



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

e-NOTICE INVITING TENDER

OFFICE OF THE REGIONAL FIRE OFFICE

New Operational Complex, Eastern Region, Kolkata – 700 052

DIRECTORATE OF FIRE SERVICES

SCOPE OF WORK & JOB DESCRIPTION DOCUMENT

NAME OF THE WORK

Procurement of Coffin bags/Cadaver bags/Body bags- Eastern Region.

Prepared By:

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Approved By:

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SECTION: A**NOTICE INVITING E-TENDER**

1.Tenders are invited from the Manufacturers / Authorized Dealers/ Authorized Suppliers/ Authorized Distributors in India dealing with Procurement of Coffin bags/Cadaver bags/Body bags through the GeM Portal by Dy. GM (FS), Airports Authority of India, O/o The Regional Executive Director, Eastern Region, New Operational Complex, Kolkata – 700 052," at an estimated cost of Rs 22,85,066.66/- (Rupees Twenty-Two lakh Eighty-Five thousand Sixty-Six and Sixty-Six paise only) (Inclusive GST).

1.1 Procurement of Coffin bags/Cadaver bags/Body bags as detailed given in GeM tender document.

1.2 The e-tender for the " Procurement of Coffin bags/Cadaver bags/Body bags at Airports Authority of India, O/o The Regional Executive Director, Eastern Region" are invited online in two bid system through GeM Portal: -

- a) Pre-Qualification cum Technical Bid
- b) Financial Bid

2. Pre-Qualification cum Technical Bid Submission

Sl No	QUALIFYING REQUIREMENT	DOCUMENT(S) TO BE UPLOADED IN GeM PORTAL
1.	Should have GST Registration.	Scanned copy of GST Registration Certificate.
2.	Should have Permanent Account Number (PAN).	Scanned copy of PAN Card.
3.	Should Seal and Signed Undertaking cum Declaration as per Annexure-A	Scanned Copy of seal and signed Undertaking cum Declaration as per Annexure-A
4.	Should have successfully executed order of supply of Coffin/Cadaver/Body bag at least 05 years ending the period of bid of the following quantum of completed work(s): - One order - 80% of estimated cost, i.e., not less than Rs. 18,28,053.40/- (Incl. of GST) OR Two orders – 50% of estimated cost, i.e., not less than Rs. 11,42,533.40/- (Incl. of GST) each order. OR Three orders - 40% of estimated cost, i.e. not less than Rs. 9,14,026.70/- (Incl. of GST)	Scanned copy of Work Order / Purchase Order /Work Contract Agreement / Invoice along with its Satisfactory completion certificate. The said satisfactory completion certificate should reflect the Name of Work, Value of Work, Date of Supply etc. of related Work Order/ Purchase Order / Work Contract Agreement / Invoice in support of the above.

	each order. (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)	Firm showing work experience certificate from non-government / non-PSU organizations should submit copy of tax deduction at sources (TDS) certificate in support of their claim for having experience of stipulated value of work.
5.	Should have annualized average financial turnover of Rs. 6,85,520 /- during last three financial years ending on March-2026.	Scanned copy of Balance Sheets along with Profit & Loss Accounts Statement duly audited by chartered accountant with UDIN for the Financial Year - 2023- 24, 2024-25 & 2025-26.
6.	Certificates	The material/bag shall be supported with a valid report from Govt/NABL approved lab.

3. Financial Bid Submission:

3.1 Currency of quote shall be in Indian Rupees.

3.2 It shall be clearly understood and noted that Financial Bid of the tender document is for pricing alone. No condition, whatsoever, shall be stipulated in this part.

3.3 The prices quoted by the bidder shall remain firm during the entire period of contract and shall not be subject to variation on any account, except statutory Indian Govt. taxes and levies.

3.4 Tenders, in which any of the particulars and prescribed information is missing or is incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. If the bidder gives wrong information in his tender, AAI reserves the right to reject such tender at any stage or to cancel the Contract, if awarded and forfeit the Earnest Money Deposit/SecurityDeposit.

