

**NOTICE INVITING e-TENDER**

**GeM Bid ID: GEM/2026/B/7144918**

1. Item Rate e-tenders are invited through the e-tendering GeM Portal by Senior Manager (Engg.-Elect.), Airports Authority of India (AAI), Environment Cell, CHQ, Safdarjung Airport, New Delhi - 110003 on behalf of Chairman, AAI from the eligible Indian bidders for the work of ***“Engagement of Environment / Carbon Consultant for achieving Level 3+ of ACI-ACA programme for Chennai & Kolkata Airports”*** at an estimated cost of **Rs. 8,26,000/-** (including GST) with completion period of **08 months**.

The tendering process is online at GeM-portal URL address <https://gem.gov.in>. Prospective bidders may download and go through the tender document.

2. **Tender processing fee of Rs. 1180/-** (including GST), **non-refundable** is required to be paid through online to AAI Bank Account as per Bank Account details given under subsequent para.
3. **Earnest Money Deposit (EMD) of Rs. 24,780/-** is required to be paid through online to AAI Bank Account as per Bank Account details given under subsequent para.
4. **Details of AAI Bank Account** for online payment of Tender Fee and EMD:

Bank Account No.: 33404514673  
Beneficiary Name: Airports Authority of India  
IFSC Code: SBIN0017180  
Bank Name: State Bank of India  
Branch Name: Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003

No other means of Tender Fee & EMD payment will be accepted. After successfully depositing the Tender Fee & EMD through online, bidder has to submit the payment receipts / screenshot of successful transaction in technical bid.

5. Following 02 Envelops/Bids shall be submitted through online at GeM-portal by the tenderer as per the following schedule: -

### CRITICAL DATE SHEET

Bid Publishing Date	27.01.2025
Bid Document Download / Sale Start Date	Same as Bid Publishing Date
Clarification Start Date	As per GeM
Clarification End Date	
Bid Submission Start Date	Same as Bid Publishing Date
Bid Submission End Date	21 days from Submission Start Date
Time to be allowed to the bidder for Clarification(s) / Shortfall(s) during Technical Evaluation	05 days
Bid Opening Date (Envelope - I)	As per GeM
Bid Opening Date (Envelope - II)	
Tender Processing Fee (Non-refundable), to be paid online	Rs. 1,180/- (i/c GST) Non-refundable.
Earnest Money Deposit (EMD) to be paid online	Rs. 24,780/-

Note: If the bidder has any query related to the Bid Document of the work, they should use GeM portal to seek clarifications. No other means of communication in this regard shall be entertained.

#### 5.1 **Technical Bid (Envelope-I):** Bid containing the following:

##### A. **Tender Fee & EMD:**

- i) Scanned copy of Payment Receipts / Screenshot of Tender Fee & EMD.
- ii) The bidder is also required to upload scanned copy of cancelled cheque for refund of EMD.

Upon opening of financial bid, EMD deposited by all the bidders except the confirmed lowest bidder shall be returned online to the bank accounts of respective bidders (account details shall be taken from the copy of cancelled cheque uploaded by the bidder).

- iii) Bidder seeking exemption of Tender fee & EMD should upload scanned copy of relevant documents in support of their eligibility for exemption as per NIT, failing which their application shall be liable for rejection.

##### B. **Technical Bid** containing the following: -

- i) Scanned copy of Particulars of Bidder on letterhead of the bidder **(As per format given under Annexure- I (A))** along with proof of meeting qualifying criteria as specified under **Para 'C'** below.
- ii) Scanned copy of Tender Acceptance Letter on Bidder's Letter Head **(As per format given under Annexure- II).**
- iii) Scanned copy of Permanent Account Number (PAN) and GST Registration Number (if registered under GST).
- iv) Scanned copy of Undertaking regarding Blacklisting/ Debarment on Bidder's Letter Head **(As per format given under Annexure- III).**
- v) Undertaking regarding GST registration & compliance of GST provisions **(As per format given under Annexure- IV (A)).** Bidders not registered



under GST are required to submit an undertaking regarding non-registration **(As per format given under Annexure- IV (B))**. In case the annual turnover the bidder exceeds the threshold limit for mandatory GST registration at any point in time during the duration of the contract, the bidder shall register itself under GST and submit a copy of GST registration number to AAI.

- vi) Bidders other than propriety firm shall submit, scanned copy of Authorization Letter/Power of Attorney along with copy of Certificate of Incorporation of the Company under Companies Act showing CIN/LLPIN/Name of Directors of the Company & Copy of Board Resolution regarding Authority to assign Power of Attorney. Proprietary firm shall submit scanned copy of Authorization Letter/Power of Attorney only if the tender is processed by a person other than proprietor.

**C. Qualifying requirements:**

Bidder should have relevant experience in successfully carrying out Level 3+ or higher of Airport Carbon Accreditation (ACA) programme of Airports Council International (ACI) as Consultant or Verifier at at-least any one airport across the globe during last 07 years ending last day of the month previous to the one in which bids are invited.

OR

Bidder must be ACI-ACA enlisted verifier valid as on date of opening of bid (Envelope-1) i/c extensions, if any, and must ensure validity of enlistment during the entire duration of the contract (till completion of work in all respects).

It may be noted that an individual/independent Verifier, as approved by the Airport Carbon Accreditation (ACA) administrator of Airports Council International (ACI), can participate in the bid either in their individual capacity or through an agency/company. However, the verifiers who have been approved under specific companies by the ACA administrator can participate only through their respective approved companies.

