



DEPARTMENT OF TECHNICAL

DIBRUGARH AIRPORT, ASSAM-786012

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TENDER DOCUMENT

Name of Work: - Job Contract for providing services for operating, cleaning and maintenance of AAI vehicles by deploying manpower for 02 nos. of years at AAI, Dibrugarh Airport.

Tender Reference No.	AAI/DIB/TECH/JOB_CONTRACT/2021-22/ 01
E-tender ID	2022_AAI_105222_1

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NAME OF WORK: Job Contract for providing services for operating, cleaning and maintenance of AAI vehicles by deploying manpower for 02 nos. of years at AAI, Dibrugarh Airport.

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This tender document contains a total of **58 pages** (serially numbered from 1 to 58), including the cover page and this page.

-Sd-
Airport Director
AAI, Dibrugarh Airport
Assam-786012
Tel.: 8168407756/9812782310

TENDER SCHEDULE

Name of Work.	Job Contract for providing services for operating, cleaning and maintenance of AAI vehicles by deploying manpower for 02 nos. of years at AAI, Dibrugarh Airport
Tender Reference No.	AAI/DIB/TECH/JOB_CONTRACT/2021-22/ 01
Estimated Cost	Rs. 34.84 Lakhs (for two years). (exclusive of GST, Employer's share of EPF & ESI and Bonus)
Tender Fee (Non-refundable)	Rs. 1,770/- (inclusive of GST) (to be paid online through payment gateway on CPP Portal)
EMD	Rs. 69,673/- (to be paid online through payment gateway on CPP Portal)

CRITICAL DATES

01.	Publish Date & Time	10.02.2022 @ 1700 Hrs.
02.	Document Download / Sale Start Date & Time	10.02.2022 @ 1800 Hrs.
03.	Document Download / Sale End Date & Time	24.02.2022 @ 1500 Hrs.
04.	Clarification Start Date & Time (Pre-bid queries, if any by Bidders)	10.02.2022 @ 1800 Hrs.
05.	Clarification End Date & Time (to be given by Bid Manager, AAI)	16.02.2022 @ 1800 Hrs.
06.	Bid Submission Start Date & Time	10.02.2022 @ 1800 Hrs.
07.	Bid Submission End Date & Time	24.02.2022 @ 1500 Hrs.
08.	Bid Opening Date & Time (Cover-I)	25.02.2022 @ 1500 Hrs.
09.	Bid Opening Date & Time (Cover-II) -Financial Bid (Tentative)	02.03.2022 @ 1500 Hrs.

Note: -

- a. AAI may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tendering portal <https://etenders.gov.in>.
- b. Corrigendum if any, will be uploaded only on e-tendering portal. It is the responsibility of bidders to check at the website or their registered Email ID / Mobile No.
- c. Clarification after the due date stipulated above will not be entertained and no request for extension of date on any grounds will be granted / entertained.

CHECK-LIST FOR DOCUMENTS TO BE UPLOADED ONLINE

Sl. No.	Name of the Document	Cover	Ref. to Tender Clause	Whether Uploaded
1.	Scanned copy of payment receipt for Rs. 1,770/- (through online on CPP Portal) for being proof of payment of Tender Fee. (OR) Scanned copy of NSIC/MSME/MSM Registration Certificate	I	Section-I 1.2 (Page-5)	YES / NO
2.	Scanned copy of payment receipt for Rs. 69,673/- (through online on CPP Portal) for being proof of payment of EMD. (OR) Scanned copy of NSIC/MSME/MSM Registration Certificate	I	Section-I 1.2 (Page-5)	YES / NO
3.	Scanned copy of Undertaking-cum-Declaration on Unconditional acceptance of Terms & Conditions (Annexure-A).	I	Section-I 1.2 (Page-6)	YES / NO
4.	Scanned copy of GST Registration Certificate.	I	Section-I 1.2 (Page-6)	YES / NO
5.	Scanned copy of PAN (Permanent Account Number).	I	Section-I 1.2 (Page-6)	YES / NO
6.	Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration.	I	Section-I 1.2 (Page-6)	YES / NO
7.	Scanned copy of Employees State Insurance Corporation (ESIC) Registration.	I	Section-I 1.2 (Page-6)	YES / NO
8.	Scanned copy of Work Order with its satisfactory Completion Certificate towards experience.	I	Section-I 1.2 (Page-6)	YES / NO
9.	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement.	I	Section-I 1.2 (Page-6)	YES / NO
10.	Undertaking of GST as per Annexure-B	I		YES / NO
11.	Affidavit regarding compliance of minimum wages as per Annexure: -C.	I		YES / NO
12.	Authorization letter/Power of Attorney (if applicable).	I		YES / NO
13.	Online Financial Bid from the e-Tendering portal for the items as detailed in Price Schedule (Annexure-D).	II	Section-I 1.2 (Page-7)	YES / NO