3.5 AAI reserves the right to reject any or all tenders without assigning any reason. The Financial bids of the bidders who do not qualify in technical bid evaluation shall not be opened. AAI also reserves the right, at its sole discretion, not to award any order under the tender called. AAI shall not pay any cost incurred in the preparation and submission of any tender or any cost incidental to it. The documentation submitted by tenderers shall not be returned.

4. Opening of Pre-qualification cum Technical Bids:

The Pre-qualification cum Technical Bids of the participating bidders shall be opened as per the schedule mentioned on the GeM Bid Document.

5. Evaluation of Pre-qualification cum Technical Bids:

5.1 To shortlist technically qualified bidders, the Pre-Qualification cum Technical bids shall be scrutinized by AAI to ensure whether the same are in conformity as per bid requirement. For this purpose, the documents submitted by the bidders shall be scrutinized along with other condition given in the bid to ascertain whether these documents are in order and meet the requirement of AAI.

5.2 However, AAI may seek clarification on technical details or any other information deemed necessary. Such queries raised on-line on GeM portal shall be replied on-line positively by the bidder within the time specified, failing which the evaluation shall be done on the basis of the information available.

5.3 AAI shall evaluate the bids to determine whether they are complete, the documents have been properly signed and the bids are in order.

5.4 AAI will determine the substantial responsiveness of each bid to the Bid documents. For purposes of these clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bid documents without material deviations. AAI's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. A bid determined as substantially non-responsive will be rejected by AAI.

5.5 The bids received shall be evaluated by AAI to ascertain the complete scope contained in the tender document.

6. Opening of the Financial Bids:

6.1 Financial Bids of only those bidders who qualify in Pre-Qualification cum Technical bid evaluation shall be opened by AAI.

6.2 No correspondences / representations shall be entertained from the bidders after opening of Financial Bid of the Tender.

6.3 Date of submission and opening of bids can be extended on sole discretion of the Competent Authority.

7. Evaluation of Financial bids:

7.1 The tenders shall be compared based on total price (Including GST, Transportation, loading, unloading charges etc.) quoted by the bidders.

7.2 AAI's decision in the evaluation process shall be final and binding on all Bidders.

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

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

10. 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 they said entity shall not be allowed to participate in AAI tenders.

SECTION: B

GENERAL CONDITIONS OF CONTRACT

1. The e-Tenders are invited in two bid system through the GeM Portal
 - (i) Prequalification cum Technical Bid
 - (ii) Financial Bid
 2. Not more than one Tender shall be submitted by a bidder. Not more than one concern in which an individual is interested as Proprietor and / or partner shall tender for the execution of the same work. If they do so, all such Tenders shall be liable to be rejected.
 3. No single firm shall be permitted to submit two separate tender application.
 4. The Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the job to be done and of conditions and local conditions and other factors bearing on the execution of the nature of specified job.
 5. A responsive bidder is one who submits priced tender and accepts all terms and conditions of the tender. Complete compliance of Technical Specification is required failing which the bids shall be rejected.
 6. Bidder shall submit a responsive bid, failing which his/her tender will be liable to be rejected.
 7. All rates shall be quoted in Financial Bid only. Conditional Financial Bid shall be rejected.
 8. The bidder shall duly attest all corrections, cancellation and insertions.
 9. All the tenders in which, any of the prescribed conditions are not fulfilled / incomplete in any respect are liable to be rejected.
 10. The Bidder shall not be permitted to tender for works in AAI, in which his near relative is posted as officer who is responsible for award and execution of contracts. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in AAI. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of the Authority.
- Note: - The term 'near relative' means wife, husband and parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunty and cousin and their corresponding in laws.
11. No Gazette officer employed in Engineering/Technical or Administrative duties in an Engineering/Technical Department of Government of India or AAI is allowed

to work as contractor or his representative, for a period of two years of his retirement from the Government / AAI Service, without the prior permission of the Government of India/AAI. The contract is liable to be cancelled if either the contractor or any of his employee is found at any time to be such a person who had not obtained the permission of the Government of India / AAI as aforesaid before submission of the tender or engagement in the contractor's service.

SECTION: C

SPECIAL CONDITIONS OF CONTRACT

1. SCOPE OF WORK

Procurement of Coffin bags/Cadaver bags/Body bags at Regional Executive Director, Eastern Region, New Operational Complex, Kolkata – 700 052.