In case, the bid is not submitted by the individual/independent ACI-ACA enlisted verifier himself, an undertaking-cum-consent letter from verifier to provide consultancy services to AAI through bidder shall be submitted **(As per format given under Annexure- I (B))**.

A consultant can submit only single bid. In case more than one bid is received from same consultant (either from himself or through other agencies), all such bids shall be summarily rejected.

**Subsequent to award of consultancy work through this Bid, AAI will appoint ACI-ACA enlisted independent verifier for verification services in accordance with the ACI-ACA guidelines. The agency / ACI-ACA enlisted Verifier (either in individual capacity or through an agency/company) appointed as consultant for this work shall not be eligible to participate in the bid called by AAI for verification of ACI-ACA applications for the airports covered under this bid.**



5.2 **Financial Bid e-Bid through GeM Portal (Envelope-II):**

The bidders shall quote their total amount for this work in GeM inclusive of all taxes (including GST).

Bidders are required to upload “Item-wise Price Breakup of quoted amount” on GeM portal as per the format provided and no other format is acceptable. Bidders to note that the price breakup document uploaded by the bidder will be considered as part of the contract. **The “Item-wise Price Breakup of quoted amount” shall NOT be uploaded in the Technical Bid (Envelope-I). In any case, if the “Item-wise Price Breakup of quoted amount” is uploaded in the Technical Bid (Envelope-I), the bid shall be summarily rejected.**

In case of any mismatch/discrepancy between the total amount quoted on GeM and sum total of “Item-wise Price Breakup of quoted amount” (either in figures or in words or both), the bid shall be liable to be rejected. The Bidder is thus required to exercise utmost caution while filling the format for “Item-wise Price Breakup of quoted amount” and total amount quoted on GeM portal.

6. **Refund of EMD:**

EMD deposited by all the bidders except the confirmed lowest bidder shall be returned online to bank accounts of respective bidders after opening of the financial bid (account details shall be taken from the copy of cancelled cheque uploaded by the bidder). No interest shall be paid in this regard. EMD of the successful bidder shall be returned on receipt of Security Deposit equivalent to EMD amount.

7. **Bid Submission:**

The tenderer shall submit their application only at GeM Portal: <https://gem.gov.in/>. Tenderer are advised to follow the instructions provided in the tender document for online submission of bids. **Hard copy of application shall not be entertained.**

8. Not more than one tender shall be submitted by one tenderer or tenderers 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. **Bids Opening Process is as below: -**

**Technical Bid (Envelope-I):**

Documents as per **Para 5.1** (uploaded by the tenderers) shall be opened on date & time mentioned in CRITICAL DATE SHEET.

If the bidder has any query related to the Bid Document of the work, they should use ‘Representation’ on GeM portal for clarifications. No other means of communication in this regard shall be entertained.



If any clarification(s)/shortfall(s) is/are needed from the tenderer about the deficiency in its uploaded documents in Technical Bid, bidder will be asked to provide it through GeM portal, if required. The tenderer shall upload the requisite clarification(s)/shortfall document(s) 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 tenderers through GeM portal.

**Financial Bid (Envelope-II):**

Financial bid of the Bidders found to be meeting the technical criteria and qualifying requirements shall be opened on date & time mentioned in CRITICAL DATE SHEET. (In case the date and time for opening of Financial Bid is changed, the same shall be intimated through GeM Portal).

10. AAI reserves the right to accept or reject any or all applications without assigning any reasons. AAI also reserves the right to call off tender process at any stage without assigning any reason.
11. AAI reserves the right to disallow the working agencies whose performance at ongoing project(s) is below par and usually poor and has been issued letter of restrain/Temporary or Permanent debarment/black listing by any department of AAI/Ministry of Civil Aviation (MoCA)/ Dept. of Expenditure (DoE), Ministry of Finance. **AAI reserves the right to verify the credential submitted by the tenderer at any stage (before or after the award the work). If at any stage, any information /documents submitted by the Bidder found to be incorrect/false or have some discrepancy which disqualifies the tenderer then AAI shall take the following action:**
  1. Forfeit the entire amount of EMD submitted by the tenderer.
  2. The tenderer shall be liable for debarment for a period up to two years from tendering in AAI, including termination of the contract apart from any other appropriate contractual /legal action.
12. Consortium/JV companies shall not be permitted.
13. Concessions to Indian Micro & Small Enterprises (MSEs) units registered with DIC/NSIC/KVIC/KVIB/Directorate of Handicraft and Handloom etc., as per the provisions of **“Public Procurement Policy for MSEs Order 2012”**, with up to date amendments as on last date of submission of bid, shall be applicable.

Bidder seeking concessions, as per the provisions of **“Public Procurement Policy for MSEs Order 2012”** with up to date amendments, should upload scanned copy of relevant documents in support of their eligibility for availing concession, failing which no concessions shall be extended to bidder.



14. In-case of any discrepancy between ***“Buyer Added Bid Specific ATC”*** as specified in this Bid Document and “GeM conditions, ***“Buyer Added Bid Specific ATC”*** contained in this document will prevail.

**Senior Manager (Engg.-Elect.)  
Airports Authority of India  
Environment Cell, CHQ, Safdarjung Airport  
New Delhi - 110003**