SECTION: I
NOTICE INVITING e-TENDER

NIT No.: AAI/DIB/TECH/JOB_CONTRACT/2021-22/ 01

1.0 Percentage Rate tenders are invited from the reputed Firm / Agencies / Contractors through the NIC CPP e-tendering portal by the Airport Director, Airports Authority of India, Dibrugarh Airport, Dibrugarh-786012 on behalf of Chairman, AAI for the work **"Job Contract for providing services for operating, cleaning and maintenance of AAI vehicles by deploying manpower for 02 nos. of years at AAI, Dibrugarh Airport"** and further extendable by 6 (Six) more months on the same rates and Terms & Conditions, subject to satisfactory performance of the contractor and mutual consent at an annual estimated cost of **Rs. 34.84 lakhs (for two years)** (exclusive of GST, EPF (Employer's share), ESI (Employer's share) & Bonus).

1.1. The tendering process is online at CPP portal (<https://etenders.gov.in>). Aspiring bidders may go through the tender document by "Guest User" login.

1.1.1 Prospective Tenderers are advised to get themselves register 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 bidder may also take guidance from AAI HelpDesk Support as given Section-II of the tender.

1.2 The following 2 Covers shall be submitted by the bidders: -

COVER-I (FEE/PRE-QUALIFICATION CUM TECHNICAL BID)

The bidders should upload the following scanned documents **ONLINE** in support of their meeting **each criterion** mentioned below in "Cover-I".

S.No.	PRE-QUALIFICATION CRITERIA	DOCUMENT(S) TO BE UPLOADED IN E-PORTAL
1.	Tender Cost	Scanned copy of Payment receipt for Rs.1,770/- (Through online payment gateway on CPP Portal) being proof of payment of Tender Fee. Offline Submission of Tender Fee will not be accepted. (OR) Scanned copy of Registration with NSIC /UAM/ DICs/KVIB/ KVIC / Coir Board/Directorate of Handicrafts and Handlooms or any other body specified by MoMSME for exemption from payment of Tender fee
2.	EMD	Scanned copy of Payment receipt for Rs.69,673/- (Through online payment gateway on CPP Portal) being proof of payment of EMD. Offline Submission of EMD Payment will not be accepted. (OR) Scanned copy of Registration with NSIC /UAM/ DICs/KVIB/ KVIC / Coir Board/Directorate of Handicrafts and Handlooms or any other body specified by MoMSME for exemption from payment of Tender fee