2. TECHNICAL SPECIFICATION

Procurement of Coffin bags/Cadaver bags/Body bags to be supplied shall comply with AAI's Technical Specifications as given in GeM tender document.

3. OPTION CLAUSE

AAI may increase the quantity of supply up to 25 % depending on its requirement on the same rates, terms & conditions within a warrantee period of 1 year and it will be obligatory and binding on the contractor to supply the same. The rates quoted for the item shall be considered for any repeat purchase within a warrantee period of 1 year.

4. PACKING FORWARDING AND SHIPMENT

4.1 The Contractor wherever applicable, shall properly pack all stores in such a manner so as to protect them from deterioration and damage during Air/Rail/Sea and Road Transportation to the site and the Contractor shall be held responsible for all damages due to improper packing. The cost of damages or replacement of store will be on the account of the Contractor. Loading and unloading all the expenses at the cost of L1 bidder.

4.2 The Contractor shall notify the purchaser of the date of dispatch and the expected date of arrival at the destination, for the information of the Purchaser.

4.3 The Contractor shall also give all dispatch information concerning the right size and the content of each packing including any other information promptly to the Purchaser.

5. DELIVERY SCHEDULE & LIQUIDATED DAMAGES

The total time allowed for supply of material at Consignee's destination is 30 (Thirty) days from the date of placement of confirmed Purchase Order.

5.1 If the contractor fails to complete the supply as per the delivery schedule, the purchaser has the right to cancel the order or get the supplies from an alternative source at the risk and cost of the contractor.

5.2 The number of liquidated damages for delay and waiver of the same in case of justified reasons shall be decided at the discretion of Accepting Authority and the same shall be final and binding on the contractor. Time taken by AAI and local statutory authorities for approval of drawings, design, estimate etc., force majeure reasons and any other reasons beyond control of the contractor shall be considered as justified reasons. The number of liquidated damages may be adjusted or set off against any sum payable to the contractor.

6. SUFFICIENCY OF TENDERS

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his/her tenders of the works and of the rates and the process quoted in the schedule of work/ items /Quantities or in Bills of Quantities which rates and prices shall, except as otherwise provided, cover all his completion and maintenance of works.

7. CONSIGNEE ADDRESS

Material shall be delivered at the following address: -

SI No	Consignee Address	Quantity
01	Airport Director V S S Airport, Jharsuguda Odisha 768204 GSTIN-21AAACA6412D1ZK	200
02	Airport Director Deoghar Airport Jharkhand 814114 GSTIN-20AAHCD3224H1Z8	200
03	Airport Director SVI Airport, Raipur Chhattisgarh 492015 GSTIN-22AAACA6412D1ZI	100
04	Airport Director BM Airport, Ranchi Jharkhand 834002 GSTIN-20AAACA6412D1ZM	200
05	Airport Director BPI Airport, Bhubaneswar Odisha 751020 GSTIN-21AAACA6412D1ZK	100
06	Airport Director Gayaji International Airport Bihar 823004 GSTIN-10AAACA6412D2ZM	200
Total		1000 no's

8. REPLACEMENT OF DEFECTIVE STORES

The stores supplied against this order shall bear a warranty/guarantee of the contractor against defective materials, workmanship and performance. If the stores supplied and found defective by the purchaser, the same shall be replaced immediately with serviceable stores by the contractor free of cost at site.

9. RECTIFICATION CLAUSE

In the event of stores given back to the manufacturers for rectification of defects, the manufacturer will ensure that the defects are attended immediately without loss of time, so that the stores can be reinstated.

10. WARRANTY & DEFECT LIABILITY PERIOD

The contractor shall guarantee that the supplied material shall be free from any defect due to defective material and bad workmanship and that the supplied material shall operate satisfactorily and that the performance and efficiencies shall not be less than guaranteed value. The warranty shall be for minimum period of one year from the date of commissioning or as given by OEM warrantee/guarantee policy whichever is later. Any part found defective during guarantee period shall be replaced by the contractor without any charges whatsoever. The services of contractor personnel if requisition during this period, for such work shall be made available free of any cost to the authority. If the defects are not rectified with a reasonable time as mentioned in the written notice, the Authority shall proceed to do so at the contractor's risk and expense without prejudice to any other right.

