Yours faithfully

(Signature of tenderer with seal)

Place:

Date:

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Annexure B

CHECK LIST AND BIDDER'S BANK DETAILS

(To be submitted in Pre-qualification Bid')

S. No.	Particulars	Details	Document Attached Yes/No/(n/a)
1	Acceptance letter given in Annexure- A in prescribed Performa about accepting all terms & conditions given in Tender documents.		
2	GST Registration Number along with documentary proof.		
3	PAN along with documentary proof. (In case of PAN is in name of individual a Propriety certificate of proprietorship/ ownership of company is to be enclosed.)		
4	Proof of experience		
5	Registration Certificate issued by Regional Provident Fund Commissioner		
6	Registration Certificate issued by Employees State Insurance Corporation		
7	Certificate of Registration under shops & establishment act/any other enlistment with Govt./ PSU/Local Bodies		
8	Full NIT document with seal and signature of Bidder.		
9	Party Name		
10	Party Address		
11	Email-Id.		
12	Contact Number		
13	Name of Bank		

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14	Bank Account No.		
15	IFSC Code		
16	Copy of cancel Cheque		

Signature & Seal

Name of Bidder: -

Address:-

Email-Id: -

Date: -

AIRPORTS AUTHORITY OF INDIA

AIRPORTS AUTHORITY OF INDIA
REGIONAL ACCOUNTING UNIT
SAFDARJUNG AIRPORT, NEW DELHI-03

Job Contract for Data Entry /Processing, record keeping and associated works at Regional Accounting Unit, Safdarjung Airport, New Delhi-03

PRICE BID

Bidders are requested to note that they should necessarily submit their financial bids in the standard BoQ format provided by AAI with this tender. No other format is acceptable. Bidders are required to download the BoQ file from CPPP portal, open it and complete the 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 filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. (Sample of BoQ format is provided at the end of this document for illustration purpose only.)

Wages effective from 01.10.2017 have been indicated above.

- 1 EPF includes EDLI+ Administrative charges.
- 2 Fixed Amounts should be quoted in the column for service charges. Please do not quote in percentage. If a firm quotes 'Nil'/Zero charges/consideration against the service charge, the bid shall be treated as unresponsive and will not be considered.
- 3 Quoted Rate is exclusive of GST. The contractor shall be responsible for depositing the GST as per the laws applicable and it will be reimbursed on production of documentary proof.