SIGN AND SEAL OF TENDERER

3.	Undertaking-cum-Declaration	Scanned copy duly signed with company seal as per Annexure-A
4.	Should have GST Registration	Scanned copy of GST Registration Certificate
5.	Should have Permanent Account Number (PAN).	Scanned Copy of PAN Card
6.	Should be registered with Employee's Provident Fund Organization (E.P.F.O).	Scanned copy of Employees Provident Fund Organization (E.P.F.O) Registration Certificate.
7.	Should be registered with Employees State Insurance Corporation (E.S.I.C).	Scanned copy of Employees State Corporation (ESIC)Registration Certificate.
8.	<p>Should have experience in providing Manpower in Job contract during the last seven years ending on 31/01/2022 for any one of the following quantum of the completed work(s) :-</p> <p>One order of value not less than Rs. 27.87 Lakh (excluding GST).</p> <p>OR</p> <p>Two orders having each of value not less than Rs. 17.42 Lakhs (excluding GST).</p> <p>OR</p> <p>Three orders having each of value not less than Rs. 13.94 Lakhs (excluding GST).</p> <p>(# 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)</p>	<p>Scanned copy of Work Order / Work Contract Agreement along with its Satisfactory completion certificate</p> <p>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</p> <p>Note: -</p> <p>a) The work /order should have been satisfactorily completed</p> <p>b) Initial period of contract and extension thereof if any up to 31/01/2022 shall be considered as completed work and reckoned for value of order</p> <p>c) Firm 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>
9.	Should have annualized average financial turnover of Rs. 10.45 Lakhs during last three financial years ending On 31-March-2021	<p>Scanned copy of abridged Balance Sheets along with Profit & Loss Accounts Statement for the Financial Year 2018-19,2019-20 & 2020-21.</p> <p>Firms showing continuous losses during the last three financial years in the balance sheet shall be summarily rejected</p>
10.	Undertaking for GST as per Annexure-B.	Scanned copy of Undertaking for GST as per Annexure: -B.
11.	Affidavit regarding compliance of minimum wages as per Annexure: -C.	Scanned copy of Affidavit regarding compliance of minimum wages as per Annexure: -C.
12.	Authorization letter/Power of Attorney (if applicable).	Scanned copy of Authorization letter/Power of Attorney (if applicable).

Note: -

SIGN AND SEAL OF TENDERER

- a. **Attention NSIC Bidders** -The bidders registered under Single Point Registration Scheme of NSIC are eligible to get the benefits under Public Procurement Policy for Micro & Small Enterprises (MSEs), extended by the Govt. of India. Such bidders should submit a copy of valid NSIC Registration Certificate **related to the tendered work** in Cover-I in **ONLINE** to claim exemption from **Tender Cost & EMD**, failing which their tenders will be summarily rejected.
- b. All the above-said documents are to be submitted on or before the stipulated date and time, failing which tender of bidder will be summarily rejected.
- c. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

COVER-II (FINANCIAL BID)

- Upload online Financial Bid from the e-Tendering portal for the items as detailed in Price Schedule (Annexure-D).

1.3 BIDS OPENING PROCESS

The bid opening process is described below: -

1.3.1 Cover-I-Fee/Pre-Qualification Cum Technical Bid: Containing Pre-Qualifying requirement (Technical Bid) of Contractor / Firm (uploaded by the Bidders) shall be opened as per the Tender Schedule. If any clarification is needed from the Bidder about the deficiency in the uploaded documents in Cover-I, the same shall be asked to be provided through Shortfall document folder in CPP portal. The Bidder shall upload the requisite clarifications / documents within date & time specified by AAI, failing which tender will be liable for rejection.

1.3.2 Cover-II-Financial Bid: Cover-II of those bidders who are found meeting all the requirements of "Cover-I" only shall be opened.

Bidders may please note that the 'Price Schedule' is attached in the portal. The same (BOQ) file shall be downloaded and be filled in the editable (un protected – coloured) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, Name of the bidder etc. No other cells (protected-uncolored) should be changed. Once the details are completed, the bidder should save and submit it online, without changing the filename. **If the BOQ file is found to be modified/alterd in protected un-colored cells by the bidder, the respective bid will be rejected and EMD will be forfeited.**

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

1.5 The firm / bidder who are blacklisted / debarred by the CBI / CVC / BCAS / AAI or any other Department of Govt. of India or State Government shall not participate

SIGN AND SEAL OF TENDERER

in the tender. A declaration to that effect shall be submitted by the parties as per prescribed form (Annexure-A).

1.6 AAI reserves the right to disallow the issue of tender documents to working agencies whose performance at ongoing project (s) is below par and usually poor and has been issued letter of restrain / Temporary / Permanent debar by any Department of AAI. 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, then AAI shall take the following action:

1.6.1 Forfeit the entire amount of E.M.D submitted by the firm.

1.6.2 The agency shall be liable for debarment for 3 (three) years from tendering in AAI, apart from any other appropriate contractual / legal action.

1.7 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.

-Sd-
Airport Director
Airports Authority of India
Dibrugarh Airport-786012
For Airport Director, Dibrugarh
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