Annex-A

(TO BE SUBMITTED IN TECHNICAL BID UNDERTAKING CUM DECLARATION)

UNCONDITIONAL ACCEPTANCE OF TERMS & CONDITIONS OF TENDER, NON-PAYMENT OF BRIBE, NON-PARTICIPATION OF NEAR RELATIVES AND NONBLACKLISTING/ DEBARRING OF FIRM

Name of work:

1. I / we hereby certify that I / we have read the entire terms and conditions of the tender document which shall form part of the contract agreement and I /We shall abide by all the conditions / clauses contained therein.

I / We hereby unconditionally accept all the tender conditions of AAI's tender document in its entirety for the above works.

It is understood that after unconditionally accepting all the tender conditions in its entirety, it is not permissible to put any remarks / conditions (except unconditional rebates on quoted rates if any) in our bids and the same has been followed in the present case. In case any provisions of this tender are found violated after opening of "Technical Bid" & "Financial Bid", I / We agree that the tender shall be rejected and AAI shall without prejudice to any other right or remedy be at liberty to blacklist the bidder for **03 years** or as deemed fit.

2. That, I / We declare that I/we have not paid and will not pay any bribe to any officer of AAI for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of AAI asks for bribe / gratification, I will immediately report it to the appropriate authority of AAI.

3. I / We do hereby declare and state that none of my/our near relatives is posted in AAI as officer responsible for award and execution of this particular tender/work and that no employee of AAI is a Director /Proprietor /Partner or holding any other post in my/our Firm/Company. I / We further undertake to intimate the names of persons, if any who are working with me / us in any capacity or are subsequently employed by me / us and who are near relatives to any officer in AAI.

4. I / We do hereby declare and state that our Firm / Company has not been blacklisted / debarred by CBI / CVC / AAI / BCAS or any other Department of Govt. Of India / State Govt. and have no outstanding dues payable to the AAI.

5. I / We do further declare and state that all the above information given by me/ us is true to the best of my/our knowledge and in case if it is found to be false/incorrect, AAI shall have the absolute right to take any action deemed fit/without any prior intimation to me/us.

Date:

Signature of Bidder / Authorized signatory

TECHNICAL SPECIFICATION OF Coffin bags/Cadaver bags/Body bags

Scope: Coffin bag/Cadaver bag/Body bag shall be a non-porous bag used for handling and transporting of human remains and dead bodies of deceased person.

Sl No	Salient Features	Offered from Bidders
1.	The Coffin bag shall be made of HDPE (High Density Polyethylene) or PEVA (Polyethylene vinyl acetate).	
2.	The Coffin bag shall be white in color.	
3.	The thickness of material shall be not less than 150 GSM.	
4.	The Coffin bag shall have a minimum weight/load bearing capacity of 150 kg.	
5.	Material should not crack, expand must be shrink resistance. Bag material must allow it to be used in winter environments or morgue coolers without fear of material “cracking”.	
6.	The shortage temperature range shall be -20° C to +60° C	
7.	The inner material shall be able to absorb and hold a minimum of 4000 ml of Fluid.	
8.	The Coffin bag shall have dimensions as per following:	
	Infants Length: 30 inches Width: 22 inches (02 Handles on each side)	
	Child Length: 60 inches Width: 34 inches (03 Handles on each side)	
	Adult Length: 86 inches Width: 34 inches (03 Handles on each side)	
	The bag handle shall have a 6 inch grip for easy lifting and loading.	
9.	The bag should have an integrated transparent label pouch of following dimension for placement of identification tag: Length: 15 cm Width: 15 cm	
10.	The bag shall have a Two-way, full length, smooth-running High-quality Nylon Zipper and bag must open in ‘C’ shape.	
11.	The bag shall be a single use, disposable type, fully heat sealed with no sewn seams, specifically designed for high-risk biohazard exposure.	
12.	The bag shall have a warranty of minimum Three (03) Years.	
** Kindly provide the Undertaking/Certificate of Point no. 4,11 & 12.		

ADDITIONAL TERMS & CONDITIONS

1. **DOCUMENTS TO BE SUBMITTED IN HARD COPY IN ENVELOPE-A MARKED AS "EMD"**: Original Demand Draft/BG for EMD, if applicable, shall be submitted in **Envelope-A (marked as "EMD")** and shall reach the Bid Inviting Authority at the below mentioned address before GeM Technical Bid Opening Date & Time:

**"DGM (FS) ER
O/o Regional Executive Director, Eastern Region
Airports Authority of India
Regional Fire Officer, Eastern Region
Kolkata-700052"**

In case of non-submission of above document in original hard copy, bids shall be rejected. AAI shall not be responsible for non-receipt of above document due to postal delay. If exemption is claimed from submission of EMD, relevant certificate to be uploaded online in GeM Technical Bid.

2. **EARNEST MONEY DEPOSIT (EMD)**:

- 2.1 The EMD amount of INR ₹ 45,702/- should be submitted in the form of Irrevocable Bank Guarantee (BG) as per **Annexure-F**, from a Scheduled Commercial Bank (as per RBI schedule) [but not from any Cooperative or Gramin bank] having office in India, or in the form of Demand Draft in favor of "Airports Authority of India" payable at Kolkata.
- 2.2 A scanned copy of Bank Guarantee along with Letter of Undertaking to the Bank (**Annexure-G**), or scanned copy of Demand Draft, as applicable, shall be uploaded by the Bidder in the GeM bid.
- 2.3 In either case, the **original** Demand Draft or Bank Guarantee, with other required documents, shall be submitted to the Bid Inviting Authority at the address as mentioned in ATC Para-1 above.
- 2.4 The Earnest Money Deposit shall be valid for a period of 90 days from the notified date of opening of the GeM Technical bids without any condition. In case of any extension of bid opening date, or delay in finalization of bids, the bidder shall extend the validity of Earnest Money Deposit suitably.
- 2.5 The BG shall contain the name, designation and code number of the Bank officer(s) signing the guarantee(s). Further, the bidder shall provide the name, designation, address, fax number, e-mail id and telephone number of the bank issuing the Bank Guarantee.
- 2.6 Verification of Bank Guarantees submitted by Vendors to AAI will be done through Structured Financial Messaging System (SFMS) of ICICI bank as defined in Para 9 of this ATC document.
- 2.7 The Bidder shall not change or alter or modify in any way, the language or contents of **Annexure -F** (EMD Bank Guarantee) of this document.
- 2.8 Govt. of India's Guidelines issued from time to time relating to exemption of Earnest Money shall be applicable to eligible bidders.
- 2.9 Bids received without EMD (other than those who are exempted from payment of EMD) as specified in the bid document, shall be rejected outrightly.
- 2.10 EMD of bidders who are disqualified in Technical Stage shall be returned/refunded after rejection of their bids.
- 2.11 EMD of all qualified bidders whose financial bids are opened (except the confirmed lowest bidder) shall be returned/refunded after award of Contract to successful bidder.
- 2.12 EMD of the successful bidder will be returned/refunded after receipt of Performance Bank Guarantee against Security Deposit for Supply, Installation, Commissioning and Warranty/Guarantee period.
- 2.13 If AAI cancels this Bid, then AAI will return the EMD of all Bidders for whom the EMD was not already forfeited and encashed.
- 2.14 AAI shall refund same amount as received from bidders towards EMD and in the same currency with no interest or any other expenses, whatsoever, in any manner to the bidder or its authorized representative.
- 2.15 The Bidder shall provide the requisite Bank Account details for return of EMD.

3. **FORFEITURE OF EMD**: The EMD amount of a bidder shall be forfeited in the following events:

- 3.1 If the bidder withdraws or amends its bid or breach of the conditions of the bid document or impairs or derogates from the tender in any respect within the period of validity of the bid.

3.2 If the successful bidder fails to submit the contract Performance Bank Guarantee (PBG) as stipulated in the Terms and Conditions within 30 days (or an extended period as approved by the Accepting Authority in AAI) from the issue of the purchase order / work order.

3.3 If the bidder knowingly and willfully supplied incorrect information in the bid.

3.4 In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of Un-conditional acceptance of terms and conditions of the bid document **{Annexure-A}**.

4. The bidder should be reputed original equipment/ furniture manufacturer (OEM), or their authorized dealers.
5. The OEMs or their authorized dealers supplying the furniture must strictly adhere to the specifications mentioned in the tender. Wherever authorized Dealers / Distributors of OEMs are submitting the bid, Authorization Certificate issued by OEM containing details such as name, designation, address, e-mail id and phone No. is required to be furnished along with the bid duly notarized with Rs. 100/- non-judicial stamp paper. In case of non-submission of OEM issued Authorization Certificate as per above details, bids shall be rejected. In case of OEM participating in the bid directly, self-declaration on Company letterhead for proof of being OEM along with necessary relevant documents substantiating the claim, to be submitted.
6. Data sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the data sheet with the product specifications offered. In case of any mismatch of technical parameters, the bid is liable for rejection.
7. AAI may issue a Letter of Intent (LOI) to the declared L-1 bidder and ask the bidder to accept the LOI unconditionally within the specified time. If the bidder fails to accept the LOI unconditionally, it will be construed that the Bidder is not interested in the offer. In such a situation, AAI will encash and forfeit the EMD.

8. PERFORMANCE SECURITY:

8.1 Performance Security or Performance Bank Guarantee (PBG) for the work shall be submitted by the successful bidder after Award of Contract. PBG is required to ensure the performance of the contract. Performance Security shall be of an amount of 05 (Five) per cent of the Contract value. Performance Security shall be furnished in the form of an irrevocable and unconditional bank guarantee from a Scheduled Commercial Bank, but not from Cooperative or Gramin Bank. Performance Bank Guarantee shall be valid for ninety (90) days beyond the date of completion of all contractual obligations of the supplier including Guarantee/Warranty obligations and shall remain valid as per provisional extension granted by the AAI. If the Agency fails to extend the validity of the Performance Guarantee, the same shall be encashed by AAI and shall be returned only as per other provision of contract at discretion of AAI.

8.2 Performance Bank Guarantee (PBG) shall be submitted by the Successful Bidder as per **Annexure-D** within 30 days of issue of purchase order, having validity up to Guarantee/Warranty (Defect Liability) Period + 90 days, i.e. 03 year + 90 days. The Guarantee/Warranty (Defect Liability) Period shall be reckoned from the date of successful installation & commissioning at Consignee location. In any case, If the Agency fails to extend the validity of the Performance Bank Guarantee as per requirements of the bid document, the same can be encashed by AAI.

8.3 In case the Agency fails to submit the PBG within stipulated period, interest at 12% per annum on Performance Guarantee amount would be levied (non-refundable) for delayed period of submission and shall be deducted from the bill payable to the Agency. In case, successful bidder fails to submit performance bank guarantee within 30 days of the issue of the letter of acceptance of bid (Purchase Order), AAI reserves the right to forfeit the EMD and cancel the order.

8.4 The Performance Security will be forfeited and credited to the accounts of AAI in the event of a breach of contract by the Agency. It shall be refunded to the Agency without interest, after successful completion of the contract in all respects, after 90 (ninety) days of completion of all such obligations including the Guarantee/Warranty under the contract.

8.5 **Processing of Invoice shall be done only after submission of Performance Security Deposit by the Agency, along with all other relevant documents.**

8.6 The Performance Security will be returned to the supplier on completion of all the contractual liabilities.

9. VERIFICATION OF BANK GUARANTEE:

- Generated from eOffice by PRATAP LASKAR, DGM(PL-FS-ER)-AAI, DGM(FS)-ER, AIRPORTS AUTHORITY OF INDIA (AAI) on 04/09/2026 10:48 AM

11. CLARIFICATION ON BIDS/SHORTFALL DOCUMENTS: During the preliminary examination, some minor informality and / or irregularity and/ or non-conformity / shortfall documents / non-submission of documents may be found in some bids. Such minor issues could be missing pages / attachment or illegibility in a submitted document, non-submission of required number of copies of a document. There have also been cases where the bidder submitted the amendment Bank Guarantee but omitted to submit the main portion of Bid Document. Such “minor” issues may be waived provided the same does not constitute any material deviation and financial impact. Wherever necessary, observations on “minor” issues (as mentioned above) may be conveyed by GeM Portal. During evaluation and comparison of bids, AAI may, at its discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given via GeM Portal asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his bid will be liable to be rejected. No change in prices or substance of the bid shall be sought, offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information/ documents shall be sought only in case of historical documents which pre-existed at the time of the bid opening and which have not

undergone change since then. These shall be called only on the basis of the recommendations of the Competent Authority. (Example: if the Permanent Account Number, registration with sales GST has been asked to be submitted and the bidder has not provided them, these documents may be asked for with a target date as above). So far as the submission of documents is concerned with regard to qualification criteria, after submission of the bids, only related shortfall documents shall be asked for and considered. For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply order shall be asked for so as to qualify the bidder.

- 12. PROOF OF SATISFACTORY SERVICE:** Bidders shall upload performance certificate in respect of the experience of works claimed by the bidder against execution of works listed above. Certification of satisfactory completion of similar type of works with complete detail of work carried out shall be submitted. Further, the completion certificates should be issued by the end Customers and should show the Value of order or contract, Order or Contract No., Award date, Order or Contract Completion date. In case of GeM Contracts, GeM Consignee Receipt & Acceptance Certificate (CRAC) shall be deemed equivalent to satisfactory completion Certificate.

Annexure - B**GST Undertaking****[Scanned copy to be uploaded online in GeM Technical Bid]**

I/We..... (Name & post of authorized signatory) on behalf of (Name of bidder) do hereby solemnly declare the following:

That our firm/ Indian Subsidiary/ Indian Associate has been registered under GST having registration no..... and fully compliant of GST provisions.

That in case of non-compliance of GST provisions and blockage of any input credit, our firm shall be responsible to indemnify Airports Authority of India.

That all input credits have been passed on to AAI by our firm.

Signature.....

Name of the authorized Signatory of the bidder.....

Date.....

Seal

Annexure – C

**UNDERTAKING TO BE SUBMITTED BY AGENCY WHO WISH TO CLAIM PREFERENCE UNDER MAKE IN INDIA (MII)
POLICY (*Issued by OEM only*)**

(Scanned copy to be uploaded online in GeM Technical bid)

Name of the work _____

Name of the OEM _____

Name of Contractor/Firm _____

Bid No. _____ **dated** _____

I/We _____ (Name of OEM) have gone through the “Make in India Policy” mentioned in the tender document and have understood the provisions available in the policy.

- I/We _____ (Name of the OEM) hereby undertake that I/We/ _____ (Name of OEM or its authorized dealer participating in the bid) are participating in the tender as _____ (Class-I Local Supplier/ Class- II Local Supplier as the case may be) with local content in our Offered product is _____ %.
- The details of the location(s) at which local value addition is made is: _____
- I/We _____ (Name of the OEM) also understand that false declarations will be in breach of the code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which for which a bidder or its successors can be debarred for up two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law

Seal & Signature of authorized representative of OEM:

Date:

**PROFORMA FOR PERFORMANCE BANK GUARANTEE (BANK GUARANTEE BOND) FOR SUPPLY,
INSTALLATION, COMMISSIONING AND GUARANTEE/
WARRANTY PERIOD**

**(To be stamped in accordance with stamp Act)
(The non-judicial stamp paper should be in the name of issuing bank)**

To

**“DGM (FS) ER
O/o Regional Executive Director, Eastern Region
Airports Authority of India
Regional Fire Officer, Eastern Region
Kolkata-700052”**

Airports Authority of India

1. In consideration of the Chairman, AAI (hereinafter called “AAI”) having offered to accept the terms and conditions of the proposed agreement between and [hereinafter called the said Contractor(s)] for the work..... (herein after “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs..... (Rupees..... only) as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement. We..... (indicate the name of the Bank) (hereinafter referred to as “the Bank”) hereby undertake to pay to the

Chairman, AAI an amount not exceeding Rs..... (Rupees..... only) on demand by AAI.

2. We..... (Indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from AAI stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made by AAI on the Bank through written communication shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees..... only).

3. We, the said Bank, further undertake to pay to the Chairman, AAI any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under his bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

4. We..... (Indicate the name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of AAI under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of AAI certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We..... (indicate the name of the bank) further agree with AAI that AAI shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by AAI against in the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extensions being granted to the said contractor(s) or for any forbearance, act of omission on the part of AAI or any indulgence by the AAI to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We..... (Indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of AAI in writing.

8. This guarantee shall be valid up to..... (Guarantee/Warranty Period + 90 Days) unless extended on demand by AAI. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....

(Rupees.....only) or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

In presence of: Dated this _____ Day of _____

WITNESS

1 For and on behalf of (The Bank)

Signature _____

2 Name & Designation _____

Authorisation No. _____

Name & Place _____

Bank's Seal _____

The above Guarantee is accepted by Airports Authority of India. For and on behalf of Airports Authority of India.

Signature _____

Name _____

Designation _____

Dated _____

ANNEXURE-E**Request letter: Transmission of Bank Guarantee Cover Message
(To be submitted by applicant to BG issuing bank)**

Date:

To,

The Manager,

.....(Bank)

.....(Branch)

Sub: Inclusion of Unique Identifier Code of AAI while transmitting BG cover messages where beneficiary bank is ICICI Bank (IFSC-ICIC0000007).

Dear Sir /Ma'am,

I/We, ..., request you to include unique identifier----- in field
7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while
transmitting the same to the beneficiary bank (ICICI Bank-IFSC• ICIC0000007).

Thanking you,

.....

(Vendor/Customer/Concessionaire)

Annexure-F

Bank Guarantee Format for EMD
(On Non- judicial stamp paper of Rs.100.00)

[Scanned copy to be uploaded online in GeM Technical Bid and original document, if applicable, to be submitted in sealed Envelope-A marked as "EMD"]

Bank Guarantee

To,

Dear Sir,

1. We (full name of the banker) having our registered Office at _____ (Address of Bank's registered Office) hereby refer to the bid No. _____ for _____ (Name of Work) issued by the Airports Authority of India as purchaser.

2. M/s (fill in the name of bidder) has approached the bank for providing a Bank Guarantee for EMD for participation in said tender.

3. Under the terms of said tender, the Bidder is required to provide a bank guarantee in a form acceptable to the purchaser for the amount of Rs. (amount in figures) (Rupees.....) on account of EMD.

4. We, (Name of the Bank hereby give this Bank Guarantee No. dated for an amount of Rs. (amount in figures) (Rupees) on account of EMD.

5. Upon default of the tender, we, ... (Name of the bank), do hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the Airports Authority of India or any Officer authorized by it on its behalf any amount not exceeding Rs. (amount of EMD) (Rupees.....) (in words) to the Airports Authority of India on behalf of the Bidder.

6. The determination of the fact of breach and the amount of damages sustained and or liability under the guarantee shall be in the sole discretion of the purchaser whose decision shall be conclusive and binding on the guarantor.

7. This bank guarantee is confirmed and irrevocable and shall remain in effect until _____ (the validity shall be **90 Days** from the date of opening of technical bid) and such extended periods which may be mutually agreed to. We hereby expressly waive notice of any said extension of the time for performance and alteration or change in any of the terms and conditions of the said tender.

Truly yours,

(Authorized Signatory of the Bank)

Annexure – G

(Letter of undertaking from the Depositor to Bank to be submitted along with EMD (BG)/Performance Security Bank Guarantee to Airports Authority of India.)

(Scanned copy to be uploaded online in GeM Technical Bid)

The Branch Manager,
..... Bank,
.....

Sub: My /Our Bank Guarantee bearing No..... dated for amount..... issued in favour of Airports Authority of India A/c.....

Sir,

The subject Bank Guarantee is obtained from your branch for the purpose of **EMD (BG)/Performance Security Bank Guarantee** on account of contract awarded/ to be awarded by Airports Authority of India to me /us.

I hereby authorize the Airports Authority of India in whose favour the deposit is made to close the subject Bank Guarantee before maturity / on maturity towards adjustment of dues without any reference / consent / notice from me/ our side and the bank is fully discharged by making the payment to Airports Authority of India.

Signature of the Depositor

Place:

Date: